

OPEN AND PUBLIC MEETINGS ACT TRAINING MINUTES

December 13, 2021
** District Office**
5:45 p.m.

The December 13, 2021, Board of Trustees Open and Public Meetings Act Training began at 5:45 p.m. Board members in attendance were Chair Jan Wilking, Mary Ann Pack, Robert Richer, Dick Pick, and Steve Joyce. Staff in attendance were Mike Luers, Bryan Atwood, Brian Passey, Dan Olson, Chad Burrell, Kevin Berkley, and Kim Dudley. Also, in attendance was Jeremy Cook, Cohne/Kinghorn.

Mr. Cook presented the Open and Public Meeting Act Training with the Board.

The training ended at 6:02 p.m.

BOARD OF TRUSTEES MEETING MINUTES

I. CALL TO ORDER

The December 13, 2021, Board of Trustees meeting was called to order by Chair Jan Wilking at 6:03 p.m. Other Board members in attendance were Mary Ann Pack, Robert Richer, Dick Pick, and Steve Joyce. Staff in attendance were Mike Luers, Bryan Atwood, Brian Passey, Dan Olson, Chad Burrell, Kevin Berkley, and Kim Dudley. Also, in attendance was Jeremy Cook, Cohne/Kinghorn.

II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for November 15, 2021
- B. Final Project Approval
 - 1. Silver Creek Village Lots 13 and 15
 - 2. Silver Creek Village Lot 16
- C. Escrow Fund Reduction Approval
 - 1. Silver Creek Village Lots 13 and 15 – Retain 10 percent
 - 2. Silver Creek Village Lot 16 – Retain 10 percent

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

Mr. Wilking opened the Public Hearing @ 6:04 p.m.

III. PUBLIC HEARINGS – 2022 ANNUAL BUDGET

Mr. Luers addressed the Board stating the 2022 Annual Budget is identical to the budget we presented last month. No changes have been made. He asked if the Board had any questions. They did not.

Mr. Luers gave kudos and a big thank you to the staff for preparing the budget.

Mr. Wilking thanked everyone as well.

There was no public input.

Mr. Wilking closed the Public Hearing @ 6:05 p.m.

IV. PUBLIC INPUT – There was no public input.

V. APPROVAL OF EXPENDITURES – Bills in the Amount of \$960,275.48 – Mr. Luers reviewed the Expenditures with the Board. Mr. Luers stated that included in the expenditures are some significant charges from Carollo for the design of the ECWRF plant. We are well under way with that project.

Mr. Luers told the Board that there is an annual payment to USGS in the amount of \$94,372.00.

Mr. Burrell said we have a contract with USGS that we pay every year. There are five gaging stations with three stations in the Snyderville area that we have interest in. The cost to maintain the gaging stations is roughly \$150,000.00 a year. USGS picks up about \$60,000.00 and we contract with them to pick up the remaining \$94,000.00. In recent years we have taken on six different partners to help pay that amount. Those include Trout Unlimited, Park City Water, Gorgoza Water, Mountain Regional Water, Summit Water, and Weber Basin Conservancy District. That makes our bottom-line portion about \$60,000.00. Those entities chip in about \$35,000.00 and the remainder is picked by USGS. We feel the information from the gaging stations is very valuable as well as the other agencies.

Mr. Pick asked if we get a portion reimbursed. Mr. Burrell said that is correct. He also asked who owns the stations. Mr. Burrell replied USGS.

Mr. Joyce stated that you can go on-line and look at the information that is out there. Subscribe to USGS and set water levels to see when a gaging station is low or high.

Mr. Pick asked about the Silver Creek Trunkline, how much of the approximately budgeted \$2,000,000.00 for the year are we going to spend. Mr. Atwood stated that what you see spent by the end of November, around \$20,000.00, is what we will spend this year. The remaining funds will be carried over to the 2022 budget.

Mr. Luers asked the Board to consider approval of Expenditures in the amount of \$960,275.48.

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

VI. SUBDIVISION PROJECTS

1. Altitude Lofts Condominiums – 11 Res

The applicant is proposing to develop Lot 2 of the Park City Business Center by subdividing the lot into 11 individual commercial condominium units. This will require the extension of a wastewater main line to provide each unit with wastewater service.

Staff recommends approval.

Mr. Richer made the motion to approve the Subdivision Projects Altitude Lofts Condominiums – 11 Res, Mr. Pick seconded the motion carried with Mr. Joyce, Ms. Pack, Mr. Richer, Mr. Pick, and Mr. Wilking voting in the affirmative.

2. Snow Park Village – 406 Res

Mr. Berkley stated with the anticipated development of the Snow Park Village, the wastewater main line that runs through the Deer Valley parking lots will need to be replaced with a new line in Deer Valley Drive South. This line will serve a portion of the proposed Snow Park Village along with the Trails End at Deer Valley and La Macornerie Subdivisions.

A future Line Extension Agreement will address the relocation of the wastewater system near the southeast portion of the project.

Note that the approximate RE count listed above encompasses the entire Snow Park Village Development and not just those portions that will connect to the new wastewater line.

Staff recommends approval.

Ms. Pack made the motion to approve the Subdivision Projects Snow Park Village – 406 Res, Mr. Pick seconded the motion carried with Mr. Joyce, Ms. Pack, Mr. Richer, Mr. Pick, and Mr. Wilking voting in the affirmative.

Estimated LEA REs Year to Date: # Above Splitter 0; # ECWRF 0; # SCWRF 201; Total 201
Proposed this Meeting: # Above Splitter 406; # ECWRF 0; # SCWRF 11; Total 417

VII. DISTRICT MANAGER

A. Action Items

1. Consider Adopting 2022 Final Budget – Mr. Luers asked the Board to consider adopting the 2022 Final Budget.

Mr. Joyce made the motion to adopt the 2022 Final Budget, Mr. Richer seconded the motion carried with Mr. Pick, Mr. Joyce, Ms. Pack, Mr. Richer, and Mr. Wilking voting in the affirmative.

2. Consider Adopting Board Meeting Schedule for 2022 – Mr. Luers stated that the Board Meeting Schedule was reviewed at last month's Board meeting and there are no changes. He asked the Board to consider adopting the Board Meeting Schedule for 2022.

Mr. Richer made the motion to adopt the Board Meeting Schedule for 2022, Mr. Pick seconded the motion carried with Mr. Pick, Ms. Pack, Mr. Richer, and Mr. Wilking voting in the affirmative. Mr. Joyce abstained.

B. Discussion Items – Annual Fraud Risk Assessment – Mr. Luers discussed with the Board that the Utah State auditor requires Districts to complete a Fraud Risk Assessment Questionnaire, to be reviewed and discussed with the Board of Trustees each year.

Mr. Passey stated that we became aware of this assessment and brought it to the Board in February 2021. We rated 320 - moderate to low risk level and 10 months later we have rated 345, which puts us at the low risk level. He said that we were able to gain points by adopting a cash receipting and deposits policy and getting a licensed/certified CGFM as a part of our management team.

Mr. Luers jumped in and stated that Mr. Passey went back to school to obtain his CGFM, which gained 20 points. Kudos to Mr. Passey.

Mr. Richer asked Mr. Passey if he learned anything that he didn't know and if it was useful. Mr. Passey replied yes, by saying he has worked in local government all his career and he said he learned a lot about federal government. He said it was good and he was pleasantly surprised.

Ms. Pack asked what happens when another organization gets a score of high or very high-risk level. Mr. Passey said that was an interesting question. He said that they may receive additional audits by staff from the State Auditor's office.

C. Information Items

3. Financial Statement
4. Impact Fee Report

VIII. FUTURE AGENDA ITEMS

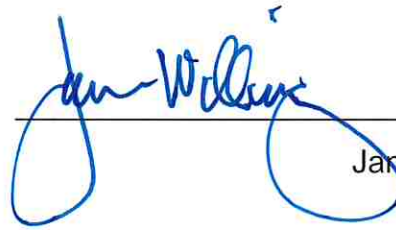
- A. Projects
- B. Operations
- C. Finance

D. Governmental Matters – Mr. Luers presented Mr. Joyce with an appreciation gift for his service with the District. He thanked Mr. Joyce for everything he has done, as well as the Board.

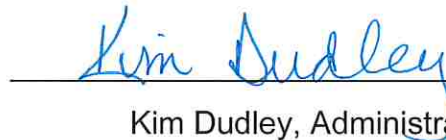
Mr. Joyce thanked everyone at the District.

IV. ADJOURN

Mr. Joyce made the motion to adjourn at 6:36 p.m., Ms. Pack seconded the motion carried with Mr. Joyce, Ms. Pack, Mr. Pick, Mr. Richer, and Mr. Wilking voting in the affirmative.



Jan Wilking, Chairman



Kim Dudley, Administrative Specialist