



HEBER VALLEY SPECIAL SERVICE DISTRICT

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BOARD MEETING

April 13, 2022

4:00 P.M.

Administration Building
1000 E Main Midway, UT 84049

AGENDA ITEMS

CONDUCTING: Board Chair, Celeste Johnson

Those in Attendance: Celeste Johnson, Clair Provost, Steve Farrell, Brenda Christensen, Yvonne Barney, Heidi Franco, Mike Johnston, Wes Johnson, Ron Prue

Online Attendance: Sylvia Srivastava, Bryan Provost, Brad Rasmussen, Martha Wyngate

1. **Consent Agenda** Approval
 - A. March 09, 2023, Board Meeting Minutes
 - B. March 2023, Profit & Loss
 - C. March 2023, Reconciliation
 - D. Warrants

The Chair asked if anyone had any questions or concerns with the consent agenda.

Heidi Franco asked about the increase in the PTIF account.

Dennis Gunn stated that there was a transfer from the bank account to the PTIF>

A motion was made by Steve Farrell to approve the consent agenda as presented. The motion was seconded by Clair Provost and the Chair asked for a vote on the motion.

Celeste Johnson Yes
Clair Provost Yes
Steve Farrell Yes
Yvonne Barney Yes
Heidi Franco Yes
Mike Johnston Yes
Brenda Christensen Yes

2. **Entity Agreements**, update, and possible adoption. Martha Wingate, Ray Quinney & Nebeker.

Martha Wingate stated that she had sent to the board members a copy of the agreement with the most recent updates. She stated that the pre-treatment standards are more general so as not to lock them into any statute at this time. The updates in section 4.2 are on capacity planning. It will be stated that there be a prompt notification of a project that is 150 ERUs or more.

Dennis Gunn brought up a point to her. He stated that since they are getting ready to issue a bond, that the city or district receiving services cannot make a contract with another treatment service until the current bond has expired.

Steve Farrell asked that they include it in the service area and the contract area also.

Heidi Franco if they make it more specific, they may not want to be unreasonably held.

Steve Farrell stated that this would be for current service and contract areas. Areas such as Magpi would be a contract area asking to participate. They could date the service area.

Martha Wingate stated that unless there are any other comments it is ready for them to meet with Heber. They will create one more article for Midway then they will be ready to meet with them.

Martha addressed Heidi's point. If there is a place where they may not want to serve. They are locked into this contract with the map. An amendment signed by both entities would work with a new map.

Mike Johnston stated that they could adopt a duly appointed service area.

Heidi Franco stated that the map could be dated.

Clair Provost asked about someone outside the service area who would want to be a part of the district. What would that process be?

Celeste Johnson stated that they are not saying that they wouldn't take them on. They would just have to meet the contract. She asked about the contract MSD has with Jordanelle.

Martha Wingate stated that they would be in violation to have a contract with another entity for flow. The board would be able to approve the contract with another entity. They can also choose to grandfather in existing contracts. They would have them do something very similar to who they are sub-contracting with.

Wes Johnsson stated that the boundaries are as shown on a map. IT is an ERU limit for Twin Creeks and with Jordanelle and MSD. They should want to control the service area. As long as they have their ERU number the boundary does not matter.

Celeste Johnson stated that tis up to MSD to deal with JSSD as long as they are not increasing ERUs.

Martha Wingate stated that in terms of volume, pre-treatment standard should be the same and permitted discharge should be incorporated.

Steve Farrell stated that they are limiting the ERUs and if the capacity is set there should not be an issue.

Dennis Gunn stated that they have to register with the stated every year. He has to send them a map of the service area. They have the ERUs and that is a contract, so the maps of other entities are not included.

Heidi Franco stated that they should use maps too.

Martha Wingate stated that she will make the adjustment and then do the Midway version.

Mike Johnston stated that Charleston is currently with Heber, but they can create their own entity.

Celeste Johnson asked what security issues they might have with sewage.

Ron Prue stated that he manages infrastructure and utility security. They do currently have security measures. They are using multi factor authentication at this time. They have also deployed Microsoft Directory for security. They upgraded the 2021 server to allow them to deploy other security measures. The antivirus reports to him. He also does quarterly or monthly scans.

Heidi Franco stated that she would like to see him come back and address the SCADA security.

Ron Prue stated that there is an insurance policy that covers this.

Dennis Gunn stated that they need to upgrade the SCADA software. He is meeting with them this week to see what needs to be done.

4. **Financial Committee Report:** Consideration of Contract and Engagement with Sheila T. Srivastava, with STS Tax & Accounting Services, PC to do financial consulting with district management.

Celeste Johnson stated that she, Heidi and Dennis met with her as a finance committee to see what her services are and what she could do for the district.

Sheila Srivastava stated that after speaking with them she felt that she has a feeling for what she could do to help them. She stated that she would suggest that they enter the budget into quick books, saving time for Dennis recreating things. She would like to get the financial statements in the same format as the audit so they can compare apples to apples and train the staff on how to do this. She will also come in and set up projects for improvement and make sure the needs are met. As they become familiar with this process she will then come back on an as needed basis. She stated that she can create a picture for the board to see the trends that are happening. She will also do a historical trend analysis. She will help them set goals that they want to achieve.

Celeste Johnson stated that her hourly rate is \$150.00. They talked about a potential budget for her services which was estimated at \$5000.00. Celeste asked the board if they had any questions.

Clair Provost stated that trends are important, and this will help make things easier.

Brenda Christensen expressed some concern with this. She stated that, as a board member of HL&P, she felt that she was working many hours for them over what they anticipated. She stated that Sheila did have some issues with the staff, that were worked out. She stated that they need to be careful of the leeway given to her and they need to have the backs of the employees.

Heidi Franco stated that she felt that Sheila did phenomenal work. She did have a challenge with the IT at HL&P pointing things out to them. They worked extensively to take statements and put them in the audit format and build trend sheets. She does not see these issues at HVSSD, but they just want to make things clear.

Yvonne Barney stated that she felt that the issues were in play before Sheila came. She stated that HL&P is a complicated entity and HVSSD is less complicated.

Celeste Johnson stated that they need to be clear on what they want with a budget and an end date.

Steve Farrell asked if there was a need for this. He stated that he feels that the financials are easy to read now. They hired Ben Probst to help them with this.

Sheila stated that HVSSD is different from HL&P. She has been working at the request of the board and the project would end when the district wants it to end.

Dennis Gunn stated that Ben Probst is the district CPA and helps with the audit and has oversight for quarterly balancing. That is outside of what Sheila will be doing. He stated that he likes the idea of long-term goals. There is an engagement letter with her that will set the parameters for what she will do.

Celeste Johnson stated that she would recommend that Sheila work with Dennis, Janet and Tina. Anyone on the board should not be reaching out to her. That's when things can get problematic and there are clearly outlined goals. Let's look at this monthly to see how things are working out. Dennis will report to the board on the progress.

Yvonne Barney asked if they should have a monthly report to see where they are at and keep the direction in the right way.

Clair Provost stated that they just went through a rate increase and if she can help us understand our position moving forward it makes a better sale to the customers.

Steve Farrell asked if they were investing in something we already have.

Yvonne Barney stated that they should have a timeline to see when this can be done.

Sheila stated that she should have by the next board meeting a trend analysis and budget vs. Actual and have them look the same as the audited financial statements. They will need to connect with her and staff schedules. She stated that she will not go over the 33 hours unless they want her to.

Yvonne- do they want a monthly report to see where they are at. Keep the direction in the right way.

Clair- just went through a rate increase and if she can help us understand moving forward it makes a better sale to the customers.

Celeste stated that as they work, they will know how much of the information they will pay for will be beneficial.

Steve- same type of information with impact fee analysis. Are we investing in something we already have. We need to update anyway.

Dennis Gunn stated that they will work together as a team effort.

Mike Johnston stated that he appreciated the discussion and that this should be a good deal for \$5000.00.

A motion was made by Mike Johnston to Hire Sheila Srivastava for the services addressed and readdress next month on the progress. The motion was seconded by Steve Farrell and the Chair asked for a vote.

Celeste Johnson-yes

Clair Provost yes

Steve Farrell Yes

Yvonne Barney Yes

Heidi Franco-yes
Mike Johnston-yes
Brenda Christensen opposed

5. **Closed Session;** Utah Code 52-4-205. Purposes of closed meetings,
(b) strategy sessions to discuss personnel issues and collective bargaining.

A motion was made by Heidi Franco to move into closed session to discuss personnel. The motion was seconded by Brenda Christensen and the Chair asked for a vote.

Celeste Johnson- yes
Clair Provost- yes
Steve Farrell- yes
Yvonne Barney- yes
Heidi Franco- yes
Mike Johnston- yes
Brenda Christensen- yes

A motion was made to move out of closed session by Brenda Christensen. The motion was seconded by Clair Provost and the Chair asked for a vote on the motion.

Celeste Johnson- yes
Clair Provost- yes
Steve Farrell- yes
Yvonne Barney- yes
Heidi Franco- yes
Mike Johnston- yes
Brenda Christensen- yes

6. **Odor mitigation.**

Dennis Gunn stated that the clarifier and pump were down, and he has a possible resolution for when this happens again. There was a smell yesterday in the pockets, but it was coming from somewhere else.

7. Update to allow Manager to make purchases up to \$25,000 (Martha is working on this).
8. [Manager's Updates](#). – Dennis Gunn
9. **Other Business**

Heidi Franco asked about an update on the grant for pumping.

Dennis Gunn stated that he will check back with Jeremy Hales on this.

Celeste Johnson stated that so far there has not been any issues for JSSD with overflowing.

Heidi Franco asked about the equipment to replace the screens.

Brad Rasmussen stated that the equipment is custom made and will take some time.

Dennis Gunn stated that they have placed the order with Landia to rebuild the pump and it was delivered today. He stated that Brad has some great suggestions for the next upgrade.

Celeste Johnson reminded everyone to get their board training done. There is a link in the packet to do this.

Mike Johnston stated that he likes the Manager's report. It helps streamline the meeting.

Celeste Johnson asked Wes Johnson to remain as the district engineer until an RFP can be sent out.

With no other business to address a motion was made by Heidi Franco to adjourn the meeting. The motion was seconded by Clair Provost and the Chair asked for a vote on the motion.

Celeste Johnson- yes

Clair Provost- yes

Steve Farrell- yes

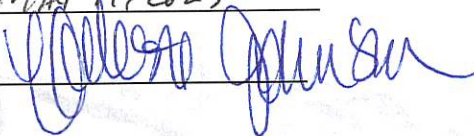
Yvonne Barney- yes

Heidi Franco- yes

Mike Johnston- yes

Brenda Christensen- yes

Approved: May 11, 2023

Board Chair: 

Secretary: 