

BOARD OF TRUSTEES MEETING MINUTES

February 12, 2018

** District Office**

5:00 p.m.

I. CALL TO ORDER

The February 12, 2018, 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, Kevin Berkley, Mona Cotter and Kim Dudley. Also in attendance were Craig Ashcroft, Carollo Engineering and Jeremy Cook, Cohne/Kinghorn.

II. OATH OF OFFICE – Jan Wilking and Steve Joyce – Mr. Passey administered the Oath of Office to Mr. Wilking and Mr. Joyce.

Congratulations to Mr. Wilking for continuing to be the Chairman of the Board and Mr. Joyce for joining our team and becoming a new Board Member.

III. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for January 22, 2018
- B. Escrow Fund Reduction Approval
PCFD Fleet Services Building – Retain 8 percent
- C. Final Project Approval
PCFD Fleet Services Building

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

IV. PUBLIC INPUT – There was no public input.

V. APPROVAL OF EXPENDITURES – Bills in the Amount of \$1,492,089.89 including SCWRF Project Pay Request #22 for \$1,042,747.77 – Mr. Boyle stated Gerber Construction has submitted Pay Request #22 for \$1,042,747.77 (\$1,097,629.23 less \$54,881.46 retainage of 5%). Work includes: finished work on concrete finish on lower walls of Headworks Bldg, installed underlayment and began installing shingles on roof of Headworks Bldg, finished setting light fixtures and conduits in lower levels of Headworks Bldg, continued formwork on walls of Bioreactors, finished pouring concrete for north suspended slab of Bioreactor #2, finished tying rebar and started setting forms and pouring concrete for walls of Clarifiers, started setting structural steel of roof of Tertiary Filter Bldg, continued installing rough-in of electrical fixtures and conduit in Solids Bldg upper level, started installing WAS piping, valves, and pumps in Solids Bldg, Rocky Mountain Power installed the transformer and tied power into the switchgear for the new facility, started installing the piping and valves in the Jet Mix room of the Electrical Bldg, and started hanging gypsum boards for ceiling and walls in the Operations Bldg.

Mr. Boyle stated that this project started on April 18, 2016 and that we are planning on turning the new facility on at the end of the year, approximately in November. Afterwards, we'll begin demolition of the old facility at the end of the year and into 2019. In the spring, summer and early fall of 2019 we will be doing landscaping and paving.

Mr. Joyce asked if the contractor had any incentive for finishing early or any penalties for finishing late. Mr. Boyle stated not for this project. Mr. Richer said that all the contractors were pre-qualified for this project.

The work is 64.67% complete. The time elapsed is 52.45%.

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

VI. SERVICE AWARDS – Kimberly Dudley 10 years

Mr. Wilking presented Ms. Dudley with her award for 10 years of service. He thanked her very much. The Board congratulated Ms. Dudley on her 10 years of service.

Mr. Passey said that Ms. Dudley is wonderful. He said that she makes the District look good and does a lot behind the scenes. Mr. Passey stated that Ms. Dudley is a very good ambassador for the District. He thanked her for all she does.

Congratulations to Ms. Dudley on her award for 10 years of service.

VII. SUBDIVISION PROJECTS

A. Discovery – 129.33 REs

Due to a change in Ownership, the developers of the Discovery project have submitted a new Line Extension Agreement (LEA). The previous LEA was approved by the Board on January 23, 2017. Since that time, some design changes adjacent to the drainage area have been made. Aside from this, the general wastewater plan is consistent with what was last approved by the Board.

Staff recommends approval.

B. Double Deer Cottages Phase 1 – 8.67 REs

C. Double Deer Cottages Phases 2 & 3 – 9.33 REs

The original Line Extension Agreement for Double Deer Cottages was approved by the Board on August 21, 2017. The applicant now wishes to split the project into two phases of construction, which will require two corresponding Line Extension Agreements.

The project will be platted in three individual phases. However, the wastewater infrastructure required for Phase 2 is dependent on the Phase 3 infrastructure. Therefore, these two phases are being combined into one Line Extension Agreement.

Staff recommends approval.

D. Elk Ridge Heights – 22.67 REs

The applicant has filed a Line Extension Agreement to extend a wastewater main line within the Promontory Development. The proposed project will include the installation of a new manhole on an existing main line and the extension of an 8" main line approximately 2000 feet, terminating in the proposed cul-de-sac.

Staff recommends approval.

E. Silver Creek Village Lot 2 – 102 REs

A Line Extension Agreement has been filed to extend the wastewater main lines into Lot 2 of Silver Creek Village. Lot 2 will mainly consist of single family lots, with several parcels earmarked for townhome units. This is the 8th Line Extension Agreement that has been filed within the Silver Creek Village Development.

Staff recommends approval.

F. Park City Heights Phase 2 – 58.5 REs

A Line Extension Agreement has been filed for Phase 2 of the Park City Heights Development. The new project will be located northwest of the existing Phase 1 project and will tie into a main line stub that was installed with Phase 1.

Staff recommends approval.

Mr. Pick made the motion to approve the Subdivision Projects – A., B., C., D., E., and F., Mr. Richer seconded and the motion carried with Ms. Pack, Mr. Joyce, Mr. Richer, Mr. Pick and Mr. Wilking voting in the affirmative.

Estimated LEA REs Year to Date: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0
Proposed this Meeting: # Above Splitter 0; # ECWRF 129.33; # SCWRF 201.17; Total 330.50

VIII. DISTRICT MANAGER

A. Action Items – Consider approval of Resolution #133 – MWPP – Mr. Luers discussed the MWPP with the Board. He said we are required by the state to complete the report and adopt a resolution for the Municipal Wastewater Planning Program. Mr. Luers asked the Board to consider adopting Resolution #133.

Mr. Richer made the motion to approve Resolution #133, Ms. Pack seconded and the motion carried with Mr. Joyce, Mr. Pick, Mr. Richer, Ms. Pack and Mr. Wilking voting in the affirmative.

B. Information Item

1. Financial Statement

2. Impact Fee Report – Mr. Luers reviewed the Impact Fee Report with the Board. He stated that we have budgeted for 429 RE's for the year and if the economy stays strong we shouldn't have a problem meeting our budget.

Mr. Joyce asked how much of the plant is being funded by the Impact Fees. Mr. Luers replied, 93%.

Mr. Joyce also asked if the SCWRF project was over a 20 year bond and what kind of a risk are we at in repaying the bond. Mr. Luers stated that we anticipated the SCWRF project and it's a 51 million project, we only issue bonds at 20 million and are cash flowing the rest. That automatically reduces our risk. Also, these are revenue bonds and if everything falls apart we are obligated to use Users Fees to pick up the shortage. That account is pretty strong and feel pretty good even if the economy were to take a serious downturn.

3. 2018 Adopted Budget / 2017 Performance Report – Mr. Luers reviewed the 2018 Adopted Budget / 2017 Performance Report with the Board. He stated that our budget is around 32 million.

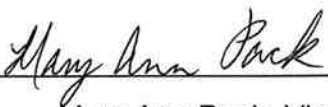
IX. FUTURE AGENDA ITEMS

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


X. ADJOURN

Ms. Pack made the motion to adjourn at 5:45 p.m., Mr. Richer seconded and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack, Mr. Joyce and Mr. Wilking voting in the affirmative.





Mary Ann Pack, Vice Chairman



Brian Passey, Finance Manager/Clerk