

## BOARD OF TRUSTEE MEETING MINUTES

December 11, 2017

\*\* District Office\*\*

6:00 p.m.

### I. CALL TO ORDER

The December 11, 2017, Board of Trustees meeting was called to order by Chair Jan Wilking at 6:00 p.m. Other Board members in attendance were Mary Ann Pack, Richard Pick and Robert Richer. Cindy Matsumoto was excused. SBWRD staff in attendance were Mike Luers, Bryan Atwood, Brian Passey, Dan Olson, Kevin Berkley and Kim Dudley. Also in attendance were Craig Ashcroft, Carollo Engineers, Jeremy Cook, Cohn/Kinghorn.

### II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for November 20, 2017
- B. Escrow Fund Reduction Approval  
Echo Spur on Rossi Hill – Retain 0 percent

Mr. Richer made the motion to approve the Consent Agenda with changes to: IV. Approval of Expenditures to reflect the correct name, Mr. Pick seconded and the motion carried with Ms. Pack, Mr. Richer, Mr. Pick and Mr. Wilking voting in the affirmative.

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

**IV. APPROVAL OF EXPENDITURES** – Bills in the Amount of \$1,726,613.95 including SCWRF Project Pay Request #20 for \$1,043,916.31 – Mr. Luers stated Gerber Construction has submitted Pay Request #20 for \$1,043,916.31 (\$1,098,859.27 less \$54,942.27 retainage of 5%). Work includes: finished setting structural steel members on Headworks Bldg roof and set the decking, continued formwork on walls of Bioreactors, shored up, formed, tied rebar, and poured floor slabs on Clarifier #1, set piping and poured concrete encasement of Clarifier #3, formed up, tied rebar, and poured concrete floor slab of Scum Box #1, finished structural masonry walls and veneer on Tertiary Filter Bldg, finished installing rough-in electrical fixtures, and conduit, and rough-in plumbing in Operations Bldg, and continued work on HVAC ductwork and fans in Operations Bldg.

Mr. Richer asked if we viewed the project on schedule and Mr. Ashcroft said that he viewed the project on schedule and that the contractors are doing good work.

The work is 59.07% complete. The time elapsed is 47.47%.

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

### V. SUBDIVISION PROJECTS

King's Crown at Park City – 73 REs

The applicant has filed a Line Extension Agreement to extend a wastewater main line into the proposed King's Crown at Park City development. In addition to the main line extension, several laterals will need to be installed and connected to the main line in Lowell Avenue. This will necessitate several road cuts in the recently rebuilt road.

Staff recommends approval.

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

Estimated LEA REs Year to Date: # Above Splitter 90; # ECWRF 137.33; # SCWRF 227; Total 454.33  
Proposed this Meeting: # Above Splitter 73; # ECWRF 0; # SCWRF 0; Total 73

**VI. DISTRICT MANAGER**

A. Action Items

1. Consider Adopting 2018 Budget – Mr. Luers presented the 2018 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)	\$ 7,294,039

**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	\$ 4,930,000
2017 User Fee Capital Expenses	\$ 2,377,751
2018 User Fee Capital Expenses	\$ 1,536,160
2017 Impact Fee Capital Expenses	\$ 20,037,199
2018 Impact Fee Capital Expenses	\$ 16,593,040

He asked the Board to consider adopting the 2018 Budget.

Mr. Pick made the motion to adopt the 2018 Budget, Ms. Pack seconded and the motion carried with Mr. Richer, Mr. Pick, Ms. Pack and Mr. Wilking voting in the affirmative.

2. Consider Adopting Policy 2017.001: Internet, Email & Computer Security Policy & Protocols – Mr. Luers directed the Board to Section 9. He said that he and Mr. Tackman have been working on the internet security issues for quite some time. They both get daily FBI briefings and wanted to make some changes with Mr. Cook's assistance. He stated that a lot of it is standard information and the part that is a big benefit to the employees is the training on Section 9, on what to do when your computer locks up and you know that something has really gone astray. There is a quick 1-2-3-4 type of procedure that employees follow and it has been received very well. He said there is a contact list attached in case of an emergency.

Mr. Pick inquired about why this was not included in the employee manual. Mr. Luers stated that because this section may change frequently it was better to keep it separate.

Mr. Cook stated that it is incorporated in the employee manual by stating that employees' must comply with Section 9.

Mr. Luers asked the Board to consider adopting Policy 2017.001: Internet, Email & Computer Security Policy & Protocols.

Mr. Pick made the motion to adopt Policy 2017.001: Internet, Email & Computer Security Policy & Protocols, Mr. Richer seconded and the motion carried with Ms. Pack, Mr. Richer, Mr. Pick and Mr. Wilking voting in the affirmative.

3. Consider Updating Personnel Policy & Procedure Manual – Section 5 (Code of Conduct), 6 (Email Policy & Retention Procedure), and 15 (Reimbursable Expenses) – Mr. Luers stated that there are no overly sensitive or huge changes here and that we are just making some changes. He then turned it over to Mr. Passey.

Mr. Passey said that Mr. Luers explained the better part of it above. He stated that because there are provisions in Section 5 (Code of Conduct) and 6 (Email Policy & Retention Procedure) we removed the redundancy out of those sections and made reference to the new separate policy. Finally, in Section 15 (Reimbursable Expenses) we desired to create a provision for those employees that have on call duties and are called out in their personal vehicles and may create new situations with their insurance.

Mr. Luers stated that it's a better policy and it's clearer. We have our employees covered when they need to be covered by the District. He asked the Board to consider updating the Personnel Policy & Procedure Manual – Section 5 (Code of Conduct), 6 (Email Policy & Retention Procedure), and 15 (Reimbursable Expenses).

Ms. Pack made the motion to update the Personnel Policy & Procedure Manual – Section 5 (Code of Conduct), 6 (Email Policy & Retention Procedure), and 15 (Reimbursable Expenses), Mr. Richer seconded and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack and Mr. Wilking voting in the affirmative.

4. Consider Adopting the 2018 Board Meeting Schedule – Mr. Luers reviewed the Board Meeting Schedule with the Board. Mr. Pick noted that the May meeting should be May 21, 2018.

Mr. Luers asked the Board to consider adopting the 2018 Board Meeting Schedule with said change.

Mr. Richer made the motion to adopt the 2018 Board Meeting Schedule, Mr. Pick seconded and the motion carried with Ms. Pack, Mr. Richer, Mr. Pick and Mr. Wilking voting in the affirmative.

- B. Information Item
  - 1. Financial Statement
  - 2. Impact Fee Report

## **VII. FUTURE AGENDA ITEMS**

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

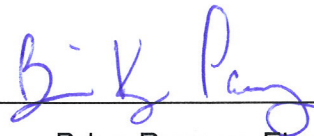
## **VIII. ADJOURN**

Ms. Pack made the motion to adjourn at 6:22 p.m., Mr. Richer seconded and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack and Mr. Wilking voting in the affirmative.



---

Jan Wilking, Chairman



---

Brian Passey, Finance Manager/Clerk