HEBER VALLEY SPECIAL SERVICE DISTRICT

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**BOARD** **MEETING**

**December 17, 2020**

**6:00 P.M.**

Administration Building

1000 E Main Midway, UT 84049

# MINUTES

**CONDUCTING**: Celeste Johnson

**PRESENT:** Celeste Johnson, Dennis Gunn, Don Huggard, Brenda Kozlowski, Wes Johnson, Steve Farrell, Kelleen Potter, Heidi Franco, John Mabey, Michele Howarth

1. **Welcome – Celeste Johnson** called the meeting into session on December 17, 2020 at 6:00 p.m. This meeting was conducted via Zoom and in person.
2. **Consent Agenda Approval -** 
   1. October 22, 2020 Board Meeting Minutes
   2. November 19, 2020 Board Meeting Minutes
   3. November 2020 Profit & Loss
   4. November 2020 Reconciliation
   5. November 2020 Balance Sheet
   6. Approve Warrants

**MOTION: Don Huggard moves to approve the consent agenda. Kelleen Potter seconded. Motion carried by unanimous vote.**

1. **HVSSD Owns Additional Water Rights –**

Through research, John Mabey found that HVSSD owns water rights that Ken Probst thought he owned**.** The deed was found in the recorder’s office where Ken’s parents deeded these water rights to HVSSD. Report of conveyance has already been completed up to the current owner. Heidi Franco recused herself due to conflict of interest. Her daughter works for Corbin Gordon.

**MOTION: Steve Farrell moves to authorize John Mabey to investigate further the water rights and deed. Also authorized is payment for further investigation on behalf of HVSSD. Brenda Kozlowski seconded. Motion carried by unanimous vote.**

1. **2020 Budget Amendment – PUBLIC HEARING -Discuss and possibly approve the 2020 Budget.**  There were no members of the public present.

**MOTION**: Steve Farrell moves to approve the 2020 Budget amendment. Brenda Kozlowski seconded. Motion carried by unanimous vote.

1. **2021 Budget – Discuss and possibly approve the 2021 Budget. PUBLIC HEARING – There were not any members of the public present.**

**MOTION: Brenda Kozlowski moves to approve the 2021 Budget. Steve Farrell seconded. Motion carried by unanimous vote.**

1. **State Auditor’s Office Fraud Questionnaire Approval – Dennis Gunn and Ben Probst have reviewed the Annual Fraud Risk Questionnaire. The findings of this review will be presented to the Board for discussion and possible approval.** Dennis states that we may need to make a couple adjustments with credit card charges and payments. Tina suggests having Dennis do the PO and she will check each physical receipt against the PO to verify the charges. It is agreed that we should start implementing that process.

**MOTION**: **Heidi Franco moves to accept The Fraud Assessment as presented in the agenda with the goal of completing more of the requirements to move into the low or very low category. Kelleen Potter seconded. Motion carried by unanimous vote.**

1. **Financial Study Contractor Selection – discuss and possibly approve a contractor for rate and impact fee study**. \*\*Correction on Action item in the packet from Dennis from April 2020 to April 2021. Dennis discussed possibly using a RFP or using a contractor that was used previously. HVSSD is required to send a RFP at $25,000. Wes Johnson suggested possibly using Zions bank since they had a very good reputation and were recommended by Craig Carlisle.

**MOTION: Heidi Franco moves to work with Zions Bank on the utility rate and impact fee study to be completed in the fiscal year 2021. (maximum of $12,000) Don Huggard seconded. Motion carried by unanimous vote.**

1. **Manager’s Report –** Dennis addressed our IT issues. He is currently working with Executech to update our IT capabilities. Celeste suggest a possible HVSSD website where the public could click on links that would direct them to public documents or links to meetings.
2. **Adjourn-**

**MOTION: Steve Farrell moves to adjourn. Kellen Potter seconded. Motion carried by unanimous vote.**