

**Special Board of Director's Minutes  
December 10, 2025  
Special Meeting (Teleconference)**

Dan Floyd, President called the regular meeting to order at 6 P.M.

**I. ROLL CALL**

**BOARD MEMBERS PRESENT**

Dan Floyd, President  
Kent Van Valkenburgh, Vice President  
Matt Westbrook, Fiscal Office  
Rachel Sarina, Director

**ABSENT**

Patricia Jensen, Director

**STAFF PRESENT**

Jeff Beard, General Manager  
LeeAnn Burcham, Office Manager (Absent)  
Seth Water, Operations Manager

**OTHERS PRESENT**

**II. ADDITIONS OR DELETIONS**

None.

**III. PUBLIC COMMUNICATIONS**

Mark, a contractor, stated that he is wanting to get a will service letter for a property he is working on.

Annette Kleinfelter, the owner of the property mentioned above, commented that there has not been a building moratorium therefore she should be able to get a water connection.

**IV. CONSENT CALENDAR**

None.

**V. OPERATIONS**

None.

**VI. FISCAL**

None.

**VII. OLD BUSINESS**

**Item 1: Contact time Project and Engineer Approval. (Discussion)**

Jeff stated that we are currently waiting to hear back from Stover Engineering and waiting for a quote from GHD.

**Item 2: Building moratorium letters to the public. (Discussion)**

Jeff stated his suggestion of creating a resolution allowing service connections until an official letter (connection moratorium) is created. He also reminded the board that the district has paid a profession engineering firm for a capacity study, which suggested the district should not allow anymore hook ups.

The board of directors discussed the options the district has regarding this item.

Rachel stated supervisor Howard and Heidi (the director of CDD) would like to set up a 2x2 meeting with our district regarding this topic.

**Item 3: Options for making improvements to system to improve our production capacity. (Discussion)**

Jeff stated our number one goal is to get a well put in on the north end of the system. He has turned all the information to GHD and is hoping to get a quote from them before the end of the year.

**VIII. NEW BUSINESS**

**Item 1: Cancel or reschedule December meeting. (Discussion & Action)**

The board of directors voted on cancelling December regular meeting.

**Matt Westbrook added motion, Dan Floyd second. Ayes: Matt Westbrook, Rachel Sarina and Dan Floyd. Nays: Kent Van Valkenburgh.**

**Item 2: New office hours while Office Manager is out on medical leave. (Discussion)**

Jeff stated due to our Office Manager LeeAnn's limited work hours and Seth being off Fridays, he is going to close the office on Fridays until LeeAnn is back on full time.

**IX. BOARD OF DIRECTORS COMMENTS**

None.

**X. ADJOURNMENT**

Rachel Sarina motioned to adjourn the meeting at 7 P.M. Dan Floyd seconded.  
Respectfully submitted,

Jeff Beard, General Manager