

East Duchesne Water Improvement District  
Duchesne County Building  
Work Meeting  
June 27, 2023  
7:00 pm

The East Duchesne Water Improvement District (EDWID) board meeting was called to order by the President, Matt Betts, at 7:00 pm.

**Meeting Attendees:**

Clinton Moon	Danny Swasey	Brandon Bench	Chet Clayburn
Matt Betts	Kim Swasey	Connie Sweat	

**Discussions**

1. Viewed a rental property located in Duchesne as a possible office space for EDWID.
2. Discussed needed supplies for an office. Kim Swasey will look into the cost for office furniture and supplies.
  - o Filing Cabinets
  - o Desk
  - o Chairs
  - o Tables
  - o Safe
3. Discussed the meter connection for the Duchesne County School District located on the Bench. Danny Swasey will deliver the meter and other equipment to the construction site.
4. Discussed how to read the meters for the month of June. Danny Swasey will work with Neptune and Meterworks to figure out the electronic reads. Clinton Moon has the postcards used for billing.
5. Discussed the yearly financial audit. Connie Sweat will get additional information for the audit and assemble the needed documents.
6. Discussed the rate study. Connie Sweat will follow up with the contractor.
7. Discussed posting notices on the public notice website. Kim Swasey will start posting meeting dates and agendas on the website.
8. Discussed job description for manager. Kim Swasey will type up the description and have it ready for the next board meeting.

**Tasks not assigned:**

1. Changing the bluestakes notifications via email to the new East Duchesne email address once the email address is created.

**Tabled items:**

1. Operator and Secretary job descriptions.

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**Next Meeting Date:**

- Tuesday, July 12th at 7:00 pm

Meeting adjourned at 9:30 pm by Matt Betts.

President \_\_\_\_\_

Date \_\_\_\_\_

Secretary \_\_\_\_\_

Date \_\_\_\_\_