# Sep 16, 2024 Board Minutes
## Green Hills Country Estates Water & Sewer District [PBA the District]

7:00 p.m. via Zoom or in Person @ Huntsville Library

**Board members present:** Jean Brill, Gary Hebert, Natalie Davenport
**District members present:**
**Others in attendance:** Diane O'Connell, Tess Kennedy, Chuck Shirtleff

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1. **Call to Order: Gary Hebert**

2. **Reading of Agenda: Tess Kennedy**

3. **Approval of August 19, 2024 Board Meeting Minutes: Tess Kennedy**

   Motion made by Gary to approve the minutes. Seconded by Jean.

   Vote: Gary, aye; Jean, aye; Natalie, aye. The motion passed.

4. **Approval of August 26, 2024 Public Hearing Minutes (correction from agenda item listed)**

   Motion made by Gary to approve the August 26 Public Hearing minutes. Seconded by Jean.

   Vote: Gary, aye; Jean, aye; Natalie, aye. The motion passed.

5. **Approval of August 2024 Disbursements: Diane O'Connell**
   All transactions explained to the satisfaction of the Board. See handout for transaction list. Breakdown of specific transactions as follows:

   Shupe Environmental Solutions - $480 for sewer inspection and report; Weber-Morgan Health - $225 for WasteWater annual permit; Check 777 and 778 for customer bottled water reimbursement; Ardurra - $9,593 for permitting assistance and task order #2402 for easements related to new treatment plant location; Dentons, Durham, Jones, Pinegar PC - $236 for easement work for the treatment plant; Twin D Inc - $750 - for video inspection on a new construction lot.

   Jean asked about the Rocky Mountain Power payments to see if they were high for this time of year. Diane responded that both amounts are within the range of typical during July and the watering season. Jean then asked about the Twin D Inc payment and questioned if this is a district bill or a customer bill. She will follow up to clarify and seek reimbursement if needed.

   Motion made by Gary to approve the August disbursements. Seconded by Jean.

   Vote: Gary, aye; Jean, aye; Natalie, aye. The motion passed.

6. **Executed Contracts: Jean Brill**

Jean prepared three resolutions to be voted on tonight. Each resolution represents a new contract in excess of the $15,000 spending limit for the district. Tess read each resolution and the board voted on each one. The resolutions are posted on the Utah Public Notice Website.

a. Resolution #3-2024 For Construction Contractor for Maple Well Treatment Plant

   Motion made by Jean to approve the contract for Industrial Piping and Welding LLC as the district's construction contractor. Seconded by Natalie.

   Vote: Gary, aye; Jean, aye; Natalie, aye. The motion passed.

b. Resolution #4-2024 For Construction Management Contractor for Maple Well Treatment Plant.

   Motion made by Jean to approve the resolution as stated. Seconded by Natalie.

   Vote: Gary, aye; Jean, aye; Natalie, aye. The motion passed.

c. Resolution #5-2024 For Engineering Services Contract

   The resolution was read and edited. The following edits were made: the title was changed to <u>Engineering Services Contract</u>; changes were also made to paragraph 2, paragraph 5, and paragraph 6 to remove references to Construction Manager and Agua Engineering and insert <u>Engineering Services and Jones & Demille Engineering</u>.

   Motion made by Jean to approve Resolution 5-2024 as amended. Seconded by Natalie.

   Vote: Gary, aye; Jean, aye; Natalie, aye. The motion passed.

   The three Resolutions will be signed by the President and attested to by the Clerk.

7. **Highlights of Master Plan: Jean Brill**

In 2022, Ardurra Engineering was hired as district engineer. The first item they were asked to do was to update the district's Master Plan. This update was highly recommended by Rural Waters, professionals we routinely contract with and the State. The second version of the Master Plan was received and edits have been submitted to Ardurra. The draft version will be available for the Board to view.

The draft includes updates and assessments of the viability of the district's water system. The document also shows the district is complying with all the State's requirements. Here are some highlights:

Fireflow evaluation - Ardurra has calculated a hybrid of the recommended amount at 1500 gal/min. (Section: Level of Service 2.2)

Section 7.2: Opinion of Probable Cost - this is a result of the work Ardurra performed and their recommendations of Capital Projects that the district needs to be considering. The list of 9 projects is in order of priority. (See list in documents Handout.)

- Install Water Quality Treatment plant
- Locate and Survey existing pipes and update water model
- Replace water service laterals - the district received grant money this year to see if lead is still present in the system. The general manager was told there may still be lead present in the early portion of the system. This project will replace these portions.

  Replace water meters - replace current water meters with automated meter reading capability along with an upgraded leak detection system.

- Add a mobile generator to Booster Pump
- Add Redundant 25 hp Booster Pump for Upper Maple zone
- Add 8 in. line connecting Upper Maple zone and Upper Kelly zone - currently residents that are between upper Kelly tank and the lower Kelly tank are completely dependent upon water being boosted up from the lower Kelly tank. Proposal to put a line in going from Maple tank to Upper Kelly tank. This is a long term investment.
- Add additional Storage to the Upper Kelly zone. - approx. 160,000 gallons
- Investigate adding existing spring to the system
- Update Master Plan.

When the Board begins the budgeting process, Jean asked them to consider these future projects looking at what kind of rate increases will be effective in 2025. After the public hearing on the first rate increase, a labor rate study was done and it went out many years. The study recommended a 45% increase in water rates in 2024, which the district implemented. The district will need to raise rates again in 2025.

Natalie asked Jean about the priority Ardurra listed and if Jean had any recommendations that were different. Jean responded that she believes this list is the starting point and items below #4 on the list won't likely be considered for the 2025 budget. Natalie also asked about creating an Asset Management list and if it has been created. Jean recommended collaborating with Jones & Demille Engineering and the district's CPA to create the list.

8. **This agenda item was covered above.**

9. **Hydrant Flush Planned for September & Flushing Credit: Jean Brill**

The district will be doing 2 hydrant flushes pre-operation of the new treatment plant. The purpose of the flush is to dislodge sediment from the pipes before going live with the new treatment plant. A specific date for flushing is not set but it will happen before winter. Natalie is close to finalizing a draft for the new flushing credit policy which will go before the board for approval.

Diane asked if there should be any changes applied for billing credits in the next billing cycle. Natalie and Jean said the current policy is what should be applied until the new policy is adopted.

**10. Adjourn: Tess Kennedy**

Motion made by Gary to adjourn the meeting. Seconded by Jean.

Vote: Gary, aye; Jean, aye; Natalie, aye. Meeting adjourned.

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| Reviewer | Status | Notes |
|---|---|---|
| treasghwsd@gmail.com | Not started | |
| Greenhills Water | In progress | I dont show Chuck Shirtleff as District property owner at this point |
| Gary Hebert | Approved | |
| Secretary GreenHills | Not started | |
| Tess Kennedy | Approved | |