**HEBER VALLEY SPECIAL SERVICE DISTRICT**

1000 East Main Street

PO Box 427

Midway, UT 84049-0427

Phone: (435) 654-2248

Email: [hvssd@aol.com](mailto:hvssd@aol.com)

**BOARD** **MEETING**

**WORK SESSION**

# MINUTES

**July 30, 2020**

Administration Building

1000 E Main Midway, UT 84049

**CONDUCTING**: Kelleen Potter

Present: Dennis Gunn, Brenda Kozlowski, Kelleen Potter, Heidi Franco, Steve Farrell

1. **Welcome - Kellen Potter welcomes the board members to the work meeting.**
2. **Discussion Draft Management Plan -** Heidi Franco addresses the purpose of the work meeting. This will be to go over goals and get opinions from the Board.
   1. Step by Step goals. Eight goals total.
   2. Public Information Officer position. Emergency response plan which would be for Board and Staff only due to security issues.
   3. Capital Facilities plan – would be for public information except for any part that would be deemed confidential.
   4. Six month goals.

Dennis gave a general review of the HVSSD draft management plan. He reviewed each point in the outline that had been submitted to the Board previously.

Steve Farrell asked about the “creation document” and if whether the management plan coincided with the goals set forth in the creation document. Dennis said he would send a copy out to the Board as well as a copy of the by-laws.

Steve Farrell suggested changes to item #3 and Heidi Franco implemented the changes.

Rate structure analysis will be prepared and submitted for approval in September or October.

Dennis would like the draft budget to be submitted in time for review in the October board meeting. Public hearing will be held in November with final approval in December.

Dennis mentioned that he and Celeste get together monthly to review the agenda and he likes to have the packets to the board on the Friday before the meeting.

Heidi asks for permission from the Board for Dennis to proceed on the rate analysis. Projected income versus projected needs.

1. **Adjourn -** Brenda Kozlowski moves to adjourn. Steve Farrell seconded. Motion carried by unanimous vote.

**COVID-19 NOTICE: Due to Governor Herbert’s request and Wasatch County Health Department, meeting attendance will be limited to 50 individuals. If you are interested in participating, please contact Dennis Gunn at 435-901-2257 to be included in teleconference. Also, various board members may be participating via ZOOM.**

Published on the State Public Notice Website and at the Heber Valley Special Service District Administration Building.