



# HEBER VALLEY SPECIAL SERVICE DISTRICT

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## BOARD MEETING

**August 27, 2020**

**4:00 P.M.**

Administration Building  
1000 E Main Midway, UT 84049

## MINUTES

**CONDUCTING:** Brenda Kozlowski and Celeste Johnson

**PRESENT:** Dennis Gunn, Celeste Johnson, Wes Johnston, Paul Krauth, Steve Farrell, Brenda Kozlowski, Heidi Franco, Brad Rasmussen, Wayne Hardman, Don Huggard, Bryan Provost, Adam Long, Jason Norland

**Welcome** – Dennis Gunn called the meeting into session on August 27, 2020 at 4:00 p.m. This meeting was conducted via Zoom (virtual meeting) and in person.

**MOTION:** Heidi Franco moves to make Brenda Kozlowski the Agenda Chair for the meeting until Celeste arrives. Don Huggard seconds. Motion carried by unanimous vote.

1. **Welcome – Dennis Gunn**
2. **Consent Agenda Approval –**
  - A. Minutes of June 25, 2020 Board Meeting.
  - B. Minutes of July 31, 2020 Board Meeting
  - C. June 2020 Balance Sheet & Income Statement
  - D. June 2020 Journal Entries
  - E. Approve Warrant/Check Register

**MOTION:** Heidi Franco moves to approve the Consent Agenda. Steve Farrell seconded. Motion carried by unanimous vote.

3. **Staff Report –**
  - A. Memo from Tina Rodriguez regarding the transition to Quickbooks. Memo also indicates support for hiring of assistant for the Director.
  - B. Farm Update – First hay auction went great. Appreciation was extended to Midway City for the use of the hall. Hay sales were better than expected. Second crop is almost ready.

4. **Discussion and possible approval of Rite-of-Way and possible land purchase – Jeff Besendorfer.**
5. **Legal Waiver for Ray Quinney and Nebeker –** Discussion of waiver approval if HVSSD were to engage in litigation due to a conflict of interest with Craig Carlisle. Heidi Franco voiced concern regarding the conflict and would prefer to seek outside counsel and not sign the Waiver. Don Huggard also voiced concern. Celeste also voices the same concerns as Heidi. The Board directs Dennis to research with John Mabey and his law office to see if they would be able to represent HVSSD in this matter.
6. **Discussion and possible approval of Request for Heber Light & Power Easement for proposed power line.** Jason Norland and Adam Long discussed the 60 foot easement. Heidi Franco voiced concerns with using any land outside the right-of-way. Adam Long said he would not have any issues taking that out of the contract. Heidi Franco requested justification for the cost. Steve Farrell discusses limitations of the easement. Farming would be allowed, however, structures would more than likely need to be outside the 60 foot easement. Mike Johnston supports the offer and feels like it is more than fair.

**MOTION:** Mike Johnston moves to have outside counsel review the legal documents, removing language and clarifying location before approval. Steve Farrell seconds. Motion carried by unanimous vote.

7. **Discuss and possibly approve 2020 Management Plan –** Celeste thanks Heidi for her help. Dennis would like permission to continue to work with Paul Krauth on the Management Plan. Celeste suggests making a spreadsheet to track the goals and make sure the Board and HVSSD are on track to meet the goals in the proposed amount of time.

**MOTION:** Heidi Franco made a motion to approve the draft of the HVSSD Management Plan, allowing for updates and changes when needed. Brenda Kozlowski seconded. Motion carried by unanimous vote.

8. **Discussion and possible approval of buffer presentation.** Brad Rasmussen recommended that on the 14<sup>th</sup> we let the Health Department and the State know that we are having a Stakeholder's meeting on the 24<sup>th</sup> of September. Also, he feels that the 30 foot buffer is adequate. Wes brought up that the Board Meeting would be held in the Community Center on the 24<sup>th</sup>. Brenda Kozlowski will have her clerk make a flyer to be handed out. The Board directs Dennis and Brenda to move forward with the flyers and invitations as discussed.
9. **Engineering Report -Wes Johnson –** There was a walkthrough on the reclaimed pump station.
10. **Discuss and possibly approve replacement Muffin Monster Grinder for Midway Headworks.** This item is budgeted in the maintenance budget and has a 1 year warranty.

**MOTION** Heidi Franco moves to approve the purchase of the Muffin Monster in the amount of \$16786.16. Don Huggard seconds. Motion carried by unanimous vote.

11. **Discuss and possibly approve hiring of part time Office Assistant for District Manager –** Dennis proposed hiring a part time office assistant to help with tasks during the day. The position would be anywhere from 10 – 16 hours per week.

**MOTION:** Brenda Kozlowski moves to hire an office assistant for 10 to 16 hours per week. Heidi Franco seconded. Motion carried by unanimous vote.

**12. Manager's Report – Dennis Gunn** – Dennis discussed issues with the Midway Lift Station and indicated that while there had been previous issues it had been running smooth for over a week.

**Motion:** Heidi Franco moves to go into closed session. Mike Johnston seconds. Motion carried by unanimous vote.

**Motion:** Brenda Kozlowski moves to adjourn. Heidi Franco seconds. Motion carried by unanimous vote.

**COVID-19 NOTICE:** Due to Governor Herbert's request and Wasatch County Health Department's "Stay Home" order, meeting attendance will be limited to 10 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 teleconference.

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