

**POWDER MOUNTAIN WATER and SEWER IMPROVEMENT DISTRICT  
PUBLIC MEETING June 19, 2018  
MEETING MINUTES**

**MINUTES OF THE PUBLIC MEETING OF THE POWDER MOUNTAIN WATER AND SEWER IMPROVEMENT DISTRICT held on June 19, 2018 at 3:00 PM in the Weber County Breakout Room #105, located at 2380 Washington Blvd., Ogden, Utah 84401.**

***Trustees Present:***

James H. Harvey, Chair  
Trustee Bob Behrendt (VIA PHONE)  
Trustee Mark Schroetel  
Trustee Gary Urdang

***Staff Present:***

Roy Watts, District Manager  
Carrie Zenger, District Clerk  
Ashlie Gregson-Attorney  
Paul Hirst-Engineer

**A. Welcome** – James H. Harvey, **Chair**

**B. Public Comment**

None

**C. Consent Items**

- 1) Request for approval of District bills to be paid.
  - Warrants # 395-410 in the amount of \$55,217.89

**Trustee Schroetel moved to approve the consent item 1; Trustee Urdang second with all voting "aye".**

**D. Attorney-Ashlie Jones**

***Review of Resolutions, Adoptions and issues the firms is working on.***

Ashlie reviewed the various Resolutions that were prepared for Adoption. Ashlie asked that the Trustees review the draft of the Policies & Procedures and respond with any changes or questions and be prepared for adoption at the next Board Meeting.

**E. Manager's Report** – Roy Watts, District Manager

***Recommendation to adopt Certified Tax Rate for the year 2018, Weber and Cache County.***

Roy reviewed the Tax Rate for each County and recommended that the District keep the proposed rate for the year 2018. Trustee Harvey would like clarification that this rate is for the year 2018 and not 2019. Per the State website it is for the year 2018.

**Trustee Urdang moved to Adopt the 2018 Certified Calendar Tax Rate for Weber and Cache County; Trustee Schroetel second with all voting "aye".**

***Policies & Procedures***

The Policies & Procedures draft was reviewed, Trustee Harvey asked for comments and prepare to pass at the next Board Meeting. Trustee Urdang suggested we change the policies for handling checks and deposits. Ashlie will correct the changes. Trustee Harvey suggested that the policies read simple and not complex as they may be easier to follow.

Roy has asked Trustee Behrendt to help with a Mission Statement.

***Recommendation to return to QuickBooks Desktop vs. QuickBooks Online.***

Carrie reviewed the process that is taking place to reconcile and archive QuickBooks. There was a recommendation from Amy with Christensen, Palmer and Ambrose to switch back to desktop and start fresh with 2018 and archive the past years and reconcile. Amy will do the transfer and reconcile the books to date.

**Trustee Urdang moved to switch QuickBooks Online to QuickBooks Desktop; Trustee Schroetel second with all voting "aye".**

***Revised Rules & Regulations Adoption***

The review of the changes that were made to the Rules & Regulations, a recommendation for adoption was made. Trustee Behrendt is requesting information of termination of service. Trustee Behrendt suggests that we have a policy stating that if the property owner defaults on their fees, then the District has the right to proceed with another avenue of collection. Trustee Harvey suggested that Ashlie review the policies and the State regulations on collections and time frame to collect outstanding fees. Paul Hirst is questioning whether the loss of the connection at the time of lien, does it go to someone else.

**Trustee Urdang moved to adopt the Rules and Regulations revisions and return with a revised policy for liens and collection process; Trustee Behrendt second with all voting "aye".**

***Revised Developmental Agreement Adoption***

Roy reviewed the Developmental Agreement changes that were made to the previous agreement. The process steps were rearranged and the fees updated. Trustee Urdang is questioning the process of the Will Serve Letter. Trustee Schroetel suggested that he help revise the steps process in the agreement.

**Trustee Schroetel moved to adopt the revised Developmental Agreement; Trustee Urdang second with all voting "aye".**

***Adopt Resolution for Stand-By Fees***

The suggestion to table and wait for the Resolution adoption of Stand by Fees until next month is made due to the information requested for the Rules & Regulations. See Above.

***Status of Cobabe Well and Bloomington Well Drilling***

The casing is in on the Cobabe Well and ready to start drilling. There was an issue due to the use of Pizzel Springs water. The drilling company is now aware they are supposed to truck in their own water. Paul stated that there is staff on site until the drilling is complete and keep on going samples. Estimate will be about 1.5 months of drilling due to the complication of the formations. Once water is found then we will proceed with CRS designing of the Well House, pump motor and pump station.

Equipment staging for Bloomington Well pump test is complete. The well is open and will be test pumping at approximately 300 gallons per minute. Coordination has been made with CRS to top off the reservoir during the test. Paul is concerned with over mining the aquifer. CRS staff will be monitoring the pumping. Trustee Behrendt is questioning the output of the Well and what process would the District take if it did not produce water. Paul reviewed the process that CRS will take. Trustee Behrendt is suggesting that the District be included in the process to ensure we have enough water.

***Resignation of Trustee Kerry Gibson***

Trustee Harvey stated that Trustee Gibson has resigned from the Board and that we have placed a vacancy notice in the newspaper. Trustee Harvey has suggested that the new Commissioner Scott Jenkins apply for the position. As of this meeting there will be no other pay forwarded to Trustee Gibson.

**F. Report on District's Financials – Carrie Zenger**

The District's financials including Budget vs. Actuals, Check register and the balances of bank accounts were reviewed.

***Resolution authorizing individuals for the State Treasurers Office.***

Trustee Urdang moved to approve Roy Watts and Carrie Zenger as authorized signers to transfer funds to and from the PTIF account; Trustee Schroetel second with all voting "aye".

Roll Call: Trustee Schroetel, Trustee Urdang, Trustee Behrendt, Trustee Harvey

***Approval to close Wells Fargo Bank Account.***

Trustee Schroetel moved to close Wells Fargo after Trustee Urdang has completed the reconciliation; Trustee Behrendt second with all voting "aye".

Paul Hirst will need to be the authorized signer to close the account.

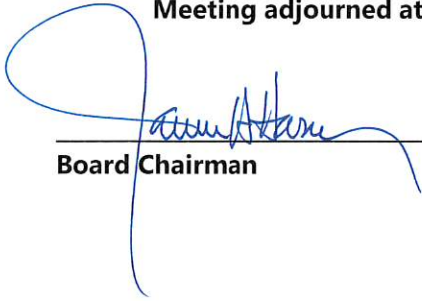
**F. Motion was made to adjourn the public meeting for a closed strategy session to discuss the acquisition of real property, including any form of water right, and any pending or reasonably imminent litigation.**

Trustee Urdang moved to adjourn the public meeting; Trustee Schroetel second with all voting "aye".

**G. Public Meeting Reconvened**

**H. Adjourn**

**Meeting adjourned at 5:08 P.M.**

  
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**Board Chairman**

  
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**Date**