

BOARD OF TRUSTEES MEETING

AGENDA

January 28, 2019

** District Office**

5:00 p.m.

I. CALL TO ORDER

The January 28, 2019, Board of Trustees meeting was called to order by Chair Jan Wilking at 5:00 p.m. Other Board members in attendance were Mary Ann Pack, Robert Richer, Richard Pick and Steve Joyce. SBWRD staff in attendance were Mike Luers, Michael Boyle, Bryan Atwood, Brian Passey, Dan Olson, Chad Burrell, Kevin Berkley, Kim Dudley, Chad Hardinger, Blaine Bowden, Scott McPhie, Marlo Davis, Dawnyta Davis, Breeze Davis and Mitchell Davis. Also in attendance were Jeremy Cook, Cohn/Kinghorn and Craig Ashcroft, Carollo Engineering.

II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for December 10, 2018
- B. Escrow Fund Reduction Approval
 - 1. Parcel 7.4 Silver Creek Village SPA – Retain 0 percent
 - 2. Quarry Springs – Retain 8 percent
- C. Final Project Approval
 - Quarry Springs

Mr. Richer made the motion to approve the Consent Agenda, Mr. Joyce seconded the motion carried with Mr. Pick, Mr. Richer, Ms. Pack, Mr. Joyce and Mr. Wilking voting in the affirmative

III. PUBLIC INPUT– There was no public input.

IV. APPROVAL OF EXPENDITURES – Bills in the Amount of \$3,219,726.28 including SCWRF Project Pay Request #33 for \$727,830.41 – Mr. Boyle stated Gerber Construction has submitted Pay Request #33 for \$727,830.41 (\$766,137.27 less \$38,306.86 retainage of 5%). Work includes: started finish coating of mechanical piping and equipment in the Headworks Bldg, completed finish coating of mechanical piping and equipment in the Solids Bldg, continued to assemble the fiberglass dome for Clarifier #3, completed electrical wiring and functional testing for mechanisms in Clarifiers #1 & #2, started installation of concrete and bollards around the fuel tanks and emergency generator, completed functional testing of Utility Water Pumps in Filter Bldg, worked on installation of network and SCADA equipment in Operations Bldg, finished installing equipment and sand for sand filters and completed functional testing, and started installation of UV equipment in Filter Bldg.

Mr. Boyle told the Board that we are currently doing a 7-day preliminary clean water test to the new plant. He said we are shooting for the true cut over no later than April 18, 2019 but the contractor believes it could be late March or early April.

Mr. Richer asked at what point will the old plant be demolished. Mr. Boyle said that it would be the day after the cut over. Mr. Ashcroft stated that we are where we need to be and believes we are still on track.

Mr. Luers said kudos to the staff for being on budget and being on time.

The work is 92.45% complete. The time elapsed is 76.79%.

Mr. Pick asked the staff about payment of \$244,880.00 to UDOT. Mr. Luers said the payment was for the round-about project @ Jeremy Ranch. He said the UDOT and Summit County have joined together in putting in two massive round-abouts.

Mr. Pick made the motion to approve the Expenditures, Ms. Pack seconded the motion carried with Mr. Pick, Mr. Joyce, Mr. Richer, Ms. Pack and Mr. Wilking voting in the affirmative.

V. SERVICE AWARDS – Chad Burrell – 5 years Chad Hardinger – 5 years
Blaine Bowden – 15 years Marlo Davis – 20 years

Chad Burrell – 5 years

Mr. Wilking presented Mr. Burrell and Mr. Hardinger for their award for 5 years of service. He thanked them very much.

Mr. Boyle said Mr. Burrell will be taking over his position when he retires and he is very pleased about that. He stated his work ethic is such that there is never a concern about any work being left un-done in Pre-treatment. He also mentioned that Mr. Burrell took on the Safety Manager position which means he wears two hats. Mr. Boyle stated that he actually wears three hats, if you count Operations Manager in training. The District is fortunate to have him.

Congratulations to Mr. Burrell on his service award for 5 years.

Chad Hardinger – 5 years

Mr. McPhie stated that Mr. Hardinger came in and accomplished all the required training needed within a year. He has obtained enough educational credits to obtain a license for an unrestricted Operator 4. He has set the bar high for the other employees. Mr. McPhie said that Mr. Hardinger gives 200% and we are glad to have him.

Congratulations to Mr. Hardinger on his service award for 5 years.

Blaine Bowden – 15 years

Mr. Wilking presented Mr. Bowden his award for 15 years of service. He thanked him very much.

Mr. McPhie told the Board that he has the pleasure of working with Mr. Bowden for his entire career here at the District. He's a do it all kind of guy, jack of all trades. Mr. Bowden takes care of the pump stations and runs them meticulously. He also takes care of the odors control facility at the Redstone area. Mr. McPhie thanked Mr. Bowden for everything he does.

Mr. Luers told the Board that Mr. Bowden is a guy that when he sees something wrong or can be done better he speaks up and takes care of it. We might not even know about it until Mr. Bowden has taken care of it. He expressed kudos for a lot of hard work at the pump stations. Mr. Luers stated that Mr. Bowden has done a fantastic job keeping everything up to date. He said we appreciate all that he does for the District.

Congratulations to Mr. Bowden on his service award for 15 years.

Marlo Davis – 20 years

Mr. Wilking presented Mr. Davis with his award for 20 years of service. He thanked him very much.

Mr. Boyle conveyed that Mr. Davis has worked his way up from an Operator 1 to an Operator 4 then Pre-Treatment Operator and has done a fantastic job. He said that he has been nominated for supervisor of the year at WEAU and he believes he is supervisor of the decade. Mr. Boyle told the Board that Mr. Davis really cares. When he is assigned a task he knocks it out and doesn't quit until it's done. Mr. Boyle stated the Mr. Davis recently gave the keynote address at the WEAU mid-year conference to a room of over 300 people and knocked it out as if it was no problem at all. He has the respect of not only everyone here at the District but also everyone at the entire WEAU community.

Mr. Luers said that Mr. Davis is in charge of the ECWRF and he does a fantastic job.

Congratulations to Mr. Davis on his service award for 20 years.

The Board congratulated all the employees for their service awards and said that we have a great group of employees.

VI. SUBDIVISION PROJECTS

Estimated LEA REs Year to Date: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0

VII. DISTRICT MANAGER

A. Action Items

1. Consider Approval of Board Meeting Schedule 2019 – Mr. Luers reviewed the 2019 Board Meeting Schedule with the Board. He asked them to consider the approval of the schedule.

Mr. Pick made the motion to approve the Board Meeting Schedule 2019, Mr. Richer seconded and the motion carried with Ms. Pack, Mr. Pick, Mr. Joyce, Mr. Richer and Mr. Wilking voting in the affirmative.

2. Consider Updating Personnel Policy & Procedure Manual – Section 5 (Employee Code of Conduct), Section 11 (Performance Evaluations), Section 13 (Salary Planning), Section 16 (Benefits), Section 18 (Leaves of Absence), and Section 19 (General Safety and Vehicle Use) – Mr. Passey and Mr. Luers reviewed the changes of the Personnel Policy & Procedure Manual with the Board. Mr. Luers asked the Board to consider updating the Personnel Policy & Procedure Manual.

Mr. Richer made the motion to approve Updating Personnel Policy & Procedure Manual – Section 5, Section 11, Section 13 Section 16, Section 18 and Section 19 retroactive to the 1st of the year, Mr. Pick seconded the motion carried with Mr. Pick, Mr. Richer, Ms. Pack, Mr. Joyce and Mr. Wilking voting in the affirmative

B. Information Item

1. Financial Statement
2. Impact Fee Report
3. Impact of Federal Government Shutdown – Mr. Luers reported on the Silver Creek Trunk Line Project stating that we are in the second phase. We budgeted 6.8 million dollars for this project and we need a sign off from EPA to continue. Mr. Luers said that we are knocking on EPA's door for the letter of approval and the Government Shutdown is impacting the multi-million project. We are unable to proceed without the approval letter. Mr. Luers said that we have a fall back plan and we will take a step back and start getting bids on the portions that do not require EPA's approval. He said we will give an update in a month.

VIII. FUTURE AGENDA ITEMS

- A. Projects
- B. Operations
- C. Finance
- D. Governmental Matters

IV. ADJOURN

Mr. Richer made the motion to Adjourn at 6:00 p.m., Ms. Pack seconded and the motion carried with Mr. Joyce, Mr. Richer, Mr. Pick, Ms. Pack and Mr. Wilking voting in the affirmative.



Mary Ann Pack

Jan Wilking, Chairman

Mary Ann Pack Vice Chairman

Brian Passey

Brian Passey, Finance Manager/Clerk