

BOARD OF TRUSTEES MEETING MINUTES

April 19, 2021

5:00 p.m.

****The meeting is open to the public but will be conducted electronically using Go To Meeting****

****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, April 19, 2021****

I. CALL TO ORDER

The April 19, 2021, Board of Trustees meeting was called to order by Chair Jan Wilking at 5:01 p.m. Other Board members in attendance were Richard Pick, Steve Joyce, Robert Richer, and Mary Ann Pack. Richard Pick was excused. SBWRD staff in attendance were Mike Luers, Dan Olson, Brian Passey, Bryan Atwood, Chad Burrell, Kevin Berkley, Scott McPhie, Dustin Lewis, Steven Lamb, 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 March 15, 2021
- B. Escrow Fund Reduction Approval
High Mountain Road – RC22 Extension – Retain 0 percent

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

III. PUBLIC INPUT – Mr. Luers stated that Matthew Idema was in attendance to represent Promontory Homes.

IV. APPROVAL OF EXPENDITURES – Bills in the Amount of \$873,484.14 – Mr. Luers reviewed the Expenditures with the Board. He asked them to consider approval of Expenditures in the amount of \$873,484.14.

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

V. SERVICE AWARDS

Dustin Lewis – 15 years

Mr. Wilking congratulated Mr. Lewis for his 15 years of service. He said he appreciated him for everything he does for the District.

Mr. McPhie said Mr. Lewis was very young when he started at the District and he has grown into a great employee and we have taken pride in molding him into a great employee. Mr. Lewis learned City Works and teaches it to all the other employees. He helps them understand and maneuver through the system.

Mr. McPhie said he appreciates all Mr. Lewis does for the District.

Mr. Olson stated that Mr. Lewis talked about running for office with the WEAU and he won the election. He won PWO Rep-Elect with WEAU. He is a great asset.

Steven Lamb – 5 years

Mr. Wiling congratulated Mr. Lamb for his 5 years of service. He said it is great to have these employees be part of the District.

Mr. McPhie stated that Mr. Lamb comes in with a great attitude. He works primarily on the Jet Truck and he is really good at what he does. He thanked him for all he does.

The Board congratulated Mr. Lewis and Mr. Lamb for their service awards.

VI. SUBDIVISION PROJECTS

Promontory – Elk Ridge Bluffs – 28 Res

The applicant has filed a Line Extension Agreement to extend wastewater main lines within the Promontory Development. 15 of the proposed lots will be served by approximately 1600 feet of new 8" main lines. The remaining 6 lots will connect to the existing 10" main line that runs adjacent to the lots.

Staff recommends approval.

Mr. Joyce made the motion to approve the Subdivision Projects Promontory – Elk Ridge Bluffs – 28 Res, Ms. Pack seconded the motion carried with Mr. Joyce, Ms. Pack, Mr. Richer, 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 0; # ECWRF 0; # SCWRF 28; Total 28

VII. DISTRICT MANAGER

A. Discussion Items – COVID 19 Update – Mr. Luers told the Board that our employees continue to get their shots. Unfortunately, we have 2 employees that have tested positive for COVID 19.

Mr. Richer asked how many employees are willing to get the COVID vaccine. Mr. Luers stated that we are at about 75%.

B. Action Items – Consider Adopting 2021.001 Cash Receipting and Deposits Procedure – Mr. Passey stated in November 2012, the Board of Trustees created and adopted an 'Accounts Receivables Procedures' statement. In order to update those procedures to current practices, and to include a statement regarding making deposits to ensure compliance with State law and fraud risk assessment, the brief paragraph 'Deposit of Funds' was added, also consistent with current practices. The new procedures have been renamed 'Cash Receipting and Deposits Procedures', consistent with State references to those procedure types.

Mr. Passey asked the Board to consider adopting the 2021.001 Cash Receipting and Deposits Procedure.

Mr. Joyce made the motion to adopt the 2021.001 Cash Receipting and Deposits Procedure, Mr. Richer seconded the motion carried with Ms. Pack, Mr. Joyce, Mr. Richer, and Mr. Wilking voting in the affirmative.

- C. Information Items
 - 1. Financial Statement
 - 2. Impact Fee Report

Mr. Luers discussed the Impact Fee Report with the Board saying that we had a strong month on Impact Fees and we have been really busy.

Mr. Wilking asked when we thought the Canyons Employee Housing would be paying fees?

Mr. Berkley responded by saying that the first few will be starting in June or July and they will probably submit before then.

Mr. Atwood stated that we anticipate payment by the end of the year.

Mr. Joyce asked about when we feel the growth is too much?

Mr. Luers said that 1500 Re's a year would be extreme. Mr. Burrell said we are planning on growth.

VIII. FUTURE AGENDA ITEMS

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

IV. ADJOURN

Mr. Joyce made the motion to adjourn at 5:20 p.m., Mr. Richer seconded the motion carried with Mr. Joyce, Mr. Richer, Ms. Pack, and Mr. Wilking voting in the affirmative.



Jan Wilking, Chairman

Kim Dudley, Administrative Specialist