

High Valley Water Company  
Meeting Minutes for November 28<sup>th</sup>, 2023

Board Members Present: Scott Houston, Meghan Newsome, Geneo Young, Dave Maurer

Staff Members Present: Andy Oylar, Justin Rametta

Sunrise Engineering: Derek Johnson and Earth Services: Called in sick

Meeting Opened at 7PM by Justin Rametta

Minutes from October 24<sup>th</sup>, 2023 meeting read and approved

Financial statements from October 2023 reviewed and approved.

Earth Services was supposed to attend tonight's meeting in order to give us an update on progress but sent a text message a couple hours before the meeting saying they were "under the weather" and unable to attend.

Geneo gave a brief summary of what progress he's seen done on the new water line project in the past month and has been thoroughly disappointed. His suggestion was to instruct Earth Services to halt all work on the Countryside loop line and focus on fire hydrants and cleanup to get us ready and safe for the winter.

Andy has agreed to flag all unmarked hydrants by the end of the week, and order parts to raise and fix hydrants if Earth Services doesn't have it done by the end of the week as promised. The board has agreed to pay Andy to do this work and Justin agreed to notify Earth Services that we intend to take corrective action ourselves and send them an invoice for reimbursement.

Geneo asked Derek how we should leave the unfinished line on Countryside for the winter. His suggestion was to drain and possibly even blow out the water. Not having been in a situation like this before, Derek was going to consult with some coworkers and get back to us if they have any different advice.

Derek gave us an update on pay applications from Earth Services. He said they have been getting some of the required documentation from Earth Services, but not all of it. We briefly discussed the risk of having unpaid subcontractors of Earth Services try to file a lien against High Valley and how they'd do it. Nobody really knew what that exposure, if any, would look like but thought it should be looked into.

Andy reported that his guys have checked on each meter vault and replaced lids etc as necessary. Should be ready to go for the winter.

Justin reported having made contact with JCB (Comcast's subcontractor) about reimbursement for some of Daley's invoices to facilitate line breaks they damaged when installing the new fiber conduits over the summer. A couple weeks after sending them copies of our invoices Troy Cheney (JCB's Area Manager) called to let us know they would be sending invoices to us for damages to their conduit that were hit by the excavators installing our new water line. So far nothing has been received from them.

Meghan and Justin reported on a meeting they had with Derek and Mike of Sunrise to discuss the Lead and Copper inventory process required by the state. Meghan gave a brief summary of next steps. Justin emailed a spreadsheet of all our service addresses to Sunrise in order to get them started.

We discussed the proposal to add Verizon to the water tank by using a 15' tall parapet screen wall to screen all the different antennas up there. The board is in favor of letting Verizon take the next steps in evaluating the design concept and reaching out to UBB and WF to check feasibility with their equipment.

We discussed not having heard back yet from Lee Olsen of Utah Broadband about our latest counteroffer in our contract negotiations. Scott has agreed to call him to see if they got our email and where they stand.

Justin gave an update to the board on current pricing and availability from Hydrospecialties for the Orion Cellular Endpoints for our meters. They are in stock and available. The investment to setup and activate the new system along with training and purchasing the 264 endpoints would be approx \$50,000. There would also be a monthly recurring fee for each endpoint in the system.

Justin gave a report to the board on his research and progress in looking for a new billing software. His current estimate is that to have cellular meters, new billing software, and accepting digital payments could add approx \$1200/month to our operating expenses. The board discussed whether or not we need to raise our base rate to cover these new expenses and we decided it would be best not to if we could afford to work it into the budget. Justin and Karen going to take a closer look at the budget for next year and will see if it can work.

The board took a vote and decided they would like to move forward with adopting a new billing software and meter endpoints. Justin will continue his research and try to narrow in on a company soon.

Geneo made a motion to add Bob Martin to take the empty board seat. Everyone agreed he would be a great addition to the team. Bob and Leslie attend meetings regularly, are familiar with what is going on with the company, and we'd be lucky to have him join. We will formally go through the election process at the annual meeting in March 24. Until then, Bob will start receiving a monthly board member stipend in December.

We discussed scheduling a retirement celebration dinner for Karen again. We agreed to take her out to dinner with the board and friends, but schedule it for sometime after the holidays in January. Justin plans to discuss with Karen a location and date that she'd prefer.

Geneo mentioned wanting to start collecting a deposit and daily usage fee for any future use of the company's hydrant meter and backflow preventer. The board agreed this would be a good way to protect our asset and encourage its safe keeping and prompt return.

Next meeting is January 23<sup>rd</sup>, 2024 (December meeting traditionally skipped)

Meeting adjourned at 9:05