

## BOARD OF TRUSTEES MEETING MINUTES

September 18, 2017

\*\* District Office\*\*

5:00 p.m.

### I. CALL TO ORDER

The September 18, 2017, Board of Trustees meeting was called to order by Vice Chair Mary Ann Pack at 5:06 p.m. Other Board members in attendance were Robert Richer, Richard Pick and Cindy Matsumoto. Jan Wilking was excused. SBWRD staff in attendance were Mike Luers, Michael Boyle, Bryan Atwood, Kevin Berkley, Marlo Davis, Cody Snyder, Scott McPhie and Kim Dudley. Also in attendance were Craig Ashcroft and Jake Baer, Carollo Engineers and Jeremy Cook, Cohne/Kinghorn.

### II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for August 21, 2017
- B. Final Project Approval
  - Park City Heights Phase 1
- C. Escrow Fund Reduction Approval
  - Park City Heights Phase 1 – Retain 0 percent

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

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

### IV. SERVICE AWARD – Kevin Berkley 15 years

Ms. Pack presented Mr. Berkley with his award for 15 years of service. She thanked him very much. The Board congratulated Mr. Berkley on his 15 years of service.

Mr. Atwood said that Mr. Berkley is a great asset to the District. He is a great employee and he jumps in and does whatever he is asked to do. He deals with all the developers and sometimes that is not that easy but he does a great job. Mr. Atwood thanked Mr. Berkley for all of his efforts. He said they have worked together for 15 years and he has done a great job.

Congratulations to Mr. Berkley on his award for 15 years of service.

**V. APPROVAL OF EXPENDITURES** – Bills in the Amount of \$1,732,370.15 including SCWRF Project Pay Request #17 for \$1,313,377.79 – Mr. Boyle stated Gerber Construction has submitted Pay Request #17 for \$1,313,377.79 (\$1,382,502.94 less \$69,125.15 retainage of 5%). Work includes: Finished masonry rake walls on Headworks Bldg and started structural steel, coated interior walls of Equalization Basins, continued formwork on walls of Bioreactors, excavated footing of Clarifier #2 and started formwork, continued uppers walls and slabs of Tertiary Filter Bldg, laid decking on roof of Solids Bldg, continued piping around Clarifiers and Operations Bldg, continued ductbank around Bioreactors, Operations, and Equalization, started fire sprinkler lines and HVAC duct in Operations.

The work is 48.98% complete. The time elapsed is 40.16%.

Mr. Pick made the motion to approve the Expenditures, Ms. Matsumoto seconded and the motion carried with Mr. Richer, Ms. Matsumoto and Ms. Pack 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. Action Items – Consider approval of Resolution #132 – Election Cancellation – Mr. Luers discussed with the Board a Resolution cancelling the Snyderville Basin Water Reclamation District 2017 Election for the District Trustees. Jan Wilking and Mary Ann Pack have filed as candidates for the two open offices of

District Trustee and are unopposed. Accordingly, the Board of Trustees hereby declares them to be elected as District Trustees with their respective terms to commence on January 1, 1018.

Mr. Richer made the motion to approve Resolution #132 – Election Cancellation, Mr. Pick seconded and the motion carried with Ms. Matsumoto, Mr. Richer, Mr. Pick and Ms. Pack voting in the affirmative.

B. Action Items – Consider approval of Easement Agreement with All West Communications – Mr. Boyle discussed the Easement Agreement with the Board. He stated All West desires to place a telecommunications facility, on a 2500 square foot easement on the Silver Creek WRF property, in consideration of remuneration and providing Ethernet services to SCWRF.

Staff recommends approval.

Mr. Richer made the motion to approve the Easement Agreement with All West Communications, Mr. Pick seconded and the motion carried with Ms. Matsumoto, Mr. Richer, Mr. Pick and Ms. Pack voting in the affirmative.

C. Information Item

1. Financial Statement

2. Impact Fee Report

3. NACWA Awards – Mr. Luers presented the NACWA awards for ECWRF and SCWRF. He stated that ECWRF has received this award for 13 years in a row and the SCWRF has received this award for 14 years in a row. Congratulations to the staff on receiving these awards. It takes a lot of effort to achieve this award for that many years in a row.

Mr. Richer made the motion to adjourn to Closed Session at 5:26 p.m., Mr. Pick seconded and the motion carried with Ms. Matsumoto, Mr. Richer, Mr. Pick and Ms. Pack voting in the affirmative.

VIII. **CLOSED SESSION** – Discuss the character, professional competence or physical or mental health of an individual

Mr. Richer made the motion to reconvene to Open Session at 5:55 p.m., Mr. Pick seconded and the motion carried with Ms. Matsumoto, Mr. Richer, Mr. Pick and Ms. Pack voting in the affirmative.

IX. **FUTURE AGENDA ITEMS**

A. Projects

B. Operations

C. Finance

D. Governmental Matters

X. **ADJOURN**

Mr. Richer made the motion to adjourn at 5:59 p.m., Mr. Pick seconded and the motion carried with Ms. Matsumoto, Mr. Richer and Ms. Pack voting in the affirmative.



*Mary Ann Pack*  
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*Mary Ann Pack,* Jan Wilking, Chairman  
*Vice Chairman*  
*Brian Passey*  
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Brian Passey, Finance Manager/Clerk