

Jul 21, 2025 Board Meeting 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: Gary Hebert, Greg Liddell, Natalie Davenport

District members present: Tina Yegla (via Zoom) and Diane O'Connell

Others in attendance: Thom Summers

Call to Order

- President Gary Hebert called the meeting to order.

Approval of Previous Minutes

- The board members had the opportunity to review the minutes from the June and July 7 meetings.
- Motion: Gary Hebert moved to approve both sets of minutes.
- Second: Greg Liddell.
- Vote: Motion passed unanimously (Gary Hebert: Aye; Greg Liddell: Aye; Natalie Davenport: Aye).

June 2025 Monthly Disbursements

- Diane presented the June disbursements, noting they covered expenses primarily from May.
- Key Disbursements:
 - Contracts: Monthly contracts for Diane and Tom Summers for May services.
 - Visa: A payment of \$45.51 for various May expenses, including Google Drive storage (\$72.50) and a website domain (\$25.75). The bill was lower than actual expenses due to a prior month's credit. An additional expense was incurred for laptop memory and Geek Squad support after a district laptop crashed.
 - Weber Basin: A \$24 payment for monthly bacteria testing of the Maple well and a resident test.
 - Tess Kennedy: For May board support hours, particularly for work on LCRR (Lead and Copper Rule Revisions) notices and state reporting. Her hours are always approved by a board member before payment.
 - Chemtech: A significant expense of \$2,700 for mandated, multi-year pesticide and nitrate testing on both wells. Natalie Davenport confirmed this was a budgeted item.
 - Rocky Mountain Power: Two payments totaling approximately \$319 for well pump electricity bills.
- Discussion:
 - A question was raised by a member of the public, Tina, about "personal use water," which was clarified as not being a factor in the current discussion.
- Motion: Natalie Davenport moved to approve the June 2025 transactions.
- Second: Greg Liddell.
- Vote: Motion passed unanimously (Gary Hebert: Aye; Greg Liddell: Aye; Natalie Davenport: Aye).

Q1 Financial Update

- Diane reviewed the Q1 budget vs. actual report, focusing on key variances.
- Income Variances:
 - Excess Water Fees: A variance of \$855 was noted due to a correction of a customer's billing error (\$353) and a reimbursement for a long-standing meter issue.
 - Lot Standby Fees: The Q1 billing did not include these fees, as new rates were not in place in time. This variance is temporary and expected to correct itself over the year.
- Expense Variances:
 - Contract Labor (Water System): A positive variance was noted because the new general manager was not brought on board until April 1.
 - Contract Labor (Office): Expenses were lower than projected due to less time needed from board support staff for tasks like grant applications and LCRR requirements.
 - Education Expenses: A negative variance of \$2,600 was due to a previously scheduled training for the former water operator. The expense was incurred because the board was not notified in time to cancel it.
 - Professional Engineering Services: A variance of \$7,700 was due to a comprehensive asset valuation of the district's pipes and pumps, which was necessary for proper depreciation.
 - Legal Counsel: Expenses were about \$2,500 higher than budgeted, primarily for securing easements for the Maple treatment plant.
- Net Operating Income: The net operating income was slightly lower than projected due to the unexpected expenses.
- Other Income: A positive variance resulted from an LCRR grant that was received in 2025 instead of the expected late 2024.

Treatment Plant and Water Meter Update

- Treatment Plant Update (Thom Summers):
 - The foundation is being poured, with half of the east, north, and south sides complete. The remaining walls are being formed, with a pour expected by the end of next week.
 - Once the foundation is complete, interior plumbing and underground electrical will be installed before the floor is poured.
 - Thom described the foundation as "massive," joking that it's a "neighborhood bomb shelter" due to the extensive concrete and steel rebar ("Number 8 bar") used in its construction.
- Water Meter Discussion (Thom Summers):
 - Neptune, a meter company, brought the wrong meters. Upon calling them, Thom learned they no longer manufacture the manual-read meters the district uses.
 - Another company quoted a 10-12 week wait for manual-read meters at \$100 per meter. Thom mentioned the old meter on one customer's property was reading 20,000 gallons, while a new one showed just over 5,000 gallons of usage over a 10-day period. This demonstrates the need for accurate meters.
 - The cellular-read meters would cost approximately \$90,000 to replace the entire system, but the funding has already been secured from the State.
 - The cellular meters would allow for instant, remote readings, which would help identify and fix leaks more quickly, reducing wasted treated water.
 - Thom requested guidance from the board on whether to wait for the manual-read meters or pursue the cellular ones.

- Board Discussion:
 - Greg Liddell agreed that given the 10-12 week wait for manual meters, it makes more sense to proceed with the cellular meters.
 - The board agreed to obtain two more bids for the cellular meters, as required.
 - Action Item: Thom Summers and Tess will work together to create a detailed list of every meter by address and size to ensure accurate bids.
- Additional Items:
 - Thom will get a bid to repair a washout on Maple Drive near the treatment plant, estimating the cost at around \$1,500.
 - Greg Liddell thanked Thom for having the excavation work completed at the treatment plant, making the area safer.

Adjournment

- Motion: Natalie Davenport moved to adjourn the meeting.
- Second: Greg Liddell.
- Vote: Motion passed unanimously (Gary Hebert: Aye; Greg Liddell: Aye; Natalie Davenport: Aye).

Reviewer	Status	Notes
Treasurer Green Hills	Approved	
Greenhills Water	Approved	
Gary Hebert	Approved	
Secretary GreenHills	Approved	