

BOARD OF TRUSTEES MEETING MINUTES

December 19, 2023

** District Office**

6:00 p.m.

I. CALL TO ORDER

The December 19, 2023, Board of Trustees meeting was called to order by Chair Jan Wilking at 6:00 p.m. Other Board members in attendance were Mary Ann Pack, Robert Richer, and Richard Pick. Ryan Dickey was excused. Staff in attendance were Mike Luers, Chad Burrell, Kevin Berkley, Bryan Steele, Mario Aguilar, Jim Giles, Dave Garritson and Kim Dudley. Also, in attendance was Craig Ashcroft, Carollo Engineers.

II. CONSENT AGENDA – Approval of Board Meeting Minutes for November 27, 2023

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

III. PUBLIC HEARING

Mr. Wilking opened the Public Hearing at 6:03 p.m.

2024 ANNUAL BUDGET

Mr. Luers discussed the 2024 Annual Budget stating that in round numbers we have an Operations and Maintenance budget totaling approximately \$13.7 million with a total budget of \$19.3 million. He said that both numbers are significantly down from last year strictly because of renewal projects that are part of the amended budget and the East Canyon expansion project. The User Fees will be going up 4% and the Impact Fees will be going up approximately 2.1% on January 1, 2024. Other than that no changes have been made since the Board addressed the Tentative Budget last month.

Mr. Wilking closed the Public Hearing at 6:04 p.m.

IV. PUBLIC INPUT – There was no public input.

V. APPROVAL OF EXPENDITURES – Bills in the Amount of \$1,170,741.03 – Mr. Luers discussed the Expenditures in the amount of \$1,170,741.03. He said there are a few bills to Inliner for lining projects. There is approximately \$500,000 to Mountain Regional for a cooperative project we did in Summit Park. They replaced the waterline, and we replaced the sewer and split the cost of pavement.

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

VI. SERVICE AWARDS – Jim Giles – 10 years

Mr. Wilking presented and thanked Mr. Giles with his service award for 10 years with the District.

Mr. Burrell said that Mr. Giles has shown a lot of initiative, he's not afraid to tackle anything, and if there is a problem, he is good at fixing it. He's a Grade IV Certified Operator and recently passed some Maintenance certification. Mr. Giles stated he just got his associate degree on Thursday. Everyone congratulated Mr. Giles.

Mr. Burrell thanked Mr. Giles and said here's to another 30 years.

The Board congratulated Mr. Giles and his service of 10 years.

Mario Aguilar – 30 years

Mr. Wilking presented and congratulated Mr. Aguilar with his service award for 30 years with the District. He said way to go!

Mr. Aguilar thanked the Board and staff for everything.

Mr. Luers stated that Mr. Aguilar is just outstanding and said Mr. Burrell wanted to say a few things as well.

Mr. Burrell reiterated Mr. Luers and said that when you think of an operator you don't think they do a lot from yard work, handling solids, fixing pumps and motors. He said Mr. Aguilar knows our sprinkler system inside and outside in addition to everything else he does for the District. Mr. Burrell stated that we are glad to have had Mr. Aguilar for 30 years. He said that it goes to show that a lot of employees work their whole career here at the District.

Congratulations to Mr. Aguilar on his 30 years of service.

Mr. Luers asked Mr. Berkley if he'd like to introduce his new employee.

Mr. Berkley introduced Mr. Garritson as our new Information System and GIS Administrator. He will be taking Mr. Tackman's position when he retires in May. Mr. Berkley said we brought Mr. Garritson in early so he could gain all the knowledge he could from Mr. Tackman.

Mr. Garritson told the Board that he's been in law enforcement software for many years, mostly on the GIS side and I.T. in the background, so this is an amazing fit. Mr. Garritson said he's lived in Utah his whole life. Mr. Wilking said it's great to have you.

Mr. Luers said Mr. Garritson has been great and eager to help us out with GIS and I.T. advancement. He said we appreciate all his hard work.

The Board welcomed Mr. Garritson.

VII. SUBDIVISION PROJECTS

Estimated LEA REs Year to Date: # Above Splitter 0; # ECWRF 5.68; # SCWRF 341.53; Total 347.21
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0

VIII. DISTRICT MANAGER

A. Action Items

1. Consider adopting 2024 Final Budget – Mr. Luers discussed the 2024 Final Budget indicating that there are no changes since discussing earlier.

Mr. Richer stated that he thinks we have had several discussions and Mr. Pick agreed.

Mr. Pick made the motion to adopt the 2024 Final Budget, Ms. Pack seconded, and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack, and Mr. Wilking voting in the affirmative.

2. Consider approval of updating Personnel Manual – Section XVIII – Mr. Luers stated that Mr. Steele would discuss the Personnel Manual changes. Mr. Steele said the first change is the Juneteenth District holiday and we are requesting to make it a holiday exchange holiday. The second change is one we encountered today regarding the Operator's Certification test. Up until the end of this year our Operators have had a chance to take the test four times a year. Starting next year, they will have the chance to take it on-line every month. We wanted to clarify that the District will continue to pay for the test four times a year.

Mr. Luers asked the Board to consider the changes to the Personnel Manual – Section XVIII.3D and XVI.5.B.

Mr. Richer made the motion to approve the changes to the Personnel Manual – Section XVIII.3.D and XVI.5.B, Mr. Pick seconded, and the motion carried with Ms. Pack, Mr. Richer, Mr. Pick, and Mr.

Wilking voting in the affirmative.

3. Consider approving Board Meeting Schedule 2024 – Mr. Luers told the Board that the Board Meeting Schedule was approved last month with a couple of changes. The changes have been updated to the schedule. He asked the Board to consider approval of the 2024 Board Meeting Schedule.

Mr. Pick made the motion to approve the 2024 Board Meeting Schedule, Mr. Richer seconded, and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack, and Mr. Wilking voting in the affirmative.

B. Discussion Items – Annual Fraud Risk Assessment – Mr. Steele stated that the State Auditor requires us to do an Annual Fraud Risk Assessment. On the assessment we scored 315 out of 395 which is the top of the moderate scale. Mr. Steele said that he is working on his CGFM license, and it will increase our score by 20 points.

Mr. Pick asked what CGFM stands for. Mr. Steele replied Certified Government Finance Manager.

Mr. Luers mentioned that when Mr. Steele receives his CGFM it will put us in the low category on the assessment.

Ms. Pack stated that item #4 seemed like it would be easy to complete as well. Mr. Steele said he would look into it.

C. Information Items

1. Financial Statement
2. Impact Fee Report – The Impact Fee Revenues came in at 35.1 RE's.
3. Christmas Brunch, December 21, 2023 @ 10 a.m. – Mr. Luers reminded the Board

of our Christmas Brunch on December 21, 2023 @ 10 a.m. and invited them to attend.

IV. FUTURE AGENDA ITEMS

- A. Projects
- B. Operations
- C. Finance
- D. Governmental Matters – Mr. Luers wanted to bring up that our Auditor wanted us

to change our rate resolution spelling out exactly how we charge different types of users for services. We will bring a rate resolution to the Board next month for that purpose and, we are adding the Surcharge for Industrial Dischargers. If it is okay with the Board, we'll also include the User Fee increase for January 2025.

X. ADJOURN

Mr. Pick made the motion to Adjourn at 6:20 p.m., Ms. Pack seconded, and the motion carried with Mr. Richer, Mr. Pick, Ms. Pack, and Mr. Wilking voting in the affirmative.



Jan Wilking, Chairman

Kim Dudley, Administrative Specialist
District Clerk