

## BOARD OF TRUSTEES MEETING MINUTES

October 16, 2017

\*\* District Office\*\*

5:00 p.m.

### I. CALL TO ORDER

The October 16, 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, Robert Richer and Cindy Matsumoto. Richard Pick was excused. SBWRD staff in attendance were Mike Luers, Bryan Atwood, Brian Passey and Kim Dudley. Also in attendance were Clint McAfee, Park City Municipal Corporation, and Jeremy Cook, Cohn/Kinghorn.

### II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for September 18, 2017
- B. Final Project Approval
  - Park City Cloud Dine Sewer Mainline Extension
- C. Escrow Fund Reduction Approval
  - 1. Park City Cloud Dine Sewer Mainline Extension – Retain 8 percent
  - 2. Silver Creek Village Phase 1 – Spine Road – Retain 40 percent
  - 3. Silver Creek Village Phase 1A – Retain 56 percent

Mr. Richer made the motion to approve the Consent Agenda with changes to: adjourn to Closed Session and reconvene to Open Session to reflect the correct verbiage on the motion, Ms. Matsumoto seconded and the motion carried with Ms. Pack, Ms. Matsumoto, Mr. Richer and Mr. Wilking voting in the affirmative.

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

### IV. SERVICE AWARD – Lisa Sessions 5 years

Mr. Wilking presented Ms. Sessions with her award for 5 years of service. He thanked her very much. The Board congratulated Ms. Sessions on her 5 years of service.

Mr. Atwood said that it's hard to believe that Ms. Sessions has been here for 5 years. She has stepped right in and has a lot of responsibilities in the Engineering department. Ms. Sessions keeps us all going. She works with contractors and developers and does a very good job.

Ms. Sessions thanked the Board.

Congratulations to Ms. Sessions on her award for 5 years of service.

**V. APPROVAL OF EXPENDITURES** – Bills in the Amount of \$2,562,410.29 including SCWRF Project Pay Request #18 for \$1,642,221.50 – Mr. Boyle stated Gerber Construction has submitted Pay Request #18 for \$1,642,221.50 (\$1,728,654.21 less \$86,432.71 retainage of 5%). Work includes: continued setting structural steel members on Headworks Bldg roof and ceiling, finished testing, patching, and re-coating interior walls of Equalization Basins, continued formwork on walls of Bioreactors, poured floor slabs on Clarifier #2 and started excavation of Clarifier #1, finished concrete walls and slabs of Tertiary Filter Bldg, finished welding the roof decking on Solids Bldg, finished laying process piping from Headworks to EQ Basins, set electrical gear in Electrical Building and set outside electrical gear for main feed and Emergency Standby Generator, and continued fire sprinkler piping and set all exterior wall insulation in Operations Bldg.

The work is 52.95% complete. The time elapsed is 42.57%.

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

**VI. SUBDIVISION PROJECTS**

Estimated LEA REs Year to Date: # Above Splitter 75; # ECWRF 137.33; # SCWRF 227; Total 439.33  
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0

**VII. DISTRICT MANAGER**

A. Discussion Items – 2018 Tentative Budget – Mr. Luers presented the 2018 Tentative Budget to the Board as follows:

**Summary of 2017 Budget / 2018 Tentative Budget**

**Income:**

2017 User Fee Revenues - Budgeted	\$ 10,729,405
2018 User Fee Revenues - Projected	\$ 10,895,143
2017 Impact Fee Revenues - Budgeted	\$ 3,843,446
2018 Impact Fee Revenues - Projected	\$ 3,918,692

**Operation and Maintenance Expenses:**

2017 O&M Expenses (excluding capital)	\$ 6,984,932
2018 O&M Expenses (excluding capital)	\$ 7,264,039

**Debt Service:**

2017 Debt	\$ 1,417,300
2018 Debt	\$ 1,400,300

**Capital Expenses:**

2017 User Fee "Renewal" Capital Expenses	\$ 3,015,000
2018 User Fee "Renewal" Capital Expenses	\$ 7,810,000
2017 User Fee Capital Expenses	\$ 1,977,751
2018 User Fee Capital Expenses	\$ 1,524,160
2017 Impact Fee Capital Expenses	\$ 16,037,199
2018 Impact Fee Capital Expenses	\$ 19,443,040

Mr. Luers reminded the Board that this is a three month process, in which the Budget is presented in October, the Board takes action in November, and in December there is a Public Hearing and the Budget is approved.

B. Information Item

1. 2016 CAFR Award – Mr. Luers congratulated Mr. Passey and his staff for receiving The GFOA 2016 CAFR Award. He stated that this was the 19<sup>th</sup> straight year for this award.

Mr. Passey gave a brief history on our GFOA award. He said that having this on record really helps when we go for bonds, etc.

2. Financial Statement
3. Impact Fee Report

**VIII. FUTURE AGENDA ITEMS**

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

**IV. ADJOURN**

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

*Mary Ann Pack*

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Jan Wilking, <sup>Vice</sup> Chairman



*Brian Passey*

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Brian Passey, Finance Manager/Clerk