



**SUMMIT COUNTY SERVICE AREA #3
BOARD OF TRUSTEES WORK SESSION AND GENERAL MEETING
SHELDON RICHINS BUILDING, 1885 W. UTE BLVD, PARK CITY**

**MEETING MINUTES
TUESDAY, JANUARY 31, 2017**

BOARD OF TRUSTEES

Vince Pao – Chairman
Glenn Colvin – Vice Chairman
Eileen Galoostian – Clerk
Bob Olson – Treasurer

Michael Montgomery
Betty Bauwens
VJ Pettit

The **Summit County Service Area No. 3 Work Session and General Meeting** was held on Tuesday January 31, 2017 at 6:00 p.m., at the Sheldon Richins Building, 1885 W. Ute Blvd, Park City. The Meeting was held in accordance with Utah Public Open Meetings Act.

Board Members in Attendance: Chairman, Vince Pao-Borjigin; Vice Chair, Glenn Colvin; Clerk, Eileen Galoostian; Treasurer, Bob Olsen; Betty Bauwens, VJ Pettit and Michael Montgomery.

SCSA#3 Contractors Present: Water Operator, Sue White, Secretary, Kathy Handsaker; Assistant Secretary; Susan Davis and Board Consultant/Legal Counsel, Craig Smith.

Meeting Attendees:

Linda Kelsch, Gary Kelsch, Kay Kelsch (Lot 34)

1. Chairman called the meeting to order at 6:00 p.m. with quorum present and was recorded. Chairman then reviewed the Agenda, which was posted on the website prior to the meeting.

Work Session

2. **Staff Support**
Temp support positions update and review

Chairman said they have received resumes from candidates that need to be reviewed. He recommended screening the top candidates via phone interview, and narrowing the selection down to the top two candidates. He said they will invite the top two candidates to the next Board meeting so the Board can meet the candidates and be in on their second interview.

Betty said she had a technical question about the job description and the reference to Water Billing Clerk. She said that is Susan's job and is not what the opening is for.

Vice Chairman said that he did a few different job descriptions and it has changed since the first draft.

Chairman he said he had been hearing rumors and he wanted to assure everyone that no one's job is on the line.

Betty Bauwens said that she understood that Susan would be doing the billing and minutes and asked if that was still solid. Vice Chairman said the addition support could also be involved with Pelorus working on the accounting.

Chairman said he has reached out to Kyle Duncan from Pelorus and he is going to craft an engagement letter that lists the different resources and capabilities they have available. Treasurer said Kyle Duncan is our account manager and also has extensive knowledge of the software. He said Kyle Duncan has an assistant so maybe we can reach out to her when he is unavailable.

Betty Bauwens pointed out that 1099's were due today and Susan Davis took it upon herself to submit those. She thanked Susan Davis for her efforts.

Vice Chairman recommended hiring a temp to help them catch up on backlog.

Chairman said that Michael Montgomery would be distributing the resumes to the Board. Betty Bauwens volunteered to be a part of the review and hiring process.

Michael Montgomery joined the meeting via conference call. Chairman explained they are discussing staffing support. Michael Montgomery said he had several resumes from BBSI and another staffing agency. Chairman recommended that the Board review the resumes and narrow it down to who we want to interview on the phone. He said the group in charge of the phone interview will be myself, Betty Bauwens, and Michael Montgomery. He said that they will narrow it down to two candidates who they will invite to the next Board meeting. Michael Montgomery said he has a general guideline template for rating candidates. He said he would provide that to the Board.

Organizational structure

Chairman asked if anyone had ideas about how the organizational structure should be set up. Vice Chairman said the additional support should provide assistance to the clerk and treasurer. He said he thinks there should also be some allocated time to support Chris Bullock and Sue White on Roads and Water. We will also need that person to provide day to day support fielding phone calls and reporting the issues residents are having.

Betty Bauwens recommended calling the new staffing support an Administrative

Assistant. Vice Chairman said he was flexible on the name, but would like to make sure we break up the work because no one person can do it all. He said having someone who can field calls and bring the issues back to the Board will save a lot of time, so we can focus more on the issues and decisions.

Chairman said there needs to be a clear definition on what the Water Operator and Roads Master are required to do as it pertains to calls and responsibilities. He said we are not an HOA so we have very clear guidelines that the County has approved the Service Area to follow and certain things are out of our jurisdiction.

Chairman said one of the things that Summit County Planning has provided is a checklist of responsibilities. He asked Sue White and Chris Bullock to come up with a checklist that they can go by. So when an inquiry comes in from the County that someone is applying for a permit, we can use the checklist to go through and check off the boxes. He said this will help set parameters and provide consistency. He requested they have a draft ready in the next couple weeks.

Susan Davis said she would like to continue to do water billing and minutes. The Board discussed a secretary or administrative assistant could provide back up for Susan and handle billing of the General Fund, and helping to get caught up on administrative duties.

Chairman said another area of support is record keeping. He said the County has offered to let us store all of our records with theirs. Craig Smith said there is a records retention policy required by State law. Glenn suggested we utilize the County for storing records and digitizing them. Chairman mentioned the Secretary could help out with that as well.

Craig Smith said we need to get something in place so that we have clear guidance of the County's requirement for records retention as well as requirements on providing records to the State.

The Board discussed job descriptions and having a single point of contact for customer service and fielding issues. They also discussed the duties of the Area Manager and possibly having the Secretary support that.

Susan Davis suggested a list of responsibilities for each job description. Vice Chairman said he has been writing the job descriptions and posting them on Google Drive. He said he can add responsibilities to the job descriptions.

Roads, Trails and Parks

Chris Bullock referred to the LTAP report that had been prepared for the Service Area and distributed to the Board. He referred to page 49. He said he has been working with LTAP on getting this put into the TAMS program so that we have road maintenance through 2024 scheduled. He said he would like to talk about three topics on page 49 of the report:

Table 17 - For 2017 shows we want to schedule \$222K for roads capital

improvements and maintenance, our current budget is \$225K. Betty Bauwens asked if S Crescent, N Crescent, and Highfield are included. Chris Bullock said no, not for now.

Chris Bullock referenced page 50. He referred to asphalt road routine maintenance. He said recommendations for road maintenance include Wasatch Lane, Whilaway Road, and Segment ID 67. He said that represents 3% of our paved roads.

Chris Bullock referred to preventative maintenance and said it lists the majority of our paved roads. The recommendation is a single chip seal on another 13% of our roads.

Chris Bullock then referred to rehabilitation for Silver Creek roads, which includes hot mix overlay and chip seal from Westwood to N Crescent.

He said these are the priorities for 2017, and we are within our \$222K budget according to LTAMS estimated pricing.

Vice Chairman said the report helps us in a lot of ways. He said the report divides Silver Creek into 80 segments over a 10 year plan. He said that was strictly for maintenance and how to improve our existing roads, and not engineering studies. He said it does not include new construction which would be converting a dirt road to paved.

Chris Bullock said if they follow their recommendations over the next 7 years, all of our current asphalt roads will be preserved and maintained before any new road construction can be done.

Chris Bullock said the \$222K budget can be changed from year to year and when he enters it into the TAMS program, it will give recommendations to fit the budget.

Betty Bauwens asked where Beehive is on the County improvements list. Vice Chairman said the issue with Beehive is they were going to reconstruct it but there is going to be a sewer project that will require tearing up the road. So the County is going to wait. He said Division Street was priority because all of the truck traffic, then Beehive.

Vice Chairman said we have a number of engineering projects that need to be done in Silver Creek. He said the Board needs to line up the priority projects and have an Engineering Firm look at them and give a written recommendation. He said he would like to get an Engineering Agreement in place with the County. He said LTAP will be able to cover some of the projects like signs and traffic counters. Once the traffic speed has been monitored and traffic has been counted for a period of time, the information can be put in the system for feedback on recommendations of where to put signs and what types of signs to put.

Vice Chairman said all the documents he sent out about this have been posted on Google Drive. He said he plans to put together of list of Engineering projects so the

Board can review them at the next work session. He said he would also include some of the drainage issues we are having so those can be address before money is spent repairing Silver Creek Road again. He said since the County owns the roads, it is in their best interest to help us out.

Clerk brought up the request to put up a 'no outlet' sign on Cottonwood Trails road. She said the residents have agreed to pay the cost to put in the sign. All agreed this would be acceptable but they would need to go through Chris Bullock. Clerk said she would let them know.

Water

Chairman said we will table 'Priorities for Future Work Sessions' until the next meeting.

Closing Comments before going into Closed Session

Chairman said before the Board goes into closed session, he wanted to take a minute to address the Kelsch's and get any input they have or comments they have with anything pertaining to Lot 34.

Mr. Kelsch said their preference would be to hold off on selling Lot 34 until the issues can be addressed and decisions have been made. He said he wants that to be done before anything is done with Lot 34. He said we really thought we had a drill permit together.

Mrs. Kelsch complemented the Chairman on his work and efforts since joining the Board.

Chairman said they hope to have a better grasp on what is going on with Lot 34 by the next Board meeting. He said that is one of the subjects we will be discussing in tonight's closed meeting.

Chairman thanked the Kelsch's for their comments.

Chairman made motion to go into closed session. Treasurer seconded. All in favor.

Agenda Items for Next Meeting

Water

- a. Priorities for future Work Sessions (Master Plan, Proposed Projects for 2017)

Adjourn Meeting

Chairman thanked everyone for their attendance. He called the meeting to a close at 8:00 p.m. Betty Bauwens seconded. All in favor. The next meeting is scheduled for February 13th, 2017.

Action Items

- Notify residents of decision on 'no outlet' sign on Cottonwood.

Assigned to: Clerk

Due Date: Feb 2017

- Add responsibilities to job descriptions.

Assigned to: Vice Chairman

Due Date: Feb 2017

- Create a checklist, for things like permitting, to keep it organized and consistent.

Assigned to: Sue White, Chris Bullock

Due Date: Feb 2017