

Jordanelle Special Service District Board Meeting

5780 North Old Highway 40, Heber City, Utah

Thursday, July 10, 2014

PRESENT: Greg McPhie Board Member
 Jay Price Board Member
 Kendall Crittenden Board Member
 Kipp Bangerter Board Member
 Mike Kohler Board Member
 Stephen Capson Board Member
 Steve Farrell Board Member

ALSO PRESENT: Dan Matthews General Manager
 Darrel Scow Asst. General Manager
 Lee Kapaloski General Counsel (5:02 p.m.)
 Eliza McGaha Treasurer
 Theresa Baronek District Clerk

EXCUSED: Kierstan Smith Financial Officer

AGENDA:

- MINUTES
 - Approval of minutes of the June 2014 meeting
- FINANCIAL
 - Warrant list approval
- CAPITAL FACILITIES
- ACTION ITEMS
 - Discussion and possible adoption of updated water rate resolution re interest rates for past due amounts on water invoices and related matters
- MANAGER'S REPORT
 - Discussion re RFP for an organizational, staffing and operational study
 - Draft of updated administrative policies
- EXECUTIVE SESSION
 - If needed

Jay Price opened the meeting at 4:40 p.m.

MINUTES:

Approval of minutes of the June 2014 meeting:

MOTION: A motion to approve the minutes of June 12, 2014 was made by Stephen Capson, seconded by Steve Farrell and the motion carried.

FINANCIAL:

Warrant list approval:

The listing of warrants in the amount of \$421,183.38 was presented to the board for their review and approval.

It was suggested that the invoices for the helicopter/weed spraying up at Tuhaye be passed on to the property owners; Dan Matthews agreed.

Steve Farrell suggested that future vehicle inspections be done at Tracy's Auto.

MOTION: A motion to approve the warrants was made by Greg McPhie, seconded by Kipp Bangerter and the motion carried.

There was a short discussion on where the district sits on funding of URS retirement, vacation and sick leave.

CAPITAL FACILITIES:

There was no discussion on capital facilities.

ACTION ITEMS:

Discussion and possible adoption of updated water rate resolution re interest rates for past due amounts on water invoices and related matters:

Surrounding entities were contacted to compare their rates with ours; Darrel Scow handed out a paper showing those rates. JSSD's rate will be 1.5 percent with no penalty charge; indexed to the state rate at 2.572 percent.

MOTION: A motion to adopt resolution 2014-4 (regarding the update of the water rate resolution) to be effective for the July 2014 billing cycle was made by Stephen Capson, seconded by Mike Kohler and the motion carried.

MANAGER'S REPORT:

Draft of updated administrative policies:

Dan Matthews handed out an updated draft of the district's administrative policies and asked the board members to review it and contact him with any suggested changes; he will then prepare a resolution for the next meeting.

Discussion re RFP for an organizational, staffing and operational study:

Dan Matthews presented a request for proposals for an organizational, staffing and operational review to be done for Jordanelle SSD. The review would look at things such as operations, man power, cross training, and whether or not the district should hire additional employees.

Discussion included comments that a review like this should be done with all the special service districts and there were questions as to who or which entity should be sponsoring this RFP.

Darrel Scow said this review is an internal look at how this district operates and requested that the board allow it to go forward as requested by the district. He expressed concern that if the County or another entity requested the RFP for JSSD the review could possibly be negatively misconstrued by outside observers. It was suggested that JSSD be the test subject for this type of RFP.

MOTION: A motion to authorize JSSD to get the requested RFP as stated in the RFP document was made by Kendall Crittenden, seconded by Kipp Bangerter and the motion carried.

Lee Kapaloski arrived at 5:02 p.m.

Greg McPhie exited at 5:02 p.m.

Regarding the RFP agenda item, Lee Kapaloski commented that they did a similar thing in their office to review their organizational structure, which turned out to be a good self-examination.

Greg McPhie returned at 5:04 p.m.

EXECUTIVE SESSION:

MOTION: A motion to move into executive session was made by Kipp Bangerter, seconded by Kendall Crittenden and unanimously carried.

The board moved into executive session at 5:09 p.m.

The meeting adjourned at 6:10 p.m.