

## BOARD OF TRUSTEES MEETING MINUTES

January 22, 2024  
\*\* District Office\*\*  
6:00 p.m.

### I. CALL TO ORDER

The January 22, 2024, 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, Richard Pick, and Ryan Dickey. Staff in attendance were Mike Luers, Dan Olson, Chad Burrell, Kevin Berkley, Bryan Steele, Cory Shorkey, Dave Garrison, Marlo Davis, and Kim Dudley. Also, in attendance were Dawnetta Davis, Craig Ashcroft, Carollo Engineers, Jeremy Cook, Cohne and Kinghorn, and Dean Berrett, Prospector Square Property Owners Association.

### II. OATH OF OFFICE – Robert “Bob” Richer and Richard Pick

Ms. Dudley administered the Oath of Office to Mr. Richer and Mr. Pick.

### III. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for December 19, 2023
- B. Substantial Completion
  - 1. Prospector Square Property Owner’s Association – Lot E
- C. Escrow Fund Reduction Approval
  - 1. Prospector Square Property Owner’s Association – Lot E - Retain 20%
  - 2. The Pinnacle at Promontory - Retain 0%
  - 3. Nicklaus West Phase 5 Subdivision - Retain 0%
  - 4. Clubhouse Villas at Painted Valley - Retain 0%

Mr. Richer made the motion to approve the Consent Agenda, Ms. Pack seconded, and the motion carried with Mr. Dickey, Ms. Pack, Mr. Richer, Mr. Pick, and Mr. Wilking voting in the affirmative. Mr. Richer and Mr. Wilking disclosed they are owners of property and members of the Prospector Square Property Owners Association

### IV. PUBLIC HEARING

Mr. Wilking opened the Public Hearing at 6:02 p.m.

#### **CONSOLIDATED FEE SCHEDULE (RESOLUTION NO. 150) INCLUDING THE WASTEWATER USER FEE INCREASE**

Mr. Luers stated the purpose of the public hearing was to consider adopting Resolution No.150 – Consolidated Fee Schedule including the Wastewater User Fee Increase and a few other things that we will review. The first thing is our auditors requested that the user fee portion specifically outline the base fee and volume fee, they wanted us to list it out for each customer class. The second is to add our User Fee increase for 2025 which is 4% and would be effective on January 1, 2025. The third item is to add the Surcharge fees for large nondomestic wastewater customers.

Mr. Pick asked about the 2024 User Fee and Impact Fee increase. Mr. Luers clarified that the 2024 fees have already been approved. We are modifying the resolution to include an increase for the 2025 User Fees.

Mr. Richer asked how we had our language laid out in the resolution and if it needed to be modified. Mr. Luers discussed the language with Mr. Richer and said we would investigate it.

Mr. Richer asked who falls into the Surcharge category. Mr. Luers responded saying two water providers, Park City Municipal and Mountain Regional as of now.

There was no public comment.

Mr. Wilking closed the Public Hearing at 6:08 p.m.

**V. PUBLIC INPUT** – There was no public input.

**VI. APPROVAL OF EXPENDITURES** – Bills in the Amount of \$1,747,586.38 – Mr. Luers reviewed the expenditures with the Board telling them that there was billing for our lining project for Michels just shy of \$670,000.

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

**VII. SERVICE AWARDS**

**Chad Burrell – 10 years** – Mr. Wilking presented Mr. Burrell with his service award for 10 years. He congratulated Mr. Burrell and said it's wonderful to have him with our organization.

Mr. Luers stated that Mr. Burrell runs the Treatment Department. He does an excellent job between Mr. Davis and Mr. Snyder, and we appreciate his help. Mr. Burrell also runs the Safety Program and he's heavily involved along with Mr. Davis with the Utah State Water Environment Association activities. We appreciate all Mr. Burrell does for us.

The Board congratulated Mr. Davis and Mr. Burrell on the service awards and for all they do.

**Marlo Davis – 25 years** – Mr. Wilking presented Mr. Davis with his 25-year service award. He congratulated Mr. Davis and said it's wonderful to have him as part of our organization.

As a team, Mr. Davis and Mr. Burrell both pitch right in and we appreciate that. He said Mr. Davis is highly experienced, skilled, and keeps East Canyon running. We had a tour of the facility the other day with the Chamber of Commerce and some other people, and they were very complimentary on the way the East Canyon facility looks and how it operates. We appreciate all Mr. Davis does for the District.

**Chad Hardinger – 10 years**

Mr. Hardinger's service award will be presented in February.

**VIII. SUBDIVISION PROJECTS**

**A. North Norfolk Subdivision – 4 REs**

Mr. Shorkey stated the applicant has filed a Line Extension Agreement to extend wastewater main lines within a private development. The proposed project will be served by a short gravity system, which will connect to the existing sanitary mainline in Norfolk Avenue.

Staff recommends approval.

Ms. Pack made the motion to approve the Subdivision Projects North Norfolk Subdivision – 4 REs, Mr. Richer seconded the motion carried with Mr. Pick, Ms. Pack, Mr. Richer, Mr. Dickey, and Mr. Wilking voting in the affirmative.

**B. Park City Business Center Lots 22 and 23 – 4.2 REs**

Mr. Shorkey discussed that the applicant has filed a Line Extension Agreement to extend a gravity main line into a condominium development from Forestdale Drive. The proposed project will be served by a gravity main line, which will connect to a new manhole installed on an existing gravity main line. The developer anticipates utilizing an existing lateral stub to serve one of the units.

Staff recommends approval.

Mr. Richer made the motion to approve the Subdivision Projects Park City Business Center Lots 22 and 23 – 4.2 REs, Mr. Pick seconded the motion carried with Ms. Pack, Mr. Richer, Mr. Dickey, Mr. Pick, 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 4; # ECWRF 0; # SCWRF 4.2; Total 8.2

**IX. DISTRICT MANAGER**

A. Discussion Items – Ethical Behavior Pledge Form – Mr. Luers said with the Fraud Assessment checklist we discussed at last month’s meeting we have created an Ethical Behavior Pledge Form. The form asks employees and elected officials to annually commit in writing to abide by a statement of ethical behavior. Once this has been implemented, we will qualify for an additional 20 points.

Mr. Pick discussed the language of the Ethical Behavior Pledge Form with Mr. Luers. After the discussion it was decided that the form would work for our purpose.

B. Action Items – Consider adopting Consolidated Fee Schedule (Resolution No. 150) including the Wastewater User Fee Increase – Mr. Luers asked the Board to consider adopting the Consolidated Fee Schedule (Resolution No. 150).

Ms. Pack made the motion to adopt the Consolidated Fee Schedule (Resolution No. 150) including the Wastewater User Fee Increase, Mr. Richer seconded the motion carried with Mr. Pick, Ms. Pack, Mr. Richer, Mr. Dickey, and Mr. Wilking voting in the affirmative.

- A. Information Items
  - 3. Financial Statement
  - 4. Impact Fee Report – Mr. Luers said we ramped up the year with almost 600 RE’s.

**X. FUTURE AGENDA ITEMS**

A. Projects  
B. Operations  
C. Finance  
D. Governmental Matters – Mr. Luers gave an update on the permitting status with the Department of Water Quality (DWQ). Two things are going on, 1) we asked for a construction permit and 2) how are things going on negotiating the discharge permit. DWQ promised us a construction permit the first week of January and we have not received it. We sent them a lengthy proposed scope of work for our studies, and they came back with a response regarding why we want to do this. We have requested an in-person meeting on February 6, 2024. Prior to the meeting we will respond to their questions in writing. We will report back on how things go but we are certain we will obtain our construction permit.

Mr. Pick asked how long the permit lasts. Mr. Luers responded until we finish the project.

**XI. ADJOURN**

Mr. Richer made the motion to Adjourn at 6:32 p.m., Ms. Pack seconded, and the motion carried with Mr. Dickey, Mr. Richer, Mr. Pick, Ms. Pack, and Mr. Wilking voting in the affirmative.



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

*Kim Dudley*  
Kim Dudley, Administrative Specialist  
District Clerk