MINUTES OF THE
HEBER VALLEY SPECIAL SERVICE DISTRICT
SEPTEMBER 10, 2026 – 4:00 PM

PRESENT:	Heidi Franco	Chair
	Craig Simons	Vice Chair
	Colleen Bonner	Board Member
	Don Huggard	Board Member
	Mike Johnston	Board Member
	Yvonne Barney	Board Member (4:34 p.m.)
ALSO PRESENT:	James Goodley	General Manager
	Trent Davis	HVSSD
	Rusty Harris	HVSSD
	Wes Johnson	MSD
	Sara Nagel	Heber City Finance Director (online)
	Erin Anderson	Carollo
	Trevor Lindley	Brown & Caldwell
	Josh Donagan	Brown & Caldwell
	Michael Miller	Online
EXCUSED:	Doug Clements	Board Member
	Christine Morgan	Secretary

CONDUCTING: Board Chair, Heidi Franco

AGENDA ITEMS:

1. **Public Comment:** This is the public's opportunity to comment on items not on the agenda.
2. **Entity Updates:** From HVSSD Member Entities
3. **Committee Updates:** From HVSSD Committees
4. **Consent Agenda:**
    a. August 2026 Budget Report
    b. August 2026 Financials
        i. Balance Sheet August 2026
        ii. Check Register August 2026
        iii. P&L August 2026
    c. PTIF General Fund August 2026
    d. PTIF Impact Fee August 2026
    e. PTIF Bond August 2026
    f. PTIF CIB Bond August 2026
    g. August 2026 Warrant list approval
    h. August 2026 Board Meeting Minutes – Regular Session (Pending)
5. **Impact Fee Billing Change Request** – Motion to approve (Jim Goodley- 20 mins)
6. **VorTech Aeration Agreement** - Motion to approve (Jim Goodley- 20 mins)
7. **Facility Plan Award** – Motion to approve (Jim Goodley- 20 mins)
8. **Manager's Report** (Jim Goodley-20 mins)
9. **Closed Session** – a strategy session to discuss pending or reasonably imminent litigation pursuant to U.C.A. 52-4-205 and/or discuss personnel or property items.
10. **Adjourn Regular Meeting**

Heidi Franco called the meeting to order at 4:00 p.m.

1. **Public Comment:** None

2. **Entity Updates:** None

3. **Committee Updates:** There has been no progress on the personnel policy. Mayor Franco requested that this be ready to present at the January 2027 meeting.

4. **Consent Agenda:**
    a. August 2026 Budget Report
    b. August 2026 Financials
        i. Balance Sheet August 2026
        ii. Check Register August 2026
        iii. P&L August 2026
    c. PTIF General Fund August 2026
    d. PTIF Impact Fee August 2026

e. PTIF Bond August 2026
f. PTIF CIB Bond August 2026
g. August 2026 Warrant list approval
h. August 2026 Board Meeting Minutes – Regular Session (Pending)

MOTION: A motion to approve the consent agenda was made by Craig Simons and seconded by Colleen Bonner. The motion carried with the following vote:

YES: Don Huggard, Colleen Bonner, Craig Simons, Heidi Franco, Mike Johnston
No: None
ABSTAIN: None
ABSENT: Yvonne Barney, Doug Clements

5. Impact Fee Billing Change Request:
Two items were discussed. The first being a retroactive payment to Heber City for a change in billing from the current process of charging ERUs when receiving the impact fee to a new process, which was the second items to discuss and determine.

No motion was made, but it was stated that there was an agreement that there would not be a retroactive payment once the process change was determined.

The issue of what the trigger would be to determine when an ERU would be charged was discussed in length. Sara Nagel, Heber City's Finance Director, joined the meeting electronically and stated that the city doesn't want to be billed by HVSSD until they are billing a customer. Mayor Franco would like to have a meeting with Jim Goódley, Sara Nagel, and Mindy Kohler (Heber City Treasurer) to discuss when water is flowing to a customer and how to determine this process going forward.

Yvonne Barney arrived at 4:34 p.m.

MOTION: A motion to table the Capital Billing Charge request until better there is a better understanding of when water is flowing to a customer was made by Colleen Bonner, seconded by Don Huggard. The motion carried with the following vote:

YES: Don Huggard, Colleen Bonner, Craig Simons, Heidi Franco, Mike Johnston
No: None
ABSTAIN: Yvonne Barney
ABSENT: Doug Clements

6. VorTech Aeration Agreement:
Jim Goodley stated that an agreement is not yet finalized, but good progress has been made. Both Jim and Martha Wingate, HVSSD Attorney, share concerns regarding specification requirements and payment. There are details that still need to be agreed upon by both parties before the agreement can be completed.

Jim expects to have this ready for review and approval at the October board meeting.

7. Facility Plan Award:
A request for Statement of Qualifications (SOQ) was posted and 2 candidates stepped forward meeting criteria requirements: Carollo Engineering and Brown & Caldwell. A selection committee of 6 people consisting of 3 Mayors and 3 HVSSD employees used 3 categories to score and rank each bid.

The three categories were: Company background and experience (20%), relevant experience and references (30%), and Team/Staff and project approach (50%).

The scores were Carollo Engineering with 82.8 points and Brown & Caldwell with 85 points.

MOTION: A motion to approve the Facility Plan Award to Brown & Caldwell was made by Craig Simons and seconded by Colleen Bonner. The motion carried with the following vote:

YES: Don Huggard, Colleen Bonner, Craig Simons, Heidi Franco, Mike Johnston, Yvonne Barney
No: None
ABSTAIN: None
ABSENT: Doug Clements

8. Manager's Report:
Mr Goodley presented his managers report

9. Closed Session – a strategy session to discuss pending or reasonably imminent litigation pursuant to U.C.A. 52-4-205 and/or discuss personnel items:

MOTION: A motion to move into closed session to discuss pending litigation was made by Don Huggard, seconded by Yvonne Barney. The motion carried with the following vote:

YES: Don Huggard, Colleen Bonner, Craig Simons, Heidi Franco, Mike Johnston, Yvonne Barney
No: None
ABSTAIN: None
ABSENT: Doug Clements

The board moved into a closed session at 5:30 p.m.

The board moved out of the closed session at 6:11 p.m.

10. <u>Adjourn Regular Meeting:</u>
The motion to adjourn was made as follows:

MOTION: A motion to adjourn the board meeting was made by Colleen Bonner, seconded by Don Huggard. The motion carried with the following vote:

YES: Don Huggard, Colleen Bonner, Craig Simons, Heidi Franco, Mike Johnston, Yvonne Barney
No: None
ABSTAIN: None
ABSENT: Doug Clements

The meeting was adjourned at 6:12 p.m.

APPROVED on this 8th day of Oct, 2026.

Heidi Franco

Heidi Franco, Chair

Christine Morgan

Christine Morgan, Secretary