

# BOARD OF TRUSTEES MEETING MINUTES

July 17, 2017  
\*\* District Office\*\*  
5:00 p.m.

## I. CALL TO ORDER

The July 17, 2017, 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, Richard Pick, Robert Richer and Cindy Matsumoto. SBWRD staff in attendance were Mike Luers, Michael Boyle, Bryan Atwood, Brian Passey, Dan Olson, Kevin Berkley, Scott McPhie, Travis Potter and Kim Dudley. Also in attendance were Craig Ashcroft, Carollo Engineers and Jeremy Cook, Cohne/Kinghorn.

## II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for June 19, 2017
- B. Escrow Fund Reduction Approval
  - 1. 370 & 380 Crestview Dr. – retain 8 percent
- C. Final Project Approval
  - 1. 370 & 380 Crestview Dr.

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

## III. PUBLIC INPUT – There was no public input.

## IV. SERVICE AWARD – Travis Potter 10 years

Mr. Wilking presented Mr. Potter with his award for 10 years of service. He thanked him very much. The Board congratulated Mr. Potter on his 10 years of service.

Mr. McPhie said he wanted to express his gratitude to Mr. Potter. He stated that Mr. Potter is in charge of cleaning our system and he does a great job of navigating the huge jet truck around the city, summit park and old town where it is really narrow. He stated that he works well with his partner and is easy to get along with.

Mr. Olson said he appreciates Mr. Potter a lot. He said that he's been here 10 years but he's brought a lot of knowledge with him and we value that a lot. Mr. Olson stated that Mr. Potter certainly make his job easier and that he brings a lot to the District.

Congratulations to Mr. Potter on his service award of 10 years.

**V. APPROVAL OF EXPENDITURES** – Bills in the Amount of \$1,777,197.41 Including SCWRF Project Pay Request #15 for \$1,098,867.16 – Mr. Boyle stated that Gerber Construction has submitted Pay Request #15 for \$1,098,867.16 (\$1,156,702.27 less \$57,835.11 retainage of 5%). Work includes: placed dewatering presses in Solids Building, set ceiling and roof structural members in Solids Building, topped-out masonry on Headworks Building, continued formwork and pouring concrete for the Bioreactors' floor slabs, continued slabs and walls in Tertiary Filter Building, installed batt insulation and continued installing conduit and lighting in the Electrical Building, tied-in temporary sanitary sewer connection for PCFD building connection at Main Gate, completed masonry work on Solids Building, installed shingles, finished structural steel framing and installed plywood and insulation on roof of Operations Building, and continued installing Odor Control, Jet Mix, RAS, and plant influent piping around Solids Building and EQ Basins.

The work is 42.15% complete. The time elapsed is 35.18%.

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

## VI. SUBDIVISION PROJECTS

### A. Prospector Square Sewer Replacement, Lot H – 0 REs

The Prospector Square Property Owner's Association has filed a new Line Extension Agreement to replace two previously approved Line Extension Agreements that the Board approved on January 23, 2017. These two agreements were filed in anticipation of Park City Municipal rebuilding Prospector Avenue this year. This road project has been delayed for 1 year, which has caused the Owner's Association to revise their plan accordingly. The new project will focus on the replacement of the 6" private common laterals in Parking Lot H with new 8" main lines to be operated and maintained by SBWRD. The work to extend main lines to other parking lots will be accomplished under future Line Extension Agreements.

Staff recommends approval.

Mr. Richer made the motion to approve the Subdivision Projects – Prospector Square Sewer Replacement, Lot H – 0 REs, Ms. Matsumoto seconded and the motion carried with Mr. Pick, Ms. Pack, Ms. Matsumoto, Mr. Richer and Mr. Wilking voting in the affirmative.

### B. Synergy Commons – 4 REs

The applicant is proposing to develop Lots 24 & 25 of the Park City Business Center by subdividing the lots into 12 individual commercial condominium units. This will require the extension of a wastewater main line to provide each unit with wastewater service.

Staff recommends approval.

Ms. Matsumoto made the motion to approve the Subdivision Projects – Synergy Commons – 4 REs, Mr. Pick seconded and the motion carried with Ms. Pack, Mr. Pick, Mr. Richer, Ms. Matsumoto and Mr. Wilking voting in the affirmative.

### C. Park East II – 12 REs

The applicant is proposing to develop Lot 19 of the Park City Business Center by subdividing the lot into 48 individual commercial condominium units. This will require the extension of a wastewater main line to provide each unit with wastewater service. Ten of the proposed units will connect to the adjacent existing wastewater main line that serves the Park City Business Center. This adjacent main line will need to be re-installed with in-line lateral connections as a part of this development.

Staff recommends approval.

Ms. Pack made the motion to approve the Subdivision Projects – Park East II – 12 REs, Mr. Richer seconded and the motion carried with Ms. Pack, Mr. Pick, Mr. Richer, Ms. Matsumoto and Mr. Wilking voting in the affirmative.

Estimated LEA REs Year to Date: # Above Splitter 75; # ECWRF 137.33; # SCWRF 144; Total 356.33  
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 16; Total 16

## VII. DISTRICT MANAGER

A. Discussion Items – Legislative Audit Discussion – Mr. Luers stated the we recently received the attached letter and accompanying best practices checklist from the Utah State Legislature leadership regarding their recent audit of local and special districts. We were one agency of several that interacted and worked with legislative auditors directly in this process, assisting them to better understand District procedures and develop their recent *Checklist of Best Practices for Board Members of Special Purpose Entities*.

Mr. Luers reviewed the attached summary of our District practices to measure our conformity with the Checklist referenced above, along with all relevant correspondence, with the Board.

B. Action Items – Authorize Certification of Delinquent User Accounts to the Summit County Treasurer – Mr. Passey stated that as in previous July meetings, we have a list of delinquent accounts for certification to the Summit County Treasurer. The number of accounts and total amounts due for 2017 is as follows, with prior year comparisons:

Year	No. of Accounts	Total Amount
<b>2017</b>	<b>266</b>	<b>\$ 105,516.64</b>
2016	169	\$ 77,653.21
2015	251	\$ 88,920.53
2014	241	\$ 84,635.80
2013	294	\$ 112,473.91

Staff recommends authorization of delinquent accounts to be certified to the Summit County Treasurer.

Mr. Richer made the motion to authorize Certification of Delinquent User Accounts to the Summit County Treasurer, Mr. Pick seconded and the motion carried with Mr. Pick, Ms. Pack, Ms. Matsumoto, Mr. Richer and Mr. Wilking voting in the affirmative.

- C. Information Item
1. Financial Statement
  2. Impact Fee Report
  3. NACWA Awards

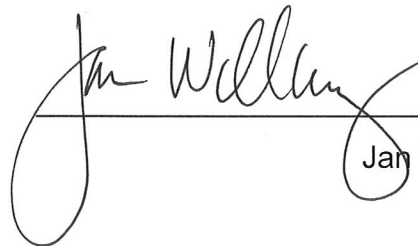
**VIII. FUTURE AGENDA ITEMS**

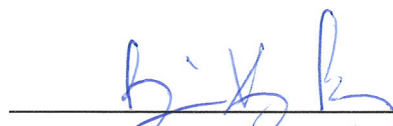
- A. Projects
- B. Operations
- C. Finance
- D. Governmental Matters

**IX. ADJOURN**

Mr. Pick made the motion to adjourn at 5:34 p.m., Ms. Matsumoto seconded and the motion carried with Mr. Richer, Ms. Matsumoto, Mr. Pick, Ms. Pack and Mr. Wilking voting in the affirmative.



  
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Jan Wilking, Chairman

  
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Brian Passey, Finance Manager/Clerk