

# **Fruitland Special Service District**

## **Board Meeting Agenda**

**March 13, 2025 – 3:00 PM**

### **1. Call to Order**

The meeting will be called to order at **3:00 PM**.

### **2. Roll Call**

### **3. Approval of Meeting Minutes & Financials**

- Approval of **February 13, 2025, meeting minutes**
- Approval of **financial reports**

### **4. Engineer Update**

- **EQWAG application** and tribal response
- **Chlorination solution updates**
- **Other engineering project updates**

### **5. Operations Manager Update**

- Working to complete **installations**: Meter, SCADA, & cybersecurity with contractors
- **Rural Water Conference attendance**
- **Testing updates**
- **Pressure station & possible pump installation** to supply Mill Hollow customers
- **Little Red Line repair & upgrades**

### **6. Clerk Update**

- **Texting system** for improved communication

### **7. Follow-up from February Meeting**

- **Red Creek Irrigation water share lease advertisement**
- **Water purchase & lease options**

### **8. Policy Reviews and Adoptions**

*(Discussion and possible approval of new district policies, including:)*

- **Employee Time Off & Emergency Leave Policy** – Defines PTO and procedures for extended leave.
  - *Employees receive 40 hours of PTO per year, which can be taken in one-day increments or as a full week. Emergency leave is available for critical personal matters. If an extended absence is required, the board may secure temporary assistance.*
- **Contractor Hiring Policy** – Establishes fair hiring, work quality, and compliance requirements.
  - *Contractors must meet licensing, insurance, and W-9 submission requirements. The policy ensures fair rotation of contractors while allowing emergency selection based on availability and reliability.*
- **Construction & Meter Installation Policy** – Ensures contractor compliance with regulations.
  - *All construction and meter installation work must comply with Utah state regulations, FSSD guidelines, and industry standards. Contractors must maintain site cleanliness and repair any damage to private property.*
- **Clerk In-Office & Remote Work Policy** – Establishes security and remote work expectations.
  - *The Clerk will work in-office with doors locked for security. A Ring doorbell system allows communication with the public. Remote work is permitted as long as the Clerk remains available to customers.*
- **Employee Vehicle Use Policy** – Defines vehicle use, liability, and reporting requirements.
  - *Only employees may operate district vehicles. Family members are allowed as passengers; non-family passengers must sign a waiver. Employees must report vehicle damages or accidents immediately.*
- **Vehicle Occupant Waiver & Agreement** – Establishes liability waivers for non-employee passengers.
  - *Non-employee passengers must sign a waiver acknowledging risks and insurance limitations before riding in district vehicles.*
- **Drug-Free Workplace Policy** – Prohibits substance use, outlines testing procedures.
  - *Prohibits drug and alcohol use while conducting district business. Employees may be subject to pre-employment, reasonable suspicion, and post-accident drug testing.*
- **Code of Conduct Policy** – Sets standards for professionalism and ethical behavior.
  - *Employees and board members must adhere to professional conduct standards, including respectful communication, ethical decision-making, and compliance with district policies.*

*(Board discussion, possible modifications, and vote on policy adoption.)*

## 9. Public Comments

## 10. Motion for Closed Session (if needed)

## 11. Adjournment

