

BOARD OF TRUSTEES MEETING MINUTES

October 15, 2018
** District Office**
5:00 p.m.

I. CALL TO ORDER

The October 15, 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, Mary Ann Pack and Steve Joyce. SBWRD staff in attendance were Mike Luers, Michael Boyle, Bryan Atwood, Brian Passey, Dan Olson, Kevin Berkley, Chad Burrell, Cody Snyder, Marlo Davis, Gary Tackman and Kim Dudley. Also in attendance were Jeremy Cook, Cohne/Kinghorn, Craig Ashcroft and Jacob Baer, Carollo Engineering.

II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for August 20, 2018
- B. Final Project Approval
 - 1. Lower Silver Creek Sewer Project
- C. Escrow Fund Reduction Approval
 - 1. North Silver Lake Lodge – Retain 0 percent
 - 2. Prospector Square Sewer Replacement Phase 1 – Retain 40 percent

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

III. PUBLIC INPUT – There was no public input.

IV. APPROVAL OF EXPENDITURES – Bills in the Amount of \$4,995,070.18 including SCWRF Project Pay Request #29 for \$1,031,250.41 and SCWRF Project Pay Request #30 for \$944,211.69 – Mr. Boyle stated Gerber Construction has submitted Pay Request #29 for \$1,031,250.41 (\$1,085,526.75 less \$54,276.34 retainage of 5%). Work includes: started electrical testing and PLC loop testing equipment and instruments in the Headworks Bldg, worked on installing aerator, mixers, gates, and sound enclosures for Bioreactor #1, continued work on chemical resistant coating of anoxic zone in Bioreactor #1, finished installing mechanism for Clarifier #1, started to install mechanism for Clarifier #2, finished pouring concrete walls of the ML Splitter Structure, filled basins and UW well and passed water tightness tests in Filter Bldg, started work on electrical conduit, ductwork, and mechanical work in Filter Bldg, continued work on electrical wiring in the Auxiliary Electrical Bldg to Headworks, continued work on tile and plumbing finishes in Operations Bldg., set jet mix piping header in SHT, continued to lay NG, UW, FPW yard piping around Bioreactors and near the entrance.

The work is 84.15% complete. The time elapsed is 69.48%.

Mr. Boyle also stated Gerber Construction has submitted Pay Request #30 for \$944,211.69 (\$993,907.04 less \$49,695.35 retainage of 5%). Work includes: continued electrical testing and PLC loop testing equipment and instruments in the Headworks Bldg, finished work on chemical resistant coating of anoxic zone in Bioreactor #1, installed electrical duct bank from Electrical Bldg to Bioreactors, continued to install mechanism for Clarifier #2, started assembly of fiberglass dome for Clarifier #1, worked on patching walls of the ML Splitter Structure, started installation of the filter basin fiberglass cones in Filter Bldg, continued work on ductwork and fans in Filter Bldg, continued PLC loop testing the gear in the Auxiliary Electrical Bldg that feeds Headworks, pulled power cables to

Operations Bldg and started work on terminations, and finished laying FPW, PW, and UW lines around the plant and started pressure testing.

The work is 86.43% complete. The time elapsed is 71.89%.

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

V. SUBDIVISION PROJECTS

1. Lincoln Station – 44.33 REs

A Line Extension Agreement has been filed for the proposed Lincoln Station Development, which will be an apartment complex consisting of four buildings of multi-family stacked units on the east side and side-by-side duplex and fourplex units on the west side. Several of the duplex and fourplex units will require private ejector pumps.

Staff recommends approval.

Ms. Pack made the motion to approve the Subdivision Projects – Lincoln Station – 44.33 REs, Mr. Joyce seconded and the motion carried with Mr. Pick, Ms. Pack, Mr. Richer, Mr. Joyce and Mr. Wilking voting in the affirmative.

2. Addendums to existing Line Extension Agreements

On August 20, 2018, the Board of Trustees approved revisions to District's Line Extension Agreement (LEA) due to changes to the Utah Code related to the requirements and timing of Improvement Completion Agreement (ICA) and the amount of the ICA guarantee. SBWRD staff has identified several existing LEAs that need to be revised to meet the current Utah Code. With the assistance of Jeremy Cook, addendums for the following LEAs have been submitted.

- Alice Claim by King Development Group, LLC
- Canyons Village Ski Clinic/Patrol by TCFC Propco LLC
- The Colony at White Pine Canyon Phase 5G by Iron Mountain Associates LLC
- The Colony at White Pine Canyon Phase 5H by Iron Mountain Associates LLC
- Hotel Ascent by TS1 LLC
- Lower Silver Creek Road Sewer Extension by Mountain Life Church
- Moonshadow by Storied Deer Valley, LLC
- Parcel 7.4 Silver Creek Village SPA by Mountainlands Community Housing Trust
- Park City Golf Maintenance Facility by Park City Municipal Corporation
- Park City Heights Phase 2 by Ivory Development LLC
- Silver Creek Village Lot 2 by Village Development Group Inc.
- Silver Creek Village Lots 13 & 15 by CW Larsen Village, LLC
- SR-248 Bicycle and Pedestrian Access by Park City Municipal Corporation
- The Ridge @ Canyon Village by Townhomes at The Canyons, LLC
- Viridian by Columbus Pacific Development, LLC

Staff recommends approval.

Mr. Richer made the motion to approve the Subdivision Projects – Addendums to existing Line Extension Agreements, Mr. Pick seconded and the motion carried with Mr. Joyce, Ms. Pack, Mr. Richer, Mr. Pick and Mr. Wilking voting in the affirmative.

VI. DISTRICT MANAGER

A. Discussion Item – 2019 Tentative Budget – 2019 Tentative Budget – Mr. Luers presented the 2019 Tentative Budget to the Board as follows:

Summary of 2018 Budget / 2019 Tentative Budget

Income:

2018 User Fee Revenues - Budgeted	\$ 10,895,143
2019 User Fee Revenues - Projected	\$ 11,189,600
2018 Impact Fee Revenues - Budgeted	\$ 3,918,692
2019 Impact Fee Revenues - Projected	\$ 3,859,126

Operation and Maintenance Expenses:

2018 O&M Expenses (excluding capital)	\$ 7,264,039
2019 O&M Expenses (excluding capital)	\$ 7,579,579

Debt Service:

2018 Debt	\$ 1,400,300
2019 Debt	\$ 1,395,800

Capital Expenses:

2018 User Fee "Renewal" Capital Expenses	\$ 4,960,000
2019 User Fee "Renewal" Capital Expenses	\$ 7,060,700
2018 User Fee Capital Expenses	\$ 1,524,160
2019 User Fee Capital Expenses	\$ 906,353
2018 Impact Fee Capital Expenses	\$ 16,593,040
2019 Impact Fee Capital Expenses	\$ 7,478,175

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 we set a Public Hearing in December and the Budget is approved.

A. Action Items

1. 2018 Asset Management Plan (AMP) – Mr. Luers asked the Board to consider approving the updated 2018 Infrastructure Asset Management Plan.

Mr. Joyce made the motion to approve the 2018 Asset Management Plan (AMP), Mr. Ricker seconded and the motion carried with Mr. Pick, Mr. Joyce, Mr. Richer, Ms. Pack and Mr. Wilking voting in the affirmative.

2. Resolution #135 – Adopting Procedure for the Provision of Wastewater Service Provided by Snyderville Basin Water Reclamation District and Fixing and Prescribing the Procedure for Determining Equitable Rates and Fees – Mr. Luers stated the purpose of this Resolution is to establish conditions for service from the District; and to establish rates and fees sufficient to generate

revenue to pay all costs of operation and maintenance of the District's wastewater system, including the capital repayment costs and interest for all outstanding indebtedness, and including target

reserves. Such costs shall be distributed among the users of the wastewater system in proportion to each user's contribution to the total volume loading of the collection system and treatment facilities by base service charge for each equivalent residential unit (RE) and for the volume of wastewater.

Mr. Richer made the motion to adopt Resolution #135 – Adopting Procedure for the Provision of Wastewater Service Provided by Snyderville Basin Water Reclamation District and Fixing and Prescribing the Procedure for Determining Equitable Rates and Fees, Mr. Pick seconded and the motion carried with Mr. Joyce, Ms. Pack, Mr. Richer, Mr. Pick and Mr. Wilking voting in the affirmative.

3. Discuss Financial Audit Firms and potentially select Firm for 2018: District staff prequalified and selected 12 firms capable of performing the annual financial audit for the District. The District sent those 12 firms a Request for Proposal (RFP) and 7 of those firms responded with proposals. The District interviewed all 7 audit firms and checked client references. Two firms have been selected as finalists and copies of their proposals have been included in the packet.

Mr. Luers recommended Childs and Richards for the Financial Audit Firm and Mr. Passey agreed. They said that they met all the qualifications and would be a great fit with the District.

Mr. Richer made the motion to approve Childs and Richards for the Financial Audit Firm for the 2018 audit, Mr. Pick seconded and the motion carried with Mr. Joyce, Mr. Richer, Mr. Pick, Ms. Pack 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

Mr. Joyce made the motion to adjourn at 5:49 p.m., Mr. Pick seconded and the motion carried with Mr. Richer, Mr. Joyce, Mr. Pick, Ms. Pack and Mr. Wilking voting in the affirmative.



Jan Wilking, Chairman



Brian Passey, Finance Manager/Clerk