

**MINUTES OF THE
HEBER VALLEY SPECIAL SERVICE DISTRICT
MAY 08, 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 4:09 p.m.)
Yvonne Barney Board Member (arrived at 4:07 p.m.)

ALSO PRESENT: James Goodley General Manager
Bryan Provost HVSSD (electronic participation)
Eliza McGaha Secretary
Tina Rodriguez Treasurer
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 April 2025
 - b. Bank Reconciliation April 2025
 - c. P&L April 2025
 - d. PTIF General Fund April 2025
 - e. PTIF Impact Fee Fund April 2025
 - f. April 2025 Warrant list approval
 - g. April 2025 Board Meeting Minutes
2. 2025 Budget Update – Q1 (Jim Goodley 10 minutes)
3. PTIF Account User Resolution 2025-01 – Motion to Approve (Jim Goodley 15 mins)
4. HVSSD 2025 MWPP Review (Jim Goodley 15 minutes)
5. Entry Gate Replacement Bids – Motion to Approve Award (Jim Goodley 10 minutes)
6. SB 50 Board Compensation Discussion (Heidi Franco 15 minutes)
7. Manager's Report (Jim Goodley 30 minutes)
8. Closed Session (Optional) – a strategy session to discuss pending or reasonably imminent litigation pursuant to U.C.A. 52-4-205
9. Adjourn

Heidi Franco called the meeting to order at 4:06 p.m.

PUBLIC COMMENT:

There was no public comment.

ENTITY UPDATES:

Brenda Christensen said Charleston is looking at putting in a new light at 2400 South. Holiday Oil is proceeding on the service station on 3000 and they are working on permits and easements.

COMMITTEE UPDATES:

Regarding the Personnel Committee, Brenda Christensen and Colleen Bonner said they are going to meet every month and work on two or three sections and try to consolidate where possible. An will be sent with the revised portions in small sections to the board for review and comment. The plan is to have the completed draft ready for the board by September.

AGENDA ITEMS:

1. Consent Agenda

- a. Balance Sheet April 2025
- b. Bank Reconciliation April 2025
- c. P&L April 2025
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Heidi Franco asked Tina Rodriguez about the uncleared checks that go back to 2019. Ms. Rodriguez said she has been working with Ben Probst on this. Some of those checks were imported from the previous accounting system. Mr. Probst has the accountant's copy of QuickBooks open while the audit is in progress and while he has that accountant's copy open, she cannot change anything. Ms. Rodriguez explained that Mr. Probst uses the accountant's copy to audit all the transactions that have been done by other users. If she or anyone other than Mr. Probst makes changes, those changes will be lost when the accountant's copy is imported into QuickBooks as the accountant's copy trumps changes made by all other users. As soon as Mr. Probst closes the accountant's copy and his changes are imported, he will go in and do journal entries to remove those uncleared checks; most of which are voided checks. Ms. Rodriguez said that uncleared checks will be processed in a timelier manner in the future.

Ms. Franco asked Ms. Rodriguez if there is supposed to be any difference between the trial balance and the accountant's copy. Ms. Rodriguez replied that yes there is a difference. She gave an example of hay sale income payments received in January 2025 that were income for 2024. Mr. Probst will make a journal entry to move that money from 2025 to 2024 because that income was counted for and sold in 2024; in order to have an accurate accounting of what was actually made in 2024 as opposed to what was deposited in 2024 and 2025.

MOTION: A motion to approve the consent agenda was made by Colleen Bonner, seconded by Don Huggard. The motion carried with the following vote:

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

NO: None

ABSTAIN: None

ABSENT: None

2. 2025 Budget Update – Q1 (Jim Goodley 10 minutes)

James Goodley presented the budget update for the first quarter of 2025 and April. He said we plan to have this report each month tracking our expenditures.

3. PTIF Account User Resolution 2025-01 – Motion to Approve (Jim Goodley 15 mins)

Heidi Franco explained that this agenda item is the way to get James Goodley, General Manager, on the PTIF accounts. She stated she would like the Chair to be on the accounts for notifications as well. This will update the account information and enable the GM and Chair to review the PTIF account activity.

MOTION: A motion to accept the PTIF Resolution was made by Brenda Christensen, seconded by Colleen Bonner. The motion carried with the following vote:

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

NO: None

ABSTAIN: None

ABSENT: None

4. HVSSD 2025 MWPP Review (Jim Goodley 15 minutes)

James Goodley explained that the MWPP (Municipal Wastewater Planning Program) report was voluntary but recommended and also recommended to be reviewed by the board. He said he wanted the board to know what the program was about; it has been completed and has been submitted to the state.

5. Entry Gate Replacement Bids – Motion to Approve Award (Jim Goodley 10 minutes)

Mr. Goodley stated that one of the capital projects for 2025 was to replace the entry gate. The main purpose of changing the gate is for security reasons as well as to modernize it for better access. He said we solicited three quotes. The recommendation is to go with Buchanan.

MOTION: A motion to instruct staff to go with Buchanan and get rid of the cattle guard was made by Celeste Johnson, seconded by Yvonne Barney. The motion carried with the following vote:

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

NO: None

ABSTAIN: None

ABSENT: None

6. SB 50 Board Compensation Discussion (Heidi Franco 15 minutes)

Heidi Franco reviewed the update to administrative control board compensation. Mr. Goodley explained that he received communication from related entities asking if we were going to do any adjustments to the board compensation based on the update of SB 50. The stipend for this board is \$350 per month. Colleen Bonner explained that the stipend for the Wasatch County representative goes to Wasatch County's discretionary fund. Heidi Franco explained that the stipend for the Heber City representatives goes to Heber City and it gets divided equally and distributed to the council.

Mr. Goodley explained that the methods currently being used to distribute the stipends are inconsistent. The stipends to Wasatch County and Heber City are being paid with checks monthly. The other board members are getting a direct deposit which is showing up as payroll when it should be showing as a stipend; this is skewing the budget numbers. Mr. Goodley suggested paying the stipends with checks to be consistent and keep it cleaner. Mr. Goodley said the stipend will go through accounts payable. The process will remain the same with Wasatch County and Heber City but the other three board members will get a monthly check instead of direct deposit and those individuals will receive a 1099 for taxes purposes.

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

Mr. Goodley presented his manager's report.

Celeste Johnson stepped out of the meeting at 5:58 p.m.

MOTION: A motion to move out of the regular meeting and into the public hearing was made by Don Huggard, seconded by Mike Johnston. The motion carried with the following vote:

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

NO: None

ABSTAIN: None

ABSENT: Celeste Johnson

The board moved out of the regular meeting at 5:59 p.m.

The board moved back into the regular meeting at 7:10 p.m. and finished review of the manager's report.

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

There was no closed session.

9. Adjourn

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

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

NO: None

ABSTAIN: None

ABSENT: None

The meeting was adjourned at 7:25 p.m.

APPROVED on this _____ day of _____, 2025.

Heidi Franco, Chair

Eliza McGaha, Secretary