

## BOARD OF TRUSTEES MEETING MINUTES

August 15, 2022  
\*\* District Office\*\*  
5:00 p.m.

### I. CALL TO ORDER

The August 15, 2022, 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 and Robert Richer. Ryan Dickey arrived at 5:16 p.m. Dick Pick was excused. Staff in attendance were Mike Luers, Dan Olson, Chad Burrell, Kevin Berkley, Bryan Steele, and Kim Dudley. Also, in attendance were Jeremy Cook, Cohne/Kinghorn and Craig Ashcroft, Carollo Engineers.

### II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for July 18, 2022
- B. Final Project Approval – Earl Street Sewer Extension
- C. Escrow Fund Reduction Approval – Earl Street Sewer Extension – Retain 10%

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

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

### IV. APPROVAL OF EXPENDITURES – Bills in the Amount of \$1,125,559.43 – Mr. Luers reviewed the Expenditures with the Board. He said that we had routine expenses.

Mr. Richer asked about the fee from Wells Fargo Bank for \$39 for over the limit fee. He asked if we could get Wells Fargo to adjust the charge. We do a lot of business with Wells Fargo and would hope they could waive that. Mr. Steele said we would ask Wells Fargo to waive the fee.

Mr. Richer also asked about the three new F150 vehicles from Labrum Ford and asked if they gave us a discount? Mr. Luers stated yes. We purchase them through the state contract and get very good prices.

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

### V. SERVICE AWARDS – Kevin Berkley 20 years

Mr. Wilking presented Mr. Berkley with his service award for 20 years. He said he couldn't believe it's been 20 years. Mr. Wilking congratulated and thanked Mr. Berkley.

Mr. Luers stated that we hired Mr. Berkley at a young age. He served under Mr. Atwood for several years and learned the ropes dealing with developers. Mr. Luers said that when Mr. Atwood retired Mr. Berkley took over and it was seamless. We haven't had any complaints and we've had several projects since he has taken over. Mr. Luers thanked Mr. Berkley for his service.

Mr. Berkley told the Board that this is a great place to work. It's very helpful that the management and the Board cares about the employees. He said he couldn't be happier with his staff and appreciate all the District does.

### VI. SUBDIVISION PROJECTS

Estimated LEA REs Year to Date: # Above Splitter 1; # ECWRF 0; # SCWRF 242.17; Total 243.17  
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0

## VII. DISTRICT MANAGER

A. Discussion Items – Review East Canyon Expansion Project Schedule – Mr. Luers said that included in the packet is the East Canyon (EC) Expansion Project Schedule that we would like to go over. He stated that since we sent this out, we have made some significant changes and would like to review the staff comments below:

1. The ECWRF expansion project is designed around the use of a new treatment technology called ballasted activated sludge. Ballasted activated sludge uses magnetite to dramatically increase the biological treatment capacity of the facility. This new technology reduces the size of the facility and increases the efficiency of the treatment process.
2. There are approximately 30 treatment facilities scattered around the US that are using the magnetite ballasted activated sludge process.
3. Locally, the City of Logan has built a new treatment facility using the magnetite ballasted activated sludge process. However, our design engineering firm, Carollo Engineers, is concerned with a number of issues that the City of Logan is dealing with. It is unclear if these problems are a result of operational issues or if the problems are with the actual magnetite ballasted activated sludge process or both.
4. Due to the issues that the City of Logan is experiencing, we are recommending that the design phase be put on hold, until which time we have clear and concise answers to our concerns. We estimate it will take 6 to 12 months, to fully conduct an in-depth review and investigation into the problems that the City of Logan is having.
5. At this time, we are not recommending investing over \$100 million on a treatment facility without knowing if the ballasted activated sludge process will work!

Mr. Luers stated that we may come back to the Board in 90 days and say we have the answers we need and are good to start the project or it could be 12 months until we are very certain what the issues are with the new treatment technology.

Mr. Richer asked how we are defining very certain? Mr. Luers replied that we need to be certain. Mr. Ashcroft stated that there are a couple of main issues at the Logan facility. One is the settling of the clarifiers and the other is with their magnetite recovery process. He said that we have never seen any of these issues at other plants and need to figure that out before proceeding.

Mr. Wilking asked how many sites are there that this process has been implemented? Mr. Ashcroft said there's at least 30 plants across the country. He said that we have visited about 8-10 plants.

Mr. Richer asked how old is the technology? Mr. Ashcroft said it was started around 2005.

Mr. Luers stated that a lot the facilities that we visited are a little different than us. Some plants treat rainwater with their wastewater. Logan's plant is very similar to the way we operate and we're not liking what we are seeing. It may all be explained but there are big enough issues to where were not ready to proceed.

Mr. Luers presented the Board with a revised EC Expansion Project Schedule.

Mr. Luers said that we appeared before the County Council on August 3, 2022, regarding our special exceptions, which were the heights on our building setbacks, and they were not approved. They asked for additional information which will be sent to them tomorrow and they also asked for a site visit on August 31, 2022. Mr. Luers invited the Board to join us on that date. He said it will be the County Council, staff, and some neighbors. We will let the Board know what time that will be held.

Mr. Wilking asked what other exceptions are we asking for? Mr. Luers responded saying that we should be zoned as an industrial site and we're not, so we have all kinds of exceptions. He said he believes that we have eight total.

Mr. Luers stated that we are still proposing to move forward on September 19, 2022, with reviewing the impact documents and proposed fees and having the Board consider setting the Impact Fee Public Hearing for October 17, 2022. Staff and Mr. Cook will prepare the following documents by September 29, 2022:

1. Impact Fee Public Hearing (set for Oct. 17) Notice.
2. Legal notice for Consolidated Fee schedule.
3. Impact Fee Enactment Resolution.
4. Fact Sheet – 2022 Impact Fee Rate Increase

Mr. Luers said we will hold the Public Hearing on impact fee documents and the Impact Fee Resolution and Consolidated Fee Schedule Resolution at 6 p.m., October 17, 2022. Afterwards, we would consider approving impact fee documents and Fees.

B. Action Items

1. Consider Authorization of Delinquent User Accounts to the Summit County Treasurer – Mr. Steele discussed that we have a list of delinquent accounts for certification to the Summit County Treasurer. The number of accounts and total amounts due for 2022 is as follows, with prior year comparisons:

<u>Year</u>	<u>No. of Accounts</u>	<u>Total Amount</u>	<u>Median Amount</u>
2022	178	\$ 77,320.96	\$226
2021	149	\$ 54,136.41	\$247
2020	177	\$ 66,796.51	\$218
2019	162	\$ 61,887.65	\$318
2018	266	\$ 150,250.59	\$217
2017	266	\$ 105,516.64	\$311
2016	169	\$ 77,653.21	\$446

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

2. Consider Approval of Updating the Purchasing and Procurement Policy and Procedures – Mr. Luers discussed the approval of Updating the Purchasing and Procurement Policy and Procedures and said the current Purchasing Policy was last approved April 18, 2016. Several

Department Managers and Supervisors requested that we update the approval purchase authorization amounts. Those amounts have been updated in Section III on page 1 of the policy.

There have been questions about when purchase orders are or are not needed. We have added language on page 2 of the policy under section IV B to help clarify instances when Purchase Orders are not needed.

We have updated other amounts throughout the policy to bring them up to date.

The red lined version of the policy is included with the packet.

Ms. Pack made the motion to approve the Updated Purchasing and Procurement Policy and Procedures, Mr. Richer seconded the motion carried with Mr. Dickey, Mr. Richer, Ms. Pack, and Jan Wilking voting in the affirmative.

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

#### VIII. FUTURE AGENDA ITEMS

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

Mr. Luers presented the Board with awards received from NACWA. The ECWRF received an award for perfect compliance for all EPA regulations for 18 consecutive years. SCWRF also received the award for 19 consecutive years.

#### IV. ADJOURN

Mr. Richer made the motion to adjourn at 5:52 p.m., Ms. Pack seconded the motion carried with Mr. Dickey, Ms. Pack, Mr. Richer, and Mr. Wilking voting in the affirmative.



*Mary Ann Pack*  
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*Mary Ann Pack,* Jan Wilking, Chairman  
*Vice Chairman*

*Kim Dudley*  
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Kim Dudley, Administrative Specialist