

# **CACHE WATER DISTRICT BOARD OF TRUSTEES MEETING**

**OCTOBER 2, 2017**

## **MINUTES**

The Cache Water District Board of Trustees convened in a regular session on October 2, 2017 at 5:30 p.m. in the Cache County Historic Courthouse, Council Chambers, 199 North Main Street, Logan, Utah.

### **ATTENDANCE**

#### **MEMBERS OF THE BOARD IN ATTENDANCE:**

Jeannie F. Simmonds – Logan #1 Council District  
Barbara Y. Tidwell – Logan #2 Council District  
Herm Olsen – Logan #3 Council District  
Max Pierce – North Council District  
Bret Randall – Northeast Council District  
Jonathan W. Hardman – South Council District  
Shaun Dustin – Southeast Council District  
Jon White – At-Large Position  
David L. Erickson – At-Large Position  
Don Baldwin – Agricultural Representative

#### **MEMBERS OF THE BOARD ABSENT:**

Jared Clawson – At-Large Position

#### **ALSO IN ATTENDANCE:**

Craig W Buttars – Cache County Executive  
Clint Carney – Utah State University  
Lisa Welsh – Utah State University  
Chris Slater – J-U-B Engineers  
Hilary Shughart – Bridgerland Audubon Society  
Ann Neville – The Nature Conservancy  
Mike Allred – Utah DWQ  
Wayne Honaker  
Janeen Allen

### **CALL TO ORDER**

The meeting was called to order by Chair, Jeannie Simmonds at 5:30 p.m.

### **REVIEW AND APPROVAL OF MINUTES AND AGENDA**

1. **MINUTES** (September 11, 2017)
2. **AGENDA** (October 2, 2017)

**ACTION: Motion was made by Olsen and seconded by White to approve the September 11, 2017 minutes and the October 2, 2017 agenda of the Cache Water District as written. The vote in favor was unanimous, 10-0; Clawson absent for vote**

## **PUBLIC COMMENT**

There was no public comment.

## **ITEMS OF BUSINESS**

### **1. RESOLUTION - APPROVAL OF INTERLOCAL AGREEMENT WITH CACHE COUNTY**

**ACTION: Motion was made by Olsen and seconded by Erickson to approve Resolution 2017-01: Approving the Interlocal Cooperative Agreement between Cache Water District and Cache County for Funding and Services. Motion carried with on a vote of 9-1; Aye Votes: Simmonds, Tidwell, Olsen, Pierce, Randall, Hardman, White, Erickson, Baldwin; Nay Vote: Dustin; Clawson absent for vote**

## **DISCUSSION ITEMS**

Simmonds chose to address each of the discussion topics in reverse order as they appeared on the agenda.

### **1. UPDATE ON “SLOW THE FLOW” PROGRAM**

Simmonds attended the meeting in Salt Lake City. Those in attendance included Utah Valley Water Conservancy District, Jordan River Water District, Uinta Basin, and Washington County. She explained that the State Legislature allocated \$750,000 to water saving initiatives in the state of Utah. Each entity pays a dues amount based on its budget and service area. Cache Water District’s contribution is \$10,000.

Rebates totaling \$27,000 will be available to residents of Cache County beginning next spring for the use of smart water meters. The State is currently creating a website that will manage all the rebates in the state. CWD will have a link on its website that goes directly to this State website when it is up and running.

Members of the board raised a lot of questions about the smart water meters such as “Who would be able to use them?” “What will they cost?” “How will they be installed?” “How will they be monitored?” “Where will the money go?” Who will read the data and what will they do with it?” Dustin added that there is no point in spending money on collecting data without knowing what will be done with it. He was also concerned with the cost to the District to run the program. Simmonds responded that there will be no cost to run the program because the State will run the rebate program.

Simmonds allowed a comment from a member from the audience, Hilary Shughart, who said the District is looking at it the wrong way. It’s an established fact that homeowners are wasting a huge amount of money by watering their lawns incorrectly. The program is primarily for water conservation

and to get people to stop wasting all that water.

Simmonds said she will get more details about how the program works and bring it back to the board.

## **2. PLANNING MEETING SCHEDULE**

Simmonds asked the board members when they would like to meet to have a planning meeting to discuss the future progress of the Cache Water District. White suggested having everyone send their top three ideas for moving forward to Simmonds so they can discuss them during the meeting. Simmonds asked each of the board members to send her their list so she could compile it for the meeting.

## **3. BONDING AND LIABILITY INSURANCE**

Simmonds said this item will be on hold until the Interlocal Agreement is signed and the District receives the funding allocation from the County.

## **4. MEMBERSHIP IN THE UTAH ASSOCIATION OF SPECIAL DISTRICTS**

Simmonds said this organization would be a great benefit to the District. The annual cost for membership is \$379. There is an annual meeting in November and there are also a lot of resources available online at: [www.uasd.org](http://www.uasd.org)

Simmonds added that Voneene Jorgensen from the Bear River Water District said it is the best organization to belong to.

**ACTION: Motion was made by White and seconded by Olsen that the Cache Water District join the Utah Association of Special Districts. The vote in favor was unanimous, 10-0; Clawson absent for vote**

## **5. CACHE WATER DISTRICT CLERK POSITION**

Simmonds said there was a job description of responsibilities distributed at the last meeting of the clerk position. Simmonds noted that Debbie Zilles who works for Logan City would be willing to take the minutes for the water district meetings.

The board discussed writing up a job description for a part-time employee to take minutes, maintain the website and other duties associated with the district. In the interim they could procure the services of Zilles with the minutes. Erickson suggested offering her \$15 per hour for taking minutes.

**ACTION: Motion was made by Erickson and seconded by Tidwell to pay \$15 per hour to Debbie Zilles to take minutes of the Cache Water District meetings for the next two meetings while the board moves in the direction of hiring a part-time clerk for the Cache Water District. The vote in favor was unanimous, 10-0; Clawson absent for vote**

Simmonds will contact Zilles about taking minutes for the next two meetings while the CWD works to hire a part-time clerk for the district.

## **6. CACHE WATER DISTRICT MANAGER JOB DESCRIPTION AND SCOPE OF DUTIES**

Simmonds discussed putting together this job description with Bob Fotheringham's input and noted that the salary range for his position as Cache County Water Manager when it posted in 2007 was \$4,853 to \$6,933 per month. She stated that the Jordan River Water Conservancy District General Manager makes \$176,000 per year.

She asked the board some questions for their input:

- (1) Does the Water District have enough things for a General Manager to do right now?
- (2) Do you want to invest in a project or two in the next year or two to get established and save money to hire a General Manager down the road?
- (3) Do you want to hire a General Manager right now?

Dustin said they really need to consider the charter and move towards accomplishing the goals in that charter. He is in favor of getting a general manager now who sees the vision of the charter and can carry the district forward.

White agreed. He believes the district will benefit most by hiring someone who can attend all the meetings and can grow with the district.

Tidwell also agreed that the best thing for the district is to hire a General Manager as soon as possible, hopefully by January 1, 2018.

Randall suggested waiting until January when there is money in the bank and they have the time in between to discuss how they want to move the district forward.

After discussion, the board determined to meet next time at 4:30 p.m. for a work session before the regular meeting to discuss the future of the district. Simmonds reminded everyone to send her their priorities for the district so she can have them ready for the work session.

Simmonds noted that she would be calling a short Executive Session right before the next meeting to discuss property acquisition.

The rest of the meeting consisted of a review and discussion of the job description for General Manager.

## **OPEN ITEMS**

No additional items were discussed.

## **ADJOURN**

The meeting adjourned at 6:31 p.m.