

**Minutes of the Board of Trustees**  
 Wednesday, January 3, 2024, 6:00 PM  
**APPROVED**

**Board Members Present:** Chairman Bill Coutts, Member Nathan Hill, Member Louise Earley, Member Taylor Nielsen (Zoom), Member Russell Willardson

**Employees Present:** Manager Sorensen, Brittany Wayman

**Guests Present:** Cliff Linford, Paula/David Miller, Jacie Woody

- A. **Call to Order:** Chairman Coutts called the meeting to order at 6:04pm.
- B. **Prayer:** Member Hill
- C. **Agenda:** No changes
- D. **Declaration of Conflict of Interest:** None declared
- E. **Approval of Minutes:** Member Hill asked for clarification on fees for Odar, and to add (\$) symbol for “1 million”

**A motion was made to approve the December 6, 2023 minutes as amended.**

*Motion - Member Hill*

*2nd – Member Earley*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion Passed.*

**A motion was made to approve the December 6, 2023 Budget Hearing minutes as amended.**

*Motion - Member Hill*

*2nd – Member Earley*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion Passed.*

**F. Public Comment Period:**

1. Paula Miller- Concerned/surprised about fees going up (because of WPR injunction). Chairman Coutts gave Millers/Woody an update on court order and that fees would probably not increase until decisions were made closer to April. They really want notification if impact fees are going to increase. Jacie Woody asked if there was a ceiling on fees. David Miller asked if it was possible to prepay impact fees and Chairman Coutts answered in the affirmative and that standby fees were still necessary.

**AGENDA**

**1. New Trustees and Appointments**

- i. Welcome new Trustees & Swearing in Ceremony  
Members Willardson and Earley sworn in. 4 year term.
- ii. Election Board Official- Chairman Coutts asked Member Hill to be the Election Board Official. No objections by board members.

*A motion was made to Appoint Bill Coutts as Chairman, Nathan Hill as Vice-Chairman and Auditor, with Louise Earley as Treasurer*

*Motion – Member Hill  
2nd – Member Willardson*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>x</i>			
<i>Vice Chair Hill</i>	<i>x</i>			
<i>Member Willardson</i>	<i>x</i>			
<i>Member Nielsen</i>	<i>x</i>			
<i>Member Earley</i>	<i>x</i>			

*Motion Passed.*

*A motion was made to for the following committee appointments:*

*Finance: Nathan Hill, Louise Earley  
Facilities: Taylor Nielsen, Russell Willardson  
HR: Louise Earley, Russell Willardson*

*Motion – Member Hill  
2nd – Member Nielsen*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>x</i>			
<i>Vice Chair Hill</i>	<i>x</i>			
<i>Member Willardson</i>	<i>x</i>			
<i>Member Nielsen</i>	<i>x</i>			
<i>Member Earley</i>	<i>x</i>			

*Motion Passed.*

**2. Facilities Committee**

- i. Plant Expansion - Cliff Linford Sunrise Engineering
  - I. COP is meeting their schedule as far as milestones. Subs are coming in. At least 7 subs coming in this month for progression. Temp power is being worked on as fast as possible. Working with Highlands Water Company has been frustrating.
  - II. Canyon View lift station - transformer showing up next week instead of 12 months. Lift station should be operational by March. Generator checkout scheduled for mid-February.
  - III. Project payments and Change Orders

*A motion was made to approve payment #8 to COP Construction in the amount of \$798,277.07*

*Motion - Member Earley*

*2nd – Member Willardson*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion Passed.*

*Change orders- Discussion about why change orders needed and how many more can be expected. Manager Sorensen explained they are needed to keep in compliance. Member Willardson asked if we expected any more change orders. Cliff said no. Member Earley asked how much leeway we have with funds for these type of change orders. Chairman Coutts answered about 2 million in the contingency fund.*

*A motion was made to approve Change orders 5, 8, & 10 for amounts \$13,806, \$8,905.35, and \$40,468.70 to COP Construction in the amount of \$63,180.05*

*Motion - Member Nielsen*

*2nd – Member Hill*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion Passed.*

*IV. Update - Highlands Water Company loop- Much discussion about why Loop is still needed, is the holdup with the water company and whether time is an issue.*

*V. Update request to RMP for temp power and transformer – should be hooked up this week.*

*ii. Canyon View Lift Station – Cliff with Sunrise Engineering reported that things are back on track and the lift station will be tested NLT mid-March*

*iii. Update WPR – Chairman Coutts gave update from last court hearing.*

*iv. Annexation Jamie Rogers*

*A motion was made to Certify the Jamie Rogers annexation Petition Dated December 4, 2023.*

*Motion- Member Earley*

*2<sup>nd</sup> -Member Willardson*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			

<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion Passed.*

**3. Manager Discussion**

- i. I&I Discussion - Manager Sorensen gave update. We have a plan to work with Twin D. Discussion about meter readings and how it would be measured. It wouldn't be ready for the runoff this spring.*

**4. Executive Committee – Chairman Coutts**

- i. Board Training – Open and Public Mtg Act, Special Service District Training- Manager Sorensen will email link to take test. Members get \$100 for taking test.*
- ii. Fee Working Group- Chairman Coutts gave a brief update about how WPR injunction would affect our district and called for a meeting of the Fee Working Group.*

**5. Closed Session to discuss pending litigation, property purchase or personnel: None**

- 6. Board New Business:** *Member Hill brought up needing to reimburse MGSID reserve accounts now that funds were flowing from the DWQ and CIB accounts. The manager will get forms out for new board members. Member Earley wanted to get the manager performance review and performance bonus on the agenda for February.*

**7. Motion to Adjourn:**

*A motion was made to adjourn at 7:17PM*

*Motion - Member Hill*

*2nd – Member Willardson*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion Passed.*

*Meeting adjourned at 7:17pm.*

***A motion was made to approve the January 2, 2024 minutes***

***Motion - Willardson***

***2nd – Earley***

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>x</i>			
<i>Vice Chair Hill</i>	<i>x</i>			
<i>Member Willardson</i>	<i>x</i>			
<i>Member Nielsen</i>			<i>x</i>	
<i>Member Earley</i>	<i>x</i>			

