



**OPEN AND PUBLIC MEETINGS ACT TRAINING MINUTES**

December 16, 2024  
 \*\*District Office\*\*  
 4:45 p.m.

The December 16, 2024, Open and Public Meetings Act was given by Jeremy Cook, Cohn and Kinghorn at 4:45 p.m. Board members in attendance were Jan Wilking, Mary Ann Pack, Robert Richer, and Richard Pick. Ryan Dickey was excused. Staff in attendance were Mike Luers, Kevin Berkley, Dan Olson, Chad Burrell, Bryan Steele, Cory Shorkey, and Kim Dudley.

Mr. Cook presented a video of the training for the Open and Public Meetings Act. The video reviewed all requirements. Mr. Cook asked the Board if they had any questions, and they did not.

**BOARD OF TRUSTEES MEETING MINUTES**

December 16, 2024  
 \*\* District Office\*\*  
 5:00 p.m.

**I. CALL TO ORDER**

The December 16, 2024, 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 Richard Pick. Ryan Dickey was excused. Staff in attendance were Mike Luers, Kevin Berkley, Dan Olson, Chad Burrell, Bryan Steele, Cory Shorkey, and Kim Dudley. Also, in attendance was Jeremy Cook, Cohn and Kinghorn.

**II. CONSENT AGENDA**

- A. Approval of Board Meeting Minutes for November 18, 2024
- B. Escrow Fund Reduction Approval – LV6A Work Force Housing – Retain 0%

Mr. Richer made the motion to approve the Consent Agenda with Ms. Dudley amending the name of Mr. Pack to Mr. Cook, Mr. Pick seconded, and the motion carried with Ms. Pack, Mr. Richer, Mr. Pick, and Mr. Wilking voting in the affirmative.

**III. PUBLIC HEARING**

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

**2025 ANNUAL BUDGET** – Mr. Luers stated that the 2025 Annual Budget had no changes since our last Board meeting. He asked the Board if they had any questions. Mr. Pick said that they discussed the budget in detail last month and had no questions.

No public was present.

Mr. Wilking closed the Public Hearing at 5:02 p.m.

**IV. PUBLIC INPUT** – There was no public input.

**V. APPROVAL OF EXPENDITURES** – Bills in the Amount of \$990,198.61 – Mr. Luers mentioned the expenditures to C & L Pipelining for our pipeling project and said the Alder Construction expenditure is the company installing our equipment at the ECWRF. He asked the Board to consider approving the Expenditures.

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

**VI. SUBDIVISION PROJECTS – RC-24 – 0 REs**

Mr. Shorkey stated the applicant has filed a Line Extension Agreement to extend wastewater main lines within the Canyon Village Development. The proposed project is a gravity line extension through Parcel RC-24 and the existing Timbers HOA. While we expect future development on this parcel, this project is an infrastructure project to make future development possible. No lots are being platted or served at this time. 233 Anticipated future REs will utilize this line.

Ms. Pack made the motion to approve the Subdivision Project RC-24 – 0 REs, Mr. Richer seconded, and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack, and Mr. Wilking voting in the affirmative.

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 adopting 2025 Final Budget – Mr. Luers said as he indicated in the Public Hearing no changes have been made to the 2025 Budget since our last meeting. He asked the Board to consider adopting the 2025 Final Budget.

Ms. Pack made the motion to adopt the 2025 Final Budget, Mr. Pick seconded, and the motion carried with Mr. Richer, Mr. Pick, Ms. Pack, and Mr. Wilking voting in the affirmative.

2. Consider approving 2025 Board Meeting Schedule – Mr. Luers said the 2025 Board Meeting Schedule was included in their packet. Mr. Wilking asked if we made the change from the last board meeting, and we have changed the September board meeting to September 22, 2025.

Mr. Pick asked when we are required to have the Public Hearing at 6:00 p.m. verses 5:00 p.m. He then asked if it is when we are increasing rates. Mr. Luers replied yes.

Mr. Luers asked the Board to consider approving the 2025 Board Meeting Schedule.

Mr. Pick made the motion to approve the 2025 Board Meeting Schedule, Ms. Pack seconded, and the motion carried with Mr. Richer, Mr. Pick, Ms. Pack, and Mr. Wilking voting in the affirmative.

**B. Discussion Items – Annual Fraud Risk Assessment** – Mr. Luers indicated the State Auditor requires us to conduct an Annual Fraud Risk Assessment. He asked Mr. Steele to give the Board an update.

Mr. Steele stated that each year we are required to submit the Annual Fraud Risk Assessment to the State Auditor. This year on the assessment we scored 355, which increased 40 points over last year. It puts us on the border of low to very low risk. Mr. Steele said he was able to obtain the CGFM certification this year and we had the employees fill out the statement of ethical behavior which gave us the additional 40 points.

Mr. Luers said Kudos to Mr. Steele on obtaining the CGFM certificate.

The Board said great job getting a higher score.

C. Information Items

Mr. Luers asked Mr. Burrell to give the Board an update on the position of the Summit County permits for the ECWRF project.

Mr. Burrell said that one of the drawbacks of postponing the ECWRF project is that our Conditional Use permit has expired. Out of concern, he met with Tiffanie Robinson with Summit County Planning, and he explained that we are still waiting for a discharge permit from the State and when the Board determines we will go forward with the project. Ms. Robinson assured us that if we don't change anything on the structural plans, we do not have to go back to the Summit County Council for approval of special exemptions. We would need to reapply for our Conditional Use permit when we are ready to start the project.

Mr. Richer asked if the Community Development Director can approve the Conditional Use permit or do we need to go through the Planning Commission. Mr. Burrell responded that we need to go through the Planning Commission.

1. Financial Statement
2. Impact Fee Report – Mr. Luers said we were at 107% of our annual target a month ago so we're not doing too bad.
3. Christmas Bruch, December 24, 2024 @ 10 a.m. – Mr. Luers reminded the Board about the Christmas Bruch on December 24, 2024 @ 10 a.m.

VIII. FUTURE AGENDA ITEMS

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

IV. ADJOURN

Mr. Pick made the motion to Adjourn at 5:19 p.m., Mr. Richer seconded, and the motion carried with Ms. Pack, Mr. Richer, Mr. Pick, and Mr. Wilking voting in the affirmative.



*Mary Ann Pack*

Mary Ann Pack, Vice Chairman

*Kim Dudley*

Kim Dudley, Administrative Specialist / Clerk