

**MINUTES OF THE WASATCH COUNTY COUNCIL
ACTING AS
THE GOVERNING BOARD OF THE JORDANELLE
SPECIAL SERVICE DISTRICT
NOVEMBER 12, 2025**

PRESENT: Board Chair Mark Nelson
Board Member Colleen Bonner
Board Member Luke Searle
Board Member Spencer Park
Board Member Spencer Park
Board Member Karl McMillan

EXCUSED, Board Member Erik Rowland

STAFF: Max Covey, the General Manager
David Fuller, Assistant General Manager
Wade Webster, Keetley water Plant Manager
Chance Morris, Distribution/Collections Manager
Kierstan Smith, CPA
Doug Scow, Water Rights Manager
Dana Kohler, Administrative Assistant
Rick Tatton, Court Reporter via Zoom
Terese Robbins, Human Resources
Theresa Baronek, District Treasurer.

Board Chair Mark Nelson called the meeting to order at 3:07 p.m. on Wednesday, November 12, 2025. The record should show that all the members of the Governing Board of the Jordanelle Special Service District are present except for Board Member Erik Rowland who is excused. The record should also reflect that the Governing Board of the Jordanelle Special Service District is meeting in the Wasatch County Council Chambers located in the Wasatch County Administration Building located at 25 North Main, Heber City, Utah. Board Chair Mark Nelson then called the first agenda item.

APPROVAL OF THE MINUTES FOR OCTOBER 14, 2025

Board Member Spencer Park made a motion to approve the minutes for October 14 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 Colleen Bonner

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

NAY: None.

WARRANT LIST APPROVAL

Board Member Spencer Park made a motion to approve the warrants in the amount that was indicated. Board Member Karl McMillan seconded the motion, and the motion carries with the following vote:

**AYE: Board Chair Mark Nelson
AYE: Board Member Colleen Bonner
AYE: Board Member Kendall Crittenden
AYE: Board Member Luke Searle
AYE: Board Member Karl McMillan
AYE: Board Member Spencer Park**

NAY: None.

PRELIMINARY BUDGET/SET PUBLIC HEARING AND QUARTERLY FINANCIAL REPORT.

Kierstan Smith, CPA, addressed the Governing Board of the Jordanelle Special Service District and indicated that for the third quarter it is running high on revenues. The expense side we are at 75 percent for the year. We will not be amending our budget for 2025. For 2026 we will budget for 175 new connections for half a year. Also, with the different budget departments in regard their budgets we will put their amounts on the web site next meeting in December. We will have much more detail in your packet to look at, and the public can see them on the county's website. Also, Jordanelle Special Service District is in decent shape financially up to this point.

Board Member Spencer Park made a motion to accept the quarterly financial report and to set the public hearing for the budget for December 9 at 6:00 p.m. Board Member Kendall Crittenden seconded the motion, and the motion carries with the following vote:

**AYE: Board Chair Mark Nelson
AYE: Board Member Colleen Bonner
AYE: Board Member Kendall Crittenden
AYE: Board Member Luke Searle
AYE: Board Member Spencer Park
AYE: Board Member Karl McMillan**

NAY: None.

VEHICLE RFP

Max Covey, the General Manager, addressed the Governing Board of the Jordanelle Special Service district and indicated that the district had issued a request for proposals for new trucks. The RFP's included ½ ton, a small four-by-four models. The district received eight proposals under the RFT guidelines, five for the small four-by-four model, three for the ½ ton model. The proposals were reviewed and evaluated on both price and quality factor criteria. Quality factors included fuel economy, towing capabilities, and ground clearance.

Based on this review, Labrum Ford scored the highest for the small four-by-four trucks as well as for the ½ ton trucks. The district has allocated funds identified in the current 2026 budget for this expenditure. This year the district plans to purchase a total of five trucks for use in the daily operations of the district four half-ton trucks, one small four-by-four truck.

The district would like to provide notice to Labrum Ford and proceed with the procurement of the new trucks as per the completed RFP process.

Board Member Kendall Crittenden made a motion that we approve the vehicle purchases of the half ton vehicle and all four of the trucks to Labrum Ford. Board Member Luke Searle seconded the motion, and the motion carries with the following vote:

**AYE: Board Chair Mark Nelson
AYE: Board Member Colleen Bonner
AYE: Board Member Karl McMillan
AYE: Board Member Luke Searle
AYE: Board Member Spencer Park**

NAY: None.

MCGRATH COMPENSATION STUDY APPROVAL.

Max Covey, the General Manager, addressed the Governing Board of the Jordanelle Special Service District and indicated that in April 2025, JSSD entered into an agreement with McGrath Consulting to complete a compensation study. McGrath and JSSD staff presented the final study to the JSSD Board in the October 14 meeting after some discussion the board agreed to review and bring it back to the November meeting to answer any questions and potentially adopt. Max Covey indicated that staff's recommendation is to accept the 2025 McGrath Compensation study and adopt it with implementation starting January 1, 2026. The Governing Board of the Jordanelle Special Service District indicated that they had no questions and felt like this would be a good move.

Board Member Spencer Park made a motion that we go ahead and accept the McGrath Compensation Study and implement it. Board Member Karl McMillan seconded the motion, and the motion carries with the following vote:

**AYE: Board Chair Mark Nelson
AYE: Board Member Colleen Bonner
AYE: Board Member Karl McMillan
AYE: Board Member Kendall Crittenden
AYE: Board Member Spencer Park
AYE: Board Member Luke Searle**

NAY: None.

GENERAL MANAGER’S REPORT

Max Covey addressed the Governing Board of the Jordanelle Special Service District and indicated that we are starting to move some snow which will take a lot of time in our next month sending snow making water up on the hill and that is moving forward. Aside from that there are a lot of projects that we have under way, and everything is operating well and no concerns for me. Max Covey indicated that the people receiving snow will have to prepay their sewer impact fees and we are going to use that to fund phase two of our WRF. In the meantime, we are requesting that they pre-pay all their impact fees to allow us to get our funding in place to pay for these distinct phases in construction of other projects.

Board Member Luke Searle asked when our request is to fill out a manager’s review for the year when that is due. Board Member Colleen Bonner indicated that it is due on December 19, 2025.

OTHER BUSINESS

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

CLOSED SESSION

Max Covey, the General Manager, indicated that there is no need for a closed session this afternoon.

ADJOURNMENT

Board Member Luke Searle made a motion to adjourn. Board Member Spencer Park

seconded the motion, and it carries with the following vote:

AYE: Board Chair Mark Nelson

AYE: Board Member Luke Searle

AYE; Board Member Spencer Park

AYE: Board Member Karl McMillan

AYE: Board Member Colleen Bonner

AYE: Board Member Kendall Crittenden

NAY: None.

The meeting Adjourned at 3:45 p.m.

MARK NELSON/BOARD CHAIR