

# WASSD Work Session 12.4.2025

## Approved Minutes

Present: Craig Simpson, Doug Gorman, Jim Kopp, Carmen and Mark Stephans

The meeting began with discussions about holiday plans and board compensation before transitioning into detailed conversations about financial management, including budgeting, reporting requirements, and infrastructure maintenance needs. The group reviewed water system operations and maintenance responsibilities, including the need for additional tanks, communication systems, and fee structures, while also addressing the importance of proper documentation and community outreach. The board concluded by discussing water and sewer fee adjustments, system capacity improvements, and the need for community education about water management, with plans for future public hearings and infrastructure upgrades.

## Next steps

1. [bodwa: Contact someone about road maintenance and work with county manager on main roads](#)
2. [BOD: Resend training links to Jim's personal email](#)
3. [bodwa: Create and format maintenance schedule list](#)
4. [BOD and bodwa: Work together to create maintenance schedule](#)
5. [BOD: Add consumer confidence reports and backflow prevention items to duty list](#)
6. [bodwa: Send Jim the entire workbook from Sunrise Engineering with water system blueprints](#)
7. [BOD: Reach out to Janelle at Rural Water Association about water tier pricing](#)
8. [BOD: Contact other organization about impact fee development for water pricing guidance](#)
9. [BOD: Schedule meeting with Janelle and invite board members](#)
10. [bodwa: Call Curtis to discuss commercial lot fees and septic system requirements](#)
11. [BOD: Call Terry Borkin about Lot J as leech field](#)
12. [BOD: Send Mary's tax bill copy to Jim for Lot F tax exemption research](#)
13. [jimkopp: Contact Rick Myers about Lot F tax exemption for SSD](#)
14. [bodwa: Send text to Jim Ogle requesting copy of court proceedings for Lot J](#)
15. [BOD: Grab fire hose from Mark's garage and store in pump house during December visit](#)
16. [BOD: Organize community water tour in spring when everyone can be together](#)
17. [bodwa: Put together policies, procedures, and asset inventory documentation](#)
18. [BOD: Update water rate information before December 18th public hearing](#)

## **Summary**

### **Commercial Development and Infrastructure Focus**

The meeting began with a brief discussion about holiday plans and family visits. Bodwa mentioned their upcoming trip to Salt Lake City to visit their mother. The group then discussed board compensation and the importance of developing commercial lots to generate revenue. Bodwa emphasized that the community needs to focus on commercial development to address financial needs and maintain infrastructure. The conversation ended with a brief discussion about road conditions, with Bodwa mentioning they are working on finding someone to improve the roads and exploring options with the county manager.

### **District Road and Financial Review**

The board discussed road conditions in the district, noting that recent weather and improper initial construction were contributing factors. They reviewed the roles and responsibilities of district officers, including the chair, clerk, and treasurer, as outlined in the Little Manual and bylaws. The group confirmed that all expenditures require board approval, with checks over \$5,000 needing two signatures, and discussed the current financial tracking process managed by Valerie and Craig.

### **Training, Roles, and Financial Reporting**

The meeting focused on training requirements, organizational structure, and financial reporting processes. Bodwa explained that Jim needs to complete annual training and keep certificates on file, with some entities requiring copies. The group discussed the current organizational structure, with Craig serving as the de facto general manager handling daily operations and water system maintenance, while Sam Long serves as the water operator. They also reviewed the district's financial reporting requirements, including quarterly transparency reports to the state auditor's office and annual end-of-year reports, with Valerie managing QuickBooks and the associated state reporting format requirements.

### **Auditor Budget and Project Planning**

The board discussed budgeting for an auditor, with Bodwa estimating they may need \$5,000 annually, particularly as commercial lots generate more revenue. Bodwa explained he handled grant funding separately from operating funds due to previous experience with government grants, requiring two individuals to oversee different funds. The board reviewed upcoming projects, including \$30,000 remaining in the fund for future work, with the pump project already designated. BOD presented a duty list for board responsibilities, noting that Craig handles the

budget and BOD manages public hearing notices and submissions to the San Juan Record and Monticello Library.

## **Financial Responsibilities and Deadlines**

The group discussed financial responsibilities and deadlines, with Doug agreeing to handle the adopted budget posting to the auditor within 30 days after year-end. They reviewed the Utah Survey of Local Government Finances, which Valerie has historically completed, and decided to maintain oversight with both Valerie and Doug involved. Bodwa explained the process for impact fees, noting that unspent funds after 6 years would be returned to property owners, and suggested using a money market account for interest accumulation until needed for system upgrades.

## **Water Infrastructure Management Coordination**

The meeting focused on water infrastructure management and project coordination. Bodwa and Jim discussed the need for additional water tanks on the east side and emphasized the importance of redundant communication channels for water management tasks. They reviewed ongoing projects, including asset inventory updates, scheduling repairs, and monitoring systems, with Bodwa proposing the use of QuickBooks to track project hours and financial data. The group also addressed the need for more board members and volunteers to assist with water infrastructure maintenance and inspections, with Bodwa highlighting the time-intensive nature of these tasks.

## **Water System Maintenance Planning**

The group discussed water system maintenance tasks, including valve turning and backflow prevention device replacement. Bodwa explained that while some tasks could be outsourced, others required specialized knowledge, and they agreed to create a maintenance schedule. They decided to compile a list of jobs for board members to volunteer for, while also considering outsourcing options for larger tasks like utility shed insulation. The discussion also covered required community communications, including Consumer Confidence Reports and water source protection information that need to be sent to both residents and state authorities.

## **Water System Repair and Calendar**

The group discussed maintaining a calendar of required reports and agreed to start adding events as they come up, with Bodwa offering to send Jim the engineering workbook for the water system. They reviewed updates on the east side well repair, which involved replacing the pump, motor, and plumbing, with plans to replace the galvanized steel pickup tube and electrical wire. The discussion concluded with a reminder about the upcoming public hearing on December 18th, where any budget changes would be considered.

## **Water Fee Structure Review**

The board discussed concerns about the current water usage fees, with Doug and Jimkopp arguing that the nominal charges of \$1.25 per 1,000 gallons are not effective deterrents for water conservation, especially for short-term rentals. Bruce explained that any savings go into reserves for emergencies or long-term projects, such as replacing the 20+ year old west side water main. The board agreed to consult with Janelle from Rural Water and another organization to determine a more appropriate tiered fee structure, while acknowledging that even significant changes would have minimal impact in the short term due to low new housing development.

## **Water and Sewer Fee Updates**

The board discussed water and sewer fees, with Bodwa emphasizing the need to charge fair rates for water usage and to ensure funds are designated for system maintenance. They agreed to update the water rates before the December 18th public hearing and to have further discussions with Curtis and Ricardo regarding standby fees for new developments. The board also considered the need to modify septic systems as more homes are built, following an agreement with the state of Utah.

## **Water System Billing Changes**

The board discussed water system management and fees, with Bodwa explaining that monthly billing will replace quarterly billing in 2025 and clarifying the difference between standby fees and user fees. Jim raised concerns about the increased water rates, but Bodwa defended the changes as necessary for system maintenance and improvement, noting that the community now has capacity for 90+ additional homes due to system upgrades. The board agreed to organize a community water tour to demonstrate system improvements, and Jim was tasked with investigating tax exemptions for Lots F and J, particularly regarding SSD ownership. The conversation ended with plans to contact legal authorities regarding Lot J's designated leach field status and Phil's trailer removal requirements.