

BOARD OF TRUSTEES MEETING MINUTES

July 16, 2018
** District Office**
5:00 p.m.

I. CALL TO ORDER

The July 16, 2018, Board of Trustees meeting was called to order by Chair Jan Wilking at 5:00 p.m. Other Board members in attendance were Robert Richer, Richard Pick and Mary Ann Pack. Steve Joyce was excused. SBWRD staff in attendance were Mike Luers, Michael Boyle, Bryan Atwood, Brian Passey, Dan Olson, Kevin Berkley, Chad Burrell, Mona Cotter, Blaine Boyer, Dorothy Boyer and Kim Dudley. Also in attendance were Jeremy Cook, Cohne/Kinghorn and Dr. Bryan Brooks and Dr. Ramon Lavado, Baylor University.

II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for June 18, 2018
- B. Escrow Fund Reduction Approval
 - 1. Canyons Golf Course Hole 16 – Retain 0 percent
 - 2. Goldener Hirsch Inn – Retain 8 percent

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

III. PUBLIC INPUT – There was no public input.

Mr. Wilking congratulated Mr. Boyer for 28 years of service. Mr. Boyer is retiring at the end of the month. Mr. Wilking stated that it is employees like Mr. Boyer that make the District what it is today.

Mr. Olson said that he has worked with Blaine for almost 3 years and he has been a great asset to the District. He takes care of the Blue Stakes and does a great job.

Congratulations to Mr. Boyer on his upcoming retirement.

IV. APPROVAL OF EXPENDITURES – Bills in the Amount of \$1,762,349.12 including SCWRF Project Pay Request #27 for \$989,415.56 – Mr. Boyle stated Gerber Construction has submitted Pay Request #27 for \$989,415.56 (\$1,041,490.06 less \$52,074.50 retainage of 5%). Work includes: continued installing utility piping throughout the Headworks Bldg, installed grit classifiers in Headworks Bldg, completed formwork and rebar for suspended slab of Bioreactor #1, applied coatings of structural roof members and interior masonry walls in Tertiary Filter Bldg, finished roofing of the Auxiliary Electrical Bldg, continued to set electrical gear and gutters in all buildings, finished pouring concrete walls of the Solids Holding Tank, continued laying Utility Water and Potable Water lines around Operations Bldg, started water tightness testing of Clarifiers #1 & #2 and the Equalization Basins, and continued work on tile finishes in Operations Bldg.

The work is 78.90% complete. The time elapsed is 64.50%.

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

V. SUBDIVISION PROJECTS

Woodward Park City – 21.27 REs

A Line Extension Agreement, which is necessary for any modification to the existing wastewater main line system, has been filed to remove a main line and manhole where the proposed Woodward Building will be located. This main line serves several buildings on the site that will be removed for the

Woodward construction. The Woodward Building and the adjacent Maintenance/Housing building will not require additional main lines, but will tie directly into the existing Summit Park Outfall Line.

Staff recommends approval.

Ms. Pack made the motion to approve the Subdivision Projects – Woodward Park City – 21.27 REs, Mr. Pick seconded and the motion carried with Mr. Richer, Mr. Pick, Ms. Pack and Mr. Wilking voting in the affirmative.

**Estimated LEA REs Year to Date: Above Splitter 0; ECWRF 330.52; SCWRF 285.17; Total 615.69
Proposed this Meeting: Above Splitter 0; ECWRF 21.27; SCWRF 0; Total 21.27**

VI. DISTRICT MANAGER

A. Discussion Items – Update on Fish Study – Mr. Luers introduced Dr. Bryan Brooks and Dr. Ramon Lavado. Dr. Brooks addressed the Board stating that working with utilities in gathering data that is very valuable to find out at what point the irreversible damage occurs to the fish population is a great opportunity. Dr. Brooks said that they are grateful to be able to do the Fish Study and appreciate the District for their partnership.

The Board thanked Dr. Brooks and Dr. Lavado for all their help.

B. Action Items

1. Summit County's Property Tax Abatement Program – Mr. Passey stated that the District began, approximately 20 years ago, to offer a discounted user fee for customers that meet the County's Property Tax Abatement Program, per the following policy statement: *"Single family residences that meet the requirements of Summit County's Property Tax Abatement Program shall be charged one-third the residential rate per month per residence."*

It is believed that the abatement program was originally intended for indigent customers who needed abatement for reasons of low income or landing on hard times. This was known as 'Circuit Breaker' by the County, as well as in our billing system, to identify them as a separate customer class.

Since that time, Summit County, reflecting Utah State policy and law, offers abatement of part or all of property tax, based on several different criteria, including not just income, but disability, veterans status, and so forth (see attached County application). A multitude of platforms exist whereupon a customer may request abatement.

The District has received two recent abatement or reduction requests recently, one for disability and one for military deployment. The District has five (5) older accounts it bills a reduced amount for 'Circuit Breaker' or abatement status. Neither Park City nor Mountain Regional Water have a similar abatement program at the present time.

Due to the number and complexity of abatement options now, and given the small number of persons currently enrolled versus the larger amount of staff time and effort to monitor compliance for its current abatements, staff recommends discontinuing the District's abatement program.

Mr. Richer made the motion to discontinue the District's Tax Abatement Program, except "sunsetting" the five (5) existing accounts for a period of two years through July 2020, and provided the five account holders verify their income is below the County's Circuit Breaker income level. Ms. Pack seconded and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack and Mr. Wilking voting in the affirmative.

2. Authorize Certification of Delinquent User Accounts to the Summit County

Treasurer – Mr. Passey stated as in previous meetings for July of each year, we have a list of delinquent accounts for certification to the Summit County Treasurer. The number of accounts and total amounts due for 2018 is as follows, with prior year comparisons:

<u>Year</u>	<u>No. of Accounts</u>	<u>Total Amount</u>	<u>Median Amount</u>
2018	266	\$ 150,250.59	\$217
2017	266	\$ 105,516.64	\$311
2016	169	\$ 77,653.21	\$446
2015	251	\$ 88,920.53	\$275
2014	241	\$ 84,635.80	\$315
2013	294	\$ 112,473.91	\$275

The exact number of accounts and total delinquent amount is subject to change up until final Board approval. Customers who make payments after Board approval, but before County Treasurer final lien attachment, will be dropped from this list.

For 2018, there are two new accounts who account for \$44,735 of the total amount. Staff makes every effort with customers to reduce the number of delinquent accounts and related balances.

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

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

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

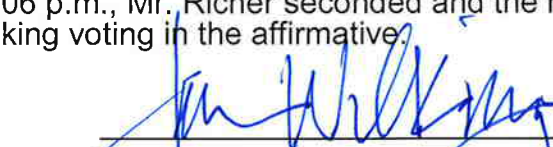
VII. FUTURE AGENDA ITEMS

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


VIII. ADJOURN

Ms. Pack made the motion to adjourn at 6:06 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