

Summit County Service Area #3
January 7, 2019
APPROVED MEETING MINUTES
BOARD OF TRUSTEES MEETING
629 E. Parkway Drive, Suite 1,
Park City UT 84098

BOARD OF TRUSTEES

Suzanne Carpenter – Chairman

Eileen Galoostian

Vince Pao-Borjigin – Vice Chairman

Peter Keblish

Larry Finch – Clerk

Michael Montgomery

Robert Olson - Treasurer

In Attendance (Board): Suzanne Carpenter-Chair; Vince Pao-Borjigin-Vice Chairman; Bob Olson-Treasurer; Larry Finch-Clerk; Peter Keblish.

Not in Attendance (Board): Mike Montgomery; Eileen Galoostian

Electronically: none

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

Meeting Attendees: Gary and Linda Kelsch (Lot 30).

- 1. Welcome and call meeting to order: Suzanne called the meeting to order at 6:11pm with a quorum present.**
 - a. Review of December 17 meeting minutes: Larry, Suzanne and Bob made several corrections.
 - b. Approval of minutes: Larry motioned to approve the minutes as amended with Bob offering his second. The motion carried unanimously.

- 2. Administrative:**
 - a. Review of project list and prioritization: Marla stated she is wrapping up the financials and has completed the treasurer's filing of the PTIF and Wells Fargo account balances and will be completing additional filings in the next few weeks such as the water filing. She is capturing information from 2018 invoices and income and observed the need to get numbers for Class B road funds. **The Board needs to approve Larsen and Company as our auditors. Larry asked Marla to put on agenda for next meeting.**

Marla stated she is creating RFP's, which the Board will review, for dissemination for Board-identified Capital Projects including Wasatch Way, Arsenic study, Land Surveys to complete Easements trail for Lots 314 and 315 on Redden Road; Eileen G has identified some ROW violations. **Larry requested that Mike or Eileen participate in Lot 117 trail property dedication discussion.**

Vince stated, there are 3 very obvious violations on Wasatch Way of pushing snow across the road and stacking snow 4-5 feet deep on the trail. Suzanne stated, she has seen some improvement of the violations. Marla stated, Eileen has reported her concern that Westwood and Silver Creek trails may be damaged due to plowing by volunteers. Suzanne, asked what damage is happening to trail? Bob replied, none. Vince and Larry agreed, it's an improvement.

Suzanne stated, she has observed Wolff trucks sliding off the road and causing damage. **Larry said, if there is damage to the road we should talk to Wolff.** These things are going to happen, and we can mitigate them in the spring. Vince said, part of it is our terrain. **Suzanne stated, the purpose of the Capstone Project is to identify potential solutions to these problem areas.**

Vince requested an update on snow violations and the follow-up plan to ensure corrections. **Marla replied, we will submit a detailed letter along with photographs of the violations to the violators with a personalized letter requesting a correction and advising that violators will be referred to the County for enforcement action** because at this time, we have no “teeth”. Nathan responded, the Service Area has limited authority to enforce fines, but may institute fees.

Nathan distributed a Draft Service Area #3 Policy, which lays out the process and the authority, in November. Marla replied, one violator did about \$2k damage and we need to have the ability to get reimbursed for that. Vince stated, we are going to bill you and the county will cite you.

Vince stated, he is hopeful we can get into a good newsletter routine educating our homeowners going forward. Vince asked Marla to verify that he is receiving Trello access to SCSA3 project boards.

- b. 2019 Calendar, deliverables and board member sponsorship: Suzanne proposed the following discussion items for 2019 Board Meetings and Major Deliverables:

DATE	TOPIC	MAJOR DELIVERABLE	DUE
7-Jan	Water session to initiate filtration project, scope RFPs for fireflow upgrades	Financial year End review, project status, prioritization of policy revisions and preparation for reporting	
14-Jan	Regular Board Meeting, elect new officers	RFPs and dates for review and issuance	
28-Jan	RFP review and discussion along with scope of capstone project	2018 financials and review of information for audit	
4-Feb	Policy review and updates		
25-Feb	Regular board meeting	Draft policies for roads and water	
4-Mar	Prototype Water Filtration review and cost estimates	Approve RFPs to be issued for trails and roads	
25-Mar	Regular board meeting		
15-Apr	Community meeting around landscaping and residential fire prevention	Recommend path forward for water filtration and award contracts for water projects	
22-Apr	Regular board meeting		
6-May	Capstone project presentation	Award road and trail RFPs. Discuss draft concurrency report	
20-May	Regular board meeting		
3-Jun	Roads, trails and new construction	Review audit report by 3rd party	
17-Jun	Regular board meeting	Summarize home, commercial construction approved in development along with status of roads and trails projects.	
15-Jul	Regular board meeting		
5-Aug			
19-Aug	Regular board meeting		
9-Sep			
23-Sep	Regular board meeting		
7-Oct			
21-Oct	Regular board meeting		
4-Nov		2019 Recommended budgets	
18-Nov	Public hearing for budget		
2-Dec		Budget resolution	
16-Dec	Regular meeting	End of year budget review and amendment if required.	

Nathan stated, the revised Roads Policy institutes a fee which will need a Public Hearing prior to adoption. **They envision staff will create and develop the subject contents, circulate it among the board for comments and present a final document for voting at the Board Meeting. Vince reminded the Board we have a staff template for reports.**

C. GM contract review and renewal: Discussion tabled until closed session which will occur at the end of the public portion of the Board Meeting today.

3. Request for Relief

- a. Water leak and financial hardship: For the *water leak applicant*, Marla recommended about \$3,500 in forgiveness due diminishing water use and making necessary repairs. The *financial hardship applicant, due to extreme medical bills*, is currently paying an extra \$19 per month and would like to pay less. They have been delinquent 2-3 years. **Marla will review to see if they were liened. Consensus was reached to accept the \$19 repayment plan while the Service Area will also not charge any interest or fees on the overdue amount.**
- b. Habitually late customer: Their home went up for tax auction in May 2018 along with our water lien. They were able to recover their property and pay our charges by securing a home loan. They are 5-6 months in arrears totaling about \$900. **The Board determined the home owner must bring their account current within 90 days or their water will shut-off.**

4. **Conditional Use Permit Review**: Marla stated, the homeowners have determined they will continue to use their well and not connect to the Service Area even though they are adjacent to our water line. The CUP seeks approval for an indoor-soccer field and 2 lock-out apartments. At this time, they are very close to using all of their water share allocation for their current use. **After some discussion, the Board determined they would not support construction until an additional Water Share allocation of .9-acre-feet has been acquired and dedicated.** We don't want to risk that a property owner will acquire a water right and turnaround and convey it to someone else. **Bob proposed to speak to the property owners to direct them to others who have an extra water share.**

5. Water:

- a. Capital review and approval for water projects from 2018 water plan: Bob stated, he is extremely disappointed with Hansen, Allen, Luce (HAL) study on Cottonwood Trail because they exceeded their Scope of Work. Cottonwood trail is a lower priority compared to other needs in Silver Creek Estates (SCE). He is also concerned about giving the impression he is seeking to personally benefit from any work authorized by the Board. The HAL cost is \$2500. The booster station is estimated to cost \$200k.

Chris stated, he is concerned about the neighboring tree farm operation whose heavy equipment could spark a wildfire. Additionally, a *dead-end* line is not good for drinking water. Vince stated, we don't have the budget to extend this to the top of Cottonwood Trail. **Marla was directed to send a letter stating the project is not feasible at this time.**

- b. Establish timeline for water filtration project and board sponsorship and support from HAL: Larry recommended Marla make an appointment with HAL to develop a plan to get the work done. Suzanne asked, do we want HAL to do the arsenic treatment plant? Larry suggested HAL oversee the Scope of Work. and send out the RFP; Nathan stated HAL is a fantastic engineering

company, but he doesn't know if HAL does drinking water. **Marla will ask for recommendations.** Vince agreed, including HAL more will give them a greater understanding of our water system. **Larry stated, he wants a supervisory engineer on the project.**

- c. Water Communication: Marla stated, we are refunding deposits to homeowners whom we have ensured our meeting our meter standards. Larry stated, this is under your authority. He and Bob will sign the checks.

6. Roads, Trails and Current projects:

- a. Initiating Capstone project for transportation planning, trails, roads, parks and mail delivery along with board participation: Marla stated, she and Chris met with Eileen G to discuss the Scope of Work for our future phone meeting with the Urban Planning Professor of University of Utah. Suzanne invited the Board to make recommendations for items they would like the students to consider like pocket parks, dog parks, civic center, trails. Marla would like them to create community maps. Larry, Vince and Bob are against a dog park, not wanting the expense or maintenance it would require. Vince would like to be more open-ended and see what the students come up with.

Bob stated, for Chris' information the speed bump at the bottom of his property is 2/3 destroyed and he thinks more speed bumps have been damaged along SCE roads due to snow plows. Larry suggested Chris remove the speed bumps in the fall and replace them in the spring. Chris stated, speed 'bumps' cost about \$1,800 while the speed 'humps' are a little bit more and the 'raised' crosswalks cost approximately \$3,500. Not counting damage by snowplows, the humps/bumps have a 5-year lifespan. Vince suggested, with labor costs added, we should begin to consider "stamped-in" speed bumps.

Bob stated, we have had quite a few people slide off Silver Creek Road. **Bob requested increased sand application on Silver Creek Rd.** Suzanne stated, the snowplow drivers are turning the sand distribution off when plowing. It is only on in the intersections, the flats and the steep sections. Also, they are not applying sufficient sand. **Chris stated, this is a safety issue of which he will make them aware as well as encourage more generous sand application.** Chris stated, he has salt and it is effective at cutting the ice almost instantly while the sand must be applied multiple times. The sand builds up offering the benefit of significant traction, much more than salt, but the Service Area needs to sweep the roads in the spring. We have avoided regular salt applications because of the negative effects on wetlands and our unfinished roads. Salt destroys roadbase. Chris will consider applying salt more often.

Vince stated, let's do a public information reminder about tires, snow chains. Should we look at other types of communication?

- b. Easement Survey Bids: Marla stated, we want to survey Redden and Westwood Rds. We have gone out for bids and the staff seeks the Boards permission to proceed. Larry and Vince confirmed they are in Marla's spending authority. **Bob and Larry directed Marla to accept the lowest qualified bid.**

7. Election of New Officers

- a. Nominations for Chair and Vice Chair (one-year terms): Nathan stated his support to table the nominations because of the absence of 3 board members and this isn't your regularly scheduled

meeting but a special meeting. Bob made a motion to table the Election which Vince seconded. Support for this motion was unanimous.

- b. Nominations for Clerk and Treasurer (two-year terms): also tabled as above.

Larry motioned to move into Public Comment. Vince seconded this motion and support was unanimous.

8. Public Comment – limited to 3 minutes each

Linda Kelsch asked the Board to review the purpose of the capstone project. Marla restated the capstone project ideas. We want to look at the entire community. We want GIS of all of our roads and trails, identify topography, consider the community as a whole, strategic plan support, and get a 3rd party unbiased opinion. Linda loves that! Vince asked, what is your vision of Silver Creek? Linda stated, she likes the paved roads, and suggests improvements to steep road areas. She would like the roads to be safer. She loves what the Board has done with some roads. Peter asked her for her concerns? Linda replied, road safety such as speeding is a concern; she asked the Board to put a stop sign on Oakridge South coming into Silver Creek. It is a very dangerous intersection. **Peter suggested that Wolf sand that intersection extensively.** Linda stated, her adult kids cannot make that climb without studded snow tires. Chris stated, Wolf doesn't experience our intersections like we do because they have chains on. **Vince stated, the board is authorizing Chris to put up "icy" signs.**

Linda stated, her well is in! They went 500 feet deep. The water is clean enough to drink. Zimmerman is their contractor.

Vince asked, if the service area needs a new municipal well, would you be interested in having a new well on your property? The Service Area doesn't have much property to use. We need a high point and we will offer compensation. Linda asked, would neighboring properties be required to connect? Vince replied, he does not think so. Nathan replied, that it is up to you. If you are a dry lot, you are connecting to the system. He advised Linda to think about it.

Larry motioned to move from Public Comment into Closed Session which Bob seconded. Support for this motion was unanimous.

Vince motioned to end the Closed Session into which Larry seconded. With no discussion, support for this motion was unanimous. Larry motioned to move into Voting which Vince seconded. Support was unanimous.

9. Voting:

- a. Update to priority list: no items
- b. 2019 Calendar review and adjustment: no changes
- c. GM contract renewal: *Larry motioned to approve Marla Howard's 3-year contract extension at a salary of \$67,500 to include annual adjustments in salary based upon her annual review. Vince seconded this motion. With no further discussion support was unanimous. Larry moved to extend a \$5k annual bonus for her 2018 workplace performance. Vince seconded this motion and support was unanimous. Nathan stated, Marla's contract indicates a discretionary performance bonus is permitted without a cap on the amount. It replaces the old paragraph 4.6 which gives the Board more discretion.*
- d. Conditional Use Permit Review: we have given Marla direction.
- e. Capital approval for water projects: we authorized the drafting of the RFPs.

- f. Initiation of Capstone Project for trails, transportation and parks: Staff has been directed to proceed.
- g. Voting on officers: *tabled*
- h. Other items discussed during meeting: none

10. Adjournment

Larry motioned to adjourn which Bob seconded. Support for this motion was unanimous and the meeting ended at 8:19pm.

APPROVED