

BOARD OF TRUSTEES MEETING

FEBRUARY 27, 2025

8:00 P.M.

BOARD OF TRUSTEES MEETING:

Meeting was held at home of Justing Logan and was broadcast online. Justin Logan called virtual meeting to order at 8:03 PM

IN ATTENDANCE: Justin Logan, Chairman joined later.

David Johnson, Trustee;

Mark Pinnau, Trustee/Plant Operator;

Brett Davis, Associate;

Dan Call, associate

Linda Heusser, Clerk;

Brett Davis, Associate joined later

Porter Heusser, Records Manager;

David Johnson conducted the start of the meeting.

Minutes for December 19, 2024 Board Meeting were reviewed.

Mark Pinnau motioned and David Johnson seconded approval of minutes as published. Voting was unanimous. Porter conducted review of reconciliations for the months of December 2024 and January 2025 and the 2024 final Profit & Loss and Balance Sheet documents were discussed. Porter explained that due to a problem with QuickBooks, he had to reconstruct from May through December 2024 and some of the data was not available at this time for a balance sheet. He and Dan will get together to set up the accounts so that a complete Balance Sheet can be published. Porter also noted that he has set up a New Company in QuickBooks 2016 and has transferred all customer balances. He plans to eventually transfer to the new 2025 QuickBooks Desk Top program. Porter also presented Year-to-Date P&L for January 2025. He explained that due to the Quick Books account failure there was no break down for water, sewer collections, interest from PTIF. Total Income for January was \$39,875.64 with Expenses of \$31,791.10 for a Net Income of \$8,084.54. Customer Account balances were discussed. As of 26 February, Amount owed MHID is \$4,697 and customer credit balance is \$11,078. Seven customer accounts in the amount of \$1,506 were over 30 days past due. These customers will be notified and necessary action will be taken per previously established MHID practice. Water use report was discussed. Total use for the year 2024 was 173 ac-ft vs 146.4 ac-ft t 2023, leaving an unused balance of 47 ac-ft..

TASK ASSIGNMENTS FROM PREVIOUS MEETINGS:

1. **PEDERSON CONSTRUCTION OF NEW HOUSE:** MARK met with Layton City and they have determined the two homes to be a single residence. Mark discussed that MHID needs to decide what to do. Mark told Layton that MHID had two choices. Deny them service or charge for two residences. Justin recommended that we continue as is – charging for single residence and that we should look at the “Mother-in-Law” type of situation.
 - a. **TRANSFER LAYTON CUSTOMERS TO LAYTON CITY:** Mark also talked to Layton City regarding the possibility of connecting MHID served Layton customers to Layton. Mark felt that it would be less costly than replacing the Transite lines. He is awaiting a call back from Layton. Justin asked Mark to find out what the Layton connection fees would be.
2. **KAYSVILLE CITY:** JUSTIN will schedule meeting with Kaysville to discuss Lower Boynton transfer. He has previously contacted Kaysville City but never received a response
 1. **END OF LINE 100 EAST:** **Matter tabled until spring.** MARK to complete installation of riser
 2. **YARD MAINTENANCE:** Mark will continue work in the Spring
 3. **VALVE MAINTENANCE:** Brett reported he will continue in Spring. .
 4. **UPPER RESERVOIR ACCESS:** Justin will continue to work this issue with Kaysville City. He did meet with Weber Basin regarding this matter. He talked to them about transferring MHID shares, eliminating the upper tank and possibly metering water from Kaysville’s tank. He said they seemed to be supportive of this action.
 5. **REPLACE TRANSITE:** JUSTIN reported that he has not had any feedback from the State. Said it was much different from our previous loan when were kept informed of activity. He will continue to work with them.

6. **NEED TO INCREASE RATES:** Justin led a discussion of need to change rates to support potential replacement of Transite and Weber Basin rate increases.
 - a. Need to determine how many customers will have if transfers go through with Kaysville and Layton Cities. Mark indicated there could be close to 20 customers transfers.
 - b. JUSTIN: will organize a meeting with Jones and Associates to take an active role in assisting with determining scope of work we actually need to do with the three areas that do not engineering complete. He would also like to see if Jones could take on the role of setting up meetings with them, Kaysville, and Layton. Mark and Dave agreed.
 - c. JUSTIN asked that Dan look at his email to verify his calculations.
 7. **RECURRING EVENTS: MARK**
 - a. Pumps have been lubed.
 - b. He still needs to open the valve for the fire hydrant on north EWE Turn.
 8. **MAIN PRV:** MARK reported he has been working on the PRV to reduce pressure in lines below the PRV Vault. He reported the pressure at the Heusser's was 144psi. He has taken some training on the subject. He is going to purchase and install new gages – the current gages read 100 psi on both upstream and downstream. He has contacted JC Testing to come out and assist him in determining what needs to be done to repair the PRV system.
 9. **GENERATOR:** MARK reported that he has installed a new battery and was able to start and run the motor. He did not receive a message on Wednesday that it had started for weekly test. He noted that the generator had timed out with RPM error. He will investigate further.
 10. **GROUP TEXTING:** Porter reported he has the list of customers and phone numbers complete. He plans to contract with a group texting company in the near future.
 11. **AWARDS FOR CLIFF AND FRANK:** Fran recently contacted Porter and asked for additional information. Porter will follow up.
 12. **NOMINATION FOR CHAIRMAN AND CLERK:** Dave Johnson nominated Justin to serve as Chairman and Linda Heusser as Clerk for 2025. Mark Pinnau seconded the motion.
 13. **ELECTIONS:** Linda reported that Dave's Trustee position is up for election. She has already had a meeting with Davis County election officials.
- MEETING ADJOURNED: 9:00 pm.**

Nominations for Board Chairman and Clerk for 2025 were entertained.

Xx nominated Justin Logan to be Chairman. XXX seconded the motion. Voting was unanimous.

XX nominated Linda Heusser to serve as Clerk xxxx seconded the motion. Voting was unanimous.

14. **END OF LINE 100 EAST:** MARK to complete installation of riser. Purchase frost free hydrant and "dog house." Will work next Spring.
15. **PEDERSON CONSTRUCTION OF NEW HOUSE:** Mark to find out if Layton City considers this a single residence. Mark contacted Susy at Layton concerning the Pederson homes. Susy was trying to contact the Pedersons since no one was paying the sewer and garbage bills since last June. She said the city will charge them per home for services and he let her know that we thought we should be doing the same. Mark will go to Layton City to talk the issue.
16. **VALVE MAINTENANCE:** Brett presented a spreadsheet showing detail of his work checking hydrants, valves, etc. He has addressed valves and fire hydrants per street and nearest house address. He also included status of valves. He has done all valves south of Mutton Hollow and east of Boynton. Only found 2 issues. Could not find valve for hydrant on lower Boynton. Also, a problem with hydrant valve on Boynton between Wilkins and Evans. He also questioned 2 valves at Boynton Road corner, east of Kingston's.

17. **UPPER RESERVOIR ACCESS:** Justin sent letter to Kaysville City, developer and Weber Basin Water District. Kaysville hasn't responded but Weber Basin would work with us on loaning (or selling) our excess water shares to Kaysville. Justin will continue working with Kaysville City.
18. **YARD MAINTENANCE:** Mark will continue work in the Spring
19. **REPLACE TRANSITE:** JUSTIN let the State know that MHID is interested in the loan. He is waiting for them to get back to him. He said the obligation per customer is approximately \$12 per month. He will continue to look into rate adjustments to cover the cost of the project. Justin asked Dan to assist him with the numbers.
 - a. **Porter** contacted Jones and Associates and supplied
 - b. **Porter:** checked the By-Laws and found no mention of requirement for customers to connect to City service if a line ran past their residence.
 - c. **EDGEHILL CIRCLE PIPELINE:** On hold pending funding of Transite projects.
 - d. **WEST BOYNTON:** Possibility of transfer to Kaysville on hold pending funding of Transite projects
 - i. **Porter** will check with Davis County to see if they have information regarding type of pipe above Fairfield.
 - e. **WEST MUTTON HOLLOW ROAD:** Possibility of transfer to Kaysville. On hold pending funding of Transite projects
 - f. **PINEWOOD:** Possibility of transfer to Layton. On hold pending funding of Transite projects
 - g. **NORTH BOYNTON:** Possibility of transfer to Layton. On hold pending funding of Transite projects
 - h. **Justin** asked Porter to email information regarding number of customers
20. **RECURRING EVENTS: MARK**
 - a. Needs to Lube pumps
 - b. Will look at adjusting pressure at PRV. He reported repairing the bypass loop on the PRV. He needs to check the pressure at Porter's to determine if this repair corrected the high pressure. Mark will look into replacing valves and copper lines with stainless.
 - c. Make sure all fire hydrant valves are open on EWE Turn.
21. **GENERATOR: MARK** reported that he needs to replace the battery.
22. **GROUP TEXTING: PORTER** reported that he has the spreadsheet with all phone numbers about 95% complete.
23. **AWARDS FOR CLIFF AND FRANK: PORTER** reported he has asked Fran Horning to provide a
24. Mark will Check on the cost of replacing the Clae Valve at the compound and rebuilding the existing valve and maintaining it as a spare. Justin directed Mark to get prices.
25. Mark will check on the cost of replacing the low flow pressure reducing valve lines and associated parts.
26. Mark requested to buy some flashing safety lights to be used during repair operations.
27. Mark reported that Eldon Kingston who installed the Finley residence connection asked that MHID credit his account for the work done. Justin told Mark to tell him that he needs to send an invoice.
28. Mark also noted that he discussed with Eldon the possibility of him installing another Fire hydrant in their area. Justin asked Mark to check with Jones & Associates to determine flow requirements.
29. **TIME AND MILEAGE**