

# BOARD OF TRUSTEES MEETING MINUTES

August 19, 2024  
\*\* District Office\*\*  
5:00 p.m.

## I. CALL TO ORDER

The August 19, 2024, Board of Trustees meeting was called to order by Chair Jan Wilking at 5:00 p.m. Other Board members in attendance were Robert Richer, Mary Ann Pack, and Ryan Dickey. Richard Pick was excused. Staff in attendance were Mike Luers, Kevin Berkley, Dan Olson, Chad Burrell, Bryan Steele, Scott McPhie, Josh Surratt, and Kim Dudley. Also, in attendance were Jeremy Cook, Cohne and Kinghorn, and Craig Ashcroft, Carollo Engineers.

## II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for July 15, 2024
- B. Escrow Fund Reduction Approval
  - 1. Park City Heights Phase 4 – Retain 0%
  - 2. Sage Hills Estates Subdivision/ The Hills Clubhouse – Retain 10%

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

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

**IV. APPROVAL OF EXPENDITURES** – Bills in the Amount of \$1,758,097.79 – Mr. Luers reviewed the Expenditures in the amount of \$1,758,097.79. He said there are several expenditures for pipelining.

Mr. Richer asked what's a HP Elite Book. Mr. Steele replied that it's computers that Mr. Garrison purchased. Mr. Burrell responded that they're laptops.

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

Mr. Richer said that this was a good time to say that he was going through his Digestive News and was surprised that the president of the WEAU was Mr. Burrell. He also saw under the Collections Challenge Team called Poophoria that they won 2<sup>nd</sup> place (Tie). He said a few others that he noticed were for Mr. Willoughby winning Outstanding Water Reclamation Operator, and Mr. Davis entered the Quarter Century Operators Club. Mr. Richer applauded them all. We also wanted to mention that Mr. Walton won the Outstanding Pretreatment Specialist.

## V. SERVICE AWARDS – Josh Surratt – 10 years

Mr. Wilking presented Mr. Surratt with his service award for 10 years. He congratulated and thanked him for his service. The Board also congratulated him.

Mr. McPhie said that Mr. Surratt is the character of our group. He is a hard worker and thinks outside the box and brings new ideas not only to the group that he works with but also to the managers and the staff. Mr. Surratt is very particular about the work that he does. He takes the time to do things right, so they do not have to be redone. We are lucky here at the District we've hired some great employees. Mr. Surratt's service has certainly made our jobs easier. Mr. McPhie thanked Mr. Surratt.

Mr. Luers mentioned that he appreciated all of Mr. Surratt's comments on his evaluation. When he has an idea, he shares it and that's what we like to hear. He thanked Mr. Surratt.

## VI. SUBDIVISION PROJECTS

Estimated LEA REs Year to Date: # Above Splitter 4; # ECWRF 89; # SCWRF 290.68; Total 383.68  
 Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0

**VII. DISTRICT MANAGER**

**A. Action Items**

1. Consider Authorization of Delinquent User Accounts to the Summit County Treasurer – Mr. Luers stated that included in the packet was information with the names of customers on the lien list. As stated in the narrative on the agenda we have a list of delinquent accounts for certification to the Summit County Treasurer. The number of accounts and total amounts due for 2024 is as follows, with prior year comparisons:

<u>Year</u>	<u>No. of Accounts</u>	<u>Total Amount</u>	<u>Median Amount</u>
<b>2024</b>	<b>136</b>	<b>\$ 64,289.06</b>	<b>\$422</b>
2023	136	\$ 55,398.08	\$342
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

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.

Mr. Wilking asked if any liens go over 5 years. Mr. Steele replied that we send liens to the county ever year and they are collected with the property taxes.

Mr. Richer mentioned that he noticed that this year and last were our lowest numbers in 7 years and asked if there was any particular reason. Mr. Luers responded no not that he could think of.

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, and the motion carried with Mr. Dickey, Mr. Richer, Ms. Pack, and Mr. Wilking voting in the affirmative.

2. Consider Authorization of removing Brian Passey and adding Bryan Steele to our Safety Deposit Box as key executive – Mr. Luers told the Board that action is required to remove Mr. Passey and add Mr. Steele as our Safety Deposit Box key executive and reflected in the minutes. He asked the Board to approve removing Mr. Passey and adding Mr. Steele as key executive of the Safety Deposit Box.

Mr. Dickey made the motion to remove Brian Passey and add Bryan Steele to our Safety Deposit Box as key executive, Ms. Pack seconded, and the motion carried with Mr. Richer, Mr. Dickey, Ms. Pack, and Mr. Wilking voting in the affirmative.

B. Information Items

1. Financial Statement
2. Impact Fee Report – Mr. Luers said we had a relatively good month on Impact Fees. We had a couple large payments come in. He asked Mr. Berkley if he had any comments. Mr. Berkley responded that we are anticipating payment from Studio Crossing and Sommet Blanc. Other than that, we are steady.

Mr. Dickey made the motion to adjourn to Closed Session at 5:16 p.m. for pending or impending litigation, Ms. Pack seconded, and the motion carried with Mr. Richer, Mr. Dickey, Ms. Pack, and Mr. Wilking voting in the affirmative.

**VIII. CLOSED SESSION** – Consider a motion to enter into a closed session for purposes allowed under the Open and Public Meetings Act (Utah Code § 52-4-205)

Mr. Richer made the motion to reconvene to Open Session at 5:35 p.m., Ms. Pack seconded, and the motion carried with Mr. Dickey, Mr. Richer, Ms. Pack, and Mr. Wilking voting in the affirmative.

**IX. FUTURE AGENDA ITEMS**

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

**X. ADJOURN**

Mr. Dickey made the motion to Adjourn at 5:36 p.m., Ms. Pack seconded, and the motion carried with Mr. Richer, Mr. Dickey, Ms. Pack, and Mr. Wilking voting in the affirmative.



*Mary Ann Pack*

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

*Kim Dudley*

Kim Dudley, Administrative Specialist / Clerk