



BOARD OF TRUSTEES MEETING MINUTES
January 6, 2021

Minutes of a public meeting of the board of trustees of the Washington County Water Conservancy District, held on Wednesday, January 6, 2021, at 533 East Waterworks Drive, St. George, Utah beginning at 6:00 pm. Board members present for the meeting were: Chair Ed Bowler, Kevin Tervort, Chris Hart, Victor Iverson, Adam Bowler, Ken Neilson and Jon Pike. Also present was General Manager Zach Renstrom and Associate General Manager Brie Thompson, Attorney Jodi Richins and Secretary Roberta McMullin. Other guests at the meeting are included on the roll attached to these minutes.

Ed Bowler conducted the meeting and welcomed those present. He introduced and welcomed new board member Adam Bowler, from Enterprise, who will be replacing the vacancy of Howard Bracken.

The first item on the agenda was the **Open and Public Meeting Act Training**. Jodi Richins presented the training for the board and distributed handouts, which were reviewed and discussed.

The next item on the agenda was **Review of Potential Contractual Development Relationships for Provision of Water** as requested by Mayor Chris Hart in a prior board meeting. Jodi discussed her research and the different development relationships that take place between the district and developers: full impact fee, partial impact fee, exaction and no relationship (if project is self-contained). Chris recommended the agreement be tied to the parcel(s) rather than the developer(s) so the agreement stays in place if the lot is sold. After some discussion, the board opted to further consider this option in a future session.

The next three items on the agenda were resolutions. All three of the following resolutions were sent to the board for their review prior to this meeting:

A Resolution Revising Administrative Policy and Procedures Manual Regarding Procurement

This is an updated Chapter 5 Procurement Policy that streamlines the process and complies with current statute. Jodi reviewed the substantive changes; a copy of the resolution is attached to these minutes. After discussion and questions, the following motion was made:

Victor Iverson moved to approve the Resolution Updating Administrative Policy & Procedures Regarding Chapter 5. Chris Hart seconded the motion, and a roll call vote was taken as follows:

<i>Ed Bowler</i>	<i>Yes</i>
<i>Kevin Tervort</i>	<i>Yes</i>
<i>Adam Bowler</i>	<i>Yes</i>
<i>Jon Pike</i>	<i>Yes</i>
<i>Victor Iverson</i>	<i>Yes</i>
<i>Chris Hart</i>	<i>Yes</i>
<i>Ken Neilson</i>	<i>Yes</i>

A Resolution Updating the Administrative Policy and Procedures Manual Regarding Use of Purchase Cards

It is proposed to move this portion of the policy to Chapter 4, which deals with finance. The resolution increases the limit on large scale equipment purchases from \$5,000 to \$50,000. A copy of this resolution is attached to these minutes.

Ken Neilson moved to approve the Resolution Updating the Administrative Policy and Procedures Manual Regarding Use of Purchase Cards. Kevin Tervort seconded the motion and a roll call vote was taken as follows:

<i>Ed Bowler</i>	<i>Yes</i>
<i>Kevin Tervort</i>	<i>Yes</i>
<i>Adam Bowler</i>	<i>Yes</i>
<i>Jon Pike</i>	<i>Yes</i>
<i>Victor Iverson</i>	<i>Yes</i>
<i>Chris Hart</i>	<i>Yes</i>
<i>Ken Neilson</i>	<i>Yes</i>

A Resolution Updating Administrative Policy & Procedure Regarding Capitalization Versus Expense

This resolution moves subsection 5.1.5 “Capitalization Versus Expense” from Chapter 5 in the Procurement Policy General Provisions to Chapter 4, which is a more appropriate place for it. A copy of this resolution is attached to these minutes.

Chris Hart made a motion to approve the Resolution Updating Administrative Policy & Procedure Regarding Capitalization Versus Expense. Kevin Tervort seconded the motion, and a roll call vote was taken as follows:

<i>Ed Bowler</i>	<i>Yes</i>
<i>Kevin Tervort</i>	<i>Yes</i>
<i>Adam Bowler</i>	<i>Yes</i>
<i>Jon Pike</i>	<i>Yes</i>
<i>Victor Iverson</i>	<i>Yes</i>
<i>Chris Hart</i>	<i>Yes</i>
<i>Ken Neilson</i>	<i>Yes</i>

The next item on the agenda was to **consider award of a bid for a spare transformer for the Quail Creek Hydroelectric Plant.** Brie Thompson said the existing transformer has been there since construction of the plant in the late 80’s and Dixie Power recommended having a spare and provided specifications for the bid notice. The team is researching the low bidder, which was Border States for \$120,037.50. If Border States meets all the specifications, they would like to award the bid to them.

Chris Hart moved to approve and award the low bid to Border States if they meet the specifications, with a 5% contingency, so that we have a spare transformer in place when needed. Adam Bowler seconded the motion. All voted aye.

Zach discussed a **home in Parkside Subdivision in Hurricane by Grandpa’s Pond.** A water line broke and leaked in the area, causing approximately \$90,000 to \$100,000 in damage. Interstate Rock is the developer of the subdivision and is proposing the district split the costs with them, each paying 50%. Zach said this is under the amount required for board approval, but he wanted them to be mindful of the cost and, if there are no objections, he will approve the expenditure. No objections were stated.

Ratifying the award of the grazing and management lease of district property near Kolob Reservoir was next on the agenda. The district leases this property

every five years. The highest bidder has determined not to proceed so the lease goes to the second highest bidder, the Blake family. This family had the prior lease and does a good job managing the property; they already know the land and have submitted their grazing plan. They also must maintain the fencing. The proposal is to ratify and approve the Blakes for another five-year lease.

Chris Hart made a motion to approve awarding the grazing and management lease on district property near Kolob Reservoir to the Blake family. Ken Neilson seconded the motion, and all voted aye.

Zach reported on the following during his Manager's Report:

Increased visitation at **Kolob Reservoir** caused issues with site management, waste removal, fire hazards (illegal campfires), extended-stay camping, property damage, use of jet skis on the reservoir etc. Property owners have been vocal about concerns. There was discussion regarding site and camping management. Property owners don't want state parks managing it. Ed said he doesn't think the district should be in the recreation business and the rest of the board agreed. Victor said some kind of enforcement is needed to prevent the reoccurrence of issues. He said he thinks the county and the water district should work on this together to consider options and engage state parks as a potential advisor.

Zach also updated the board on the **excess water surcharge proposal**. As part of Zach's update, Aaron Anderson from Bowen & Collins Engineering presented some additional information on the excess water surcharge proposal. He recommended identifying tier thresholds and showed examples of users by percentile and surcharge fees for one month, July. He considered board input on the thresholds and tried to keep it in line with impact fees. The board members had various questions for Aaron which he answered. He said the board will have to decide where to start the tier thresholds and the amount of the surcharge.

Zach asked what the next steps should be and if the board is ready for a public hearing. Ed said he would like to see how this would affect schools and churches, etc. first. Jon Pike suggested bringing a few more eyes and ears on this before we do anything, such as city managers and water managers. Zach said they could make a presentation at the RWSA Administrative Meeting.

Zach gave a **status of the water year** and showed the readings from various Snotel sites. He also reported reservoir levels. Kolob Reservoir is now draining into Quail Creek and Sand Hollow Reservoirs.

Zach reported that one district employee recently tested positive for Covid; there are four employees currently in quarantine.

The *approval of the minutes of the December 2, 2020 Board of Trustees meeting* was next on the agenda. After review by board members, the following motion was made:

Ken Neilson moved to approve the December 2, 2020 Board of Trustees' meeting minutes as presented. Jon Pike seconded the motion. All voted aye.

There was no further business to come before the board, and the meeting was adjourned upon motion.

Secretary