

**MINUTES OF THE  
HEBER VALLEY SPECIAL SERVICE DISTRICT  
JANUARY 09, 2025 – 4:00PM**

PRESENT:                   Celeste Johnson                   Chair (elected as Vice-chair during the meeting)  
                                  Heidi Franco                   Vice-chair (elected as Chair during the meeting)  
                                  Brenda Christensen           Board Member  
                                  Don Huggard                   Board Member  
                                  Mike Johnston                Board Member  
                                  Yvonne Barney                Board Member (4:11 p.m.)

ALSO PRESENT:           James Goodley                General Manager  
                                  Bryan Provost                HVSSD (electronic participation)  
                                  Eliza McGaha                Administrative Assistant (appointed as Secretary during the meeting)  
                                  Rusty Harris                 HVSSD  
                                  Tina Rodriguez              Clerk (appointed as Treasurer during the meeting)  
                                  Trent Davis                 HVSSD  
                                  Wes Johnson                 Midway City

EXCUSED:                 Colleen Bonner               Board Member

**CONDUCTING:** Board Chair, Celeste Johnson

**PUBLIC COMMENT:** This is the public's opportunity to comment on items not on the agenda.

**ENTITY UPDATES:**

**COMMITTEE UPDATES:**

**AGENDA ITEMS:**

1. Consent Agenda
  - a. Balance Sheet December 2024
  - b. Bank Reconciliation December 2024
  - c. P&L December 2024
  - d. PTIF General Fund December 2024
  - e. PTIF Impact Fee Fund December 2024
  - f. Warrant list approval
  - g. December 2024 Board Meeting Minutes
2. Nominations and Motion to approve Board Member Appointments – (Celeste Johnson-30 mins)
3. Adoption of Board Meeting Schedule for 2025 – Motion to Approve – (Celeste Johnson-15 mins)
4. Valve Replacement Project – Motion to Approve – (Jim Goodley-15 mins)
5. Resolution to County Council to Update HVSSD Service Area – Motion to Approve (Heidi Franco-30 min)
6. Manager's Report – (Jim Goodley-30 mins)
7. Closed Session (Optional) – Discuss Potential Litigation or Personnel Matters

Celeste Johnson called the meeting to order at 4:08 p.m.

**PUBLIC COMMENT:**

There was no public comment.

**ENTITY UPDATES:**

Celeste Johnson asked Heidi Franco to update the group on what she found out about the manholes, and it was decided to push that subject off until next month.

Heidi Franco told the board that she had met with SITLA, Kendall Crittenden, and Doug Smith. Ms. Franco said when she met with SITLA she asked them if they would be willing to keep their sewage treatment onsite, and the developer said he would. She also stated she and Yvonne Barney met with Max Covey to discuss Twin Creeks numbers and the build out at full capacity did not include the density that SITLA is asking for. She asked the board members if they would consider asking the County Council to pass a resolution to request SITLA to keep their sewage treatment onsite.

**COMMITTEE UPDATES:**

There were no committee updates.

**AGENDA ITEMS:**

**1. Consent Agenda**

- b. Balance Sheet December 2024
- c. Bank Reconciliation December 2024
- d. P&L December 2024
- e. PTIF General Fund December 2024
- f. PTIF Impact Fee Fund December 2024
- g. Warrant list approval
- h. December 2024 Board Meeting Minutes

Heidi Franco asked for clarity regarding items on the warrant list and James Goodley answered them.

**MOTION: A motion was made by Heidi Franco to approve the consent agenda. The motion was seconded by Mike Johnston.**

**The motion carried with the following vote:**

**YES: Celeste Johnson, Heidi Franco, Brenda Christensen, Don Huggard, Yvonne Barney, Mike Johnston**

**NO: None**

**ABSTAIN: None**

**2. Nominations and Motion to approve Board Member Appointments – (Celeste Johnson-30 mins)**

Celeste Johnson said she reviewed the bylaws and wanted to make sure everyone was aware that the Chair and Vice-chair do not have to be mayors.

**MOTION: Celeste Johnson made a motion to nominate Heidi Franco to serve as Board Chair. The motion was seconded by Mike Johnston.**

**The motion carried with the following vote:**

**YES: Celeste Johnson, Heidi Franco, Brenda Christensen, Don Huggard, Yvonne Barney, Mike Johnston**

**NO: None**

**ABSTAIN: None**

Ms. Johnson asked for a nomination for Vice-chair. Heidi Franco asked Celeste Johnson if she would serve as Vice-chair. Ms. Johnson replied she would do so.

**MOTION: Heidi Franco made a motion to nominate Celeste Johnson to serve as Vice Chair. The motion was seconded by Brenda Christensen.**

**The motion carried with the following vote:**

**YES: Celeste Johnson, Heidi Franco, Brenda Christensen, Don Huggard, Yvonne Barney, Mike Johnston**

**NO: None**

**ABSTAIN: None**

Ms. Johnson stated the bylaws call for a Secretary and Treasurer to be appointed formally. Mr. Goodley explained that the duties being done by Tina Rodrigez would fall under the description of the Treasurer and the duties being done previously by Janet Carson and now by Eliza McGaha fit under the Secretary description. Ms. Rodrigez explained the separation of duties that occurred after Janet Carson came onto the staff under the previous General Manager. Ms. Carson took on the administrative secretarial duties such as the meeting minutes, entering deposits, entering invoices for payment, etc., and Ms. Rodrigez continued with the financial duties and distribution of funds. After discussion it was determined that based on employee duties, Tina Rodrigez should be the Treasurer and Eliza McGaha the Secretary.

**MOTION: Celeste Johnson made a motion to formally nominate Eliza McGaha as the Secretary and Tina Rodrigez as the Treasurer. The motion was seconded by Mike Johnston.**

**DISCUSSION: Celeste Johnson wanted the description of duties as explained by Tina Rodrigez included in the minutes. Heidi Franco asked that those duties [Secretary/Treasurer] be added to their [Ms. McGaha/Ms. Rodrigez] job descriptions.**

**The motion carried with the following vote:**

**YES: Celeste Johnson, Heidi Franco, Brenda Christensen, Don Huggard, Yvonne Barney, Mike Johnston**

**NO: None**

**ABSTAIN: None**

Ms. Johnson offered to continue and finish out the meeting and Ms. Franco was amenable to that.

**MOTION: Brenda Christensen made a motion to make new board member appointments.**

**DISCUSSION: Ms. Christensen suggested that Ms. Franco should address the appointments at the next meeting since Colleen Bonner was not present. Ms. Franco commented that they could do the sub-committees as well. Ms. Johnson said the sub-committee appointments in the bylaws did not need formal appointments. Ms. Johnson asked for a motion regarding Mr. Huggard as he was present.**

**MOTION: Mike Johnston made a motion to approve Don Huggard as a new board member. The motion was seconded by Heidi Franco.**

**The motion carried with the following vote:**

**YES: Celeste Johnson, Heidi Franco, Brenda Christensen, Don Huggard, Yvonne Barney, Mike Johnston**

**NO: None**

**ABSTAIN: None**

**3. Adoption of Board Meeting Schedule for 2025 – Motion to Approve – (Celeste Johnson-15 mins)**

The board reviewed the proposed meeting schedule for conflicts or issues regarding the dates and determined they looked good. Celeste Johnson called for a motion to adopt the meeting schedule as presented with the understanding that should something change there would be ample notification.

**MOTION: Brenda Christensen made a motion to accept the meeting schedule as set with exception of any changes which the board will get notification on. The motion was seconded by Heidi Franco.**

**The motion carried with the following vote:**

**YES: Celeste Johnson, Heidi Franco, Brenda Christensen, Don Huggard, Yvonne Barney, Mike Johnston**

**NO: None**

**ABSTAIN: None**

**4. Valve Replacement Project – Motion to Approve – (Jim Goodley-15 mins)**

James Goodley presented this agenda item. He explained the maintenance that is being done at the irrigation pump station. Several of the valves are about 45 years old and inoperable, and it is best to replace them rather than try to repair them.

Three bids were received. The bid from CVI was for \$11,525.00; however, their valves are not AWWA rated and are more for the oil and gas industry. The bid from Mountainland Supply was for \$25,861.87. They have a local office and move a lot of products for the water and wastewater industry in the area. Their valves are AWWA rated. They do a lot of business in the area and are local. The bid from Rocky Mountain Valve & Automation was \$38,439.95. Their valves are AWWA rated also and they are more of a specialty company.

Mr. Goodley recommended the bid be awarded to Mountainland Supply.

**MOTION: Heidi Franco made a motion to approve the Mountainland Supply contract for \$25,861.87 on the valve replacement project. The motion was seconded by Yvonne Barney.**

**The motion carried with the following vote:**

**YES: Celeste Johnson, Heidi Franco, Brenda Christensen, Don Huggard, Yvonne Barney, Mike Johnston**

**NO: None**

**ABSTAIN: None**

**5. Resolution to County Council to Update HVSSD Service Area – Motion to Approve (Heidi Franco-30 min)**

The district boundaries have not been updated since the district originated. Heidi Franco explained that she drafted a short resolution to update the district's service area boundaries and sent the draft resolution to the district's legal counsel, Martha Wingate, for review. She stated that Ms. Wingate suggested a letter to the county council, rather than a resolution, may be a better approach to request/encourage the county to update the district's boundaries; as it is their responsibility to do so. The letter would ask to have the county GIS department create a new map of the district. It was mentioned that the county has the resources to create a nice map, which will need to be sent to the Lieutenant Governor's office. The county will also need to hold a public hearing on the updated boundaries. Ms. Franco proposed that she and Mr. Goodley draft a letter to the county council to make this request.

Mike Johnston commented that the updated map should include ERUs, which would help with future requests for service by clearly outlining the updated service area as well as reserved and available capacity. Mr. Goodley said he believes the committed capacity, which includes Charleston, Twin Creeks, Heber, Midway, and emergency flow from JSSD, already exceeds the capacity of the existing plant. He said he would like to refine those numbers. We may be over committed already.

Brenda Christensen shared that Holiday Oil wants to put in a service station on Highway 189 at 3000 West. They will put in the sewer which will count toward Charleston's committed capacity. Celeste Johnson said getting this information to the county will help their awareness.

Celeste Johnson called for a motion regarding preparing a unified letter of support to present to the county council.

**MOTION: Brenda Christensen made a motion in support of preparing a unified letter of support to present to the county council. The motion was seconded by Don Huggard.**

**The motion carried with the following vote:**

**YES: Celeste Johnson, Heidi Franco, Brenda Christensen, Don Huggard, Yvonne Barney, Mike Johnston**

**NO: None**

**ABSTAIN: None**

**6. Manager's Report – (Jim Goodley-30 mins)**

Mr. Goodley asked if anyone had questions about anything specific in his manager's report. Heidi Franco said she was impressed with his letter to DEQ. She suggested that he assign numbers to each table and refer to those numbers in the text for clarity. She also asked about the term "mixed liquor" in the report. Mr. Goodley explained that "mixed liquor" is an official term used for a mixture of microorganisms in wastewater; suspended solids.

Mr. Goodley pointed out that we had to back off on the volume of flow through the mechanical plant. Due to colder water temperatures the nitrification is not as good as he would like it to be. The microorganisms needed tend to not be as active and productive in colder temperatures. He said the capacity of the mechanical plant is about at its limit. The true capacity is about 1.2 MGD at this time of year. The actual capacity of the plant and the lagoons is less than the designed capacity and needs to be reconciled. Mr. Goodley continued to present his manager's report with discussion from the board.

**7. Closed Session (Optional) – Discuss Potential Litigation or Personnel Matters**

There was no closed session.

**MOTION: A motion was made by Heidi Franco to adjourn. The motion was seconded by Brenda Christensen.**

**The motion carried with the following vote:**

**YES: Yvonne Barney, Brenda Christensen, Mike Johnston, Heidi Franco, Don Huggard, Celeste Johnson**

**NO: None**

**ABSTAIN: None**

The meeting was adjourned at 5:38 p.m.

**APPROVED** on this 13<sup>th</sup> day of February, 2025

Heidi Franco  
Heidi Franco, Chair

Eliza McGaha  
Eliza McGaha, Secretary