

East Duchesne Water Improvement District
Duchesne County Building
Board Meeting
June 21, 2023
7:00 pm

The East Duchesne Water Improvement District (EDWID) board meeting was called to order by the President, Matt Betts, at 7:10 pm.

Meeting Attendees:

Clinton Moon	Danny Swasey	Brandon Bench	Chet Clayburn
Matt Betts	Kim Swasey	John Swasey	
Jason Broome - representing Forsgren			

Discussions

1. Discussed the need for a District Clerk and Interim Secretary.

- Connie Sweat knows how to use the financial system, Pelorus, and who to contact with system questions.
 - i. **Motion** made by Brandon Bench to Hire Connie Sweat and Kim Swasey as the interim secretaries. Salary will be determined at a later date. Motion seconded by Chet Clayburn. Motion carried, no opposed.
 - ii. **Motion** made by Brandon Bench to Hire Connie Sweat as the District Clerk until January 2024. Salary will be determined at a later date. Motion seconded by Clinton Moon. Motion carried, no opposed.

2. Discussed Payment of Bills

- i. **Motion** made by Brandon Bench for Connie Sweat and Kim Swasey to pay the June bills as soon as the financial system, Pelorus, is loaded onto a new computer without the board signing off on the bills. President, Matt Betts, and Treasurer, Clinton Moon, will sign the checks used to pay the bills. Motion seconded by John Swasey. Motion carried, no opposed.
- The June and July bills will be signed at the July Board meeting. The bills will be separated into paid June bills and unpaid bills for July so the board can review them and sign off on them.
- Matt Betts, Chet Clayburn, John Swasey, and Clinton Moon have authority to sign checks.
 - i. **Motion** made by Chet Clayburn for Connie Sweat and Kim Swasey to pay bills, send invoices, and any other duties required of a District Clerk and/or Interim Secretary. Motion seconded by John Swasey. Motion carried, no opposed.

3. Discussed the procedure to pay the contractor and Forsgren for the Utahn Tank and pipeline project

- Process:
 - i. Contractor Sends payment request to Forsgren
 - ii. Forsgren signs and approved the payment request.
 - iii. EDWID writes a check and sends a COPY of the check to Jason Broome with Forsgreen
 - iv. Forsgren submits a reimbursement form to CIB and the COPY of the check for the contractor payment request and Forsgren payment request.
 - v. CIB transfer money into the “Public Treasures Investment Fund” account
 - vi. EDWID transfers the money from the “Public Treasures Investment Fund” account into the Zoins Bank checking account.
 - vii. EDWID releases the check(s) to Forsgreen who then gives payment to the contractor and themselves.
- Jason Broome will contact CIB and verify the last paperwork submitted to them by Lee Moon. Jason Broome will forward the information onto Matt Betts.

4. Discussed procedures to access Financial information

- Matt Betts will contact “Public Treasures Investment Fund” and establish new contact people.
 - i. **Motion** made by Chet Clayburn that the District Clerk, Connie Sweat, and the Treasurer, Clinton Moon, be the contact people for “Public Treasures Investment Fund”. Motion seconded by Brandon Bench. Motion carried, no opposed.
- Monies transferred into and out of “Public Treasures Investment Fund” need to be approved by the board before it occurs.

5. Discussed purchasing a laptop, docking station, printer, and etc for EDWID

- Duchesne County IT department can order the needed equipment and load the financial system, Pelorus, onto the laptop. At which point, Pelorus can pull the information from Lee Moon’s computer and load it onto the new Laptop.
 - i. **Motion** made by Brandon Bench to purchase the equipment. Motion seconded by Clinton Moon. Motion carried, no opposed.

6. Jason Broome gave an update on the Utahn Tank and Pipeline project.

- Forsgren is working on a design plan for a portion of the Utahn pipeline.
 - i. EDWID will need to make a decision on whether they would like to do a change order on the plan. Things to consider:
 - 1. Can the contractor complete the project before winter?
 - 2. Could EDWID use the additional money for additional infrastructure since the loan is 1%?

3. Would EDWID rather shorten the life of the loan?
 - Forsgren will contact Matt Betts for the day to day operations and any construction meetings.
- 7. Matt Betts addressed EDWID concerns on the pipeline**
 - Lee Moon made an owner inspection of the pipeline and the end of the pipe was left open at the end of the work day.
- 8. Jason Broome gave an update on the GIS mapping of the culinary system.**
 - The system is mapped and needs to be fine tuned. An example of the fine tuning: Is this the correct side of the road?
 - Forsgren will send a link of the GIS map to the board.
- 9. Discussed the upcoming regulation for Lead and Copper lines on culinary systems.**
 - i. **Motion** made by Chet Clayburn for Forsgren, Jason Broome, to contact the Division of Drinking Water regarding the assistance program for the Lead and Copper regulations and report back with the findings. Motion seconded by Brandon Bench. Motion carried, no opposed.
- 10. Discussed leasing office space and construction equipment.**
 - Kathy Moon will lease the construction equipment to EDWID as long as the equipment is operated by Danny Swasey.
 - Brandon Bench is looking into office spaces available for rent. He will continue to look and report findings to the board.
- 11. Discussed payment for Danny Swasey to assist EDWID until an operator is hired.**
 - i. **Motion** made by Chet Clayburn to pay Danny Swasey \$35.00 per hour and \$1.00 per mile. Motion seconded by Brandon Bench. Motion Carried, none opposed.
 - Danny Swasey will need to submit an invoice at the monthly board meeting.
- 12. Discussed meter hookups**
 - Casey Summerall - Antelope Canyon
 - Chance Grant - New House
 - Russell Dewar - Arcadia
 - Duchesne County School District.
 - i. Matt Betts will contact them about installing the meter. Danny Swasey will gather the supplies needed for installation.
- 13. Discussed hiring new personnel for EDWID**

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- Board needs to read Section 9 of the By-laws.
- Board needs to determine a job description
 - i. Advertise the job for 2 weeks at workforce services
 - ii. Create a questionnaire for the interviews
 - iii. Create a rubric to rate the candidates.
- If someone on the board would like to apply for a job they must remove themselves for the hiring process.

14. Kim Swasey will take the customer payments and EDWID bills that were gathered from Lee Moon's home and organize them for the work meeting on June 27th.

Next Meeting Date:

- Tuesday, June 27th at 7:00 pm

Meeting adjourned at 9:50 pm by Matt Betts.

President _____

Date _____

Secretary _____

Date _____