APPROVED MINUTES

SUMMIT COUNTY SERVICE AREA #3 BOARD OF TRUSTEES
SPECIAL PUBLIC MEETING
SERVICE AREA 3 OFFICE, 629 PARKWAY DR, PARK CITY, UT 84098
[MONDAY, APRIL 6, 2026 AT 4:30PM MST]

Meeting also conducted via Google Meet.

Due to an administrative error, this meeting was not recorded. The pending meeting minutes were posted in replacement of the recording.

1. **Welcome (4:31pm)**
a. Welcome called to order by Derek Price, Board Chair
b. Roll Call & Conflict of Interest Disclosure - No conflicts were disclosed.

Board Members:
Derek Price, Chair/Interim GM
Justin Shea, Vice Chair (online)
Jon "Otto" Blum, Treasurer (online)
David Olson, Clerk (online)
Scott Witkin (online)
Caroline Gleich (online)

Staff & Contractors:
Jody Anagnos, Office Manager
Chris Bullock, Road & Water Mgr
Nathan Bracken, legal counsel (online)

Absent: Vince Pao-Borjigin, Operations Manager; Karri Taix, Trustee

2. **Administrative & Financial**
a. Impact Fee RFP - Nathan presented. His office drafted this RFP as there are specific legal requirements to impose an impact fee and conduct a study. The impact fee would replace the permit fees. There are multiple public hearings to switch to an impact fee structure. We would hire a consultant to do two things: create a facilities plan which outlines the services that we can apply impact fees to and then the next step would be to prepare an impact fee. Nathan will provide names of companies that he knows conducts impact fee studies. Jody will post on Bonfire and the Service Area website to have posted for 14 days and be able to review and award at the next Board meeting. **Derek made a motion to approve and post the Impact Fee Study RFP, David seconded the motion. All Trustees in attendance voted in favor of approving the Impact Fee Study as presented (vote 6-0).**
[Link: Online posting of Impact Fee Study RFP]
b. Silver Bullet Well RFP - This RFP was drafted by Louglin & Associates. This RFP is for the new well and is a stand alone RFP and project, separate from the water tank and

system improvements. Once we award this RFP, this one will be the first project to get going. This project is part of the bond and would be reimbursed with the bond. The Board expressed interest in getting this going as soon as possible at the last meeting. Jody will post on Bonfire and the Service Area website so it is posted for 14 days and the Board can review and award at the next Board meeting.

Derek made a motion to approve and post the Silver Bullet Well RFP, Justin seconded the motion. All Trustees in attendance voted in favor of approving the Silver Bullet Well RFP as presented (vote 6-0).

Link: Online posting of Silver Bullet well RFP

c. District Engineering Services RFP - Nathan presented. His office drafted this RFP. The Service Area uses two engineering firms. Although the engineering work has fallen within the small purchase threshold in the past, the bond work will require enough engineering work and related costs to trigger the sealed bid process under SCSA3's procurement process, which is why staff are recommending a new RFP. Nathan proposed additional language to account for more than one firm. This RFP will be the same schedule as the two previous ones.

Derek made a motion to approve and post the District Engineering Services RFP, Scott seconded the motion. All Trustees in attendance voted in favor of approving the District Engineering RFP as presented (vote 6-0).

Link: Online posting of District Engineering Services RFP

d. Water Storage Tank RFP - We are waiting on approval from the state of the submitted plans for the water storage tank to post this RFP. The only changes would be the schedule and any plan changes required by the state.

Derek made a motion to approve and post the Water Storage Tank RFP once the proper approvals have been received by the state, David seconded the motion. All Trustees in attendance voted in favor of approving the Water Storage Tank RFP with the stated stipulations (vote 6-0).

e. Swift Comply Software - Jody went over the contract and software purchase for Swift Comply, which will help with tracking backflow inspections and compliance. We wanted to get this going because of the short irrigation season. We want to purchase the software and start getting it set up. Caroline asked about whether this cost was budgeted for this year. Jody noted that Vince Pao Borjigin, who is on medical leave, has budgeted for this and was actively researching the product and recommended purchasing the software. It was noted that additional monies were budgeted for this type of purchase. Jody noted that this program will be in addition to Hubspot. It is specific for backflow management program.

Derek made a motion to approve and post the Swift Comply software purchase, Caroline seconded the motion. All Trustees in attendance voted in favor of approving the Swift Comply software purchase. (vote 6-0).

3. Adjournment (4:54)

Derek made a motion to adjourn the meeting, Scott seconded the motion. All Trustees in attendance voted in favor of adjournment. (vote 6-0)

Next meeting is April 21, 2026 at Mountain Life Chuch.
Online participants: No public present.