

EAST DUCHESNE CULINARY WATER IMPROVEMENT DISTRICT
Duchesne County Building
Board Meeting – September 13, 2023, at 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:

Matt Betts, Chet Clayburn, Danny Swasey, Brandon Bench, Connie Sweat, Clinton Moon, Josh Byrnes, Jason Broome from Forsgren Engineering and Jeremy Larson from Sunrise Engineering JoAnn Evans board secretary taking minutes. Sheri Lisonbee and Keith Farnsworth joined the meeting after the meeting had started.

Public Comment:

Minutes:

The board reviewed the minutes from August 15, 2023. Board member Chet Clayburn made the motion to approve the minutes. Brandon Bench seconded the motion. All board members voted aye, and the motion passed.

Meeting attendance records:

A motion was made to approve Matt Betts receiving 1 time a week since June 14, 2023, meeting attendance for fielding all the phone calls since Lee Moon passed away. Board member Brandon Bench made a motion to the meeting attendance changes. Chet Clayburn seconded the motion. All board members voted aye, and the motion passed.

Equipment rental from Keith Farnsworth:

This is only a stop gap in case an emergency arises. Board member Brandon Bench made a motion to approve the emergence stop-gap measure until bids can be solicited for a more permanent solution. Chet Clayburn seconded the motion. All board members voted aye, and the motion passed.

Update on the Utah Pipeline and Tank:

Jason Broome gave an update to the board. Everything is going according to plan at this point.

Change Order for the Utah Pipeline and Tank:

Jason Broome gave an update on the number of change orders and the ones that have been paid. Board member Chet Clayburn made a motion to approve change order #2. Clinton Moon seconded the motion. All board members voted aye, and the motion passed.

Water Connection for Jerry & Sherry Lisonbee:

The board needs to do a little more investigation into where this connection can be put and how much it will cost before the decision can be made.

Cross Connection Control Program:

This is a mandatory item that will need to be put on the website as well as flyers being sent out.

Sanitary Survey:

There was an unforeseen circumstance that caused the report to be filed late. However, the report before and the report after were within the correct perimeters.

Acceptance of John Swasey's resignation:

Board member Chet Clayburn made a motion to accept John Swasey's resignation. Brandon Bench seconded the motion. All board members voted aye, and the motion passed.

Appointment of a New Board Member to take John Swasey's seat:

The board will need to advertise the position for 30 days and then decide at the November board meeting.

Ratification of a New District Manager and a New Clerk/Secretary:

Board member Clinton made a motion to ratify the hiring of a new district manager and a new clerk/secretary. Brandon Bench seconded the motion. All board members voted aye, and the motion passed.

Accounts not paid after 90 days:

It was determined that the bylaws and the policies would need to be looked at before a decision can be made.

Outside Sign Purchase for the New Office:

The board would like to see a temporary sign installed outside the new office while the board decides on a logo for a more permanent sign.

Amazon Account:

Brandon Bench stated he would like to see us use local businesses as much as possible while making purchases. Board member Chet Clayburn made a motion to set up an Amazon account but to use local purchasing whenever possible. Brandon Bench seconded the motion. All board members voted aye, and the motion passed.

Purchasing Cards for District Manager and Clerk/Secretary:

Board member Chet Clayburn made a motion to approve the district manager and the clerk/secretary receiving a purchasing card. Brandon Bench seconded the motion. All board members voted aye, and the motion passed.

When to Pay Accounts Payable and Payroll:

Board member Brandon Bench made a motion to pay accounts payable twice a month and payroll to be paid biweekly. Chet Clayburn seconded the motion. All board members voted aye, and the motion passed.

Check Colors: The board members had no preference in having payroll and accounts payable checks be a different color.

Bank Signature Cards:

Board member Brandon Bench made a motion to approve the board members signatures on the bank cards. Chet Clayburn seconded the motion. All board members voted aye, and the motion passed.

Acknowledgement of Lee Moon & John Swasey:

This will be done at the first of the year as requested by Lee Moon's spouse.

Financials:

1. Review of financial data
2. Accounts receivable
3. Accounts payable
4. Bank statements
5. Budget

A motion was made by Brandon Bench to approve the accounts payable. Clinton Moon seconded the motion. All board members voted aye, and the motion passed.

Christmas Party:

JoAnn Evans will look into getting a date setup for the Christmas party the first part of December.

Executive Session

A motion was made by Brandon Bench to go into an executive session at 9:12 pm. Motion was seconded by Clinton Moon. Consent was given by all board members in attendance.

A motion was made by Chet Clayburn to leave the executive session at 9:34 pm. Motion was seconded by Brandon Bench. Consent given by all board members in attendance.

Open Discussion:

Board member Brandon Bench stated that since Lee Moon's passing there is no where to store the districts equipment. He would like to offer some of his ground as a temporary solution. There will be no cost and no time limit for the storage.

Brandin Bench motioned to adjourn the meeting. Chet Clayburn seconded the motion. All board members voted aye, and the motion passed.

Adjourned: 10:02 pm

X M + GB

Board Member Chairman

X Jo Ann Evans

JoAnn Evans
East Duchesne Clerk/Secretary