



BOARD OF TRUSTEES MEETING MINUTES
March 2, 2022

Minutes of a public meeting of the board of trustees of the Washington County Water Conservancy District, held on Wednesday, March 2, 2022, at 533 East Waterworks Drive, St. George, Utah at 6 pm. Those board members present for the meeting were: Chair Ed Bowler, Kevin Tervort, Michele Randall, Chris Hart, Adam Bower, Victor Iverson and Kress Staheli. Also present were General Manager Zach Renstrom, Associate General Managers Corey Cram and Brie Thompson. Jodi Richins, attorney; Karen Barnum, Senior Accountant and Roberta McMullin; Secretary/Treasurer were also present. Other guests at the meeting are included in the sign in sheet attached to these minutes.

Chair Ed Bowler welcomed everyone to the meeting.

The first item on the agenda was *notice of dredging spending at Sand Hollow Reservoir*. Zach showed the board the large pipe where most of the water comes in the reservoir. They noticed last year that the gate wouldn't close. Scuba divers went down to check it out and silt debris had accumulated there over the years that kept the gate from closing. The district got some professional scuba drivers and they started dredging. They came in with a cost of about \$40,000. They started sucking out the dirt and it sloughed off so they came back and we authorized them to do more. They started dredging and more sloughing off and they have gone over \$100,000 which Zach is supposed to notify board if over \$100,000 is spent. It turned in to a project that cost more than planned so he is just notifying the board why this happened and why it was over \$100,000. It is very important to proceed with this and get the gate to close. This silt has been building over for 20 years. It will be close to \$140,000 when done.

The consideration of *three resolutions updating Personnel Policy & Procedures* was next on the agenda:

A Resolution Updating Personnel Policy & Procedures Regarding Safety Procedures was first. Redlined copies of all three updated resolutions were given to the board so they could see the changes proposed. The biggest change on the safety procedure resolution was adding language that requires an employee to report anything at any district workplace or project they see that is not safe. If they don't, it is a violation of policy. After discussion the following motion was made:

Chris Hart moved to approve the Resolution Updating Personnel Policy & Procedures Regarding Safety Procedures which was seconded by Kevin Tervort. A roll call vote was taken as follows:

<i>Victor Iverson</i>	<i>Yes</i>
<i>Kress Staheli</i>	<i>Yes</i>
<i>Chris Hart</i>	<i>Yes</i>
<i>Michele Randall</i>	<i>Yes</i>
<i>Adam Bowler</i>	<i>Yes</i>
<i>Kevin Tervort</i>	<i>Yes</i>
<i>Ed Bowler</i>	<i>Yes</i>

A Resolution Updating Personnel Policy & Procedures Regarding Group Health and Benefits – Zach said this proposed change is specifically looking at early retirement before age 65 and health insurance. The policy states if an employee retires at age 62, they could stay on our insurance, but would have to pay for the insurance premiums. Under COBRA they can stay on for a year and half, but this would give them an extra year and a half. There was a lot of discussion about taking out the word “early” and whether to change it from age 62 to 60. After the discussion, the following motion was made:

Chris Hart made a motion to approve the Resolution Updating Personnel Policy & Procedures Regarding Group Health and Benefits with an amendment to exclude the word “early” and change the age from 62 to 60. Victor Iverson seconded the motion, and a roll call vote was taken as follows:

<i>Victor Iverson</i>	<i>Yes</i>
<i>Kress Staheli</i>	<i>Yes</i>
<i>Chris Hart</i>	<i>Yes</i>
<i>Michele Randall</i>	<i>Yes</i>

<i>Adam Bowler</i>	<i>Yes</i>
<i>Kevin Tervort</i>	<i>Yes</i>
<i>Ed Bowler</i>	<i>Yes</i>

A Resolution Updating Personnel Policy & Procedures Regarding Duties of Treasurer & Financial Policies and Procedures was discussed. Zach said the suggested changes on this policy are to update practices and directions from the state auditor regarding the treasurer tracking all ACH and credit card payments.

Victor Iverson moved to approve the Resolution Updating Personnel Policy & Procedures Regarding Duties of Treasurer & Financial Policies. Chris Hart seconded the motion, and a roll call vote was taken as follows:

<i>Victor Iverson</i>	<i>Yes</i>
<i>Kress Staheli</i>	<i>Yes</i>
<i>Chris Hart</i>	<i>Yes</i>
<i>Michele Randall</i>	<i>Yes</i>
<i>Adam Bowler</i>	<i>Yes</i>
<i>Kevin Tervort</i>	<i>Yes</i>
<i>Ed Bowler</i>	<i>Yes</i>

Discussion of will-serve letters – Zach said he would like to have a discussion on will-serve letters and this discussion will probably continue for several months. He explained that presently the district only reserves water for those signing and paying impact fees. Developers are nervous and worried about the financing of projects without a will-serve letter.

There are different options as we move forward and there will be a lot of discussion about this. Zach said he would like ideas and thoughts from the board regarding this.

Chris Hart said he believes every city needs to face the reality that at the current moment in time we have a limited supply of water and a lot of committed water. The responsible thing is to get a handle on that. He added that cities need to realize that the time to slow down development is at the application of zone change or development application, but not at the permit stage. He said he believes that the district needs to determine the number of ERC's that are out there and based on the current requirements for current water needed per ERC, the district will have to proportion it based on population. Cities are reliant on the district and if they have that information each city can look at what they have as far as platted lots and

determine if they are going to put a moratorium on how long they will hold on to final plats. They can determine their current limitations and how they are going to handle that as they receive new development applications and how they will use their water.

Zach said there will need to be continued discussion on this and the board can call and share additional ideas they have. He said they would like to get this resolved by the middle of summer

Access to Sand Hollow State Park – Zach showed the board on a map where the fence is and where individuals come in. They have allowed this since the reservoir was built and homes were built there. Now they have had some vandalism and more trespassing and the neighbors don't like it. Zach said they have talked to law enforcement and the state park people. They had even kicked the idea around of making it a public access because most of the people are going walking, running, walking a dog, etc. but then out of state people might try and get in without paying.

Zach said we have reason to keep people out because the district has some critical infrastructure in this area and people are doing things like riding ATV's through, climbing trees and other things.

There was discussion among board. Chris Hart said there is a legal way in and that is what they should use. Ed said if we have infrastructure in that area, we are concerned about maybe we should just put up a chain link fence and keep people out of that area. Kevin Tervort added that the district has a responsibility to protect our infrastructure and there is another way for people to get in. Ed said we need to route people to the legal access to the park.

Mayor Nanette Billings regarding district property - Mayor Billings said that they have had interest from event promoters in building a parking lot across from the Sand Hollow Park entrance near the Sand Hollow Resort on a 100 acre parcel the district owns. There was discussion among the board. No action was taken but the board members agreed if Hurricane wanted it and the promoter would pay for it they would consider it. She said she would let the district and the board know if there is further interest in doing this.

Status reports on projects

Ash Creek project – Corey reported that the main pipeline coming down from Ash Creek reservoir is about 90% designed for the first bid to create pad through there and about 50% designed for the pipeline. He said the district has a contract

issued with WW Clyde to build the diversion on Ash Creek that ties into main pipeline.

Toquer Reservoir – They are working on the foundation design for the reservoir. They are looking at a big cut off trench and grout curtain and now thinking a different design might be better. Corey said he may arrange for a presentation at the next board meeting on this. They have a contract with Interstate to move the lift station and they are waiting for parts.

Cottam Tank – Wadsworth has started dirt work on foundation to move that forward. Issued a contract with Gardner Brothers Drilling to drill a third well there and they will be creating a well pad which they should be starting soon.

Manager's Report –

Quail Creek Pipeline Assessments– The board authorized a contract to do a Quail Creek pipeline assessment. Zach showed some slides showing where that pipeline runs. Through Hurricane it is large diameter pipe, and it goes near some homes. He showed a picture the device the company uses to measure and assess the pipeline. Their preliminary report shows the pipe is still in very good shape. There are no major flaws, but we are still waiting for final report. There could be some areas that we need to assess.

Update on water year – Zach reported that we are almost at dead average right now and one of the best in the state right now. The Upper Virgin is at 98% and Santa Clara 116%. Also, the SnoTel site by Kolob Reservoir shows we are right at average also.

Lake Levels – Sand Hollow is a little under 80%, Quail Creek 65%, Gunlock is starting to creep up to around 55%, and Kolob is between 50 and 60%.

Utah Water Users Conference, March 22 and 23 at Dixie Center. Water district dinner will be Monday, March 21 at 6:00 pm at Dixie State University. Let Roberta know if you are planning on coming to dinner or would like to be registered for the conference.

Legislature – Zach told the board about \$250 million dollars was spent on water conservation and reuse at this legislative session. Reviewed two important water bills –

Chair Ed Bowler called for comments from the audience. David Neilson, Tech Ridge Manager, said he would be happy to discuss will-serve letter ideas with board members.

Approval of Board of Trustees meeting minutes from Feb. 2, 2022 - The minutes were reviewed by board members and the following motion was made;

Michele Randall moved to approve the minutes of the February 2, 2022, Board of Trustees Meeting. Adam Bowler seconded the motion, and a vote was taken as follows:

<i>Victor Iverson</i>	<i>Yes</i>
<i>Kress Staheli</i>	<i>Yes</i>
<i>Chris Hart</i>	<i>Yes</i>
<i>Michele Randall</i>	<i>Yes</i>
<i>Adam Bowler</i>	<i>Yes</i>
<i>Kevin Tervort</i>	<i>Yes</i>
<i>Ed Bowler</i>	<i>Yes</i>

The meeting was adjourned upon motion by Kevin Tervort.

Secretary

**WASHINGTON COUNTY WATER CONSERVANCY DISTRICT
A RESOLUTION UPDATING PERSONNEL POLICY & PROCEDURES
REGARDING SAFETY POLICIES**

WHEREAS, Washington County Water Conservancy District Personnel Policy & Procedures provides a policy related to Safety;

NOW THEREFORE, be it resolved that the following section of the Personnel Policy & Procedures shall be amended to include the underlined language and omit the stricken language:

SAFETY POLICIES

Safety

It is the intent of the District to comply with all applicable rules and regulations pertaining to the Occupational Safety and Health Act as established under federal or state law.

The District employees are expected to be safety conscious and to assist in keeping the District a safe workplace. The following general safety rules will apply in all District work places. Each work unit may prepare separate safety rules applicable to the specific nature of work in their area to promote safety. Employees are required to follow the General Safety Rules and reporting and safety requirements in this policy and all other safety rules prepared by the District. Violations of the General Safety Rules and safety requirements in this policy, or any other safety rules prepared by the District, or a failure to report any violation or potential safety hazard may result in disciplinary action, up to and including termination.

The District shall post, in a conspicuous place, a list of telephone numbers or addresses as may be applicable so that necessary help can be obtained in case of emergency. The list shall include: doctor, hospital, fire department, police or sheriff, ambulance, and responsible supervisor.

Employees shall be required to participate in safety training programs. The District will provide safety equipment.

General Safety Rules

The following general safety rules will apply in all District work places. Each work unit may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.

1. Extreme caution should be exercised by employees operating any type of power equipment.
2. Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, and hard hats, if required or appropriate to the work performed.

3. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines.
4. All accidents, regardless of severity, personal or vehicular, are to be reported immediately to the supervisor.
- ~~5. Defective equipment should be reported immediately to the supervisor.~~
- ~~6.~~ 5. Employees will not operate equipment or use tools for which training or orientation has not been received.
- ~~7.~~ 6. In all work situations, safeguards as required by State and Federal Safety Orders will be provided and must be adhered to by the employee.
- ~~8.~~ 7. Know Employees are required to know the safe manner in which to perform any task as assigned. If there is any doubt, ask your supervisor for assistance.
8. The employee is under no circumstance to take unnecessary risks.
9. The employee shall not ~~or to~~ perform duties under potentially hazardous conditions without utilizing appropriate safeguards where indicated.
10. The employee shall report immediately, any unsafe condition, circumstance or procedure to the supervisor. ~~if there is any doubt,~~ consult the supervisor.
11. Immediately report all injuries regardless of the type, or degree of severity.
12. The employee is required to utilize personal safety equipment such as goggles, gloves, boots, dust masks, caps, coveralls, etc., as indicated as essential to personal protection.
13. Seat belts shall always be worn when the employee is a passenger in or driving a District vehicle.
14. When lifting containers and other heavy materials, the employee's back should remain straight and knees bent, with lifting being accomplished by the legs. Summon help for heavy loads.
15. Inspect all tools, materials or equipment prior to use. Never use defective tools, materials or equipment. Immediately report defective tools, materials or equipment to the supervisor. Utilize the correct type and size of tool or equipment for the task.
16. Prior to starting any machinery, be certain that other personnel are safely away, and that all appropriate safety guards are properly in place.
17. Be certain that all equipment is completely stopped as well as cool prior to regular lubrication or other adjustments, etc.
18. The employee shall not start or operate any machinery or other equipment or accessory unless authorized and qualified to do so.
19. All tools and accessories shall be cleaned or decontaminated after each use and returned to their proper place of safe storage.
20. All District employees shall be ~~regularly~~ responsible for the maintenance of a clean and safe working environment.
21. The employee shall immediately and effectively clean and decontaminate the site of any chemical spill and shall be responsible for the proper temporary storage if necessary, or prompt disposal of those materials utilized in the cleanup/decontamination process.

22. Do not attempt to utilize any electrically powered equipment or activated circuits if hands are wet, or the employee is standing in, or in the immediate proximity of pooled water. Properly ground all electric hand tools.
- ~~23. Inspect ladders, vehicle jacks, pulleys, hydraulic hoists, etc., prior to regular use. Never attempt to use such equipment if found defective.~~
- 24-23. Know the location of all fire extinguishers as may be placed within the District Office, shop or vehicles. Know how to use them.
- 25-24. Know the location of the nearest first-aid kit and memorize the telephone number of the Poison Control Center. The number 911* is an option in any emergency.
- 26-25. Never fail to obey all hazard warning signs and other warning signs.
- 27-26. The employee shall not smoke, or permit open flames, smoldering materials or other thermal hazards in or around fuel tanks and pumps, storage sheds or maintenance shops.

Accident Reporting Procedures

If an employee is injured in connection with employment, regardless of severity of the injury, the employee must immediately notify the supervisor, who will see to necessary medical attention and complete required reports. In any case of serious injury, employees are to receive prompt and qualified medical attention followed by the filing of necessary reports.

Safety Hazard Reporting Procedures

If an employee knows of a safety hazard or incident in which safety is compromised, regardless of the severity of the hazard or incident, and regardless of whether any injury has resulted, the employee must immediately notify the supervisor.

Emergency Information

Emergency information shall be kept on file for all employees for reference in case of an emergency, including current information on next of kin, phone numbers, addresses, etc. Each employee is required to keep the District current and report any changes to emergency information.

* Signatures on following page. *

ADOPTED by the Board of Trustees this 2nd day of March, 2022.

WASHINGTON COUNTY
WATER CONSERVANCY DISTRICT:



Ed Bowler, Chairman of the Board

ATTEST:



Roberta McMullin, Secretary

VOTING:

Ed Bowler	Yea	<input checked="" type="checkbox"/>	No	___
Adam Bowler	Yea	<input checked="" type="checkbox"/>	No	___
Chris Hart	Yea	<input checked="" type="checkbox"/>	No	___
Victor Iverson	Yea	<input checked="" type="checkbox"/>	No	___
Michele Randall	Yea	<input checked="" type="checkbox"/>	No	___
Kress Staheli	Yea	<input checked="" type="checkbox"/>	No	___
Kevin Tervort	Yea	<input checked="" type="checkbox"/>	No	___

**WASHINGTON COUNTY WATER CONSERVANCY DISTRICT
A RESOLUTION UPDATING PERSONNEL POLICY & PROCEDURES
REGARDING GROUP HEALTH AND BENEFITS**

WHEREAS, Washington County Water Conservancy District Personnel Policy & Procedures provides Group Health and Benefits;

NOW THEREFORE, be it resolved that the following section of the Group Health and Benefits titled "Early Retirement Health Insurance Coverage" shall be amended to include the underlined language and omit the stricken language:

Early Retirement Health Insurance Coverage

Employees who are retiring ~~early~~, who have attained the age of 62 or older, and who are covered under the group medical insurance plan pursuant to the terms of the "Group Insurance" section at the time of retirement, will be permitted (along with their qualifying dependents) to continue coverage under the group medical insurance plan until the employee qualifies for Medicare or is deceased.

~~The District will pay the insurance premium for employees (and their qualifying dependents) who are retiring early, who have attained the age of 62 or older, who have worked 30 qualifying years under the Utah State Retirement System, and who are covered under the group medical insurance plan pursuant to the terms of the "Group Insurance" section at the time of retirement. Any other~~ Employees who are permitted under the terms of this section to continue coverage are responsible for paying their applicable all insurance premiums.

DATED this 2nd day of March, 2022.

WASHINGTON COUNTY
WATER CONSERVANCY DISTRICT:

Ed Bowler, Chairman of the Board

ATTEST:

Roberta McMullin, Secretary

VOTING:

Ed Bowler	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Adam Bowler	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Chris Hart	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Victor Iverson	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Michele Randall	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Kress Staheli	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Kevin Tervort	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**WASHINGTON COUNTY WATER CONSERVANCY DISTRICT
A RESOLUTION UPDATING ADMINISTRATIVE POLICY & PROCEDURES
REGARDING DUTIES OF TREASURER & FINANCIAL POLICIES AND PROCEDURES**

WHEREAS, Washington County Water Conservancy District Administrative Policy & Procedures provides a policy related to duties of Treasurer and Financial Policies and Procedures;

NOW THEREFORE, be it resolved that the following sections of the Administrative Policy & Procedures shall be amended to include the underlined language and omit the stricken language:

2.18.2 Duties of Treasurer.

Pursuant to Utah Code Annotated, Title 51, Chapter 7, as amended (State Money Management Act) Title 17, Chapter 1, as amended (Fiscal Procedures for Local Districts), the Treasurer shall have the following duties:

- a. The Treasurer shall be custodian of all money, bonds, or other securities of the District.
- b. The Treasurer shall determine the cash requirements of the District and provide for the deposit and investment of all idle cash money as provided in Utah Code Annotated, Title 51, Chapter 7, as amended (State Money Management Act) and Utah Code Annotated, Section 17B-1-633.
- c. The Treasurer shall receive all public funds and money, including credit card and ACH transactions, payable to the District within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue as provided by in the Utah State Money Management Act, and keep an accurate detailed account in the manner provided in this chapter and as the governing body of the District may by resolution from time to time direct. ~~Prior to deposit all funds shall be held in a securely locked location as designated by the Treasurer, and keep an accurate detailed account in the manner provided in this chapter and as the governing body of the District may by resolution from time to time direct [11-35-137 U.C.]~~
- d. The Treasurer shall collect all special taxes and assessments as provided by law and ordinance.
- e. The ~~District~~ Treasurer shall give or cause to be given to every person paying money, including credit card and ACH transactions, to the District Treasury, a receipt or other evidence of payment, specifying, as appropriate, the date of payment and upon which account paid and shall file the duplicate of the receipt.
- f. The Treasurer shall sign all checks. Prior to affixing the signature, the Treasurer shall determine that a sufficient amount is on deposit in the appropriate bank account of the District to honor the check.

- g. The Treasurer shall promptly deposit all District funds in the appropriate bank accounts of the District within three business days of collection as provided in the State Money Management Act.
- h. It shall be unlawful for any person to commingle District funds with the person's own money. If it appears that the Treasurer or any other officer is making a profit out of public money, or is using the same for any purpose not authorized by law, the Treasurer or officer shall be suspended from office.
- h.i. The Treasurer shall be responsible for monitoring expenditures during the fiscal year.

4.6 CHECKS

All checks shall be signed by two authorized check signers limited to the Chairman of the Board, General Manager, District's Treasurer or other member of management as approved by the General Manger provided that the member of management does not have access to blank checks.

4.7 CREDIT CARD AND ELECTRONIC PAYMENTS

If credit card or electronic funds are deposited into a third-party holding credit card or ACH transaction account those funds will be transferred into the District's account at least on a monthly basis by the Treasurer and entered by the clerk in the ledger of the District.

4.8 RECEIPTS

Pursuant to Utah Code Annotated, Section 17B-1-634, Every person making a cash, credit card or electronic payment to the District will receive a receipt or other evidence of payment, specifying, as appropriate, the date of payment and the account for which the payment is paid. Receipts are to be made in a manner such as system-generated or sequentially-numbered that allows for a review of completeness. The duplicate of the receipt will be entered by the clerk in the cash receipting ledger of the District within three days of the cash receipt.

If a receipt needs to be voided or altered, the person voiding or altering the receipt will submit the original receipt and the corrected receipt, together with a written explanation (on the receipt or separately as needed) to the person's supervisor for review.

4.9 SECURITY

Until deposited, cash funds will be held in a securely locked location as designated by the Treasurer. Only those who have authority to make deposits will be allowed access to the location. The funds will be deposited in the bank within three business days of receipt.

* Signatures on following page. *

ADOPTED by the Board of Trustees this 2nd day of March, 2022.

WASHINGTON COUNTY
WATER CONSERVANCY DISTRICT:



Ed Bowler, Chairman of the Board

ATTEST:



Roberta McMullin, Secretary

VOTING:

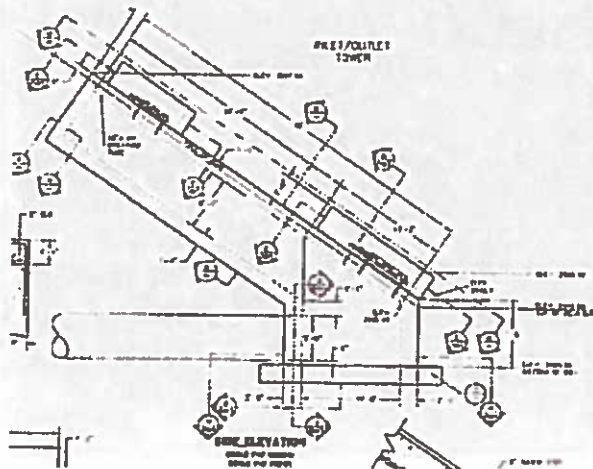
Ed Bowler	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Adam Bowler	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Chris Hart	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Victor Iverson	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Michele Randall	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Kress Staheli	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Kevin Tervort	Yea <input checked="" type="checkbox"/>	No <input type="checkbox"/>



Board Meeting March 2022

1

Sand Hollow Reservoir

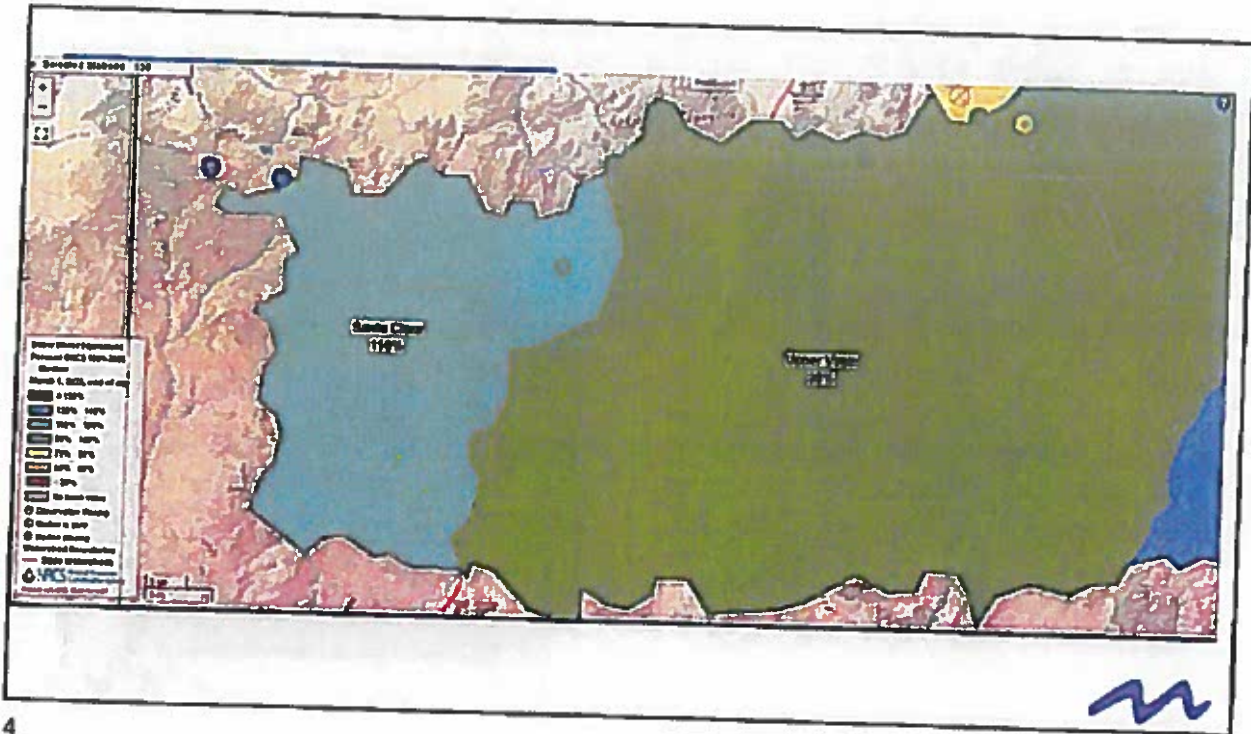


2

Quail Creek Pipeline Assessment



3



4