

AMERICAN FORK RIVER DEBRIS BASIN
ADMINISTRATIVE BOARD MEETING AGENDA
THURSDAY, JANUARY 12, 2023

The American Fork River Debris Basin Administrative Board met in a special session on Thursday, January 12, 2023, in the Highland City Conference Room, 5400 Civic Center Drive, Suite 100, Highland, Utah commencing at 12:00 p.m.

Present: Andy Spencer, Highland City
 Kevin Anderson, City of Cedar Hills
 JoAnn Scott, Highland City

Also in attendance was Charl Louw from Cedar Hills.

Andy Spencer welcomed all present and called the meeting to order at 12:23 p.m.

ACTION ITEMS

- 1) Action to appoint a chairman and vice chairman of this board for the 2023 calendar year.

Andy suggested that whoever is selected as the Chairman, the secretary's duties should also come from that city. This would make it easier to coordinate between the chairman and the administrative staff on agendas, minutes, etc.

Andy also felt that banking and finance should be administered by Charl with Cedar Hills. He noted that there may need to be some banking changes in light of Wells Fargo being unable to add additional signers to the account and their charging fees each month.

Andy thought the chairman ought to be himself or Kevin whereas Susan is still becoming acquainted with the area.

Kevin added that the meeting should be held at the chairman and secretary's city.

MOTION: Andy moved to appoint Kevin Anderson as the Chairman for the 2023 year with Andy Spencer serving as the Vice Chairman of this Board. Seconded by Kevin. Voting was as follows:

Yes	-	Kevin Anderson
		Andy Spencer
		Motion passes

- 2) Action to appoint a secretary of this board for the 2023 calendar year.

MOTION: Kevin moved that Melanie Clark of Cedar Hills be appointed as the secretary of the board, or another within the Cedar Hills staff for the 2023 calendar year. Seconded by Andy Spencer. Voting was as follows:

Yes	-	Kevin Anderson
		Andy Spencer
		Motion passes

- 3) Action to approve the minutes of the October 6, 2022, meeting.

MOTION: Kevin moved to approve the October 6, 2022, minutes. Seconded by Andy. Voting was as follows:

Yes -

Kevin Anderson
Andy Spencer

Motion passes

4) Action to approve the minutes of the December 1, 2022 meeting.

MOTION: Kevin moved to approve the December 1, 2022 Minutes. Seconded by Andy. Voting was as follows:

Yes -

Kevin Anderson
Andy Spencer

Motion passes

5) Action to approve invoices for payment

- a) Highland City – Basin Cleanup Lunches - \$310.87
- b) JoAnn Scott – Lunch invoice \$92.35

MOTION: Kevin moved to approve the invoice to Highland City for \$310.87 and the invoice to JoAnn Scott for \$92.35 as referenced above for payment. Seconded by Andy. Voting was as follows:

Yes -

Kevin Anderson
Andy Spencer

Motion passes

6) ACTION TO RATIFY THE MEMO FROM THE DEBRIS BASIN COMMITTEE TO AMERICAN FORK CITY AUTHORIZING THEM TO AWARD THE AF DEBRIS BASIN OUTLET STRUCTURE PROJECT BID TO CORRIO CONSTRUCTION.

Andy noted that each City will contribute another \$10,000 in the 2024 Fiscal year. At this time, the Committee will provide American Fork with payment of just the contract amount. It is their desire to have the contract awarded by the end of January. There is no further action required of the American Fork City Council, but can be signed by the City Administrator, David Bunker. The ratification should include authorization of payment for the contract price to American Fork City as per the interlocal agreement.

MOTION: Andy moved to ratify the memo to American Fork City dated January 10, 2023, which authorizes American Fork City to execute a contract with Corrio Construction for the American Fork River Debris Basin Outlet Structure Project and authorize payment of \$635,222.01 to American Fork City for this contract and in accordance with the 2022 Debris Basin Project Interlocal Cooperation Agreement. Seconded by Kevin. Voting was as follows:

Yes -

Kevin Anderson
Andy Spencer

Motion passes

DISCUSSION ITEMS:

7) PROPOSED BUDGET FOR THE UPCOMING FISCAL YEAR.

Charl presented the budget noting that there will be an additional \$10,000 per city contribution in the 2024 fiscal year. These funds have been accounted for in the proposed budget.

Charl stated that the money paid to American Fork City for the Corrio Contract will show as a prepayment until the work has been performed.

Andy stated that once all the construction is done and payment is all made, he would like to see the bank account minimum balance be kept around \$100,000.

Charl asked if the Committee would like to keep the line items the same. Andy stated that he would.

Andy was fine with what was prepared and that it should be moved to the January 26th agenda for action to approve.

8) OUTLET STRUCTURE CONSTRUCTION PROJECT UPDATE.

At this date, there is not much to report.

OTHER ITEMS:

Andy stated that Highland City recently moved to AT&T wireless and the FirstNet phone program. He has a new phone number that he wished to give out to the Committee. Andy's number is 385-789-5853.

ADJOURNMENT: Kevin motioned for adjournment and Andy seconded the motion. The meeting was adjourned at 1:30

NEXT MEETING: January 26, 2023

Items for the upcoming agenda:

Action to approve the budget for FY24

Approval of minutes

Update on the outlet structure project