

BOARD OF TRUSTEES MEETING MINUTES

July 15, 2019
** District Office**
5:00 p.m.

I. CALL TO ORDER

The July 15, 2019, 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, Richard Pick, and Steve Joyce. Robert Richer was excused. SBWRD staff in attendance were Mike Luers, Bryan Atwood, Brian Passey, Dan Olson, Chad Burrell, Kevin Berkley, Scott McPhie, Scott Cook, and Kim Dudley. Also, in attendance were Jeremy Cook, Cohne/Kinghorn, and Craig Ashcroft, Carollo Engineering

II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for June 17, 2019
- B. Escrow Fund Reduction Approval
 - 1. PCFD Fleet Services Building – Retain 0 percent
 - 2. SR-248 Bicycle and Pedestrian Access – Retain 40 percent

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

III. PUBLIC INPUT – There was no public input.

IV. APPROVAL OF EXPENDITURES – Bills in the Amount of \$1,096,001.74 Including SCWRF Project Pay Request #39 for \$372,499.14 – Mr. Burrell stated Gerber Construction has submitted Pay Request #39 for \$372,499.14. Work includes: The facility continues to be operated by District Staff. Site grading is taking place on the west side of the new facility. Demolition of existing Clarifiers, Oxidation Ditch, and Operation Building. Backfilling and compaction of demolition areas. Startup of mechanism and pumps for Clarifier #3 and Scum Box #2. Grading for the west side of the facility in preparation for rolled gutter. Slip formed the gutter for most of the west side of the facility. Set shoring for the last deck sections of Bioreactor #2. Formed, tied rebar, and poured the concrete for the last deck sections on Bioreactor #2 (Note: This was the LAST pour of structural concrete!). Continue to set downspout drain lines and storm drain lines at the Filter Building. Continued work on punch list for each building.

The work is 95.89% complete. The time elapsed is 88.89%.

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

V. SERVICE AWARDS – Scott Cook – 15 years

Mr. Wilking presented Mr. Cook with his award for 15 years of service. He thanked him very much. The Board congratulated Mr. Cook on his 15 years of service.

Mr. Olson wanted the Board to know that Mr. Cook is one of our best employees. He said that the work he does for our Asset Management Plan is utilized very much.

Mr. McPhie stated that he has had the privilege to work with Mr. Cook the entire time he has been here and said that 10 years he worked on the TV truck with Mr. Cook. He stated that Mr. Cook has taken his position and edified it to its fullest.

Congratulations to Mr. Cook on his 15 years of service with the District.

VI. SUBDIVISION PROJECTS

Estimated LEA REs Year to Date: # Above Splitter 0; # ECWRF 0; # SCWRF 230; Total 230
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0

VII. DISTRICT MANAGER

A. Action Items

1. URS Contributions Resolution #138 – Mr. Luers stated that the Auditors recommended that a resolution be adopted that complies with IRS code and Utah code regarding our URS Contributions. He asked the Board to consider adopting Resolution #138.

Ms. Pack made the motion to adopt Resolution #138, Mr. Joyce seconded the motion carried with Mr. Pick, Ms. Pack, Mr. Joyce and Mr. Wilking voting in the affirmative.

2. Update to Policy Manual Section 19 – General Safety & Vehicle Use – Mr. Luers and Mr. Cook stated that the Utah State Legislature passed a new law regarding the use of government vehicles. We updated our policy to make sure our employees are aware what is allowed while using District vehicles.

Mr. Luers asked the Board to consider Updating the Policy Manual Section 19 – General Safety & Vehicle Use.

Mr. Joyce made the motion to approve the Update to Policy Manual Section 19 – General Safety & Vehicle Use, Mr. Pick seconded the motion carried with Mr. Pick, Mr. Joyce, Ms. Pack, and Mr. Wilking voting in the affirmative.

3. Authorize Certification of Delinquent User Accounts to the Summit County Treasurer – Mr. Passey stated as in previous meetings for July of each year, we have a list of delinquent accounts for certification to the Summit County Treasurer. The number of accounts and total amounts due for 2019 is as follows, with prior year comparisons:

<u>Year</u>	<u>No. of Accounts</u>	<u>Total Amount</u>	<u>Median Amount</u>
2019	162	\$ 61,887.65	\$318
2018	266	\$ 150,250.59	\$217
2017	266	\$ 105,516.64	\$311
2016	169	\$ 77,653.21	\$446
2015	251	\$ 88,920.53	\$275
2014	241	\$ 84,635.80	\$315

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.

Mr. Passey said that Ms. Kristin McClellan, our Utility Billing Coordinator, and staff have done a tremendous job on reducing the amounts of liens.

Staff recommends authorization of delinquent accounts to be certified to the Summit County Treasurer.

Mr. Pick made the motion to authorize the Certification of Delinquent User Accounts to the Summit County Treasurer, Ms. Pack seconded the motion carried with Mr. Joyce, Ms. Pack, Mr. Pick and Mr. Wilking voting in the affirmative.

- B. Information Item
 - 1. Financial Statement
 - 2. Impact Fee Report


VIII. FUTURE AGENDA ITEMS

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

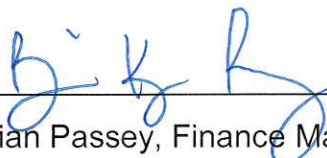
IV. ADJOURN

Mr. Pick made the motion to approve to Adjourn at 5:22 p.m., Mr. Joyce seconded the motion carried with Ms. Pack, Mr. Pick, Mr. Joyce, and Mr. Wilking voting in the affirmative.





Jan Wilking, Chairman



Brian Passey, Finance Manager/Clerk