

RECEIVED  
JAN 08 2004  
WATER RIGHTS  
SALT LAKE

## MEMORANDUM

TO: Members of Provo River Distribution Ad Hoc Committee

FROM: Daryl Devey

DATE: December 18, 2003

SUBJECT: Minutes of the December 18, 2003, Meeting

---

The Provo River Distribution Board met on Thursday, December 18, 2003, at 10:00 am at Central Utah Water Conservancy District's Office.

Attending were:

J. Edwin Ure	Kamas Area Canals
Daryl Devey	Central Utah Water Conservancy District
Stan Roberts	Provo River Commissioner
Ben Anderson	State Engineer's Office
Keith Denos	Provo River Water Users Association
Jeff Bryant	Provo Reservoir Water Users Company
Bart Simmons	Provo City
Kent Griffith	Provo River Water Users Association (not a committee member)

The meeting began with the informal discussion of what reports were needed by each water user. Stan Roberts asked what format individual agency's would like to see their reports, either in a yearly summary or the bi-monthly report that we now use.

Ben Anderson and Jeff Bryant arrived late to the meeting due to an accident on the freeway, and then Ed Ure officially started the meeting. Daryl Devey read a copy of the minutes from the last meeting. Bart Simmons made a motion to approve the minutes. Keith Denos requested that we add a small correction to the minutes on page two concerning the lengthy discussion that was held moving towards new technology. Everyone agreed. Jeff Bryant seconded the motion.

Daryl Devey reported the cost for office space at CUWCD would be \$200 per month. This would include phone, Fax, Internet, use of office equipment and supplies, incidental use of staff. Daryl also told the Committee if there were major changes in the amount of facilities Stan would use the District would reserve the right to adjust the cost accordingly. This would be on a

one (1) year lease so the board could budget for the expense. Stan Roberts talked about the positives of being able to use the CUWCD office and also being able to use the Central Utah SCADA system. Keith Denos questioned if the office was large enough for two people, as the new secretary would also be using it. Bart Simmons questioned if the Ethernet for the SCADA system could be sent out of the building. Daryl said it could, but the District would not do it at this time because of security. Ed Ure suggested that Stan start with a small office and see how it works out. If needed, then the committee could make a recommendation to make changes to the office in the future. Jeff Bryant asked if Stan would work here in the office or still work at home. Stan said he would work at home and here as well.

Stan then explained the process of how he publishes the report, and the need to continue part of this work at home.

Keith Denos suggested that Stan use a laptop with a docking station. Jeff Bryant mentioned that he uses a laptop with a docking station. If Stan were to do this, he could move between the offices easily. There was a general discussion on databases versus paper reporting. Daryl gave a summary of how the District uses the data that comes out of the SCADA system database and how it is forwarded to Stan Roberts. Keith then made the recommendation that the new office needs to be an active part of Stan's routine and that he needs to jump right in and become immersed with all the available resources at the office.

Keith Denos made a motion to approve the office space and Bart Simmons seconded the motion.

Stan commented that in 32 years that only one time did people run out of water. He stated that a lot of the decisions must be made prior to the time the report comes out. He said it would really help him if people will tell him what they want to do with their water before they use it, this would help speed up the reporting and improve the chances of the reports being right the first time.

A discussion was then held regarding the type of person needed as an assistant to Stan. The discussion was whether this person needed to be an engineer or have a computer science degree. At this time, Stan does not feel that he needs somebody with those qualifications. Basically, Stan feels like he needs someone to enter data for him, enter data into the State's database, and function as a secretary.

We continued discussion on the qualifications for the job, costs, and reasons a person would or would not be needed on a full time basis. Stan suggested that his deputy commissioner would be willing to work one to two days per week. He has a teaching background and is computer literate. He could start by entering numbers into the state database and later move to the distribution system's own database at some time in the future. We talked about good and bad

of individual water users putting numbers into the State Engineers database. Stan recommended that all of the numbers need to go past him first and then they could be entered to the State database. The name of the deputy river commissioner, currently working for Stan, is Dave Gordon. He has been working with Stan for some time.

Keith Denos mentioned that the Committee might be missing the boat by not looking at somebody with an engineering background. He said that he is aware of at least five people that have graduated from engineering schools that are now home being a mom. Keith said perhaps someone like that could come and fill this position on a part time basis with variable hours. He just felt like there were a lot of people that we could use to fit this new position. Daryl Devey also reminded everyone the person also needs to function as the Committee secretary.

The Committee determined that Stan should talk to Dave Gordon and see what his feelings are about accepting this responsibility. Then if he was interested give him some time to see how it works out, and if this is something that he would be interested in doing. We recommended that Stan talk to Dave Gordon regarding pay which would be in the range of \$10 to \$18 per hour.

A discussion was held regarding getting reports in a timely manner and we went through a worse case scenario. The Committee members feel like if they could get the report within fifteen days this would be satisfactory. However, there may be times we would need some data faster. Early board meetings for CUWCD, PRWUA and JWCD are an example. Stan felt that this would be possible for him to accomplish.

Then we talked about equipment that would be needed. Stan thought that it would be good if he got a laser printer for home and a laptop with two docking stations. This would be all the equipment he would need at this time.

Daryl Devey made a motion to adjourn the meeting and Keith Denos seconded the motion.