

Utility Departments of Hildale/Colorado City

Utility Board Meeting Minutes
320 East Newel Ave, Hildale Utah
Tuesday, June 27, 2017 6:00 A.M.

Present: Utility Board

Board Members:	Present	Absent	Excused
Jacob Jessop	X		
Brian Jessop	X		
Craig Roundy			X
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Berklee Holm, Sr.	X		
Patrick Johnson		X	
Moroni Johnson	Telephonic		
Alan Dockstader	X		

Staff Present: Raymond C. Barlow, Justin Barlow, Weston J. Barlow, Mayor Philip C. Barlow, Mayor Joseph Allred, Patton Barlow, LaVern J. Fischer, and Michelle L. Chatwin

Public Present: None.

#1 Call to Order

Jacob Jessop called the meeting to order at 6:00 A.M.

#2 Minutes of Previous Meeting

A correction was noted.

Ralph Johnson moved to approve the minutes of meetings held May 15, 2017 and May 30, 2017.

Berklee Holm seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Jacob Jessop	X		
Sterling Jessop Jr.	X		
Ralph Johnson	X		
Berklee Holm Sr.	X		
Alan Dockstader	X		

Motion carried.

#3 Public Comment

None.

#4 Waiver Request

Justin Barlow went over the requested waivers and suggested adjustments. There were two waivers presented. One for 665 W Harker Avenue requested a waiver based on the animals they are watering. Justin recommended reducing their bill from \$88 to \$82. The second was for 360 W Johnson Avenue. The customer felt there might have been a jetting meter issue. Research suggested the meter is functioning properly. Justin recommended leaving this one the same.

Ralph Johnson moved to approve the waiver request for 665 W Harker Avenue as recommended by staff and deny the waiver request for 360 W Johnson Avenue.

Alan Dockstader seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Jacob Jessop	X		
Brian Jessop	X		
Sterling Jessop Jr.	X		
Ralph Johnson	X		
Berklee Holm Sr.	X		
Moroni Johnson	X		
Alan Dockstader	X		

Motion carried.

#5 Reports

Business Manager's Report: Justin Barlow gave the report. He reported on the progress of the Academy Avenue well power services. It should be hooked up soon. Justin has been working with the cities on the engineers to be hired to review the impact fee study. Justin went over a report by Sunrise Engineering regarding culinary water treatment optimizing and evaluation. Victor and Nap have been working with Sunrise for the report. A task list has been formulated to implement some of the improvements suggested.

Water Department Superintendent's Report: Justin Barlow gave the report. He reported that Brigham Johnson resigned. Justin went over the written report Brigham Johnson had compiled previous to his resignation. He suggested it might be prudent to go into stage 1 water conservation based on the extra hot weather. Nap, Victor, and Weston toured a water plant in Orem, UT. Some flow control valves corroded and will be replaced with stainless steel parts. The 540 W Johnson Avenue account had a meter installed.

Wastewater Department Superintendent's Report: Justin Barlow gave the report. He went over the written report left by Brigham Johnson. A new vacuum truck was demonstrated to the crew. More information will be needed before purchase. The Centennial Park lift station has had a bit of trouble. Victor and Nap are working on a solution. There was a fire in the west field by the sewer treatment plant yesterday. Weston engaged the pivot to protect it from the heat of the fire. The goats were all fine.

Gas Department Superintendent's Report: Weston J. Barlow gave the report. There was a smell of gas call at the propane yard when a valve seeped. He has been working with the auditors and following up on suggested repairs. A customer at 1320 N Canyon Street is talking about helping

install gas line pipe to extend the main line to his property. Weston went over the audit report from Arizona Corporation Commission.

Office Manager Financial Report: Richard J. Barlow gave the report. He expressed appreciation for front desk staff. He suggested watching the water department as it is falling below on revenue. Richard attended the public treasures conference. They had a good presentation on day-to-day responsibilities. Richard and Raymond attended a Hinton and Burdick training on audit preparation. He went over the financial reports. There was some discussion regarding inventory and asset management.

#6 Pay Bills

Alan Dockstader moved to pay claims as they become due and funds become available.

Berklee Holm seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Jacob Jessop	X		
Brian Jessop	X		
Sterling Jessop Jr.	X		
Ralph Johnson	X		
Berklee Holm Sr.	X		
Moroni Johnson	X		
Alan Dockstader	X		

Motion carried.

#7 Large Purchases

One large purchase was presented for a flat deck trailer. Additional quotes need to be obtained, but Justin requested approval up to \$15,000. It was recommended to trade in a box trailer that is not in use. This item was tabled.

#8 Convey 2005 Chevrolet Truck from Utility Department to Public Works

Raymond C. Barlow went over the need to transfer this item from Utility Department to Public Works.

Brian Jessop moved to convey a 2005 Chevrolet Truck to Public Works.

Alan Dockstader seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Jacob Jessop	X		
Brian Jessop	X		
Sterling Jessop Jr.	X		
Ralph Johnson	X		
Berklee Holm Sr.	X		
Moroni Johnson	X		
Alan Dockstader	X		

Motion carried.

Skipped to item # 10

#10 Appoint GIS Mapping Coordinator

Justin Barlow went over the need to appoint Warren Darger as a mapping coordinator for the utility department.

**Ralph Johnson moved to appoint Warren Darger as mapping coordinator.
Sterling Jessop seconded. Roll call vote:**

Board Members:	Yes	No	Abstain
Jacob Jessop	X		
Brian Jessop	X		
Sterling Jessop Jr.	X		
Ralph Johnson	X		
Berklee Holm Sr.	X		
Alan Dockstader	X		

Motion carried.

#11 Closed Executive Session

Not needed.

#12 Discussion of Pending or Contemplated Litigation, Claims, and Demands

None.

Returned to item #9

#9 Recommend Resolution Regarding Fund Segregation to City Councils

Richard J. Barlow went over the need to recommend a resolution to the city council regarding fund segregation.

Alan Dockstader moved to recommend a resolution to the city councils regarding fund segregation.

Ralph Johnson seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Jacob Jessop	X		
Brian Jessop	X		
Sterling Jessop Jr.	X		
Ralph Johnson	X		
Berklee Holm Sr.	X		
Moroni Johnson	X		
Alan Dockstader	X		

Motion carried.

#13 Open and Public Meetings Act Training

Raymond C. Barlow presented the training by showing a video by Dave Church.

#14 Other Business

There was some discussion regarding the replacement of the water / wastewater superintendent.

Meeting adjourned at 8:50 A.M.

Summary of Board Actions:

Approve Minutes of Previous Meeting

Approve Waiver at 665 West Harker Avenue

Deny Waiver at 360 West Johnson Avenue

Pay Bills

Convey Truck to Public Works

Appoint Warren Darger as Mapping Coordinator

Recommend Resolution to City Councils Regarding Fund Segregation