Hildale / Colorado City Utility Advisory Board

Thursday, May 21, 2026 at 6:00 PM
320 East Newel Avenue, Hildale City, Utah 84784

HCC UTILITY DEPARTMENT
MAKING CONNECTIONS

Minutes

Welcome, Introduction and Preliminary Matters: Presiding Officer

Chair Cooke called the meeting to order at approximately 6:15pm

Introduction of Utility Management Assistant: Megan LeBaron, Utility Management Assistant

Chair Cooke introduced Megan LeBaron, who recently joined the utility department as Administrative Assistant. Ms. LeBaron briefly noted her background in higher education administration at Strayer University, where she focused on student advising and reporting.

Roll Call of Board Attendees: Utility Management Assistant

PRESENT
Chair Theil Cooke
Board Member (Vice Chair) Sterling Jessop, Jr.
Board Member Dale Barlow, Jr.
Board Member Jamison Barlow

Staff: Jerry Postema (Zoom), Mitch Jessop, Megan LeBaron, Miranda Jeffs, Maxene Jessop

ABSENT
Board Member Brigham Holm

Pledge of Allegiance: By Invitation of Presiding Officer

Board Member Jamison Barlow led the Pledge of Allegiance.

Conflict of Interest Disclosures: Board Members

No conflicts of interest were disclosed.

Approval of Minutes of Previous Meetings: Board Members

1. Utility Board Minutes of January 29, March 26, April 9, and April 23, 2026

   One correction was identified on agenda page 17: a board comment attributed to "Jamison" was corrected to reflect Dale Barlow as the speaker. The minutes were approved as corrected.

   Motion to approve the minutes of January 29, March 26, April 9, and April 23, 2026, as corrected, made by Board Member Barlow, Jr., Seconded by Board Member Barlow.

   Voting Yea: Chair Cooke, Board Member (Vice Chair) Jessop, Jr., Board Member Barlow, Jr., Board Member Barlow.

   Motion Carried

Public Comments: (3 minutes each - Discretion of Presiding Officer)

No public present

Financial Report:

2. Approval of Utility Financial Reports and Invoice Register

Utility Director Jerry Postema reported that the department is approximately 83% through the fiscal year while expenditures remain at 60–70% of budget, placing the department in excellent financial condition. Several capital projects did not advance far enough to incur invoices by the fiscal year-end deadline and will carry over into the next fiscal year budget. A board member inquired about a $2,700 invoice from Remedy Excavation for sewer line damage repair. It was clarified that Garkane had struck a service line and, due to safety concerns around working near the power line, a contractor was engaged to complete the repair. Director Postema committed to researching the specific circumstances and reporting back.

Motion to approve the financial report and invoice register made by Board Member Barlow, Jr., Seconded by Board Member Barlow.

Voting Yea: Chair Cooke, Board Member (Vice Chair) Jessop, Jr., Board Member Barlow, Jr., Board Member Barlow.

Motion Carried

Reports:

3. Utility Monthly Report

   Utility Lead Mitch Jessop reported on April operations, noting that activity was focused primarily on preventive maintenance. Two wells were cleaned and returned to service. Fencing updates were completed at the Apple Valley rectifier site to improve security and accessibility. Gas department certifications, typically conducted in winter, were completed in April due to favorable weather conditions.

4. Utility Director Report and Updates

   Wells 25 and 26: Not yet started; pending execution of a final agreement before going out to bid.

   CIB Grant: The department will return to the state board in early June to formally receive the award for the $4.7 million grant.

   Sewer Master Plan: 99% complete and awaiting final review with city management and the two mayors. The only remaining item prior to finalization is the proposed impact fee adjustment.

   Homestead Sewer Project: Design is 100% complete and submitted to the Arizona Department of Environmental Quality for permitting, with a bid expected to go out in late June.

   PFAS/EPA: The department is awaiting results from the most recent quarterly sampling. Arcadis, the EPA consultant, will follow up to discuss treatment options once results are available.

Unfinished Board Business:

None

New Board Business:

5. Final DRAFT Budget sent to City Councils

   Director Postema presented the final draft budget, noting it is the same document submitted to both City Councils for their first review. The primary change from the Board's prior recommendation is the rollover of unspent capital project funds into FY27, most notably $350,000 remaining for A-Line sewer manhole replacements (Account 82-41-340). No Board action was required, as this item was informational.

6. South Zion Estates land donation for Booster Pump Station

   Director Postema reported that South Zion Estates has quit-claimed a parcel of land to the city for use as the site of a new booster pump station. The location was selected because it minimizes construction costs; streets in the area are unpaved, reducing restoration expenses, and existing water main infrastructure is already present on-site. The city has approached the state for $400,000 additional ARPA funds to cover previously unidentified project costs. A state board decision is anticipated in June.

If approved, the funding is expected to follow the same structure as the existing grant: 10% grant and 90% loan at 1.73% interest.

7. Upcoming/In Progress Gas Inspections

   Director Postema reported that the Utah gas inspection has been completed and the department is responding to identified deficiencies. The Arizona inspection, which began earlier in the week, concluded on the day of the meeting. Mitch Jessop noted that preparation began approximately one month in advance, resulting in a smooth audit experience.

8. Consideration, discussion, and recommendation to the Councils to adopt the Fire Looping Study as part of the Integrated Water Master Plan for prioritizing flow and water quality deficiencies in the existing water system.

   Director Postema presented the Fire Looping Study, conducted by the city's engineer using a hydraulic model of the water system. The study identifies and prioritizes gaps in the distribution network where water mains need to be added or upgraded to a minimum 4-inch diameter. Adopting the study serves three primary purposes: improving water flow and pressure to meet fire response needs and thus enhance the community's insurance rating; eliminating dead ends that cause water quality degradation; and providing a road map to ensure new development ties into the system correctly. The study was also reviewed by the fire department. The department intends to seek ARPA funding from the state in June for a portion of the identified projects, with a completion target of December 31, 2026.

   Board members noted the need for additional fire hydrants in certain areas, particularly near the school. Director Postema acknowledged existing gaps in hydrant spacing and confirmed the department is aware and working to address it.

   Motion to recommend to the two City Councils that they adopt the Fire Looping Study as part of the Integrated Water Master Plan for prioritizing flow and water quality deficiencies in the existing water system made by Board Member Barlow, Jr., Seconded by Board Member Barlow.

   Voting Yea: Chair Cooke, Board Member (Vice Chair) Jessop, Jr., Board Member Barlow, Jr., Board Member Barlow.

   Motion Carried

Board Comments: (10 minutes total)

Board members comments of issues not previously discussed in the meeting.

Board Member Dale Barlow Jr. expressed appreciation for the utility field crews and office staff, recognizing their daily efforts in keeping water and other services operational.

9. June 2026 Utility Calendar

   The next Utility Advisory Board meeting was confirmed for June 25, 2026. Chair Cooke noted he will be unavailable but confirmed a quorum will be present and that Vice Chair Sterling Jessop Jr. will preside.

Executive Session: As needed

None

Infrastructure Improvements Advisory Committee Session: As Needed

None

Adjournment: Presiding Officer

Chair Cooke adjourned the meeting at 6:58 pm

Agenda items and any variables there to are set for consideration, discussion, approval or other action. The Utility Advisory Board may, by motion, recess into executive session, which is not open to the public, to receive legal advice from their attorney(s) on any agenda item, or regarding sensitive personnel issues, or concerning negotiations for the purchase, sale, or lease of real property. Board Members may attend by video or telephone conference. The agenda may be subject to change until 24 hours prior to the meeting. Individuals needing special accommodations should notify the City Recorder at 435.874.2323 at least three days prior to the meeting.

Minutes were approved at the Utility Board Meeting JUNE 25TH 2026.

Maxene Jessop

Maxene Jessop, City Recorder

Shirley Zitting

Shirley Zitting, Town Clerk

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