

East Duchesne Culinary Water Improvement District
Duchesne County Building
Board Meeting
July 12, 2023
7:00 pm

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

Meeting Attendees:

Clinton Moon	Danny Swasey	Brandon Bench	Chet Clayburn
Matt Betts	Kim Swasey	Connie Sweat	Keith Farnsworth
Jason Broome	Fred Philpot		

Minutes:

Board reviewed the minutes from the June 21, 2023 board meeting.

- **Motion** was made by Chet Clayburn to approve and file the minutes. Motion seconded by Brandon Bench. Motion Carried, none opposed.

Board reviewed the minutes from the June 27, 2023 working meeting.

- **Motion** was made by Brandon Bench to approve and file the minutes. Motion seconded by Chet Clayburn. Motion Carried, none opposed.

Financial

1. Reviewed financial Data
2. Reviewed bills
 - a. **Motion** was made by Brandon Bench to pay the bills and pay Connie Sweat and Kim Swasey \$20.00 per hour. Motion seconded by Chet Clayburn. Motion Carried, none opposed.
3. PTIF Account
 - a. **Motion** was made by Brandon Bench to list Connie Sweat, Clinton Moon, and Matt Betts on the PTIF resolution. Motion seconded by Chet Clayburn. Motion Carried, none opposed.

Discussions

1. Fred Philpot gave an update on the rate study for the system.
 - Fred Philpot will attend the August 9th board meeting via Team Meetings. He will send a meeting invite to the East Duchesne email account.
2. Discussed renting office space at 186 West, Main Street.
 - i. **Motion** made by Chet Clayburn to rent the building. Motion seconded by Brandon Bench. Motion carried, no opposed.
3. Reviewed the District Manager Job Description.
 - **Motion** made by Clinton Moon to post the job description with noted changes. Motion seconded by Brandon Bench. Motion carried, no opposed.

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4. Discussed suspending late fees for June.
 - o **Motion** made by Brandon Bench to suspend the billing late fee for the month of June. Motion seconded by Clinton Moon. Motion carried, no opposed.
5. Jason Broome gave an update on the Utahn Tank and Pipeline project.
6. Discussed website and official letterhead.
 - o Kim Swasey will follow up with Ally Dastrup about the website.
7. Discussed hiring a contractor to install new lines.
 - o Keith Farnsworth will submit a bid at the next board meeting for installing a new line on 4500 South.
 - o Matt Betts will reach out to Jason Broome concerning regulations for installation of lines longer than 500 ft.
8. Connie Sweat presented a boundary issue to the Board. The Mini Ranches are listed as part of the EDCWID system on Duchesne County Records.
 - o Matt Betts will contact Gayle McKeachine and request a bid to correct the issue with Duchesne County.
9. Connie Sweat gave an update on the financial audit and the reports that were submitted to the state.
10. Created a Secretary Job Description.
 - o \$15 - \$25 per hour
 - o Up to 20 hours per week
11. Discussed doing something to honor Lee Moon.
 - o **Motion** made by Chet Clayburn that Kim Swasey organize an appreciation event for Lee Moon with a budget of up \$2000. Motion seconded by Brandon Bench. Motion carried, no opposed.

Next Meeting Date:

- Work Meeting: Wednesday, August 9th at 6:00 pm
- Board Meeting: Wednesday, August 9th at 7:00 pm.

Meeting adjourned at 9:45 pm by Matt Betts.

President _____

Date _____

Secretary _____

Date _____

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Job Announcements

Title: Manager

East Duchesne Water Improvement District is looking for a highly motivated individual with strong leadership skills to manage their rural water distribution system located in Duchesne, Utah.

Principal Duties:

- Responsible for all water distribution on the system.
- Maintenance of all lines, tanks, pumps, pressure stations, and other equipment.
- Take samples from various sites in the distribution system to ensure bacteriological, and other monitoring schedules required by state agencies.
- Oversee and review the work of all contractors.
- Ensure that all state regulatory and compliance requirements are met.
- Responsible for working with the Clerk and/or District Board to keep accurate records, reports, and budget.
- Perform related duties as assigned by the District Board.

Requirements:

- Must be willing to provide 24-hour availability.
- Must be reliable and capable of maintaining good working relationships.
- Must live within approximately 30 miles from Duchesne, Utah.
- Must be able to lift a minimum of 50 lbs.
- Must obtain a Grade 1 operator certification and/or other certifications in timeframes set by District Board.

Preferences:

Preference may be given to those with a Grade 1 operator certification and experience operating heavy equipment.

Salary:

Based upon experience. (Range is \$50,000 - \$90,000)

Benefits:

Health Insurance and Retirement

Closing Date:

Open until the position is filled. Review of applications will begin on August 7th.

Resumes can be mailed to East Duchesne Water Improvement District, PO Box 319, Duchesne Utah 84021 or emailed to eastduchesnewaterdistrict@gmail.com.

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Title: Part Time Secretary

East Duchesne Water Improvement District is looking for a part time secretary with great organizational skills to assist their rural water distribution system located in Duchesne, Utah.

Principal Duties:

- General secretarial duties
- Prepare letters, reports, memorandums, and other correspondence as needed.
- Manage financial accounts.
- Assist at monthly Board meetings.
- Perform related duties as assigned by District Board.

Requirements:

- Must be reliable and capable of maintaining good working relationships.
- Must be able to organize one's own time.
- Must maintain regular work hours as determined upon hiring.

Preferences:

Preference may be given to those with Pelorus Methods experience.

Salary:

Based upon experience. (Range is \$15 - \$25 per hour)

Hours:

Up to 20 hours a week.

Benefits:

No Benefits

Closing Date:

Open until the position is filled. Review of applications will begin on August 7th.

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