

Utility Departments of Hildale/Colorado City

Utility Board Meeting Minutes
320 East Newel Ave, Hildale Utah
Tuesday April 24, 2018 6:00 A.M.

Present: Utility Board

Board Members:	Present	Absent	Excused
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Alma Cawley	X		
Haven Barlow	X		

Quorum present.

Haven Barlow came into the meeting at 6:20 am. Alma Cawley entered the meeting at 6:28 am.

Staff Present:

Weston Barlow, David Boshard, Vincen Barlow, Jim Peterson, John Barlow, Christian Kesselring, Vance Barlow, Mayor Allred, Mariah La Corti

Public Present: None

Court Monitor: Roger Carter

#1 Call to Order

Arvin Black called the meeting to order at 6:07.

#2 Welcome of New Board Members

Haven Barlow was not present at the time so this item was skipped.

#3 Declaration of Board Member Vacancy

Craig Roundy called the Mayor and resigned due to health concerns. He does not feel that he can continue on as a Board Member. Tomorrow at the City Council Meeting the Mayor will present a name to fill his position.

#4 Minutes of Previous Meeting

A few corrections were noted.

JVar Dutson moved to approve the minutes as corrected.

Nathan Burnham seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		

Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Vacant	X		
Vacant	X		

Motion carried.

#5. Public Comment

None

#6. Consideration of Utility Waiver Requests

David Boshard Presented.

25 West Plum Ave. The customer moved into a residence that was previously inhabited by many more people and the water usage was much higher. They are requesting a reduction/credit for their sewer rate for the last three months. JVar questioned why this issue comes up almost every meeting. David explained that anyone that moves a smaller group into a larger home will have this issue. Staff recommends reduction on the sewer fee to \$86.80 with a credit of \$162.90 for the previous 3 months.

Nathan Burnham moved to approve the staff recommendation.

Ralph Johnson seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		

Motion carries.

245 North Homestead Street had a similar problem as the previous request, but this house automatically dropped to the base rate after the review. Staff recommends a reduction on the sewer to the base rate of \$64.00 with a credit of \$317.00 for the previous 3 months.

JVar Dutson moved to approve the staff recommendation.

Nathan Burnham seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		

Motion carries.

875 North Maple has extensive new landscaping. Due to the dryness of early winter he did a lot of outside watering. He agreed not to water in January. Staff recommends we use the January's usage to figure his monthly billing and reduce the sewer bill to \$64.00.

JVar Dutson moved to approve the staff recommendation.

Sterling Jessop seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		

Motion carries.

580 East Williams Ave. noticed a high water usage even though they weren't fully living in the home. There was a leak in December and January. The leak in the home was fixed.

Staff recommends lowering the sewer to the minimum of \$64.00 for January and crediting the sewer for \$99.60 (this amount needs to be reviewed by staff).

JVar Dutson moved to approve the staff recommendation.

Nathan Burnham seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		

Motion carries.

125 N. Pioneer. The customer had very significant outside water leaks for the last year. Customer has been very diligent about being outside fixing the leaks, which appear to be repaired. Staff recommends we change the March billing to \$100.50 and credit the difference to the customer. If metered water use continues to decrease, he might be able to request a further sewer fee reduction. This was done without the customer asking. JVar asked the utility team to keep an eye on the meter to make sure the leaks really are repaired.

JVar Dutson moved to approve the staff recommendation.

Jason Black seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		

Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		
Alma Cawley	X		

Motion carries.

7. Departmental Reports

David Boshard Presented. Weston and he spent 4 days with a national pipeline inspector, there were a few minor items that needed fixed. They are working quickly to fix those and send them in.

There was a line blockage in the northwest part of Hildale after the big rainstorm. That was quickly resolved.

The sewer lagoon quality has improved vastly within the last month. The wind does an excellent job of aerating the lagoons without electrical help. He went to the Water Environment Association last week and found an ideal screen. Because of the price they will do more research before trying to come up with the money. JVar asked about why the screen is so expensive. David explained that they are stainless steel and very high quality. David found that if you try to go on the cheap side with waste water stuff, quite often it wears out quickly. JVar asked if there was a way to budget for the screen, this will be discussed later in the meeting.

They continue to do meter change outs. They found two meters that were not registering, meaning we are losing income without the radio meters.

Academy Well: we are finding it impossible to fit a permanent pipe as previously discussed. We are just going to go ahead and blow out the well, clean it and get it into operation. The extra money approved last time will be reserved for another time.

Weston made a comment on the gas compliance audit. One thing that was noted is “an odor complaint is a form of an emergency” and there needs to be a form filled out for every complaint so that they can make sure we are following our procedures. Twice a year we need to do a gas awareness notification to our customers; he thinks maybe we should also do a flyer about what to and what to not put down the drain. JVar asked to make sure the Fire Department is aware of the complaint form requirement. He thanked Dave and Weston for their efforts.

#8 Consideration and Possible Action on Pure PH8 Request

Vincen Barlow presented. Pure PH8 has submitted a number of proposed agenda item requests. Attorney Kesselring has responded to their request and a copy of the letter was provided in the packet. He spoke with the owners over the phone and they were going to have a representative here to address the Board. No one is here. He recommends that this item be tabled for discussion only in executive session.

JVar Dutson moved to table this item until the next board meeting.

Alma Cawley seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		
Alma Cawley	X		

Motion carries.

#9. Approval of Utility Business Manager Notice of Employment Opportunity

Arvin Black presented. The City Managers of Hildale and Colorado City have recommended that we bring in a business professional to assist the experts that run the utility department to help growth necessary for the utility department

Vance Barlow addressed the Board. John Barlow had expressed concerns as to whether David Boshard could handle both sides of the job, business and operations. A decision was made before Vance was the town manager that we try it out. Vance simply stated that he felt it be addressed later if it is not working out. Vance’s recommendation is to give it a little more time. David was hesitant to make any comment outside of an executive session. The Utilities Department has issues about how they are trying to be controlled by others than the utility board. Weston proposed that David be officially be appointed as intern Utility Business Manager.

Joseph Allred addressed the Board. He does not remember specifically if David Boshard was appointed. If we bring somebody else in at this point, it would just be more cost. This really comes down to Dave’s comfort level. If Dave feels that he can handle it, he should be allowed to.

Mayor Allred suggested that the waiver requests be presented in a simple chart format for approvals and denials. Jason Black suggested that the Utility Business Manager come up with rules so that the waivers can be addressed without coming before the Board.

Jason Black proposed moving to executive session to hear what David has to say. Mayor Allred commented that just because something is uncomfortable does not make it executive session material. Ralph asked for enlightenment about the rules regarding executive session. Arvin made a comment; this item is not something that we need to do today, but something that we need to look at down the road. His understanding is that John’s concern is the asset side of the Utility Department and utilizing that better. This item needs to be discussed but a decision does not necessarily need to be made today.

There was discussion about water and sewer being two different things. The sewer system is continuing to grow even though the water usage has dropped.

Jason explained that he would like to see David’s talents utilized to create the best water and sewer system that we could possibly have. If that means teaming up with someone with a different skill set then it should be done in the interest of the City.

David handed out the city IGA to the council. Utilities staff feels that there has been an erosion of the autonomy of the Utilities Department. Dave says they have all the help they need in the Utility Department right now. Weston is a financial whiz. The staff knows what needs to be done and does it quickly. They could still use another Utility Person to assist in meter readings, etc. He has great confidence in his staff and the office staff.

JVar asked how sewer is paid in Centennial Park. Alma Cawley provided explanation. They pay to the Centennial Waste Water District. Whatever rate this board approves, is adopted there. The monthly fees are the same. They also have an IGA that covers that.

Mayor Allred stated his feeling that John Barlow is pushing for someone else that he can control, because he can’t control Dave, but that is just his opinion. He thinks that if Dave is showing the proficiency and doing the job and he feels that he can handle it then we should extend our confidence to him.

Jason would like to see a strategy planning analysis to lower rates to attract new customers, businesses and growth. Better ability to improve and maintain the system while encouraging the growth that we need.

Jason Black moved to table this item at this time.

JVar Dutson seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		
Alma Cawley	X		

Motion carries.

#10 Consideration and Possible Action to Hire Utility Technician

Vance Barlow addressed the Board. He was surprised to see this item on the agenda; this job has been posted for several months.

David Boshard has a candidate in mind. This candidate is presently in Public Works and has requested to be shifted from Public Works to Utilities. Vance said that historically they have tried to accommodate those requests. They are presently listing job openings for Public Works so depending on the quality of the candidates, it should not be an issue.

JVar Dutson moved to proceed with moving forward to find a technician for the department.

Nathan Burnham seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		
Alma Cawley	X		

Motion carries.

#11 Financial Report

Weston presented to the board. Transfers that need to be happening are currently not happening, Vincen stated that he is working on that and expects to be in compliance by the next meeting. JVar made the recommendation that the managers of both cities make sure those are caught up and maintained.

JVar expressed concern about the metered water sales, we are about 40% lower than last year. We expect it to come up to around 60% in these next few months.

Alma Cawley stated that Centennial Park and the Utility Department have a good relationship, there has been no issues working together.

Weston continued to walk the Board through the financials.

Cost of propane is up and usage is down.

#12 Consideration of Approval to Pay Bills

Weston presented. There was an error on the ledger that accounts payable needs to fix. They replaced one pump, we bought one pump.

JVar Dutson moved to approve the paying of the bills.

Nathan Burnham seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		
Alma Cawley	X		

Motion carries.

#13 Approval of Utility On-Call Policy

Presented by David Boshard. David met with Mayor Allred and the he suggested the on-call policy be clarified. One of the members of the Utility team always has the on-call phone for emergency reasons. He has written a proposed policy regarding how they are paid to carry it. They often receive a lot of calls after hours that are not pertinent to utilities, but they respond anyway.

**JVar Dutson moved to adopt the on-call policy as written
Jason Black seconded. Roll call vote:**

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		
Alma Cawley	X		

Motion carries.

#14 Approval of Preliminary FY2019 Budget

Weston Barlow presented. He walked the Board through the presented charts. He entered the numbers from last year into the chart to get the numbers. Metered water sales are down approximately 40%. Overall projected revenue for water is \$1,118,000.00. Overall projected expenses match after lowering some numbers from last year’s budget. Overall projected revenue for sewer is \$710,701.27. Overall projected budget for wastewater \$ 1,168,000.00. Projected expenditures match after a few reductions from last year’s budget. To make the budget balance he removed the funding for the head works flow meter, lift station and pivot monies, we already have that set aside.

Man holes are a problem, something needs to be addressed. We have some budgeted to start, but we may need to look for other funding for a mass project. JVar asked where we are on our water treatment, with the budget we are putting monies aside to go towards it when the Board decides to move forward with that project.

Overall projected revenue for gas department is \$1,311,000.00. Natural gas sales are down 49%. Gas prices are holding steady after the increase in the winter. Propane sales increased by 49% because of the price increase; total gallons sold went down by 20%. Expenses match after a few reductions from last budget. There was brief discussion regarding the requested purchase of a new propane truck.

Joint Administration Fund total is \$559,630.00 salaries total \$284,000.00, reduced from last year. Benefits were not budgeted into this.

Mayor Allred provided explanation to the Board of how fuel in City vehicles is kept track of. He also gave clarification of the Joint Administration Fund for the new Board members.

JVar was concerned about how we are going to fit benefits in the budget. Weston explained that contingency monies can be used for that, although you would not usually want to. We would have to decide what to cut if an expense comes up and the contingency fund is approved.

Line items can be adjusted after the budget is approved, but the bottom number cannot change (Roger clarified that this is the case in Arizona, in Utah the bottom number can be changed until finalized). Vincen feels that we can table the action on this and still be within our deadlines if needed. Arvin suggested approving the preliminary budget and figuring it out later if Weston feels comfortable with his numbers. Weston feels the total numbers are accurate; a few line items can be discussed. In order to keep utility rates where they are, some cuts will have to be made.

JVar expressed his thanks to Weston for this hard work.

Roger Carter expressed concerns about tabling the item because of deadlines. John Barlow suggested that we do another budget meeting in a week. Lengthy discussion on this continued.

Weston suggested an increase in the contingency to fill the void. Mayor Allred strongly suggested saving the contingency line items for true unforeseen necessities on both sides. Benefits need to be planned for in the budget. Mayor Allred feels it is fine for the preliminary budget, but it needs to be resolved for the final budget.

We will have a budget work session and bring back a finalized budget with all issues worked out.

JVar Dutson moved to approve the preliminary FY2019 budget.

Nathan Burnham seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson	X		
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		
Alma Cawley	X		

Motion carries.

#15 Large Purchases

None

#16 Closed Executive Session

None

#17 Discussion of Pending or Contemplated Litigation, Claims and Demands.

Attorney Kesseling does not see any need for discussion on any matters at this time.

#18 Discussion and Possible Action on Change of Meeting Time

Jason Black began the discussion. He would like more community involvement and feels the meetings being held in the evenings would help. Ralph Johnson expressed his opinion of keeping the meeting in the morning. Jason Black and Arvin Black appreciate the morning time, but there is a lot more flexibility in the evening. Alma Cawley gave an explanation of our duty to make the meeting time convenient to the public, and that needs to be carefully considered. Simply moving the meeting to 6:00 pm was suggested.

Nathan Burnham moved change the meeting time from 6:00 am to 6:00 pm on the last Tuesday of every month.

Jason Black seconded. Roll call vote:

Board Members:	Yes	No	Abstain
Sterling Jessop, Jr.	X		
Ralph Johnson		X	
Arvin Black	X		
Jason Black	X		
Nathan Burnham	X		
JVar Dutson	X		
Haven Barlow	X		
Alma Cawley	X		

Motion carries.

#19. Other Business

Arvin Black voiced his appreciation for all of those helping him in this transition. The Mayors for their support, Ralph for tutoring him, David for the tour. Arvin feels that Weston is very talented, along with many others working for the City.

JVar discussed items he would like to see on the Agenda.

#20. Adjournment

Meeting adjourned at 9:29 AM.

Minutes were approved at the Colorado City Council Meeting on May 14 2018.
Minutes were approved at the Hildale City Council Meeting on June 6, 2018.



Vincen Barlow, Hildale City Recorder





Vance Barlow, Colorado City Town Clerk

