

**MINUTES OF THE
HEBER VALLEY SPECIAL SERVICE DISTRICT
FEBRUARY 13, 2025 – 4:00PM**

PRESENT:	Heidi Franco	Chair
	Celeste Johnson	Vice Chair
	Brenda Christensen	Board Member
	Colleen Bonner	Board Member
	Don Huggard	Board Member
	Mike Johnston	Board Member
	Yvonne Barney	Board Member
ALSO PRESENT:	James Goodley	General Manager
	Bryan Provost	HVSSD (electronic participation)
	Eliza McGaha	Secretary
	Rusty Harris	HVSSD
	Tina Rodriguez	Treasurer (electronic participation)
	Trent Davis	HVSSD
	Wes Johnson	Midway City

CONDUCTING: Board Chair, Heidi Franco

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 January 2025
 - b. Bank Reconciliation January 2025
 - c. P&L January 2025
 - d. PTIF General Fund January 2025
 - e. PTIF Impact Fee Fund January 2025
 - f. Warrant list approval
 - g. January 2025 Board Meeting Minutes
2. Request to County Council for Service Area Updates – Motion to Approve (Heidi Franco - 15 mins)
3. 2024 Budget Reconciliation – Motion to Approve (Jim Goodley – 30 mins)
4. Auditing Services Proposal – Motion to Approve (Jim Goodley – 5 mins)
5. Discussion of PFAS Sampling (Jim Goodley – 15 mins)
6. Overhead Door Replacement Quotes – Motion to Approve (Jim Goodley – 15 mins)
7. 2025 Goals Review and Discussion (Heidi Franco – 15 mins)
8. Managers' Report (Jim Goodley – 30 mins)
9. Closed Session (Optional) – Discuss Potential Litigation or Personnel Matters

Heidi Franco called the meeting to order at 4:04 p.m.

PUBLIC COMMENT:

There was no public in attendance and no public comment.

ENTITY UPDATES:

Yvonne Barney gave an update on the SITLA meeting. She said the developers are aware that HVSSD is at capacity, and it will be on them to take care of infrastructure to provide for their development, possibly going to JSSD. They will not be able to use HVSSD or TCSSD.

COMMITTEE UPDATES:

There were no committee updates.

AGENDA ITEMS:

1. Consent Agenda

- a. Balance Sheet January 2025
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Celeste Johnson initiated a discussion regarding the job descriptions/duties for the Treasurer and Secretary appointed in the last meeting. It was determined that the brief descriptions noted in the minutes would suffice for the minutes. Those duties will be added to the job descriptions for Tina Rodriguez and Eliza McGaha.

MOTION: A motion was made by Celeste Johnson to approve the consent agenda. The motion was seconded by Don Huggard.

The motion carried with the following vote:

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

NO: None

ABSTAIN: None

2. Request to County Council for Service Area Updates – Motion to Approve (Heidi Franco - 15 mins)

Heidi Franco started the discussion. Celeste Johnson commented that it is premature to do anything more until we know what is really being asked for. Heidi Franco asked what total capacity is and how much each entity would get. James Goodley replied that it is a matter of unravelling the current wheeling agreements with entities that send their flow here beyond MSD, Heber City and Charleston. Discussion regarding JSSD's capacity in the plant determined that since JSSD's wastewater facility is up and running and built for expansion, there is no need to reserve any capacity in the plant for them; nor should emergency capacity be factored in. Prior to the JSSD facility's operational status there was a need for that flow to go somewhere and the county needed it to go the HVSSD. That is no longer the case.

Discussion included how to divide the capacity between the entities that send their flow to HVSSD. MGDs can be changed to ERUs; they are interchangeable. Expanding the farm to gain more effluent expansion is unrealistic. Mike Johnston stated that wheeling agreements have nothing to do with treatment; they are not a contract to treat wastewater.

Discussion decided the division of ERUs/MGD should be based on what the existing flows, existing wheeling agreements, and flows approved through current zoning densities. Heber City and Midway will provide their zoning densities.

Heidi Franco reminded the board that legal counsel, Martha Wingate, suggested that the boundary map be updated and should accompany the letter to the county. The letter should be a cover page to a more comprehensive report to the county.

No motion was made on this item.

3. 2024 Budget Reconciliation – Motion to Approve (Jim Goodley – 30 mins)

James Goodley said he was hoping to reconcile the 2024 budget. He said the numbers show we are significantly over budget. The budget for annual expenses was 1.4 million and the total operating was 2.4 million. There are numerous issues with the numbers. There are instances where we have doubled up on this table. In the summary of the general ledger in QuickBooks there are numerous instances where we paid capital projects and allocated them into our annual operating revenues instead of allocating them to a capital project. As an example, the cell 5 dike repair that happened in January that got entered into plant expenses and should have been allocated to a capital expense.

Celest Johnson said that once a month their bookkeeper reviews those type of issues with her and does journal corrections; a journal entry to correct those. Colleen Bonner said to make notes of where those items were originally coded to and where they were moved to and why.

Mr. Goodley said that mid-year he determined to simplify and consolidate the GLs but intended to do so at the start of the new year 2025 but it appeared to have been done mid-year 2024, contributing to the misallocations. Ms. Johnson commented that cleaning up old methodologies to the new could also have contributed to the issue. Mr. Goodley and Eliza McGaha met to go over the monthly bills and make sure they were coded to the correct GLs. The capital projects need their own GLs for tracking purposes.

Ms. Franco suggested that Bart from Heber Light and Power could help with forensic auditing. The budget should be reviewed each quarter to see where it is. Tina Rodriguez suggested that we consult with Ben Probst first since he is the district's accountant. She said that Janet Carson was coding invoices to Dennis Gunn's budget, and we did move midstream to the simplified budget. She stated that Mr. Probst is on board to go through and help balance the budget. She said he doesn't advocate going back and correcting the GLs at this point since we are in the middle of the annual audit. For the yearend purchases that get paid in January, Ben Probst goes through the general ledger and makes those corrections, so those purchases show in the correct year.

Mr. Goodley said he would like to take more time to correct the misallocations and will need additional time to sort it out. He is going to meet with Tina Rodriquez and Ben Probst to get it squared away.

No motion was made on this item.

4. Auditing Services Proposal – Motion to Approve (Jim Goodley – 5 mins)

Mr. Goodley presented the proposal for \$13,400 for auditing services to the board. They have been doing this service for the district and the current audit is already underway. Larsen & Company is the third party that performs the annual audit.

MOTION: Brenda Christensen made a motion to approve the engagement letter to Larsen & Company for \$13,400. The motion was seconded by Colleen Bonner.

DISCUSSION: Celeste Johnson asked if the accounting personnel had read the letter and if it covered what needed to be covered. Tina Roderiguez responded that she had read the letter and said it covered everything it needed to.

The motion carried with the following vote:

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

NO: None

ABSTAIN: None

5. Discussion of PFAS Sampling (Jim Goodley – 15 mins)

James Goodley said we received a letter from the Division of Water Quality asking us to share PFAS samples we have already taken and if we would volunteer to take PFAS samples. They are collecting background data from all wastewater treatment plants in Utah to get an understanding if there is a problem with PFAS in the wastewater community in either effluent discharge or in biosolids or

other streams within wastewater plants. This is a voluntary request for participation to gather data. They have not offered to pay for the tests. He stated he thinks it is a good idea to understand if we have PFAS of concern or not of concern. The article in the packet gives a good explanation. The trouble is not as widespread throughout the nation as the media and some articles would have people believe. There are hotspots largely in areas with industries that discharge high concentrations but overall, there are very small concentrations or none at all.

Mr. Goodley said he is interested in collecting data at our facility to get an understanding whether we should have any concerns in our discharge or effluent. We don't have biosolids that go off site so those would not be tested. That is where they tend to concentrate in treatment plants, in the solids. DWQ did not have much guidance. Some of our local peers have been taking PFAS samples. It would be positive for the district to have that understanding rather than not doing it. Mr. Goodley said he talked to our lab vendor, Chemtech-Ford. They would take the samples and ship them to a lab in California. The cost of one sample is about \$725. They measure in very low levels. The board was supportive other than the cost of the tests. Celeste Johnson said the cost of testing was not budgeted for. Testing can be done at any time of season. Mr. Goodley said the more data the better. PFAS are not generated here, they come down the pipe from another industry or source in the influent flux. It would be good to know what the levels are so some controls could be put in place at the source. Mr. Goodley said he is in favor of the sampling. The board was in favor but wants to get the budget worked out first and do sampling later in the year. This item will be revisited later in the year; summer would be preferable because of flow to the farm.

6. Overhead Door Replacement Quotes – Motion to Approve (Jim Goodley – 15 mins)

The spreadsheet showing quotes was presented on the screen, it was not in the board packet. One of the capital projects in the 2025 budget is to replace the overhead doors in the shop. The current doors are 45 years old and are operated manually with chains and they get stuck open, which creates a safety hazard for staff to close them. They also have large gaps that allow wind and snow to blow inside the shop.

Three bids were received. The bid from Lowry Doors was the low bid and the least impressive quote and proposal. They said in order for them to install the doors we would have to remove the heaters in each bay adjacent to doors and relocate them because they are in the way for installation of their product. Doing so would be an additional expense and was not included in the quote. That issue was not indicated in other bids.

A Plus Garage Doors included a two-year warranty on the doors with their bid.

Overhead Door handles the state contracts. They are recommended. The bid is for just under \$36,000. We don't need the power coated finish on the doors in the shop, the standard factory finish will be fine. The bid is for three doors.

MOTION: Colleen Bonner made a motion to approve the bid from Overhead Door Company for the cost of 35,995 for the replacement of three doors. The motion was seconded by Celeste Johnson.

DISCUSSION: Yvonne Barney wanted to clarify that the cost listed included labor and everything. James Goodley verified that price includes installation, removal and disposal of the old doors; however, power to the new overhead motor is not included. A quote for \$2500 was received from our electrician to provide power to the overhead motor. The heaters will not need to be moved. The cost will meet the budget.

The motion carried with the following vote:

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

NO: None

ABSTAIN: None

7. 2025 Goals Review and Discussion (Heidi Franco – 15 mins)

Heidi Franco introduced this agenda item, which is an attempt to accomplish, on a quarterly basis, items to help Mr. Goodley prioritize what the board wants to accomplish this year administratively and the capital goals. She said she would like the board's feedback for things that may be missing. This will help Mr. Goodley to have performance metrics with the staff also. There are also ongoing items that can factor in as well. Celeste Johnson said they looked great and helpful. She said goals are stars to steer by not sticks to beat ourselves with.

Regarding the bonding for dredging, we can bond anytime; the parameters have been set.

The PR work for Ann Zimmerman could start in quarter 1 so we are ready when the weather turns warm. Cleaning up the website could be her preliminary work. There is not a lot in quarter 1. Ms. Johnson updated Colleen Bonner on the purpose of and what the PR person would be doing.

Dredging will be a potential issue with odor. It will take effort to get out to communities with how we are moving forward with the dredging and what to expect. Ms. Zimmerman will do the PR work at a discounted rate of \$75 per hour. We could have her give us a predetermined number of hours per month. Yvonne Barney commented that Ms. Zimmerman can give the public a heads-up on what is coming down the pipeline such as dredging, how long it will last, and what to possibly expect in terms of odor, etc. Heidi Franco said she would reach out to Ms. Zimmerman.

James Goodley said he was directed by the board have two totes of odor mitigating chemicals, hydrogen peroxide and calcium nitrate, on hand. One of each are in the chlorine building. They can be ordered from Thatcher at any time, and we can have them within a week. Ms. Franco asked why the dredging was in the spring rather than in the fall when people are more apt to have their windows closed. Mr. Goodley said he would rather do it sooner than later. It is one of the capital facilities goals. Ms. Franco asked why shouldn't both cells be done at the same time and suggested getting a bid to do both concurrently. Mr. Goodley said it will take \$5 million to do cell-1 and to also address aeration in cell-1. Cell-1A still has some capacity which receives Midway sewage and could

be deferred for a couple of years. The immediate need is cell-1. If we want to expand the scope of the work to include cell-1A we could see what the cost would be.

There is a possibility of trucking the dredge material up to Brown’s Canyon to a composting facility. JSSD uses this trucking company to transport their material. This will be a huge savings if it pans out. Mr. Goodley talked to the man and told him he didn’t want to contract with him directly but would rather he contract with the dredging company to haul the material away.

The dredging company said they can mitigate the smell. They are not in the business of preventing odors, but they can make that happen. They travel all over North America doing this. Part of the bid would be to require their references. Mike Johnston stated he wants to know what the odor experience of neighbors has been. It will take at least 2 to 3 months to dredge and that would be doing it 24/7. The focus of cell-1. Where the sludge is, it is 7-8 feet deep in some places, that cell is top priority. We could do a partial dredging of cell-1A. The board is not in favor of dredging during the open window seasons. It is preferable to dredge in the seasons when people have their windows closed. There could be more complications in the winter months and it could cost more money. Brenda Christensen said we should not put it off any longer. Mr. Goodley commented that bond rates could rise and it would be best to do it when the rates are lower. Don Huggard was in favor of just getting it done. It’s going to smell but we will be doing odor control. It won’t last forever. Yvonne Barney asked when the soonest we can begin is. It would be good to go into summer with a new plant. Mr. Goodley said he could get documents out next week and it could take a month to get bids back. Colleen Bonner suggested getting bids out now and then decide when to start but get bids out now in quarter one and see what we get.

Heidi Franco commented that James Goodley thinks he can do the design on the aeration. Mr. Goodley said he has budgeted in capital improvements to dredge cell-1A in 2027, which would be another 5 million dollars. We need a notable rate increase.

8. Managers’ Report (Jim Goodley – 30 mins)

Mr. Goodley gave his manager’s report. He said Bryan Provost is working on fence removal along the ditch on the farm. Simpson Fence is working on the fence that was in disrepair along the perimeter around the plant and a section of that the board approved. All the meters in the plant that are relevant were calibrated in January. Staff is working on recommissioning the UV system. Rusty Harris and Trent Davis have been working to resurrect the system. The lamps have been energized and come on. When HMI displays runtime hours it shows about 850 hours, which is about 40 days’ worth of use if they were on 24/7. They have been in since 2013, The lamps light up and the cleaning system needs a lot of work. There is a chemical that goes on the wiper that was never purged and is caked on them. The hydraulic fluid was like honey. It’s been flushed and changed, and the guys are working on getting it brought back to life. The state has asked us to institute it. The state believes we should be disinfecting. It is not in our permit but it’s a memorandum of understanding of what this plant will do. We are working on doing it. There is a hoist out there but it is not functional for what is needed. We would like to purchase a new hoist. The racks need to be lifted in and out of the channel and a hoist is needed to hold them while they are cleaned. It will cost about \$1000 to \$1500 dollars for a hoist. Misc expense in budget. Don Huggard suggested going ahead and purchase a hoist. Wes Johnson asked what the cost would be to replace the system. Mr. Goodley said the quote he got from Trojan, the vendor, for a brand-new system would be \$300,000. The quote for refurbishing the existing system is for \$180,000. Rusty Harris said that was a partial quote. It will be additional to get us upgraded to everything. Mr. Goodley said he budgeted for full replacement, but we are trying to resurrect it. If it gets to be too much then we will pay the money to get a new one. Mr. Harris said it looks very promising.

Mr. Goodley explained the the UV only has to do with E. coli bacteria. UV is strictly for disinfecting E. coli which is standard for every plant. Don Huggard said they need the hoist now. The hoist could be used for other purposes as well. Wes Johnson commented that he thought the board authorized up to \$5000 purchasing without board authorization for needed things such as equipment so necessary items could be purchased without having to wait until board meeting for the board’s authorization for purchases no greater than \$5000.

Heidi Franco asked Mr. Goodley if the state analyzer rentals have been fixed, for how the sensors act in direct sun. If they haven’t fixed that then why are we doing it if the readings are wrong? Mr. Goodley responded that we will have to work out those details with DHHS.

Yvonne Barney asked about the inconsistencies with SCADA. Mr. Goodley explained the inconsistencies are in the differences in the reports on the same flow. They are troubleshooting the cause. It could be a programing thing; data gathering and calculation.

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

There was no closed session.

MOTION: A motion was made by Celeste Johnson to adjourn. The motion was seconded by Colleen Bonner.

The motion carried with the following vote:

YES: Celeste Johnson, Don Huggard, Heidi Franco, Colleen Bonner, Brenda Christensen, Mike Johnston

NO: None

ABSTAIN: None

The meeting was adjourned at 6:19 p.m.

APPROVED on this 13th day of March, 2025

Heidi Franco
Heidi Franco, Chair

Eliza McGaha
Eliza McGaha, Secretary