

BOARD OF TRUSTEES MEETING MINUTES

November 15, 2021

District Office

5:00 p.m.

I. CALL TO ORDER

The November 15, 2021, 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, and Steve Joyce. Richard Pick was excused. Staff in attendance were Mike Luers, Bryan Atwood, Brian Passey, Dan Olson, Kevin Berkley, Mona Cotter, and Kim Dudley. Also, in attendance were Jeremy Cook, Cohne/Kinghorn, Craig Ashcroft, Carollo Engineering and Alysun Asher.

II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for October 18, 2021
- B. Final Project Approval
Lincoln Station
- C. Escrow Fund Reduction Approval
 - 1. Park East II – Retain 0 percent
 - 2. Double Deer Cottages Phase 1 – Retain 0 percent
 - 3. Double Deer Cottages Phases 2 & 3 – Retain 0 percent
 - 4. Lincoln Station – Retain 10 percent

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

Mr. Luers reviewed the Impact Fee Facility Plan, Impact Fee Written Analysis, and Impact Fee Enactment with the Board.

Mr. Joyce asked how Impact Fee's get adjusted.

Mr. Luers stated that under Utah Law, when we put together the Impact Fee Written Analysis, we are restricted to look at a 10-year financial period for Impact Fee purposes. It makes it very difficult because bond financing is for 20 years. We look at our starting balances, how much we had in the bank last year and the rate of growth. All those numbers are crunched together to come up with an Impact Fee to support the project, based on inflation, when it's going to be built, and estimated interest cost.

Mr. Cook said the biggest impact would be interest rates between now and the time we would go to bond issue. A two to three percent increase in interest would make a massive difference in the cost of the overall project.

Mr. Luers told the Board if the interest rates come in above or below these documents, we may adjust the increases up or down.

Mr. Richer asked why we don't accelerate the bond.

Mr. Luers replied if we borrow the money today, we will start making interest payments and we are not ready. We need to nail down the design and get a good estimated construction cost estimate.

Mr. Wilking opened the Public Hearing @ 5:11 p.m.

III. PUBLIC HEARINGS

A. IMPACT FEE FACILITIES PLAN, IMPACT FEE WRITTEN ANALYSIS, AND IMPACT FEE ENACTMENT (RESOLUTION NO. 143)

Action Items

1. Consider Adopting Impact Fee Facilities Plan and Impact Fee Written Analysis
2. Consider Adopting Resolution #143 – Impact Fee Enactment

Mr. Wilking closed the Public Hearing @ 5:11 p.m. There was no public comment.

Mr. Joyce made the motion to adopt the Impact Fee Facilities Plan and Impact Fee Written Analysis, as well as Resolution #143 – Impact Fee Enactment, Mr. Richer seconded the motion carried with Mr. Joyce, Ms. Pack, Mr. Richer, and Mr. Wilking voting in the affirmative.

IV. PUBLIC INPUT – There was no public input.

V. APPROVAL OF EXPENDITURES – Bills in the Amount of \$1,737,216.07 – Mr. Luers reviewed the Expenditures with the Board. He asked them to consider approval of Expenditures in the amount of \$1,737,216.07.

Mr. Luers stated that we have two main contracts included in the Expenditures. The first being the Silver Creek Trunkline. We are still working on various phases of that project. And the second is a contract that Mr. Olson has with Insituform Technologies for multiple segments throughout the District with roughly \$400,000 outstanding after this.

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

VI. SERVICE AWARDS – Mona Cotter, 30 years

Mr. Wilking presented Ms. Cotter with her service award for 30 years. He said that it was unbelievable.

Mr. Luers stated that Ms. Cotter will be retiring in January. She has been a tremendous asset to the District.

Mr. Passey said he's worked with Ms. Cotter for the past 9 years and it's been a privilege and a pleasure. If you want a great defender of the District, basically preserving the interests of the District, she's great, she cares a lot. He congratulated Ms. Cotter on her 30 years of service.

Ms. Pack said that 30 years ago she was part of the team that interviewed Ms. Cotter for her position. She was the best candidate, and we were very happy she accepted the job and obviously the right person for the job to have lasted 30 years, just unbelievable, great and thank you.

The Board congratulated Ms. Cotter on her 30 years of service with the District.

VII. SUBDIVISION PROJECTS

Deer Ridge – 114 RE's

A Line Extension Agreement has been filed to extend the wastewater main lines into the Deer Ridge with gravity main lines, which will connect to the proposed Elk Springs at Silver Creek Village Project.

Staff recommends approval.

Mr. Richer made the motion to approve the Subdivision Projects Deer Ridge – 114 RE's, 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 87; Total 87
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 114; Total 114

VIII. DISTRICT MANAGER

A. Action Items

1. Consider Adopting Resolution #144 – Consolidated Fee Schedule – Including the Wastewater Impact Fee Increase – Mr. Luers asked the Board to consider adopting Resolution #144. We have what we call a Consolidate Fee Schedule which is a consolidated version of all our rates.

Ms. Pack made the motion to adopt Resolution #144, Mr. Joyce seconded the motion carried with Mr. Richer, Ms. Pack, Mr. Joyce, and Mr. Wilking voting in the affirmative.

2. Consider Adopting 2022 Tentative Budget & Set Public Hearing for December 13, 2021 @ 6:00 p.m. – Mr. Luers stated that we reviewed the 2022 Tentative Budget in November and there have been no changes. He asked the Board to consider adopting the 2022 Tentative Budget & Set the Public Hearing for December 13, 2021 @ 6:00 p.m.

Mr. Richer made the motion to adopt the 2022 Tentative Budget & Set Public Hearing for December 13, 2021 @ 6:00 p.m., Ms. Pack seconded the motion carried with Mr. Joyce, Ms. Pack, Mr. Richer, and Mr. Wilking voting in the affirmative.

3. Consider Updating Personnel Policy & Procedure Manual – Section XVIII – Vacation Policy – Mr. Luers stated that we are asking the Board to consider updating the Personnel Policy – Section XVIII – Vacation Policy and turned it over the Mr. Passey.

Mr. Passey discussed that we last updated the Personnel Policy in January 2020. He said this basically clarifies language. We are making clear the starting values and numeric values for accrual in the vacation policy.

Ms. Pack made the motion to update the Personnel Policy & Procedure Manual – Section XVIII – Vacation Policy, Mr. Richer seconded the motion carried with Mr. Joyce, Ms. Pack, Mr. Richer, and Mr. Wilking voting in the affirmative.

4. Mutual Aid – Deer Valley Agreement – Mr. Luers told the Board that over the years we have developed and maintained agreements between Park City and Summit County ski areas, and we wanted to refresh all of these and get them back up to date. He said that Mr. Burrell has been working on this for over a year and we are now working on Deer Valley. Mr. Luers turned it over to Mr. Burrell.

Mr. Burrell said that pretty much sums it up. He stated, just as a summary, we have agreements signed with Vail, Mountain Regional, Summit County, and Central Valley. He said once we get the Deer Valley agreement in place, the last one we need is with Park City.

Mr. Richer asked if we initiated these agreements.

Mr. Burrell said we did, and Mr. Richer replied good on us. He stated that he was glad that we were on top of it.

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

B. Discussion Items

1. 2022 Board Meeting Schedule – Mr. Luers reviewed the 2022 Board Meeting Schedule with the Board. He stated if there were no changes, we would approve the schedule at next month’s Board meeting.

2. Christmas Brunch, December 23, 2021 @ 10:00 a.m. – Mr. Luers invited the Board to the Christmas Brunch on December 23, 2021 @ 10:00 a.m. @ the EC Training Building.

C. Information Items

- 3. Financial Statement
- 4. Impact Fee Report

IX. FUTURE AGENDA ITEMS

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

X. ADJOURN

Mr. Joyce made the motion to adjourn at 6:30 p.m., Ms. Pack seconded the motion carried with Mr. Joyce, Ms. Pack, Mr. Richer, and Mr. Wilking voting in the affirmative.



Jan Wilking

Jan Wilking, Chairman

Kim Dudley

Kim Dudley, Administrative Specialist