

Summit County Service Area #3
January 28, 2019 6pm
DRAFT MEETING MINUTES
BOARD OF TRUSTEES MEETING
629 E. Parkway Drive, Suite B,
Park City UT 84098

BOARD OF TRUSTEES

Vince Pao-Borjigin – Chairman
Suzanne Carpenter – Vice Chairman
Larry Finch – Clerk
Robert Olson - Treasurer

Eileen Galoostian
Peter Keblish
Michael Montgomery

In Attendance (Board): Suzanne Carpenter-Vice Chair; Bob Olson-Treasurer; Larry Finch-Clerk.

Not in Attendance (Board): Mike Montgomery; Peter Keblish; Vince Pao-Borjigin.

Electronically: Eileen Galoostian connected at 6:30pm.

In Attendance (Staff/Contractors): Marla Howard (GM); Chris Bullock (Roads Manager and Water Operator); Eileen Haynes (Assistant Clerk); Nathan Bracken (Legal).

1. Welcome and the Vice Chair called the meeting to order at 6:31pm.

- a. Review of January 7 and January 14 meeting minutes: amendments were submitted prior to the meeting.
- b. Approval of minutes: Larry moved to approve January 7th meeting minutes as amended which Bob seconded. Approval was unanimous. Larry moved to approve January 14th meeting minutes as amended which Bob seconded. Approval was unanimous.

2. Administrative and Financial:

- a. Update on current projects and staff reports: Marla reported, a first-year Master's candidate student is interested in doing a paid internship for their Capstone Project with SCSA3. Marla has up to \$3,000 available in her budget for this stipend. Marla recommended offering \$21.50 per hour for 139 work hours. Larry expressed support for this arrangement.

Chris reported, he and Marla met with Doug, Church Board and Finance Committee member, while Pastor Steve is on sabbatical, to discuss solutions to the problem of parishioners crossing, and damaging, Silver Creek Trail in order to reach ancillary parking. The church as provided remediation in the form of blocking the former illegal entrance with a snow berm and traffic cones and creating a new entrance point. Bob and Suzanne reported the correction is ineffective because parishioners were observed crossing the trail on Sunday January 27th. The Church plans to install a curb cut but it is difficult to install due to weather. Marla stated, the Silver Creek Trail cannot withstand the number of cars going over it. **The Board directed staff to hold the Church accountable to resolve this issue by spring thaw.**

Marla stated, the Church expansion has been put on hold by the County. Larry stated, the original Development Agreement for the Church expired in December 2005. **Suzanne stated, we**

need to stay up-to-date on the Church's expansion request. Larry doesn't want to review this tonight.

Marla reported upon her meeting with Ashley Vernon, Summit County Building Department Secretary and contact for the new County electronic permitting program: EPROCESS 360 Online Building Permit Review, and a Health Department representative. Her lengthy discussion reviewed two lots on Westwood that had been treated differently such as Lot 117 which built two accessory units without allowing the SCSA3 the opportunity to review the expansion. Going forward, the Health Department must have a Concurrency letter from SCSA3 regardless if the property is using a well or will be connected to the Service Area culinary water system and, wherever they require a septic inspection, they also need a letter from SCSA3.

Marla reported staff will be sending out notices to residents regarding improving snowplowing.

Suzanne suggested the Board revisit the standing meeting days because we have had a conflict with Martin Luther King and President holidays on the 3rd Monday of January and February. *(In the past, the regular Meeting of the Board was held on the 2nd Monday of the month but was changed due to limited availability in the Richins Building.)*

Marla reported past due water accounts have been drastically reduced from \$120k past due a year ago to \$29k today.

Bob commented, the staff reports in the Board packet are really well done. Larry agreed. **Bob stated, the survey of his property has been done and he would like to see the report.**

- b. Revised Board Calendar: Marla stated, she and Chris reviewed the proposed Board Calendar. As part of the budget recommendations in the fall we will present a Capital Project to the Board in September for approval in order to have a timely RFP process concluded by the first of the year. We also propose to do a road project every other year and do significant trail capital improvement in alternate years. Larry commented, it makes sense to work on roads and adjacent trails concurrently.
- c. Timing of strategic planning meeting: Marla stated, work has been started on the Strategic Plan, but the Board needs to meet to develop the Mission, the Vision and the Core Values. Suzanne stated, a full board discussion is needed on these items first and then a committee can shepherd the balance of the document. Marla proposes a full board discussion on May 20, 2019.

Eileen suggested we hold off on the newsletter until the mission statement is finished. . Eileen was reminded that at the January 14th board meeting, it was decided the newsletter would be issued quarterly, include certain seasonal topics and Eileen was appointed the board oversight person.

Staff is pursuing graphic design proposals which will be presented to the Board by the end of February and will include the original logo as well as the newsletter template proposal. Eileen suggested the Newsletter template be delayed so it can include the Mission statement to come. Suzanne agreed and suggested the Mission and Values meeting be moved up to April 15th.

- d. Lease renewal: Marla informed the property owner that SCSA3 intends to renew the lease. Marla was directed to renew the lease in writing. Bob requested that Marla find out the correct Suite numbers so he can correct the banking materials. Nathan stated, gift calendars his firm sent to the Service Area were returned. Marla will reach out to the mail carrier regarding this.
- e. Capstone internship: reported earlier in minutes under Updates on Current projects.

3. Water:

- a. 2019 Capital project review: see below.
- b. Filtration project and RFP review: Marla opened the discussion regarding the request to HAL to supervise two projects which are the Water Filtration and the Fireflow. Bob stated he is concerned that two months for RFP preparation is too long. Larry disagreed. Chris explained why he supports the two-month preparation for the pilot and five-month project overall. We need to be mindful of our short construction season. Larry replied, all of those details should be in the RFP.
- c. Establish timeline for water filtration project and board sponsorship and support from HAL: Nathan offered to discuss this with vendors he knows as well as solicit additional vendors from the Director of the Division of Drinking Water. Suzanne supports the heads-up to vendors. Suzanne and Larry want the lowest qualified vendors. Suzanne stated, the RFP cannot go over this cost and exceed this timeline. Chris stated, each vendor will submit a very different proposal.
- d. 2019 fire flow project review, funding and RFP review: Bob asked, why is there not an E-4 for Westwood? Chris replied, these are tying up the dead-end loops. Suzanne asked, if we concerned about the timing on E-2, is there a way to switch them? Staff put Whileaway (E-1) first because it is the larger of the two projects. Marla replied, we want to have Wasatch (E-2) done before school starts. Larry stated, we are going to do improvements to the waterline, and we want flexibility from the contractor to work around our schedule. Chris replied, they are not going to start work until June due to the ground water especially on Wasatch Way by Greenfield due to drainage. Suzanne suggested Staff put in the RFP: do not initiate the pulverization until water work is done. Chris and Marla will contact HAL for clarifications.

Suzanne stated, we have a fire hydrant in the wrong spot on Westwood Rd. Marla replied, one of the affected homeowners proposes to move the turnaround higher by 30 feet eliminating the need to move the fire hydrant north and west 30 feet.

The Board is finds HAL's proposals acceptable and Larry wants to be on the committee.

- e. Establish timeline for fire flow project and funding: see above.
- f. Lot SL-I-3-1 unpaid standby fees: Marla reviewed two lots on Greenfield where no standby fees that have been billed or paid in eight years. Nathan stated, it is not their fault that they didn't pay the bill because they didn't receive a bill. This does not qualify under "Detrimental Reliance". Nathan will check on 7 ½ years. Bob stated, our previous attorney recommended only going back three years. Nathan stated, you have an established process going back 3 ½ years so it would be hard to justify deviating from that now. We need to treat people

consistently. Bob stated, we have done both offering another example. Suzanne stated, if we have made a mistake in the past let's not continue to do so. Nathan recommends going back no more than three years.

4. Roads and Trails:

- a. 2019 Roads Capital Project recommendation: Marla stated, we proposed \$120k for Wasatch Way. We can consider Aspen Lane. Suzanne replied, it just needs chipseal. Chris stated, Oakridge North and South are done and oiled but may need additional clean-up. We have nothing lingering from 2018.
- b. 2019 RFP review: Bob requested the inches be changed to three inches of asphalt in three places.
- c. 3-year capital project development presentation and discussion: Marla stated, alternating roads and trails capital projects will allow us to get caught up as well as bond for larger projects.
- e.

5. **Public Comment**: Steve Lehman (SL-C-143) opened a discussion regarding the Board declining to install a fire hydrant at the base of the hill at Cottonwood Trail. Chris stated, we are not putting a fire hydrant on Cottonwood Trail right now. Fixing our fireflow is more complicated than one line. Suzanne summarized, we don't think this is the right thing for the community at this time. Larry replied, the situation has improved since he has lived here. Upper Cottonwood Trail is not a priority. Steve replied, this Board is picking and choosing who gets fire protection.

Chris stated, he has a comment about the mail kiosk. Bob stated, when Sue White was doing the water, she put salt down around the mail house and he followed up last year, but he hasn't done it this year. Chris will lay down salt. Chris is referring to improved mail services. Suzanne replied, this is not under our purview. Larry stated, welcome to rural life.

6. Voting:

- f. HAL Water Filtration Proposal to Develop RFP approval: Bob clarified that this is a proposal to approval the development of an RFP and not an RFP approval itself. Larry motioned to approve the HAL proposal for development of the Water Arsenic Filtration RFP Development Proposal not to exceed \$14,900.00 which Bob seconded. The motion was amended by Suzanne to include "no later than". Approval of the amended motion was unanimous with the exception of an abstention by Eileen.
- g. Fire flow project approval: Larry motioned, we approve the HAL proposal that we develop the RFP's for the three fireflow projects as outlined in SCSA3 Water Capital Improvement Plan and noted as E-1, E-2 and E-3. Suzanne amended the motion to change the priority such that Wasatch Way takes priority over Whileaway. Larry also amended the motion "not to exceed \$54k per HAL's written proposal for the three projects E-1, E-2 and E-3. Bob offered his second. The motion carried unanimously except for Eileen's abstention.

- h. HAL Fire flow RFP approval: this was changed to “fireflow HAL project approval”.
- i. Capital funding approval for water projects: *no items*.
- j. Road Capital project approval and RFP approval: Larry stated we are giving the Road Master approval to submit the RFP to contractors. We are not actually approving the projects until we get the RFP’s back. Larry motioned to authorize the Road Manager to submit the RFP for the pulverizing asphalt and re-asphalt of Wasatch Way as amended to 3” of asphalt as outlined earlier in the meeting and project approval depended upon final Board approval. Bob seconded that motion. Support for this motion was unanimous.
- k. Standby fees: Larry motioned that lots SL-I-3-1 and SL-I-3-2 to only three years of unpaid standby fees due to Service Area neglect in billing for seven and half years. Bob seconded the motion and support was unanimous.
- l. Invoice approval: *there are no invoices to approve*.
- m. Capstone internship approval: Larry motioned to approve the offer of paid internship to a first year Master’s student up to 150 hours and not to exceed \$3,000.00. Bob seconded the motion and support was unanimous.

43. Adjournment:

Larry motioned to adjourn which Bob seconded. The motion was approved unanimously at 8:31pm.