

## BOARD OF TRUSTEES MEETING MINUTES

April 15, 2019  
\*\* District Office\*\*  
5:00 p.m.

### I. CALL TO ORDER

The April 15, 2019, 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, and Steve Joyce. Richard Pick was excused. SBWRD staff in attendance were Mike Luers, Michael Boyle, Bryan Atwood, Brian Passey, Chad Burrell, Kevin Berkley, and Kim Dudley. Also, in attendance was Jeremy Cook, Cohne/Kinghorn.

### II. CONSENT AGENDA – Approval of Board Meeting Minutes for February 25, 2019

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

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

### IV. APPROVAL OF EXPENDITURES – Bills in the Amount of \$938,986.31 Including SCWRF Project Pay Request #35 for \$96,742.89 and Pay Request #36 for \$73,327.65

Mr. Boyle stated Gerber Construction has submitted Pay Request #35 for \$96,742.89 (\$101,834.62 less \$5,091.73 retainage of 5%). Work includes: continued work on coating piping in Solids and Filter Bldgs, continued work on punchlist items in Operations Bldg provided by PCFD and Summit County Bldg Dept, continued work on utility water piping to Clarifier spray bars, continued work on metal stairs and handrail to Scum Boxes and Clarifiers, performed startup testing of Emergency Generator, continued work on SCADA programming and testing instruments, continued to provide Owner Training on equipment and systems, continued to work on test process systems as part of Clean Water Test, and continued to work on correcting mechanical, electrical, and instrumentation items.

Mr. Boyle also stated Gerber Construction has submitted Pay Request #36 for \$73,327.65 (\$77,187.00 less \$3,859.35 retainage of 5%). Work includes: Continued work on punchlist items, continued work on wiring of Fournier dewatering system in Solids Bldg, finished cleaning of Operations Bldg, District began moving into Operations Bldg, continued work on electrical items in Filter Bldg, continued work on sand-filter air compressors in Filter Bldg, continued work on SCADA programming, contined to provide owner training on equipment and systems, corrected piping of jet mixing system in SHT Bldg, completed correction of items identified during the Clean Water Test, and setup and began pypass pumping and installing new main line manholes and piping.

The work is 93.19% complete. The time elapsed is 86.51%.

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

### V. SUBDIVISION PROJECTS

Park City Heights Phase 4 – 80 REs

A Line Extension Agreement has been filed for Phase 4 of the Park City Heights Development. The new project will be located southeast of the existing Phase 1 project and will tie into the main lines that were installed with Phase 1.

Staff recommends approval.

Ms. Pack made the motion to approve the Subdivision Projects – Park City Heights Phase 4 – 80 REs, Mr. Joyce seconded the motion carried with Mr. Richer, Ms. Pack, Mr. Joyce, 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 0; # SCWRF 80; Total 80**

## **VI. DISTRICT MANAGER**

### **A. Action Items**

1. 2018 Annual Infrastructure Asset Report – Mr. Luers stated that the Infrastructure Asset Plan was originally adopted in 2003. He said that this report is the District's annual report card. Mr. Luers gave kudos to the staff.

Mr. Luers reviewed the Annual Infrastructure Asset Report with the Board. He asked the Board to approve the Annual Infrastructure Asset Report.

Mr. Richer made the motion to approve the 2018 Annual Infrastructure Asset Report, Mr. Joyce seconded the motion carried with Ms. Pack, Mr. Richer, Mr. Joyce, and Mr. Wilking voting in the affirmative.

2. Exception to restriction for cross-lot lateral property located at 334 West 5200 North – Mr. Atwood stated the owner of Parcel PP-87-10, located at 334 West. 5200 North is planning on building a new home on the 4.5-acre parcel. The nearest sewer line is located 100 feet east of the parcel in 5200 North. Originally the owner proposed to extend a main line westward in 5200 North to the southeast corner of the parcel. This plan has been frustrated due to questions concerning the ownership of 5200 North, which is a private road whose legal ownership cannot be verified. Thus, obtaining an easement for a main line in the road is not currently possible. Both the owner and SBWRD staff agree that a septic tank on the parcel is not in the best interest of the community. Therefore, the owner has approached the adjacent parcel owner at 300 West 5200 North about obtaining a private lateral easement which would allow a lateral to be installed outside of the 5200 North right-of-way. The owner at 300 West is amenable to granting the easement.

Current SBWRD specifications state that a private lateral wastewater line serving a lot or parcel shall not cross another lot or parcel to access the public wastewater system. Given the situation, the owner is requesting that the SBWRD Board of Trustees grant an exception to this requirement. SBWRD Staff is in support of granting this exception.

Mr. Joyce made the motion to approve the Exception to restriction for cross-lot lateral property located at 334 West 5200 North, Mr. Richer seconded the motion carried with Ms. Pack, Mr. Richer, Mr. Joyce, and Mr. Wilking voting in the affirmative.

### **B. Information Item**

1. 2018 Trust Accountability Program (TAP) Award (6<sup>th</sup> consecutive award) – Mr. Luers reported to the Board that the District was awarded \$1,340.65 in recognition of completing the 2018 Trust Accountability Program (TAP). He gave kudos to Mr. Burrell and staff for achieving this award.

2. Financial Statement
3. Impact Fee Report

**VII. CLOSED SESSION** – Discuss the character, professional competence or physical or mental health of an individual – The Closed Session was moved to next month's meeting on May 20, 2019.

## **VIII. FUTURE AGENDA ITEMS**

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

**IV. ADJOURN**

Ms. Pack made the motion to approve to Adjourn at 5:35 p.m., Mr. Richer seconded the motion carried with Mr. Joyce, Mr. Richer, Ms. Pack, and Mr. Wilking voting in the affirmative.



*Mary Ann Pack*

Mary Ann Pack, Vice Chairman

*Brian Passey*

Brian Passey, Finance Manager/Clerk