

BOARD OF TRUSTEES MEETING MINUTES

April 18, 2016
** District Office**
5:00 p.m.

I. CALL TO ORDER

The April 18, 2016, Board of Trustees meeting was called to order by Vice Chair Mary Ann Pack at 5:04 p.m. Other Board members in attendance were Richard Pick, Robert Richer and Cindy Matsumoto. Jan Wilking was excused. SBWRD staff in attendance were Mike Luers, Michael Boyle, Bryan Atwood, Brian Passey, Marlo Davis, Mona Cotter and Kim Dudley. Also in attendance were Jacob Field and Kyle Leishman, Gerber Construction and Jeremy Cook, Cohne/Kinghorn.

II. OATH OF OFFICE – Cindy Matsumoto

Mr. Passey asked Ms. Matsumoto to stand and he gave her the Oath of Office. Ms. Matsumoto repeated the Oath of Office back to Mr. Passey. Congratulations to Ms. Matsumoto on becoming a Board Member with the Board of Trustees.

III. CONSENT AGENDA – Approval of Board Meeting Minutes for March 21, 2016

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

IV. PUBLIC INPUT – There was no public input.

V. APPROVAL OF EXPENDITURES – Bills in the Amount of \$596,068.38

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

VI. SUBDIVISION PROJECTS

Estimated LEA REs Year to Date: # Above Splitter 87.60; # ECWRF 0; # SCWRF 0; Total 87.60
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0

VII. DISTRICT MANAGER

A. Discussion Items – Update on SCWRF Project – Mr. Boyle introduced Kyle Leishman and Jacob Field to the Board. He said that today was Gerber Construction's 1st day on the job. Mr. Boyle welcomed Gerber Construction.

B. Action Items – Procurement Policy Adoption – Mr. Passey addressed the Board stating the District last updated its P&P in October 2012. Since that time, the State of Utah has modified state procurement code in its legislative sessions from 2013 through 2015. Along the way, the District has prepared to update its P&P pending all state changes, which are now complete.

The District has reorganized its approach to purchasing policy statements. Like the most recent revision last October 2012, the current revision (April 2016) is a more formal, P&P statement for approval by the Board of Trustees. This time, however, a Summary of Procurement Rules is available as well to staff purchasers as a handbook or "how to" manual, which follows the adopted P&P but in more plain English and instructive language. This Summary will be used on

a more daily basis by staff.

The main purpose of the seven-page (before exhibits) P&P statement is to provide a more concise approval document that highlights District-specific purchasing practices and thresholds. Utah Procurement Code & Rules are shown as Exhibit A and B, respectively. This format permits changes to Exhibits A & B independent to future changes to the seven-page, District policy document. The alternative to this document and approval process would be to approve Utah State Procurement Code and Rules verbatim, and not have the flexibility to utilize more beneficial purchasing thresholds for District purchasing.

The District recommends the Board adopt the Purchasing and Procurement Policy and Procedures, including Exhibits A & B.

Mr. Richer made the motion to approve the Procurement Policy Adoption, including Exhibits A & B, Mr. Pick seconded and the motion carried with Ms. Matsumoto, Mr. Richer, Mr. Pick and Ms. Pack voting in the affirmative.

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

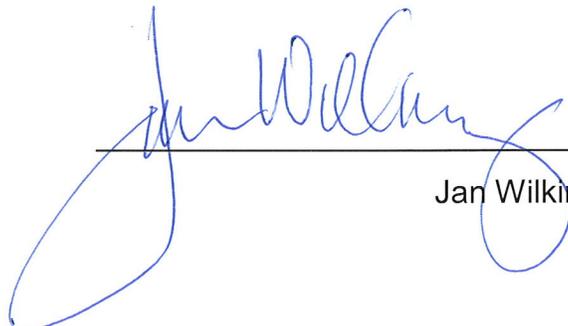
VIII. FUTURE AGENDA ITEMS

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

IX. ADJOURN

Mr. Richer made the motion to adjourn at 5:29 p.m., Ms. Matsumoto seconded and the motion carried with Ms. Matsumoto, Mr. Richer, Mr. Pick, and Ms. Pack voting in the affirmative.





Jan Wilking, Chairman



Brian Passey, Finance Manager/Clerk