

BOARD OF TRUSTEES MEETING MINUTES

March 21, 2022
** District Office**
5:00 p.m.

I. CALL TO ORDER

The March 21, 2022, Board of Trustees meeting was called to order by Vice Chair Mary Ann Pack at 5:05 p.m. Other Board members in attendance were Robert Richer, and Dick Pick. Jan Wilking was excused. Staff in attendance were Mike Luers, Brian Passey, Dan Olson, Chad Burrell, Kevin Berkley, Bryan Steele, and Corey Shorkey. Also, in attendance were Jeremy Cook, Cohne/Kinghorn, Craig Ashcroft, and Carollo Engineers.

II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for February 28, 2022
- B. Final Project Approval
 - 1. Promontory Nicklaus West Phase 5 Subdivision
 - 2. The Pinnacle at Promontory
 - 3. Promontory Clubhouse Villas at Painted Valley
- C. Escrow Fund Reduction
 - 1. Promontory Nicklaus West Phase 5 Subdivision – Retain 10%
 - 2. The Pinnacle at Promontory – Retain 10%
 - 3. Promontory Clubhouse Villas at Painted Valley – Retain 10%

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

III. PUBLIC INPUT – There was no public input.

IV. APPROVAL OF EXPENDITURES – Bills in the Amount of \$869,273.19 – Mr. Luers reviewed the Expenditures with the Board. He said there's a 2015 bond payment in the amount of \$281,000 and \$190,000 to Carollo for the East Canyon design. He asked the Board if they had any questions.

Mr. Richer asked if the payment of \$15,000 for the broken water was exceptional. Mr. Luers replied that we are having trouble within our water line down at the East Canyon Treatment Facility breaking and that was the cost of the repair. We plan to replace those lines when we upgrade the facility.

Mr. Pick asked if this was a freshwater line coming into the facility. Mr. Burrell stated that is a utility water line. It is treated water that we use throughout the facility for wash down and anything like that. Mr. Burrell said this break was two separate breaks, but the company was able to fix both.

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

V. SUBDIVISION PROJECTS

A. Golf Club Link Road/ Painted Valley Pass to Brown's Canyon Road - 172.5 REs – Mr. Shorkey told the Board that this project is necessary to create an additional entry point to the Promontory Development. The applicant has filed a Line Extension Agreement to construct infrastructure beneath the entry road to be put into service later.

The proposed project is comprised of 3 separate line types:

- 1. Force Main from a future pump station to a future gravity main connection.
- 2. Two separate gravity mainline systems that will serve the southern portion of the development to connect with the future pump station.
- 3. Two separate low-pressure systems which will connect to a future low-pressure main line system.

Mr. Shorkey reminded the Board that the sewer is a secondary objective in this project and may not be put into service for some time to come.

Staff recommends approval.

Mr. Pick asked if the Fire Department is requiring another access before allowing anymore development. Mr. Shorkey said he believes that is the gist of the project.

Mr. Shorkey asked to get a motion to allow Mr. Luers to sign the LEA.

Mr. Richer made the motion to approve the Subdivision Projects – Golf Club Link Road/ Painted Valley Pass to Brown’s Canyon Road - 172.5 REs and authorize Mr. Luers to sign the LEA, Mr. Pick seconded the motion carried with Mr. Richer, Mr. Pick, and Ms. Pack voting in the affirmative.

Estimated LEA REs Year to Date: # Above Splitter 1; # ECWRF 0; # SCWRF 69.67; Total 70.67
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 172.5; Total 172.5

VI. DISTRICT MANAGER

A. Action Items

1. Consider updating Personnel Policy & Procedure (PP&P) Manual –Section 7 (Disciplinary Action)– Mr. Passey said that periodically we do updates to our Personnel Manual. He said we worked with Mr. Cook on this section to add clarity and provide an additional step. Mr. Passey stated that he proposed updates to PP&P Manual Section 7 (Disciplinary Action) clarify the types of, and causes for, disciplinary action. It also establishes an employment pre-termination hearing, and the terms, conditions and timetable for employee appeals to any proposed disciplinary action(s).

A redlined set of the proposed updates or changes, along with a finished set of the same pages affected, have been included in the Board meeting packet.

Mr. Richer thanked Mr. Passey for the redline stating that it was immensely helpful. He also asked if there was anything that stimulated this or was it a normal review. Mr. Luers replied that certain events assisted in its precipitation and that this is truly improving the language of the document.

Mr. Pick stated that when we do have an event that precipitates any update that is good to get it taken care of right of way.

Mr. Pick made the motion to approve updating the Personnel Policy & Procedure (PP&P) Manual – Section 7 (Disciplinary Action), Mr. Richer seconded the motion carried with Mr. Richer, Mr. Pick, and Ms. Pack voting in the affirmative.

2. Consider updating Asset Management Plan – Mr. Luers stated that the next item for consideration is some very simple updates and improvements to the Asset Management Plan. The Asset Management Plan is the guiding document that was originally passed by the Board many years ago. Each year we present a report for that given year and a redline with the changes is included in the packet. Mr. Luers said that there aren’t many changes, but we do need Board approval. He asked the Board if they had any questions.

Mr. Richer said he noticed that the redline changes were not updated in the final document. Mr. Luers said we would update that.

Mr. Olson said that this was the first time that we used the Microsoft software where it goes into the cloud and everybody at the District has an opportunity to work on it together and collaborate. He said that it didn’t look like all the changes made ended up in the document and it may have been the settings that everyone had on their computer. Mr. Olson said we will look at that going forward.

Mr. Pick asked that within our service area what number of households or commercial are not on our collections system? Mr. Luers said that there are several legacy areas that are not on the sewer system. One area is west of Jeremy Ranch called Hidden Cove. That entire area is on septic tanks that are failing, and the Health Department has been trying to come up with a way to install sewer in that area and it will be very expensive. There are some septic tanks in the Timberline area which is east of Summit Park and a few in Highland Estates and then of course Silver Creek area north of the Sinclair gas station. That entire area other than the base is on septic tanks.

Mr. Richer asked if they have every moved forward on the Silver Creek plan? Mr. Luers said that the sewer lines were installed at the base area that the original assessment was created is completed. Mr. Richer asked if people were hooking on? Mr. Luers said yes.

Mr. Pick asked if the state provides any financial assistance to these areas? Mr. Luers said yes if the funds are available. For instance, on the Silver Creek voluntary assessment area in round numbers they received \$900,000 at a zero percent interest rate for that project. Mr. Pick asked how many years must they pay that back. Mr. Luers believes that it is 20 or 30 years. He said he has met with the Health Department trying to get some funding for Hidden Cove but it hasn't come through yet but some of the Federal dollars that are in the most recent bills could be used in that area. The State Legislature has a lot to do with where those funds go and their putting a large portion of those funds into culinary water and the lack thereof, mainly because of the drought.

Mr. Richer made the motion to approve updating Asset Management Plan Manual, Mr. Pick seconded the motion carried with Mr. Richer, Mr. Pick, and Ms. Pack voting in the affirmative.

- B. Information Items
 - 1. Financial Statement
 - 2. Impact Fee Report

VII. FUTURE AGENDA ITEMS


- A. Projects
- B. Operations
- C. Finance
- D. Governmental Matters – Mr. Luers stated that Ryan Dickey will be the new member joining the Board of Trustees from Park City Municipal Corporation. He said that Mr. McAfee, Park City Municipal Corporation, and himself are trying to setup a lunch for some introductions. He said Mr. Dickey will be invited to the next meeting. Unless the Board directs us otherwise, we will all meet in person at the next meeting.

The Board agreed.

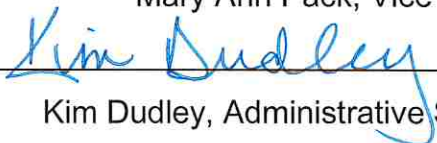
Mr. Richer asked if this would be Mr. Passey's last meeting due to his retirement. Mr. Passey indicated that he will be here through May.

VIII. ADJOURN

Mr. Pick made the motion to adjourn at 5:34 p.m., Mr. Richer seconded the motion carried with Mr. Pick, Mr. Richer, and Ms. Pack voting in the affirmative.



Mary Ann Pack, Vice Chairman



Kim Dudley, Administrative Specialist