

**MINUTES OF THE
HEBER VALLEY SPECIAL SERVICE DISTRICT
MARCH 12, 2026 – 4:00PM**

PRESENT:	Heidi Franco	Chair
	Craig Simons	Vice Chair
	Colleen Bonner	Board Member
	Don Huggard	Board Member
	Doug Clements	Board Member
	Mike Johnston	Board Member
	Yvonne Barney	Board Member (4:08 p.m.)

ALSO PRESENT:	James Goodley	General Manager
	Dave Sanderson	District Accountant
	Eliza McGaha	Secretary
	Trent Davis	HVSSD

CONDUCTING: Board Chair, Heidi Franco

AGENDA ITEMS:

1. **Public Comment:** This is the public's opportunity to comment on items not on the agenda.
2. **Entity Updates:** From HVSSD Member Entities
3. **Committee Updates:** From HVSSD Committees
4. **Consent Agenda: Balance Sheet February 2026**
 - a. **Balance Sheet February 2026**
 - b. **Bank Reconciliation February 2026**
 - c. **P&L February 2026**
 - d. **PTIF General Fund February 2026**
 - e. **PTIF Impact Fee February 2026**
 - f. **PTIF Bond February 2026**
 - g. **February 2026 Warrant list approval**
 - h. **February 2026 YTD Budget**
 - i. **February 2026 Board Meeting Minutes**
 - j. **Headworks Project – Pay Request #10**
 - k. **Dredging Project – Pay Request #4**
5. **DS Accounting Introduction (Jim Goodley -10mins)**
6. **Discussion of District Billing Practices (Jim Goodley-10 mins)**
7. **Manager's Report (Jim Goodley- 30 mins)**
8. **Closed Session (Optional)– a strategy session to discuss pending or reasonably imminent litigation pursuant to U.C.A. 52-4-205 and/or discuss personnel or property items.**
9. **Adjourn**

Heidi Franco called the meeting to order at 4:00 p.m.

1. Public Comment:

There was no public comment.

2. Entity Updates:

There were no entity updates. The group discussed the Holiday Oil request for annexation into Heber from Charleston. The area is not on sewer, and the owners/developers would like to be. The thought was that whoever develops those parcels and connects to the sewer should be responsible for all costs pertaining to that connection including all future maintenance.

3. Committee Updates:

Colleen Bonner commented on behalf of the personnel committee that the interviews for the open position had been completed.

4. Consent Agenda:

- a. Balance Sheet February 2026
- b. Bank Reconciliation February 2026
- c. P&L February 2026
- d. PTIF General Fund February 2026
- e. PTIF Impact Fee Fund February 2026
- f. PTIF Bond February 2026
- g. February 2026 Warrant list approval
- h. February 2026 YTD Budget
- i. February 2026 Board Meeting Minutes
- j. Headworks Project – Pay Request #10

k. Dredging Project – Pay Request #4

MOTION: A motion to accept the consent agenda with items listed on the agenda was made by Colleen Bonner and seconded by Yvonne Barney. The motion carried with the following vote:

YES: Mike Johnston, Don Huggard, Craig Simons, Colleen Bonner, Heidi Franco, Yvonne Barney, Doug Clements
NO: None
ABSTAIN: None
ABSENT: None

5. DS Accounting Introduction (Jim Goodley -10mins)

Mr. Goodley introduced Dave Sanderson, the new accountant for the district. Mr. Sanderson shared information about himself and his experience.

6. Discussion of District Billing Practices (Jim Goodley-10 mins)

Mr. Goodley explained that with the billing overage we had with Heber City and Midway Sanitation District and regarding the ERU discrepancies, we are planning to change some billing practices to alleviate those issues. Ms. Franco commented that she and Mr. Goodley met with Heber City’s treasurer and manager to give them a reimbursement check and a letter from legal counsel stating that when the check is cashed that will be the end of the issue and we will move forward. Mr. Goodley will continue to collaborate with them on a master list for the ERU count.

The ERUs have been increased on a quarterly basis which does not work well for HVSSD in tracking or billing. Heber City is working to improve their processes as well and would like to wait until the water meter is set on a building permit before we charge them for the capital contingency charge that goes up with the ERUs when issuing building permits. Billing will go to monthly rather quarterly.

7. Manager’s Report:

Mr. Goodley presented his manager’s report.

8. Closed Session (Optional) – a strategy session to discuss pending or reasonably imminent litigation pursuant to U.C.A. 52-4-205 and/or discuss personnel items:

MOTION: A motion to move into closed session was made by Don Huggard, seconded by Craig Simons. The motion carried with the following vote:

YES: Mike Johnston, Don Huggard, Craig Simons, Colleen Bonner, Heidi Franco, Yvonne Barney, Doug Clements
NO: None
ABSTAIN: None
ABSENT: None

The board moved into a closed session at 5:52 p.m.

The board moved out of the closed session at 6:37 p.m.

9. Adjourn:

The motion to adjourn was made in the Public Hearing as follows:

MOTION: A motion to move out of the closed session and into the open session and adjourn was made by Colleen Bonner, seconded by Craig Simons. The motion carried with the following vote:

YES: Mike Johnston, Don Huggard, Craig Simons, Colleen Bonner, Heidi Franco, Yvonne Barney, Doug Clements
NO: None
ABSTAIN: None
ABSENT: None

The meeting was adjourned at 6:37 p.m.

APPROVED on this 9th day of April, 2026.

Heidi Franco
Heidi Franco, Chair

Christine Morgan
Christine Morgan, Secretary