

## **Town of Huntertown Utility Service Board Meeting Minutes for December 2, 2019**

A meeting of the Huntertown Utility Service Board was held on Monday, December 2, 2019 at approximately 5:00 p.m. Attendees included board members Jim Fortman, Kerri Garvin and Brad Hite (P); Clerk-Treasurer Ryan Schwab; Town Manager Beth Shellman and Town Engineer Derek Frederickson. Also present were six (6) members of the public and one (1) reporter.

Brad Hite called the meeting to order at 5:00 p.m. with the Pledge of Allegiance.

### **Board Actions**

Jim Fortman made a motion to approve the minutes from the November 4, 2019 regular meeting. Kerri Garvin seconded. Motion passed, 3-0.

Brad Hite made a motion to approve the water and sewer claims, each dated November 18, 2019; November 25, 2019 and December 2, 2019. Jim Fortman seconded. Ryan Schwab provided an update to the December 2, 2019 water claims. After no further discussion, the motion passed, 2-0.

Jim Fortman made a motion to enter into a 3-year contract with Engineering Resources Inc. as the town engineer beginning in 2020; and that the contract should include language that allows the town to seek other engineering firms for special projects and changes the language regarding construction inspection to an as-needed basis. Kerri Garvin seconded. Motion passed, 3-0.

Jim Fortman made a motion to enter into a 3-year contract with Hawk Haynie Kammeyer & Smith as the town attorney in 2020; and that contract should include language that allows the town to see other attorney services for special needs/projects and also reduces the not-to-exceed amount in the contract from \$50,000 to \$25,000. Brad Hite seconded. The motion passed, 2-1 (Kerri Garvin – Nay; Jim Fortman – Aye; Brad Hite – Aye).

Jim Fortman made a motion to approve job description revisions as presented, with one change to the utility #4 description which changes the review time for a new employee from 90 days to 60 days. Kerri Garvin seconded. Motion passed, 3-0.

Brad Hite made a motion to approve the 2020 Utility Service Board meeting schedule as presented, with the exception that each date needed to reflect the year 2020 and not the year 2019. Kerri Garvin seconded. Motion passed, 3-0.

Brad Hite made a motion to approve the 2020 Utility Service Board budget as presented. Kerri Garvin seconded. Ryan Schwab noted one change was made to the water chemicals line item, raising it from \$20,000 to \$30,000. After no further discussion, the motion passed, 3-0.

### **New Business**

Outside of items listed under Board Actions, the following new business was brought forth:

- Beth Shellman presented the board with three quotes for a new truck to purchase in 2020. Discussion items included quad-cab vs. single cab trucks; the cost for a cash purchase vs. a lease plan; purchase of a plow for the vehicle; and whether the quote from H&H Sales was for a 2020 vehicle like the other two quotes or for a 2019 vehicle as listed on the quote. The board elected to table discussion until a clarification on the H&H Sales quote was presented.

### **Old Business**

Outside of items listed under Board Actions, no old business was brought forth.

### **Reports**

Outside of items listed under Board Actions, Clerk-Treasurer Ryan Schwab had the following report:

- He shared with the board quotes for cyber liability insurance. He shared the same information with the Huntertown Town Council at its meeting on November 25, 2019 and they were interested in purchasing a policy. The board provided no feedback and Schwab said he would communicate with the town's insurance agent to begin the process.

Town Manager Beth Shellman handed out a copy of her report and had no additional information to report.

Town Engineer Derek Frederickson had the following report:

- He presented the town with information on a water main extension project for Lima Road. The project has three components: 1) a new 12-inch water main from the existing main on Cedar Canyons Road to the existing main on Shoaff Road at an estimated cost of \$525,000.00; 2) an alternate 8-inch water line from Lima Road to the Brownstone Section 2 utility easement at an estimated cost of \$165,000; 3) potential abandonment of the Shoaff Road lift station by force main or gravity at an estimated cost of \$175,000. Engineering Resources is proposing a fee of \$60,550 for its services on the project. Topics on conversation included seeking USDA grants for the project, the impact of the rate study and potential surcharges to new customers in relation to funding the project; and the timeline for the project if approval was given in January. After no further discussion, no action was taken.
- He met with Beth Shellman and a group of developers to discuss possible development in town's northeast corridor. He provided a handout that noted capacity for the area; noting that existing capacity can handle 276 connections, however 312 are needed for the two current projects. Adding a 6-inch force main to the Woods Road Lift Station at an estimated cost of \$190,000 would improve the capacity to 444 connections. A second force main project could add 1,500 to 2,000 new connections at an estimated cost of between \$4.25 and \$5.1 million. Topics of conversation included the impact of the rate study and potential surcharges to new customers in relation to funding the projects; borrowing from the 609 Area Connection Fee fund to help pay for the Woods Road project; and how much need there is for the Woods Road project. After no further discussion, no action was taken.

#### **Public Comment**

None were brought forth

Jim Fortman shared with the public that he has been notified that he will not be re-appointed to the board in 2020. He wanted to thank everyone he had the privilege of working with and said it was an honor to serve the town.

Jim Fortman made a motion to adjourn. Brad Hite seconded. Motion passed with a voice vote and the meeting adjourned at 6:04 p.m.

Attest:

Brad Hite  
President

Ryan Schwab  
Clerk Treasurer