

**MINUTES OF THE WASATCH COUNTY COUNCIL
ACTING AS
THE GOVERNING BOARD OF THE JORDANELLE
SPECIAL SERVICE DISTRICT
DECEMBER 12, 2023**

PRESENT: Board Chair Mark Nelson
Board Member Karl McMillan
Board Member Luke Searle
Board Member Kendall Crittenden
Board Member Spencer Park
Board Member Steve Farrell
Board Member Erik Rowland

STAFF: Max Covey, General Manager
Shari Coleman, Accounting Assistant
Wade Webster, Keetley Water Treatment Plant Manager
Doug Scow, Water Rights Supervisor
Dana Kohler, Administrative Assistant
Kierstan Smith CPA
David Fuller, Project Coordinator
Chance Morris, Distribution/Collection Manager

Board Chair Mark Nelson called the meeting to order at 4:48 p.m. on Tuesday December 12, 2023. All the Board Members are present. The record should also reflect that the Jordanelle Special Service District is meeting in the Wasatch County Council Chambers located in the Wasatch County Administrative Building located at 25 North Main, Heber City, Utah 84032. Board Member Mark Nelson then called the first agenda item.

REGULAR SESSION

APPROVAL OF THE MINUTES FOR NOVEMBER 14, 2023

Board Member Steve Farrell made a motion to approve the minutes for November 14, 2023, as they are written. Board Member Karl McMillan seconded the motion, and the motion carries with the following vote:

**AYE: Board Chair Mark Nelson
AYE: Board Member Erik Rowland
AYE: Board Member Steve Farrell
AYE: Board Member Spencer Park**

**AYE: Board Member Kendall Crittenden
AYE: Board Member Luke Searle
AYE: Board Member Karl McMillan**

NAY: None.

WARRANT LIST APPROVAL

Board Member Karl McMillan made a motion to approve the warrants in the amount of \$2,367,101.20. Board Member Erik Rowland seconded the motion, and the motion carries with the following vote:

**AYE: Board Chair Mark Nelson
AYE: Board Member Spencer Park
AYE: Board Member Steve Farrell
AYE: Board Member Erik Rowland
AYE: Board Member Karl McMillan
AYE: Board Member Kendall Crittenden
AYE: Board Member Luke Searle**

NAY: None.

EMPLOYEE HANDBOOK UPDATE

Max Covey, the General Manager, addressed the Governing Board of the Jordanelle Special Service District and indicated that we have worked with our attorneys to update our employee handbook. One of the reasons for doing this was our vacation time. Right now, at the end of the year you can only roll over what can be accrued within a year. There is a big push in the month of December for employees to utilize their vacation. That makes some of our departments understaffed. What this modification on the vacation time would do, you would still use what you can roll over, but any more than that you would lose, but that would be based off from your hire date, your anniversary date. That is going to spread it out to where we have employees trying to use their vacation, so they don't lose it at different times of the year instead all of it in one month. This will make it a little bit easier for staffing wise.

The other modification there is we do have the option rather than over time and time and a half you can accrue some comp time. With that we just recognize that we need to have a limit put on that to just where it is not open ended. We have just set that limit to sixty hours of comp time that an employee can accrue up to that amount.

The jury duty that is just recommended language from our attorney and then the same with the safety meeting that we are required as per OSHA to have regularly scheduled safety meetings and things like that and the modification to that would be if you are at work that is a mandatory meeting to attend if you are there that day.

In a nutshell I have included the whole employee handbook and have outlined the changes that we will make to the page number for your review but those are the modifications that we would be asking you to make to the Employees Handbook at this time.

Board Member Mark Nelson asked Max Covey if you have any third-party contract HR services? Max Covey replied that we have in the past. We used to use employer's counsel. It was back in 2020 and we really overhauled it back in 2020 with the employer's counsel with their human resource attorneys. With Parsons we didn't use Rob Hughs, our General Attorney. They have a human resource attorney, so we have access to all their staff not just our attorney, so we work with him to make sure that our employee handbook aligns with labor laws and everything and so that is the review that we completed this time was with a Human Resource Attorney. We don't complete this survey that often. What initiated this was the need to just to modify our vacation times and then with that I asked that he give a quick review and just make some suggestions and make sure that our language was in line to where it needed to be. Also, if there are some questions about the modifications the employee can talk to Terese Robbins who the HR office is. Also have discussed these changes with the staff and there was no concern.

Board Member Steve Farrell made a motion to approve the proposed changes to the Employee Handbook as has been presented. Board Member Kendall Crittenden seconded the motion, and the motion carries with the following vote:

**AYE; Board Chair Mark Nelson
AYE: Board Member Luke Searle
AYE: Board Member Kendall Crittenden
AYE: Board Member Spencer Park
AYE: Board Member Steve Farrell
AYE: Board Member Erik Rowland
AYE: Board Member Karl McMillan**

NAY: None.

GENERAL MANAGER'S REPORT

Max Covey indicated that he has nothing to bring before the Governing Board. I will need a brief closed session for the discussion of the sale of property.

OTHER BUSINESS

Max Covey, General manager, and the Governing Board of the Jordanelle Special Service District both indicated that they have no other business.

Board Member Kendall Crittenden made a motion to leave our regular agenda and go into a closed session to discuss the sale of real property. Board Member Karl McMillan seconded the motion, and the motion carries with the following vote:

**AYE: Board Chair Mark Nelson
AYE: Board Member Erik Rowland
AYE: Board Member Karl McMillan
AYE: Board Member Kendall Crittenden
AYE: Board Member Spencer Park
AYE: Board Member Steve Farrell
AYE: Board Member Luke Searle**

NAY: None.

Board Chair Mark Nelson indicated that at the end of our closed session we will come back at 6:00 p.m. to hear the public hearing scheduled for this evening regarding the Adoption of the 2024 Budget Resolution#2023-5.

Board Chair Mark Nelson indicated that the time is 6:00 p.m. and all the Board Members are present, and we will now hear the Public Hearing regarding the adoption of the 2024 Budget Resolution 2023-05.

**PUBLIC HEARING
DECEMBER 12, 2023**

ADOPTION OF THE 2024 BUDGET RESOLUTION #2023-05

Kierstan Smith, the CPA, addressed the Governing Board of the Jordanelle Special Service District and indicated that we are budgeting for 120 new connections for half a year. There will be some changes to the water reservation fees. Maintenance fees all relate to services that are provided to other service districts by the Jordanelle staff. The expenses are anticipated to be slightly higher with wages and benefits and plan to hire a few more employees next year. Supplies will be higher along with utilities because we are planning on bringing the new Fisher Ranch Water Treatment Plan online so we will have all the normal costs relating to that plant in addition to normal operations of the district. The budget is consistent. The budget for 2024 that we are proposing is \$16,687,800.00.

Board Chair Mark Nelson then opened the public hearing up for public comment and there was none, so the public comment period was closed.

Board Member Luke Searle made a motion to approve Resolution 23-05 to adopt the 2024 Budget. Board Member Erik Rowland seconded the motion, and the motion carries with the following vote:

**AYE: Board Chair Mark Nelson
AYE: Board Member Luke Searle
AYE; Board Member Kendall Crittenden
AYE: Board Member Spencer Park
AYE: Board Member Karl McMillan
AYE: Board Member Steve Farrell
AYE: Board Member Erik Rowland**

NAY: None.

ADJOURNMENT

Board Member Spencer Park made a motion to adjourn. Board Member Karl McMillan seconded the motion, and the motion carries with the following vote:

**AYE: Board Chair Mark Nelson
AYE: Board Member Karl McMillan**

AYE; Board Member Luke Searle
AYE; Board Member Kendall Crittenden
AYE; Board Member Steve Farrell
AYE; Board Member Erik Rowland
AYE; Board Member Spencer Park

NAY: None.

Meeting adjourned at 6:45 p.m.

MARK NELSON/CHAIRMAN