

BOARD OF TRUSTEES MEETING MINUTES

April 20, 2020
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 20, 2020****

I. CALL TO ORDER

The April 20, 2020, 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 Steve Joyce. SBWRD staff in attendance were Mike Luers, Brian Passey, Dan Olson, Bryan Atwood, Chad Burrell, Scott McPhie, Kevin Berkley, and Kray O'Brien. Also, in attendance were Jeremy Cook, Cohne/Kinghorn, and Craig Ashcroft, Carollo Engineering.

II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for March 16, 2020
- B. Final Project Approval
Park City Heights Phase 2

Mr. Richer made the motion to approve the Consent Agenda, Mr. Pick seconded the motion carried with Mr. Joyce, Mr. Richer, Mr. Pick, 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 \$703,210.45 – Mr. Luers reviewed the Expenditures with the Board. He asked them to consider approval of Expenditures in the amount of \$703,210.45.

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

V. SERVICE AWARDS – Kray O'Brien – 25 years

Mr. Wilking presented Mr. O'Brien for his award for 25 years of service. He thanked him very much and said that its still amazing to give out 25 year awards. We are so fortunate to have great employees and you're a great example. The Board congratulated Mr. O'Brien.

Mr. Olson said that Mr. O'Brien is one of our scholar employees and has been here for 25 years now. He said that he does our Blue Stakes and has taken it to a new level. He has taken it to heart and made it his own. Mr. Olson stated that he has had some real challenges with the round-a-bout and keeping the marks current, keeping the communication going and we could not be more pleased. He said he appreciates having Mr. O'Brien here and we are looking forward to the next 25 years.

Mr. McPhie told the Board that he's had the privilege of working with Mr. O'Brien close to 20 of those 25 years and is one of the best examples to him having the knowledge of the system and also very conscientious of our system and concerned, not just during his 8 hour shift, but around the clock. He said he has been one of our most instrumental employees in identifying our hot spots with his years of experience on the jet truck. Mr. O'Brien is an example to all employees we've hired since and he is the go-to guy for jetting questions. He takes his job very seriously and is a very good work example

for others. Mr. McPhie wanted to express his appreciation for all he has done. He thanked Mr. O'Brien and looks forward to working with him for many more years.

Congratulations to Mr. O'Brien for his 25 years of service with the District.

VI. SUBDIVISION PROJECTS – Authorize General Manager to sign these LEA's as part of the approvals

A. Earl Street Sewer Extension – 9.33 Res

A Line Extension Agreement has been filed to extend the wastewater main lines in Earl Street, within the Silver Creek Estates Subdivision. The applicant is representing several landowners who will benefit from the wastewater system. There is a possibility that several of the lots on the north side of Earl Street may be developed as multi-family units with increased density.

Staff recommends approval

Mr. Richer made the motion to approve the Subdivision Project – Earl Street Sewer Extension – 9.33 Res, Mr. Joyce seconded the motion carried with Mr. Richer, Ms. Pack, Mr. Pick, Mr. Joyce, and Mr. Wilking voting in the affirmative.

B. Elk Springs at Silver Creek Village Center Subdivision – 123 Res

A Line Extension Agreement has been filed to extend the wastewater main lines into the Elk Springs Subdivision of Silver Creek Village. All lots will be developed as single-family lots and will utilize a combination of gravity and low-pressure lines to provide wastewater service.

Staff recommends approval

Mr. Joyce made the motion to approve the Subdivision Project – Elk Springs at Silver Creek Village Center Subdivision – 123 Res, Ms. Pack seconded the motion carried with Mr. Richer, Ms. Pack, Mr. Pick, Mr. Joyce, and Mr. Wilking voting in the affirmative.

A. Silver Creek Village Lot 8 Phase 1 Subdivision (Revision) – 50 REs (10 additional REs)

A Line Extension Agreement has been filed to extend the wastewater main lines into Lot 8 of Silver Creek Village. Two lines will connect to the Silver Creek Village system that has been accepted by SBWRD. A third line will connect to a manhole that is currently under construction. The proposed system will serve several of the lots within Silver Creek Village Lot 16.

Staff recommends approval

Mr. Joyce made the motion to approve the Subdivision Project – Silver Creek Village Lot 8 Phase 1 Subdivision (Revision) – 50 REs (10 additional REs), Mr. Pick seconded the motion carried with Mr. Richer, Ms. Pack, Mr. Pick, Mr. Joyce, and Mr. Wilking voting in the affirmative.

Estimated LEA REs Year to Date: # Above Splitter 112.33; # ECWRF 0; # SCWRF 0; Total 112.33
Proposed this Meeting: # Above Splitter 0; # ECWRF 9.33; # SCWRF 133; Total 142.33

VII. DISTRICT MANAGER

A. Action Items

1. Consider Approving COVID 19 Flexible Payment Policy – Mr. Luers discussed the COVID 19 Flexible Payment Policy with the Board. He stated The Snyderville Basin Water Reclamation District (District) understands that many of our customers are facing severe economic challenges because of the coronavirus (COVID-19) pandemic. As part of our commitment to helping

residents and businesses impacted by the pandemic, we are offering flexible payment plans to support you during these difficult times. The policy is effective immediately and will remain in effect until June 30, 2020. He asked the Board to consider approving the COVID 19 Flexible Payment Policy.

Mr. Richer made the motion to approve the COVID 19 Flexible Payment Policy, Mr. Joyce seconded the motion carried with Mr. Richer, Ms. Pack, Mr. Pick, Mr. Joyce, and Mr. Wilking voting in the affirmative.

2. Consider Approving Update to District Standards and Specifications - Mr. Luers told the Board that the updated specifications are included in their packets. He reviewed the changes and asked the Board to consider approving the updated District's Standards and Specifications.

Mr. Joyce made the motion to approve Updating the District Standards and Specifications, Ms. Pack seconded the motion carried with Mr. Richer, Ms. Pack, Mr. Pick, Mr. Joyce, and Mr. Wilking voting in the affirmative.

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

Mr. Joyce made the motion to adjourn to Closed Session at 5:38 p.m., Mr. Pick seconded and the motion carried with Mr. Richer, Mr. Joyce, Mr. Pick, Ms. Pack and Mr. Wilking voting in the affirmative.

VIII. CLOSED SESSION – Discuss the purchase, exchange, or lease of real property

Mr. Pick made the motion to adjourn to Open Session at 5:48 p.m., Mr. Joyce seconded and the motion carried with Mr. Richer, Mr. Joyce, Mr. Pick, Ms. Pack and Mr. Wilking voting in the affirmative.

IX. FUTURE AGENDA ITEMS

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

X. ADJOURN

Mr. Joyce made the motion to Adjourn at 5:49 p.m., Mr. Pick seconded the motion carried with Mr. Richer, Mr. Joyce, Mr. Pick, Ms. Pack, and Mr. Wilking voting in the affirmative.



Jan Wilking, Chairman

Brian Passey, Finance Manager/Clerk