

**MINUTES OF THE
HEBER VALLEY SPECIAL SERVICE DISTRICT
APRIL 10, 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 (arrived at 4:44 p.m.)
	Yvonne Barney	Board Member (participated via cell phone at 4:26 p.m.)

ALSO PRESENT:	James Goodley	General Manager
	Bryan Provost	HVSSD (electronic participation)
	Eliza McGaha	Secretary
	Tina Rodriguez	Treasurer
	Rusty Harris	HVSSD
	Trent Davis	HVSSD
	Wes Johnson	Midway City
	Ann Zimmerman	Public Relations Consultant

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 March 2025
 - b. Bank Reconciliation March 2025
 - c. P&L March 2025
 - d. PTIF General Fund March 2025
 - e. PTIF Impact Fee Fund March 2025
 - f. Warrant list approval
 - g. March 2025 Board Meeting Minutes
2. 2024 Budget Reconciliation Discussion (Jim Goodley/Tina Rodriguez 30 minutes)
3. Headworks Upgrade Project – Award of Bid – Motion to Approve (Jim Goodley 15 minutes)
4. 2024 Fraud Risk Assessment (Jim Goodley 10 minutes)
5. UDOT Bypass Update (Heidi Franco 15 minutes)
6. Manager's Report (Jim Goodley 30 minutes)
7. Closed Session (Optional) – a strategy session to discuss pending or reasonably imminent litigation pursuant to U.C.A. 52-4-205
8. Adjourn

Heidi Franco called the meeting to order at 4:05 p.m.

Heidi Franco introduced Ann Zimmerman who has been hired by the district as a public relations consultant. Ms. Franco and Ms. Zimmerman worked together on Heber City's open space committee. Ms. Zimmerman explained her background is in conflict management. Celeste Johnson commented that Ms. Zimmerman's expertise was helpful when she was on Midway's citizen advisory board and thinks she will help make a difference working with the district with public relations. Ms. Franco said that Ms. Zimmerman's recommendations will be reviewed in upcoming meetings.

PUBLIC COMMENT:

There was no public in attendance and no public comment.

ENTITY UPDATES:

Celeste Johnson shared information regarding PFAS. She asked if everyone had read a flyer she had on PFAS and Mr. Goodley said that flyer was in the agenda items from a previous board meeting. Copies of the flyer were made for the board and handed out.

Heidi Franco gave an update on the MOU with Wasatch County regarding the Christensen and SITLA properties. She said the final language will be coming from the county next week. Colleen Bonner said she suggested in a meeting to pull the traffic portion from the MOU to deal with that separately because she wanted to just deal with the development and SITLA. She said she did not think any of the county council members were excited about changing much of the zoning up there. SITLA is a state agency and could pull a state trigger on their 800-acres of property but not the rest of it.

Ms. Franco asked Brenda Christesen if Charleston was still looking at tying into the sewer line. Ms. Christensen said they are still looking at it. She said they have their attorneys on it and Holiday Oil is impressed with what they have and should be hearing something soon on it.

COMMITTEE UPDATES:

There were no committee updates.

AGENDA ITEMS:

1. Consent Agenda

- a. Balance Sheet March 2025
- b. Bank Reconciliation March 2025
- c. P&L March 2025
- d. PTIF General Fund March 2025
- e. PTIF Impact Fee Fund March 2025
- f. Warrant list approval
- g. March 2025 Board Meeting Minutes

The group discussed the consent agenda. Mr. Goodley explained some of the different expenses that had been allocated to different GLs and where they are being moved to. Mr. Goodley explained the current state of the budget and how much has been used so far this year. The lab analyses are going to be done combining in-house testing with sending them out to the testing vendors. Regarding PFAS testing, Ms. Johnson stated that since this year's budget was so tight, this would not be a good year to do the PFAS testing, since we have to pay for it.

Yvonne Barney joined the meeting via cell phone.

Mr. Goodley explained that the plant update costs category is a place holder for internally funded capital projects. He said we are planning to set up separate capital improvement project GLs.

Ms. Rodriguez explained that as this report is fine-tuned the inactive GLs will be cleaned up and disappear.

On the bank reconciliation, Mr. Goodley asked about the uncleared checks. Ms. Rodriguez explained that the accountant, Ben Probst, is working on cleaning up the 2024 budget and then he will move to the uncleared checks. The uncleared checks are checks that have been sent out by the district, most of which have been voided.

MOTION: A motion to approve the consent agenda as listed was made by Colleen Bonner, seconded by Celeste Johnson with a note that she was not at the last meeting so her opinion on the minutes does not matter but she will second the motion. The motion carried with the following vote:

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

NO: None

ABSTAIN: None

ABSENT: Mike Johnston

2. 2024 Budget Reconciliation Discussion (Jim Goodley/Tina Rodriguez 30 minutes)

Mr. Goodley explained that he met with Tina Rodriguez, Ben Probst, and Heidi Franco regarding the 2024 budget and his concerns and changes he thought were needed on the 2024 expenses. Mr. Probst sent his revised profit and loss statement, which is the first step at cleaning it up by moving some of the annual expenses to capital expenses as Mr. Goodley directed him to. This is the first draft at that but it is not yet complete. Mr. Goodley preceded to explain the accountant P&L statement.

Mike Johnston joined the meeting.

Mr. Goodley said this draft brought the 2024 expenses closer in line with the budget and looks much better.

3. Headworks Upgrade Project – Award of Bid – Motion to Approve (Jim Goodley 15 minutes)

Mr. Goodley explained that we received bids from four contractors for the headworks upgrade project. The recommendation from our engineer is to award the bid to VanCon for \$1,620,919.00.

Ms. Barney voiced concern regarding low bidders. Mr. Goodley responded that this was open to all bidders, and we did not prequalify bidders. Mr. Goodley has worked with VanCon, and they are good. His only concern is that they are the contractor with the most jobs; they are busy. In the pre-bid meeting, the bidders were told this is our priority and we asked that our project be expedited due to the delivery of our screens in May.

MOTION: A motion to award the contract to VanCon as shown in the letter of recommendation from Aqua for \$1,620,919.00 was made by Celeste Johnson, seconded by Brenda Christensen. The motion carried with the following vote:

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

NO: None

ABSTAIN: None

ABSENT: None

4. 2024 Fraud Risk Assessment (Jim Goodley 10 minutes)

Mr. Goodley brought to the board's attention that the fraud risk assessment for 2024 is complete, earning a score of 365 out of 395 which put us at a very low risk level. Celeste Johnson commented that one of the things we did not have was a fraud hotline. She said Midway can use the County's fraud hotline and perhaps we could use it as well. If we add a fraud hotline number to our website we will get those extra points in next year's assessment.

5. UDOT Bypass Update (Heidi Franco 15 minutes)

Heidi Franco reviewed some slides in this agenda item that were presented at the interlocal meeting. The final alternatives to the UDOT bypass will affect our farm in the same way. Ms. Franco said she wants to get Craig Hancock or one of his staff here so we can ask questions as to how this can affect our farm and acreage. Mr. Goodley said they will need about 54.8 acres. Celeste Johnson suggested sending this to our attorney, Martha Wingate, to review and come up with questions that UDOT will need to answer and when UDOT has the answers to our questions, have them come discuss at that point.

6. Manager's Report (Jim Goodley 30 minutes)

Mr. Goodley reviewed the highlights of his manager's report.

7. Closed Session (Optional) – a strategy session to discuss pending or reasonably imminent litigation pursuant to U.C.A. 52-4-205

MOTION: A motion to go into closed session to discuss pending or reasonably imminent litigation pursuant to U.C.A. 52-4-205 and personnel was made by Celeste Johnson, seconded by Colleen Bonner. The motion carried with the following vote:

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

NO: None

ABSTAIN: None

ABSENT: None

The board moved into a closed session at 6:22 p.m.

The board moved back into regular session at 6:38 p.m.

8. Adjourn

MOTION: A motion to adjourn the board meeting was made by Celeste Johnson, seconded by Colleen Bonner. The motion carried with the following vote:

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

NO: None

ABSTAIN: None

ABSENT: None

The meeting was adjourned at 6:38 p.m.

APPROVED on this 8th day of May, 2025.

Heidi Franco
Heidi Franco, Chair

Eliza McGaha
Eliza McGaha, Secretary