Jun 16, 2026 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

- Greg Liddell, Board President
- Natalie Davenport, Board Member
- Clark Fielden, Board Member

Staff Present

- Thom Summers, General Manager

1. Call to Order

Board President Greg Liddell called the meeting to order at 7:00 p.m.

2. Reading of Agenda

Natalie Davenport reviewed the agenda as posted.

3. Approval of May 19, 2026 Board Meeting Minutes

The Board reviewed the May 19, 2026 meeting minutes.

Motion: Natalie Davenport moved to approve the May 19, 2026 Board Meeting Minutes.
Second: Clark Fielden
Vote: Unanimous approval (Greg Liddell – Aye, Clark Fielden – Aye, Natalie Davenport – Aye)

Motion Passed.

4. Approval of May 2026 Monthly Expenses

Natalie Davenport reviewed the May 2026 disbursements, including expenses paid to:

- Diamond Water Technologies
- Rocky Mountain Power
- Zions Bank Visa
- Weber Basin Water Conservancy District
- Chemtech-Ford
- Natural gas service for the treatment plant

- Diane's monthly accounting services stipend

No questions were raised by the Board.

Motion: Natalie Davenport moved to approve the May 2026 disbursements.
Second: Greg Liddell
Vote: Unanimous approval (Greg Liddell – Aye, Clark Fielden – Aye, Natalie Davenport – Aye)

Motion Passed.

5. First Quarter Budget vs. Actual Report

Natalie Davenport presented the Quarter 1 Budget vs. Actual Report.

Discussion Highlights

- The District appears ahead of budget; however, several expenditures were delayed from Quarter 1 into Quarter 2.
- Administrative expenses were approximately $13,000 under budget due to the resignation of the administrative assistant position.
- Meter purchases originally budgeted for Quarter 1 were delayed and will be reflected in Quarter 2 spending.

No action was required. The report was presented for compliance and informational purposes.

6. PTIF Authorization

Clark Fielden discussed updating the Public Treasurers' Investment Fund (PTIF) authorization paperwork.

Action

The Board approved adding Clark Fielden as an authorized signer on the PTIF account.

Motion: Natalie Davenport moved to add Clark Fielden to the PTIF account.
Second: Greg Liddell
Vote: Unanimous approval (Greg Liddell – Aye, Clark Fielden – Aye, Natalie Davenport – Aye)

Motion Passed.

Staff will provide meeting minutes and any required documentation to complete the authorization process.

7. Approved Vendor List and Procurement Policy Discussion

The Board discussed challenges encountered under the current procurement policy, particularly the requirement for three bids on purchases exceeding $5,000.

Discussion Highlights

- Emergency repairs and specialized equipment often limit the availability of multiple qualified vendors.
- The recent fire hydrant replacement highlighted difficulties obtaining multiple bids within required timelines.
- Greg Liddell proposed implementing:
    - A Preferred Vendor List
    - Master Service Agreements (MSAs) with approved contractors and suppliers
    - Vendor insurance requirements and standardized terms

The Board supported:

- Developing a preferred vendor program.
- Creating MSAs for regular contractors and suppliers.
- Revising the procurement policy to better distinguish between material purchases and labor/services.
- Maintaining flexibility for emergency procurements while ensuring accountability and documentation.

Natalie Davenport will prepare proposed procurement policy revisions for Board consideration at a future meeting. Greg Liddell and Thom Summers will work to get a Vendor List together to present at a future board meeting.

8. Emergency Response Plan

Natalie Davenport presented the need for a formal District Emergency Response Plan.

Discussion Topics

- Clarification of communication responsibilities during emergencies.
- Establishing emergency notification levels and response procedures.
- Lessons learned from recent PRV and system pressure incidents.
- Development of a customer notification system for emergencies and service disruptions.

Communication System

The Board discussed evaluating text notification services to:

- Notify customers during emergencies.
- Provide operational notices such as hydrant flushing or pressure adjustments.
- Conduct periodic test notifications to ensure functionality.

Natalie Davenport will continue researching available notification platforms and develop recommendations. She will coordinate with Diane about surveying residents on their interest in this service on the next billing.

9. Administrative Assistant Update

Natalie Davenport reported that the District remains without an administrative assistant following the prior resignation. The Board evaluated the administrative assistant duties and came to the conclusion that Thom as GM can take over a portion and the board members can handle the rest. This will save the district money. Motion: Natalie Davenport moved to remove the Admin Assistant position.
Second: Greg Liddell
Vote: Unanimous approval (Greg Liddell – Aye, Clark Fielden – Aye, Natalie Davenport – Aye)

Motion Passed.

10. Water System Updates (Non-Maple Treatment Plant)

Thom Summers provided operational updates.

Fire Hydrants

- One obsolete hydrant was recently replaced.
- Approximately 10–11 hydrants require rebuild kits and preventative maintenance.
- Vendor account applications will be obtained from:
    - Ferguson
    - Core & Main
    - Mountainland Supply
    - HD Fowler

Pressure Reducing Valves (PRVs)

- Several PRVs are overdue for maintenance.
- A 4-inch PRV serving fire flow capacity requires immediate rebuilding and has been scheduled for July.
- A 2-inch PRV will also be rebuilt.
- Thom recommended implementing a five-year preventative maintenance cycle for all PRVs.

The Board supported establishing a recurring maintenance schedule.

Water Meter Project

- New water meters have been received.
- Installation is expected to begin in July.
- Full deployment may require one to two months due to current workload demands.

- New meter infrastructure will improve system monitoring and billing capabilities.

Kelly Well

- Kelly Well is operating properly.
- A new cellular-enabled meter has been purchased.
- The Board discussed maintaining spare electrical components and fuses for critical facilities.

11. Maple Treatment Plant Updates

Thom Summers provided an update on construction progress.

Construction Progress

- IPW is expected to complete nearly all piping installation by the end of the week.
- Pressure tanks have been installed.
- Treatment pods have been installed and connected.
- Chlorination equipment is in place, with the chemical storage drum to be added during final commissioning.
- West-Tech has completed programming of control panels.

Remaining Work

- Completion of electrical systems.
- Integration of telemetry and system controls.
- Final connection of the treatment plant to the existing well line.
- State inspections and approvals.
- Commissioning and startup testing.
- One electrical part is 8 weeks out so the plant cannot be operational until then.

General Manager Comments

Thom reported that construction quality has been excellent and that contractors have demonstrated strong workmanship and attention to detail.

12. Adjournment

Motion: Natalie Davenport moved to adjourn the meeting.
Second: Clark Fielden
Vote: Unanimous approval (Greg Liddell – Aye, Clark Fielden – Aye, Natalie Davenport – Aye)

Meeting Adjourned: Approximately 7:51 p.m.