



# South Weber Water Improvement District

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**Office-Wendy Dahl (801) 475-4749**

**Emergency Maintenance**

**Freddy Loertscher (801) 675-1082**

**Wayne Stark (801) 786-9919**

**Board of Directors**

**Chair Darren Hess (801) 475-4320**

**Co-Chair Cindi Mansell (801) 540-2486**

**Secretary Sherry Poll (801) 726-9484**

**Treasurer Jan Ukena (801) 479-8749**

**Maintenance Supervisor**

**Jeff Monroe (801) 726-9226**

Minutes for the South Weber Water Improvement District Board Meeting held Wednesday, November 13, 2024, at 5:00 p.m. in the Water District Building. Board members in attendance included: Darren Hess, Cindi Mansell, Jan Ukena, Jeff Monroe, and Sherry Poll. Maintenance: Wayne Stark and Freddy Loertscher. Mr. Justin Nielsen was also present at the meeting.

**Minutes approval from the October 9, 2024, Board Meeting**

**Ms. Ukena moved to approve the October 9, 2024, Board Meeting Minutes.**

**Motion seconded by Ms. Mansell. Motion carried unanimously.**

**Maintenance Report and Business**

-Mr. Stark reported that we are getting to the end of meter installations with 120 homes left to finish up the properties 1 acre and under.

-The new floor was installed. Still working on replacing the toilet in the bathroom. There are two water shut off valves under the bathroom sink that are too deep to reach so the water would need to be shut off in the street which would require tearing out and repairing asphalt. Mr. Stark suggested putting a ball valve on the pipes under the sink and using a short key to shut them on and off. Maintenance will get a couple of bids from plumbers for the repairs.

-Discussion on the treatment plan for termites found in the office during the flooring repair. After discussion the following motion was made:

**Ms. Ukena moved to approve the bid from United Pest Control in the amount of \$1,287.00 for termite treatment at the District Office. Motion seconded by Ms. Poll. Motion carried unanimously.**

Maintenance team excused

**South Weber Gateway Project Approval**

- Mr. Justin Nielsen, with Stillwater Construction Group, was present at the meeting for discussion on the proposed project for parcel 13-034-0068. The property plans were emailed to Board members prior to the meeting. The project plans were previously submitted by a different contractor and were approved by the District Board. The Stillwater Group has made some minor changes to the project. Ms. Dahl visited with Mr. Reeve from Reeve & Associates Inc., who engineered the project, to ask about the changes regarding the Water District connections. Mr. Reeve said that the changes made were minor and are still in line with the District's requirements. Mr. Hess inquired about the amount of planned landscaping. Mr. Nielsen will send that information by email. Mr. Hess suggested that the proposal for a 1-inch line might be too small for the amount of landscaping. Mr. Nielsen agreed to use a 1 ½ inch line as he concurred that it would likely be needed further into the project. The connection to the secondary water is on the East side of the property.

-Mr. Nielsen asked about an impact fee. He stated that the project will be using the new standards of landscaping with minimized water use and drip systems. Each proposed lot will be their own parcel numbers. The District doesn't charge impact fees, just connection fees. The Board will need to discuss the connection fee charges for the project. Ms. Ukena reminded Mr. Nielsen to make sure that there is a signature block for South Weber Water Improvement District on the final plans.

-After discussion the following motion was made:

**Mr. Monroe moved to approve the submitted plans for the South Weber Gateway Project on parcel 13-034-0068 contingent upon the District establishing a connection fee, and upon changing the proposed 1 inch line connection to the District's infrastructure to a 1 ½ inch line connection. Motion seconded by Ms. Ukena. Motion carried unanimously.**

### **Review of Financials, Budget, and Invoice Approval**

- Review of all monthly statements, approval of invoices, and metering project finances. An invoice from Mountainland Supply for purchased meters was picked up from the mail on the day of the meeting. Ms. Dahl requested permission to have a check signed this week for the invoice in order to submit it with the metering project refund request this month. The Board agreed to approve the new invoice and get the check signed and mailed.

-Ms. Dahl discussed a proposed change in the District's budget outline as suggested from the 2023 audit recommendations. She will put the budget projections into the new format and email them to the Board for review before the next meeting.

-Ms. Dahl recommended moving \$3,000 from the AFCU General Account to the AFCU Petty Cash account to cover expected charges. The Board agreed with the transfer.

-Ms. Dahl presented the proposed hourly rate sheet from Reeve & Associates, Inc. for Board approval. After review, the following motion was made:

**Ms. Mansell moved to approve the contracted hourly service rates from Reeve & Associates, Inc. Motion seconded by Ms. Ukena. Motion carried unanimously.**

### **Schedule Budget Public Hearing for December**

**Ms. Mansell moved to schedule a public hearing for 2024 Budget Amendments and 2025 Budget Plans. Motion seconded by Ms. Ukena. Motion carried unanimously.**

### **New Business – Board, Office Manager**

- Ms. Mansell discussed updating the Policies and Procedures for the District. Ms. Mansell will take the assignment to work on adding policies regarding personal use of equipment, purchasing, personnel policies and review any others needed.

-Ms. Ukena addressed the need to consider budgeting for a future maintenance employee.

### **Adjourn**

**Ms. Poll moved to adjourn the meeting. Motion seconded by Ms. Mansell. Meeting adjourned at 6:25 p.m.**

Respectfully submitted by the South Weber Water Improvement District Clerk on this 11<sup>th</sup> day of December 2024 for Board review and approval.

Wendy Dahl District Clerk