Hanna Water and Sewer Board 07/21/2026

Detailed Meeting Summary

**Date:** July 21, 2026
**Start Time:** 6:00 PM
**Location:** [Location posted on public notice; suggestion to clarify with building name in future]
**Attendees:**

- Deb Evans (phone participation)
- Brent (absent, available by phone for voting if needed)
- Daniel
- Spencer
- Larry Martin
- Hal Giles
- Several others referenced: Misty Roberts, Ray, Dax (contracted operator), Bonnie Roberts
- Public present and participated at points

1. Roll Call & Approvals

- Roll call conducted; Brent absent but available if necessary for votes.
- Minutes from previous meeting pulled up online and distributed for review.
- Motion made and unanimously passed to approve the minutes; Chair (Larry) to sign for record and upload.

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2. Officer Appointments and Board Structure

A. Discussion of Board Roles

- Chairperson, Vice Chairperson, Finance Secretary, and concept of a Compliance Officer up for consideration.
- **Compliance Officer:** Not previously an official position; concept introduced by Brent. Purpose: ensure compliance with state laws, contracts, risk assessment, and reporting (previously part of the Clerk's responsibility). Decision deferred—discussion postponed until Brent is present and the item is officially added to the bylaws/agenda.
- Voting and appointment process clarified; board, not the public, votes per bylaws.

B. Terms and Rotation of Board Members

- Move to a "three-four" system for board consistency, as recommended by county commissioners.
    - Seven board members; staggered terms ensure ongoing experience and knowledge retention.
    - End of 2027: three current board members (Brent, Ray, Larry) will step down; four newer members recently appointed (through 2029).

- Term confirmations: Daniel Bowman, 2027
    - Spencer, Hal, ~~Misty Roberts~~, and Deb reappointed through 2029.
    - Consistency and institutional memory prioritized.

C. Appointments and Elections

- **Chairperson:**
    - Nomination: Spencer
    - Motion seconded and passed unanimously; Spencer becomes Chair.
- **Vice Chairperson:**
    - Nomination: Hal Giles
    - Motion seconded and passed unanimously.
- **Finance Secretary:**
    - Brent suggested but not present; nomination also received for Daniel.
    - Daniel formally nominated, multiple seconds, and confirmed by vote.
- **Compliance Officer:** Tabled for future discussion.

X Spencer A. Turnbow, Chairman    X Daniel Bowman, Finance Secretary

3. Administrative Actions

Oath of Office

- All participants took the oath of office led by Spencer, affirming support for the Constitution and commitment to duties with fidelity.

Operator Contract with Dax

- Dax currently acting without formal signed contract; contract located and distributed via email.
- Dax to provide:
    - Proof of general liability insurance (policy originally started September last year, annual renewal).
    - Copies of current certifications (small systems operator & cross-control administrator).
- Motion made and passed to formalize Dax's operation and maintenance agreement.
- Weekly procedural checklist/process in place (modeled after Brent Bingham's original, modified); Daniel and others to be added to reporting emails.
- Concerns addressed regarding transparency, chain of command, and the need for clear authority/channeling of instructions. Emergency measures and purchasing approval guidelines discussed:
    - Minor purchases (e.g., up to $500) can proceed without further approval; higher expenditures to be reviewed.
    - Review of historic purchasing policy agreed as next step as current system is fragmented.

Emergency Contact & Communications

- Discussion on emergency response logistics; need for a clear emergency contact number/system, as previous protocol involved phone tree routing through company/contractor cell phone.
- Discussion of updating website, phone, email/social media for more streamlined communication (see Section 8).

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4. Meeting Date & Time

- Conflict with town meetings noted (both share the same operator).
- Proposal to shift to a different day or time (e.g., Wednesday or later meeting time) discussed.
- Decision made to keep meeting schedule as is for now (6 PM); flexibility for operator Dax addressed.

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5. District Compliance & Reporting

Hiring Compliance Assistance (Dave Sanderson)

- State recommended Dave Sanderson to help bring water district into compliance with state/county reporting.
- Proposal: For $2,000, Dave will audit, identify gaps/missing reports, and bring filings up to date in ~1 to 1.5 months.
- Board confirmed sufficient funds to proceed (account balance of ~$36,000 reported).
- Motion to hire Dave Sanderson approved unanimously.
- Contact info and next steps for onboarding Dave to be communicated via Larry.

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6. Clerk Position: Staffing & Billing Issues

Vacancy & Immediate Needs

- Last clerk quit after being hired by previous board. Position to be reposted and new interviews held; open 1-2 weeks, selection anticipated before next month's meeting.
- **Immediate concerns:**
    - Backlog on billing and data entry; can't issue accurate water bills or read meters (pending system battery/package repair).
    - Some billing unable to be sent due to incomplete information from prior clerk transition.

Proposed Solutions

- Suggestion to bring Wendy (former clerk) back on temporary basis for transition and training, pending new hire.
    - Motion made, discussed (including consideration of proper employment classification—Wendy's prior 1099 status was questioned, suggestion to doublecheck with legal/tax counsel), and approved.
- All board members agreed new systems access (e.g., Polaris billing) should not depend on personal credentials and be accessible to more than the clerk.
- Adjunct measures:
    - Engage Polaris billing support service directly (subscription paid quarterly includes help for onboarding).
    - Public postings of position: 3-4 local physical sites, public notices site, digital, and even at Sagebrush location.

Interview Process & Timelines

- Potential interview timeline: 10 August at 6 PM; possibly the day before the next regular board meeting to allow expediting of hire.
- Existing interview scoring forms to be recirculated for board's use.
- Board committed to transparency and compliance throughout hiring.

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7. Infrastructure & Projects

Office Building Construction/Funding

- **Project Details:**
    - $660,000 grant from state secured (Hanna Water pays $20,000 "skin in the game" at start; rest disbursed as project runs).
    - Office to be built behind the Hanna store (district-owned land).
    - One bid from Horrocks Engineering $630,000 (market rates $350,000–$450,000); concern about high cost and single-bidder scenario; may require rebidding or postponement.
    - Legal requirements for bid acceptance with state funds discussed—must be by board vote, public bid opening. Consideration to delay if bid is out of alignment with market.
- Action: Larry to follow up with Horrocks/Chuck Richens for details; plan to avoid overpaying and triggering rate increases.

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8. Communications: Website, Social & Public Interface

Website and Facebook

- Current website exists but lacks complete functionality (e.g., "Contact Us" email not routed to active address).
- Facebook page suggested; unclear if one exists—Roger Roberts may have begun one but appears to have only completed website.
- Consensus to:
    a. Have Wendy (if she returns) update website and potentially set up/manage Facebook page.
    b. Ensure public can file complaints/requests via website or Facebook (assigned email access for new staff/board members as needed).
    c. Update public notice contact (currently pointing to outdated info).
- Suggestions for regular newsletter (possibly handled by Garn Nibley in future) for public awareness and annual compliance reporting.
- Noted: Consistent meeting times to be communicated publicly for better attendance.

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9. Water Rights, Sales, & Leases

Review and Documentation

- At least two water lease agreements:
    - East Duchesne (current, in fourth year of five-year commitment).
    - Utah Central Water Conservatory District (proximity to wells/springs; more partnership than direct lease in some aspects).
- Annual lease revenue cited as $30-34,000.
- Discussion:
    - Some concern over length of lease terms (suggested future leases be 1-2 year maximum instead of 5 years, given changing water conditions).
    - Priority to keep local water local but leverage excess capacity for much-needed district revenue (critical for future system upgrades and repairs).

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10. System Operations: Wells & Infrastructure

- Current water sourced almost entirely from Annie Mae Spring; 20-30% of spring capacity currently used, rest redirected to river.
- All ~~five~~ 2 other wells currently inoperable or unreliable; ~~Giants~~ Gines Well operational manually as emergency backup; further automation/investment required.
- Discussion of tanks (located at Rhodes Canal and behind Max Fabrizio's) and their capacities; need for inventory review.
- Board agreed to plan system tour and develop 5-year capital plan for future budgeting and prioritization.

- Tour tentatively scheduled: **Friday, July 31 at 5:00 PM, starting at Annie Mae Spring.**
- Aim: All new board members to see system first-hand; Dax to lead.

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11. Financial Oversight & Long-Term Planning

- Reminder that all major decisions need board votes.
- Discussion of need for better file/document management; much system history only in paper/boxes from previous clerks/officers.
- Suggestion to review and ratify certain historical decisions, but to proceed only after legal consultation due to multi-year noncompliance of previous boards.
- Emphasis on need for 5-year financial plan, as previously raised, and prioritization for grant compliance/funds retention.
- Insurance: New board members to be added to district's liability insurance.

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12. Action Items

- **Larry:** Sign and upload approved minutes; provide Sanderson's contact info; share engineering contacts/bid documentation.
- **Spencer:** Assume as Chair; contact Wendy about temporary clerk position and begin process of advertising/share job description/interview forms.
- **Dax:** Email contract, insurance certificate, operator certifications, updated checklists to board; provide ongoing operational reports.
- **Daniel:** Engage with Dax's reporting; coordinate on compliance oversight.
- **Board:** Post position for Clerk within 24 hours at specified sites; prepare for interviews on/around August 10.
- **All:** Plan for July 31 system tour (5 PM, Annie Mae Spring).
- **Brent (if available):** Provide financial update, particularly regarding cash flows for compliance consultant.

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13. Follow-Up and Future Agenda Items

- Continued discussion and fleshing out of Compliance Officer position (when Brent present).
- Review of prioritized capital and maintenance projects and ratification of past actions (post legal consult).
- Hiring: interviews and permanent appointment for Clerk.
- Procurement: audit and update of purchasing policy; digitization of records/file management.

- Update/launch of Facebook page and revised website complaint system, update public contacts on official notices.
- Recurring: Physical location/building name included on all public notices/agendas.
- Presentation on potential district newsletter and other communication outreach (invite Garn Nibley).
- System-wide insurance coverage for all board members.
- Review/renegotiation plan for water lease rates and contract terms; ensure revenue adequate for infrastructure needs.
- Ongoing: review and planning for capital needs (well rehab, tank upgrades, system redundancy).

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14. Public Comments

- Request to make meeting location clear on all announcements (including building name, not just address).
- Acknowledge routine schedule for meetings and post that fact prominently to build predictable public attendance.
- Note increasing public interest, recent influx of special meetings due to district/state compliance push.

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**Meeting Adjourned:** Motioned and seconded; board to remain briefly for mailings discussion.

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**Next Key Dates:**

- Clerk Applications Open: Immediately (posting at least through early August)
- System Tour: Friday, July 31, 2026, 5:00 PM, Annie Mae Spring
- Next Regular Board Meeting: Tentative for ~August 11, 2026
- Clerk Interviews: August 10, 6:00 PM (tentative—subject to application volume)

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This summary provides a comprehensive and structured record of the board's discussions, key decisions, and agreed next steps, including critical context behind each topic for future reference and continuity.

Action Items

- Sign the approved meeting minutes and put the signed copy online — @Larry Martin
- Hold off discussion on compliance officer until Brent can attend and explain
- Vote on chairperson, vice chair, and finance secretary positions in current meeting

- Send contract email to all board members — @Dax
- Send copy of general liability insurance to Wendy and provide updated certificate — @Dax
- Send certification copy to Wendy — @Dax
- Send weekly operation checklists to Grant — @Dax
- Review purchasing policy documents and confirm location and contents
- Make and second motion to accept operation and maintenance agreement contract — @Hal Giles
- Scan and save a PDF copy of the signed contract for records — @Grant
- Schedule a tour and training session with Dax for board members
- Change regular meeting day to avoid conflict with town meeting
- Hire Dave Sanderson to help Hannah Water get compliant with state and county regulations
- Post clerk position job opening immediately and plan interviews and hiring by next meeting — due 2023-08-10
- Bring back Wendy on a temporary basis to assist and train on systems and procedures