

## BOARD OF TRUSTEES MEETING MINUTES

February 24, 2014  
\*\* District Office\*\*  
5:00 p.m.

### I. CALL TO ORDER

The February 24, 2014, Board of Trustees meeting was called to order by Chair Jan Wilking. Other Board members in attendance were Richard Pick and Robert Richer. Mary Ann Pack arrived at 5:05 p.m. SBWRD staff in attendance were Mike Luers, Roger Robinson, Michael Boyle, Bryan Atwood, Brian Passey, Kevin Berkley, Blaine Bowden and Kim Dudley. Also in attendance were Clint McAfee, Park City Municipal Corporation, Garrett Seely, Woodside Homes and Jeremy Cook, Parsons, Kinghorn and Harris.

### II. OATH OF OFFICE – MAYOR THOMAS – Rescheduled for April 21, 2014.

### IV. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for January 27, 2014
- B. Substantial Completion Approval  
Utah Olympic Park – Ski Jump Cabin

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

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

### V. APPROVAL OF EXPENDITURES – Bills in the Amount of \$847,319.88

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

### VI. SUBDIVISION PROJECTS

- A. LV4 – 88 REs

A Line Extension Agreement has been submitted for the LV4 Project. LV4 refers to Lot 4 in the Lower Village Subdivision. A project name has not yet been selected.

The project will be constructed in two phases, with the clubhouse and Buildings 1, 2 and 3 on the west side of the lot being constructed in Phase 2. Buildings 1 and 2 will share an underground parking area, so one lateral could potentially serve both buildings. The future design of Building 2 will determine if an additional main line adjacent to the building will be required. If an additional line is needed, another LEA will be provided for that segment.

Due to the topography and grading of the site, there will be a small section of off-road lines located east of the clubhouse. Adequate easements and access will need be provided for these lines.

Staff recommended approval of this project.

Mr. Richer made the motion to approve the Subdivision Project LV4 – 88 REs, Mr. Pick seconded and the motion carried with Mr. Pick, Ms. Pack, Mr. Richer and Mr. Wilking voting in the affirmative.

- B. Park City Film Studio Phase 1 – 85 REs

A Line Extension Agreement (LEA) has been filed for the Park City Film Studio. This LEA will replace a previously submitted LEA for Raleigh Studios, accepted by the Board of Trustees on April 22, 2013.

The proposed wastewater line will be extended from an existing manhole in SR-248 and will run through Phase 1 of the Studio project. Four buildings in Phase 1 and two buildings in a future phase will be served by this wastewater line. Additional lines will be required for the remainder of the project.

Due to UDOT restrictions, a portion of the wastewater line will be installed in a boring under the eastbound lanes of SR-248. However, a portion of the highway that is adjacent to the existing manhole will need to be excavated.

Staff recommended approval of this project.

Mr. Pick made the motion to approve the Subdivision Project Park City Film Studio Phase 1 – 85 REs, Mr. Richer seconded and the motion carried with Mr. Pick, Ms. Pack, Mr. Richer and Mr. Wilking voting in the affirmative.

C. Silver Creek Estates Unit I Phase 2 – 60 REs

A Line Extension Agreement (LEA) has been filed to install a public wastewater system that will serve the southern and western portions of the Silver Creek Estates Unit I plat. This plat was recorded in 1965, but a large portion of the plat was never developed. Woodside Homes owns a majority of the lots within the Unit I plat that are located west of Silver Creek Road. At this time, Woodside Homes has no intentions of re-platting the area and plans to install the wastewater system to serve the existing lots.

An 18" outfall line was recently installed by Woodside Homes, which extended the wastewater system from Bitner Road to the southwestern corner of Unit I. This project will extend 15" wastewater lines approximately 5,600 feet to a location within 250 feet of Silver Creek Road.

Per District policy, and at the expense of the District, SBWRD will require the line to be upsized from 8" to 15" in order to accommodate all existing and future development that may occur in the drainage area, including homes and businesses currently on septic tanks.

Staff recommended approval of this project.

Mr. Richer made the motion to approve the Subdivision Project Silver Creek Estates Unit I Phase 2 – 60 REs, Mr. Pick seconded and the motion carried with Mr. Pick, 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 148; # SCWRF 85; Total 233**

**VII. DISTRICT MANAGER**

A. Discussion Items

1. 2013 Annual Report, Infrastructure Asset Management Plan

Mr. Luers stated that the IAMP is the guiding document for how staff maintains the Districts infrastructure. Mr. Luers told the Board that this report compares target levels of service to actual levels of service. All target levels of service were met or exceeded in 2013. Mr. Luers wanted to thank the entire staff for reaching the target levels of service from top to bottom for the entire year.

2. Joint Meeting with the County Council and Health Department Board – Mr. Luers told the Board that the County Council and Health Department Board would like to hold a joint meeting with our Board on March 19, 2014 at the Richins Building at 4:30pm.

Mr. Luers reminded the Board that back in November 2013 the District was asked to form a partnership with the Summit County Water Quality Advisory Group (SCWQAG). He said that we have had a series of meetings regarding getting failing septic systems and how to connect these failing septic tanks to the District's system.

Mr. Luers said that the Summit County Health Department adopted a policy requiring homeowners with a septic tank to be up to code. As a result, we are working with the SCWQAG in helping homeowners with a failing septic tank to hook up to our sewer lines and this will be the topic of the joint meeting on March 19, 2014.

B. Action Item – Review and Consider Accepting the Municipal Wastewater Planning Program/Self-Assessment Report – Mr. Luers told the Board that this is an annual survey which we submit to the DWQ regarding the District's financial position, collection system status and treatment capacity and performance. He asked the Board to accept the report and authorize it to be transmitted to the state. Mr. Luers also asked the Board to approve Resolution #122 pertaining to this report.

Ms. Pack made the motion to accept the Municipal Wastewater Planning Program/Self-assessment Report and authorize it to be transmitted to the state and approve Resolution #122, Mr. Richer seconded and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack and Mr. Wilking voting in the affirmative.

C. Information Items

1. NACWA – Public Service Award – Jan Wilking – Mr. Luers presented Mr. Wilking with the National Association of Clean Water Agencies’ National Environmental Achievement Award, which was presented at the NACWA annual conference in Santa Fe, N.M., February 3, 2014.

Mr. Luers attended the conference on Mr. Wilking’s behalf. He said that it was his pleasure in accepting this award.

The award recognizes officials “who have displayed particular and continuing awareness of the challenges facing the clean water community”.

Mr. Wilking thanked Mr. Luers for attending the conference on his behalf. He again wanted to thank everyone who nominated him for the award and said this award is deserved by the entire Board and the District staff.

2. Certificate of Achievement for Excellence in Financial Reporting – The Finance Department received a plaque for its 15<sup>th</sup> consecutive annual Certificate of Achievement for Excellence in Financial Reporting as recognized by the National Government Finance Officer’s Association.

3. Annual Budget and Performance Report – Mr. Luers told the Board that included in their packet was the Annual Budget and Performance Report. He said this was their reference guide to the 2013 Budget.

- 4. Financial Statement
- 5. Impact Fee Report

VIII. FUTURE AGENDA ITEMS

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

IX. ADJOURN

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

  
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Jan Wilking, Chairman

  
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Brian Passey, Finance Manager/Clerk