



# 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**

**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, September 24, 2024, at 5:00 p.m. in the Water District Building. Board members in attendance included: Darren Hess, Jan Ukena, Sherry Poll. Jeff Monroe was excused. Maintenance: Wayne Stark and Freddy Loertscher.

**Minutes approval from the August 14, 2024, Board Meeting**

**Ms. Poll moved to approve the August 14, 2024, Board Meeting Minutes.**

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

**Maintenance Report and Business**

-Mr. Loertscher reported that the District received a new meter from Mountainland Supply that was a replacement for one of the warranty meters returned several months ago. There should be two more replacements owed to the District.

-Discussion about cleaning out the excess mud at the District's reservoir. There have been a few people call and complain about shrimp in the lines. The reservoir was cleaned out 3 years ago and there was about 18 inches of built-up mud. The maintenance team did it a year or two ago and there was about 3 to 4 inches. It needs to be done again. Mr. Loertscher will work on getting 2 or 3 bids from contractors.

-The in-stock inventory of meters at the shop is currently at 379 with 440 radios.

-Mr. Stark questioned the procedure of subdivision approvals in regard to the District's guidelines being followed and approved. Mr. Hess stated that the contractors do send their plans for approval to the District Office and that the city is supposed to contact and inform the District about the planning meetings when subdivisions are reviewed. Mr. Stark also mentioned that with new subdivisions there should be a secondary valve on all sides of an intersection. The maintenance team was recently called to an issue near a newly developed subdivision. The contractor had covered up the existing valve to the main subdivision and there weren't any valves in the new lots. The contractor agreed to work on locating the covered-up valve box.

-Mr. Hess asked Ms. Dahl to draft a letter to send to the city reminding them that the District needs to be included in all pre-construction meetings and walk throughs of any subdivisions planning to use the District's Water to help make sure our infrastructure is protected and installed correctly.

-New Plan approvals will be done at the beginning of Board meetings moving forward so that the maintenance team is involved in reviewing subdivision plan approvals. Mr. Hess also brought up the option of having an engineering firm do all plan approvals.

-Mr. Loertscher stated that several customers are watering on the wrong days of the week. Warnings need to be given out, then water shut off for further noncompliance.

-Review of the monthly water usage report. There are several customers who are over the allotted amount of use for their property size. Mr. Hess stated that the over use equates to about 6 million gallons of water.

-Water shut off date for the season will be on October 15, 2024.  
Maintenance was excused.

### **Financial Audit Report – Child Richards CPA & Advisors - Ms. Mariah Reyes**

-Ms. Mariah Reyes with the accounting firm of Child Richards CPA & Advisors was present at the meeting to report on the 2023 Financial Audit. She presented the Board members with a communication letter with governance according to Government Auditing Standards as well as a packet containing all pertinent documents of the audit performed.

### **Opinion of the Auditing Firm**

“We have audited the accompanying financial statements of the business-type activities of the South Weber Water Improvement District, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise South Weber Water Improvement District’s basic financial statements as listed in the table of contents. In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of South Weber Water Improvement District, as of December 31, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

**Ms. Ukena moved to verify that the 2023 financial audit results were presented to the District Board, that the Board understood the information presented, and moved to approve the 2023 audit results. Motion seconded by Ms. Poll. Motion carried unanimously.**

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

-Review of all monthly statements, approval of invoices and metering project finances.  
-Ms. Dahl asked which members of the Board would be attending the Utah Association of Special District Training. The Board approved all payments for Board training registrations as well as the yearly District membership to the UASD.

### **Discuss Updating Maps and New Engineering Firm**

-Discussion about approving a new engineering firm for the District to use for updating District maps and possibly reviewing new construction projects. This item will be added to the October meeting when a full Board will be present to review.

### **Weber Basin Contract Renewal**

-Discussion of the expiring Weber Basin Contract for water meter support. Mr. Hess reported that Weber Basin is migrating users to a new platform using a web-based portal system and will no longer be supporting the system currently in use for SWWID. The web-based portal system, with customer access to check and manage their own water use, is available to the District. Mr. Hess will check into costs for the new system to be set up for the District. This item will be discussed in the October Board meeting.

### **Office Water Damage Bids**

-Discussion on the bids received for the needed office repairs. Ms. Dahl will reach out to R&R for an adjusted bid with LVP instead of carpet.

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

- Ms. Ukena stated that District Board meetings should be held on the 2<sup>nd</sup> Wednesday of the month and not be cancelled even if there are not enough Board members for a quorum. The Board meeting could still be held with discussion of the agenda items, then agenda items could be discussed again when all members are present to vote. Ms. Poll stated that there shouldn't be a meeting unless there is a quorum, it is a rarity that there isn't a majority of members present. Other Board members wouldn't appreciate meeting twice to go over the same items.

-Ms. Poll won't be able to be in attendance at the October 9<sup>th</sup> meeting.

**6:00 p.m. Discussion and Appointment of Director for Board Vacancy**

-The Board reviewed two applicants for the vacant Board Member Position. After discussion, the Board made the following motion.

**Ms. Ukena moved to appoint Cindi Mansell to the vacant Board member position. Motion seconded by Ms. Poll. Motion carried unanimously.**

-The Board members also discussed the future possibility of hiring a third maintenance worker to do rotating shifts with the other two current employees.

**Adjourn**

**Ms. Poll moved to adjourn the meeting. Motion seconded by Ms. Ukena. Meeting adjourned at 7:20 p.m.**

Respectfully submitted by the South Weber Water Improvement District Clerk on this 9<sup>th</sup> day of October 2024 for Board review and approval.

Wendy Dahl District Clerk