

Minutes WASSD Oct 1, 2026

Present: Craig Simpson, Jim Kopp, Lisa Kopp, Mark Stephans.

Quick recap

The board meeting focused on reviewing financial reports, discussing infrastructure projects, and addressing operational needs for the water district. Craig presented the financial status showing approximately \$4,500 in checking and \$47,000 in savings accounts, with ongoing projects including blow-off installation at Ryan's Court, fire hydrant rebuilding, and flow meter installation on the east side. The board discussed hiring a general manager to handle winterization, heater checks, and building maintenance tasks, with plans to review Sam's current contract and develop a job description by the next meeting. Jim and Craig raised concerns about the annexation of Wilson Arch Fire District to Spanish Valley, questioning firefighting capabilities during power outages and the need for on-site power generation, with discussions about potential grants and automatic backup systems. The conversation ended with plans to present a draft budget at the October 15th board meeting.

Next steps

BOD

- Send Sam Long's contract to Craig (cwsim) for review.
- Call Valerie to ask if she's willing to take over posting of late fees and liens, and inform her to contact Craig (cwsim) for training.

cwsim

- Create a preliminary job description and checklist of tasks for the General Manager position, based on Sam's contract and current responsibilities.
- Have the draft budget ready for presentation at the October 15th board meeting.
- Send the draft budget to board members via email prior to the October 15th meeting for review and feedback.
- Train Valerie on the process of posting late fees and liens using the existing templates.
- Order approximately 4 sheets of OSB to cover a wall in the pump house for posting maintenance checklists and documents.
- Walk through the maintenance spreadsheet and winterization plans with Jim (jimkopp) once the OSB wall is set up.
- Work with Nate (from Rural Water) to explore grant options for the Southfield Community Septic System evaporation lines.
- Coordinate with Sam Long to get the lab costs for the next year to include in the budget.
- Train Jim (jimkopp) on operating the tractor.

jimkopp

- Attend the annexation meeting with Lisa and Craig (cwsim) to ask questions about fire response, power outage contingency plans, and potential grants for generators.

Summary

Technical Difficulties Meeting Resolution

The meeting began with technical difficulties as participants experienced Wi-Fi connectivity issues and audio feedback problems. Eric had bandwidth problems that improved when he switched to Starlink and turned off his video. The team worked to resolve multiple login issues, with Mark offering to help push some technical adjustments.

Board Meeting Financial Report Discussion

The board meeting began with BOD calling it to order and confirming a quorum was present. The meeting moved to approve the August 19th minutes, with cwsim making a motion to approve them. Public comment was opened as item number four on the agenda, during which Mark inquired about a new trash can location and dumpster access code. The meeting then transitioned to discussing the Nexus Financial Report and balance sheet, though the specific details were not captured in the transcript.

Financial and Infrastructure Project Update

Craig provided a financial update, reporting current balances of \$4,500 in checking and \$47,000 in savings, and outlined several ongoing infrastructure projects including a blow-off installation at Ryan's Court, fire hydrant rebuilding, flow meter installation, and winterization preparations. He clarified that the reported \$1.4 million liability on the balance sheet should be approximately half that amount due to a \$750,000 grace period, and mentioned working with Valerie and the State to correct this discrepancy. The conversation ended with a brief mention of submitting applications for a cybersecurity grant and a Zenner contract for water meter monitoring services.

Water Treatment Facility Maintenance Systems

The team discussed maintenance and communication systems for their water treatment facility. Craig explained his creation of a maintenance spreadsheet to track various system checks and inspections, which will be implemented during winterization work with clipboards and documentation at the Eastside Pump House. Jim offered to assist with the winterization process, and Craig planned to order materials to set up the tracking system. The conversation ended with a brief introduction to SMART goals methodology.

Water Infrastructure Project Priorities

The team discussed current priorities for water infrastructure projects, with cwsim identifying three immediate priorities: repairing the blowout at the bottom of Ryan's core, installing a portal on the west side, and installing a flow meter on the east side, all of which have available parts. Longer-term projects including upgrading the east side water system and replacing the west side 6-inch line with an 8-inch line were discussed, though these will be done in segments due to funding constraints. cwsim expressed concern about taking out additional loans and mentioned working with rural water to secure grants for the required evaporation lines for the 5 Southfield Community Septic System.

General Manager Hiring Discussion

The board discussed hiring a general manager to handle tasks not covered in Sam Long's contract, such as winterization, heater checks, cleaning, and coordinating with contractors for repairs. Craig suggested reviewing Sam's contract to understand his current responsibilities before creating a list of additional tasks for the general manager position. The board noted that October through December is the timeline for preliminary budget review and voting, and they agreed to develop a preliminary checklist of skills for the general manager role via email or work session.

Budget Approval Timeline Planning

The team discussed the timeline for budget approval, with cwsim committing to have everything ready by mid-December for board presentation in November, and BOD confirming the budget must be approved before December 31st. They agreed to gather information from Sam about lab costs and to identify potential general managers with experience in well systems who could handle the high-responsibility water management work. The group also decided to create a job posting for the GM position if needed, ensuring compliance with state requirements.

Fire District and Operations Updates

The board discussed delegating lien notice responsibilities to Valerie, with cwsim offering to train her on the process and templates. They addressed the annexation of Wilson Arch Fire District to Spanish Valley, with cwsim explaining that Brandon McGuffey will now serve as fire marshal and property taxes will increase by \$100-200 per house annually. Jim raised concerns about firefighting capabilities during power outages, particularly during red flag warnings, and the group discussed the need for on-site power generation, including potential grants and automatic switching systems. The next board meeting was scheduled for October 15th to review the draft budget.