



SNYDERVILLE BASIN

WATER RECLAMATION DISTRICT

2800 HOMESTEAD RD, PARK CITY, UT 84098

WWW.SBWRD.ORG

T 435-649-7993

F 435-649-8040

BOARD OF TRUSTEES MEETING MINUTES

May 19, 2025
** District Office**
5:00 p.m.

The meeting is open to the public and will also be conducted electronically using Microsoft Teams**

** For information on how to connect to the meeting, please call 435.649.7993 or email Dan Olson @ dolson@sbwrld.org by 4:30 p.m. on Monday, May 19, 2025**

I. CALL TO ORDER

The May 19, 2025, 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, Robert Richer, Richard Pick, and Ryan Dickey. Staff in attendance were Mike Luers, Dan Olson, Bryan Steele, Chad Burrell, and Kevin Berkley. Also, in attendance were Jeremy Cook, Cohne and Kinghorn, Bob Rosenthal, Rosenthal and Associates, Inc.

II. CONSENT AGENDA – Approval of Board Meeting Minutes for April 28, 2025

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

III. PUBLIC HEARING

Mr. Wilking opened the Public Hearing at 5:01 p.m.

RESOLUTION #152 – Enacting and Imposing Impact Fees within the Service Area of the Snyderville Basin District – Mr. Luers stated the purpose of the Public Hearing is to review the proposed impact fees outlined in Resolution #152 – Enacting and Imposing Impact Fees within the Service Area of the Snyderville Basin District. In summary we have a Facilities Plan and a Written Analysis of the impact fees. These documents have been available to the public. To summarize it includes a 2.5% increase in impact fees for 2025, 2026, and 2027. The impact fees that would be implemented tonight will not go into effect until 90 days.

No public was present.

Mr. Wilking closed the Public Hearing @ 5:04 p.m.

IV. PUBLIC INPUT – There was no public input.

V. APPROVAL OF EXPENDITURES – Bills in the Amount of \$634,868.73 – Mr. Luers said the largest payment in the expenditures is the quarterly payment to Park City Municipal for franchise fees.

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

VI. SUBDIVISION PROJECTS

Estimated LEA REs Year to Date: # Above Splitter 1.3; # ECWRF 5.33; # SCWRF 43; Total 49.33
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0

VII. DISTRICT MANAGER

A. Action Items

1. Consider approval of Resolution #152 – Enacting and Imposing Impact Fees within the Service Area of the Snyderville Basin District – Mr. Luers asked the Board to consider approving Resolution #152 – Enacting and Imposing Impact Fees within the Service Area of the Snyderville Basin District as discussed during the Public Hearing. He asked them if they had any questions.

Mr. Pick asked Mr. Luers to define an RE. Mr. Luers replied a 3-bedroom house is equal to 1.0 RE. He explained that for a 9-bedroom home it is calculated as 3 RE's. Mr. Pick asked about the Commercial side of RE's, and Mr. Luers explained that the Commercial RE's are calculated by the water usage in the highest month divided by 320. He said 1.0 RE equals 320 gpd (max demand).

Mr. Dickey asked how we determined Commercial. Mr. Luers responded by giving an example of a restaurant that is a new development, it is calculated as stated above. If it is redeveloped and another restaurant came in and it didn't change the number of RE's there wouldn't be any additional fees. If the new use is higher than what was previously paid, they would pay the difference. Mr. Berkley added that, for example, out at the Factory Stores, for a new building permit where there was a retail store and it is changing to a restaurant, we would give them credit for what they paid for the retail space and charge them the difference between what we determine they'll use as a restaurant.

Mr. Pick made the motion to approve Resolution #152 – Enacting and Imposing Impact Fees within the Service Area of the Snyderville Basin District, Mr. Dickey seconded, and the motion carried with Mr. Richer, Ms. Pack, Mr. Pick, Mr. Dickey, and Mr. Wilking voting in the affirmative.

2. Consider approval of Interlocal Cooperation Agreement between Summit County and Snyderville Basin Water Reclamation District – Mr. Steele told the Board that this an agreement with Summit County to perform our election services.

Mr. Richer asked if we knew if any other jurisdiction would be on the ballot. Mr. Steele replied not yet.

Mr. Pick asked if we have an agreement with Summit County in place now. Mr. Steele responded that we do not. We had one for the election in 2023. Mr. Pick asked if the cost breakdown would be split by which jurisdictions were included in the election and Mr. Steele said that is correct.

Mr. Richer asked what the cost was last time. Mr. Steele stated \$32,000.

Mr. Richer made the motion to approve the Interlocal Cooperation Agreement between Summit County and Snyderville Basin Water Reclamation District, Mr. Pick seconded, and the motion carried with Mr. Dickey, Ms. Pack, Mr. Pick, Mr. Richer, and Mr. Wilking voting in the affirmative.

3. Consider updating District's Capitalization & Depreciation Policy – Mr. Steele said based on the recommendation from the District's auditors, we are proposing raising the capitalization threshold on District assets from \$5,000 to \$10,000. The District's current policy was last adopted in 2003. This would be retroactive to January 1st of this year.

Mr. Pick asked if the only change was to the Capitalization portion of the policy. Mr. Steele responded yes.

Mr. Pick made the motion to authorize updating the District's Capitalization & Depreciation Policy, Ms. Pack seconded, and the motion carried with Mr. Richer, Ms. Pack, Mr. Pick, Mr. Dickey, and Mr. Wilking voting in the affirmative.

B. Information Items

1. Awards for NACWA

1. East Canyon WRF – Platinum 21 years
2. Silver Creek WRF-Platinum 22 years

Mr. Burrell stated that every year we submit to NACWA for Peak Performance awards, and we received an award for East Canyon WRF – Platinum 21 years and Silver Creek WRD – Platinum 22 years.

2. WEAU Annual Conference Awards
 1. Chad Hardinger-Collection Operator of the Year
 2. Silver Creek WRF – Treatment Plant of the Year, Under 5 mgd
 3. Dan Olson-WEF Quarter Century Operator Club Inductee
 4. Chad Burrell – WEF Quarter Century Operator Club Inductee

Mr. Burrell presented the Board with the all the awards the District won at the WEAU Annual Conference in St. George.

Mr. Pick asked how they pick who wins the award. Mr. Burrell replied that about December every year entities can either nominate their own employees or other employees for these awards. WEAU will get together members of the organization to go and interview people who have been nominated and then pick a winner.

Silver Creek was recognized for a treatment plant under 5mgd. We have won this award a couple of times, which is telling how consistent we are running things at Silver Creek. Mr. Burrell said that WEAU will walk through the plant to see how we are doing our maintenance. They want to see if you've had any violations, if we have done any innovative projects, like seeing a clean well-kept well-maintained facility, safety records and that kind of stuff.

Mr. Burrell said we would like to recognize the employees for the part they play in receiving these awards and the Board for all their support.

Mr. Luers stated that we will have a luncheon for the staff in appreciation.

Mr. Richer commented that it is such a testament that Mr. Burrell and Mr. Olson received the awards for 25-year Club Inductees. We are such a great organization due to our employees and their knowledge and longevity.

The Board thanked everyone for the awards that we received. Mr. Luers said kudos to the staff for what they do for our community.

3. Financial Statement
4. Impact Fee Report – Mr. Luers said that the impact revenue is right there with what we projected.

Mr. Richer asked if we are getting a feeling for the uncertainty or are we back at more stability for the ECWRF project. Mr. Luers replied that on the growth side we feel better but on making a recommendation to proceed or not we are nervous as ever.

Mr. Pick asked if there was anything new on the permitting side. Mr. Luers responded that we will be sending out a letter to DWQ this week. We started this permit process in 2021, and we have some pretty significant concerns regarding DWQ's proposed permit limitations.

Mr. Pick said that we talked about anticipating pre-purchasing presses for the EC project for approximately \$900,000. Are the presses something that we need right away. Mr. Luers replied that we have no choice in the matter. The equipment we have needs desperate repair. Mr. Pick asked what we expect the tariff to be. We have talked to the manufacturer, and they thought they could code it to come under the Mexican/Canadian free trade agreement, but it is not guaranteed. If not, the tariff would be 25% of \$900,000.

VIII. FUTURE AGENDA ITEMS

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

IV. ADJOURN

Mr. Dickey made the motion to Adjourn at 5:32 p.m., Ms. Pack seconded, and the motion carried with Mr. Richer, Ms. Pack, Mr. Dickey, Mr. Pick, and Mr. Wilking voting in the affirmative.



A handwritten signature in blue ink, reading "Mary Ann Pack", written over a horizontal line.

Mary Ann Pack, Vice Chairman

A handwritten signature in black ink, reading "Kim Dudley", written over a horizontal line.

Kim Dudley, Administrative Specialist / Clerk