

MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
COTTONWOOD IMPROVEMENT DISTRICT

DATE: June 17, 2020
PLACE : Cottonwood Improvement District Office
TIME: 6:00 P.M.

PRESENT:
Wesley Fisher, Chairman
Kim Galbraith, Trustee
Mark Katter, Trustee - Electronically
Greg Neff, General Manager/Engineer
Lonn Rasmussen, Assistant General Manager/Operations Supervisor
Spencer Evans, Chief Financial Officer
Jeremy Cook, Attorney for the District
Jami Phillips, Board Secretary

Public in Attendance: None.

At 6:03 p.m., Wesley Fisher called the meeting to order.

The Pledge of Allegiance was recited.

AGENDA:

ITEM 1: APPROVE MINUTES OF THE MAY 20, 2020 BOARD MEETING

No corrections were made to the minutes. A motion was made "to approve the minutes of the Board meeting held on May 20, 2020."

MOTION BY: Kim Galbraith
SECOND BY: Mark Katter
FOR: Kim Galbraith, Mark Katter, Wesley Fisher
AGAINST: None

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: FINANCIAL INFORMATION

(A) DISBURSEMENTS

There was some discussion on a few disbursement items: Reimbursements to District patrons for erroneous electronic overpayments. Two District garage door openers that were purchased and returned. The payment for repaving part of the Sandy office parking lot, along with some other equipment purchased and an online UACPA conference. The Disbursements report was provided to the Board for their review. A motion was made "to approve and ratify the May disbursements."

MOTION BY: Kim Galbraith
SECOND BY: Mark Katter
FOR: Kim Galbraith, Mark Katter, Wesley Fisher
AGAINST: None

(B) FINANCIAL STATEMENTS

Copies of the unaudited financial statements as of May 31, 2020 were provided to the Board for their review. Kim Galbraith asked for clarification on the District's Interest Income, Investment Income and Gain (Loss) on Sale of Assets. The District's postage budget comparison for 2020 vs 2019 regarding balances, postage charges and mailings were discussed.

ITEM 4: ADOPT CERTIFIED TAX RATE

There was some discussion on the timing of certifying the tax rate with regards to the possibility of a future property tax increase. The certified Tax Rate for 2020 provided by the Utah State Tax Commission is .000161. A motion was made "to pass Resolution No. 2020-01 adopting the Certified Tax Rate of .000161 for 2020."

MOTION BY: Mark Katter
SECOND BY: Kim Galbraith
FOR: Mark Katter, Kim Galbraith, Wesley Fisher
AGAINST: None

ITEM 5: CENTRAL VALLEY WATER RECLAMATION FACILITY UPDATE

Kim Galbraith reported that the Biological Nutrient Removal Project was awarded to Gerber Construction Company for just over \$123 million. Kim said the BNR Basin Project is part of the nutrients upgrade program and is both the largest single project and the centerpiece of the new nutrient removal process.

A brief description was discussed regarding the construction technology of the South Salt Lake Force Main Project.

CVWRF is mailing letters to dentists to inform them of the new compliance regulations concerning amalgam separators and pharmaceutical waste.

There is COVID-19 wastewater testing and case results based on flow in specific communities.

ITEM 6: MANAGEMENT REPORT

(A) WATER TRUCK – Greg Neff reported that the District's water truck has a cracked frame. The maintenance shop is currently inspecting the truck and assessing the cracked frame. For safety issues, it might be necessary to replace the entire water truck rather than try and repair the frame. There is money in this year's budget for this item if necessary. A few employees took a class and is now licensed to do heavy duty fleet inspections, which will allow them to inspect and issue vehicle inspection stickers to the District's fleet. If it becomes necessary to replace the water truck tanker, management will present it to the Board for discussion.

(B) MAY SEWER SERVICE FEES RECEIVABLE – Spencer Evans presented the District's sewer service fees receivable for May and explained the 66% increase in sewer fee receivables for 2020 vs 2019. The increase results primarily from a 1% decrease in year-to-date payments vs 2019 and a temporary suspension in account certifications since March. Because SLCO mails property lien notifications in July, management will resume certifications on delinquent accounts by the end of June, but will not charge the \$20 administration fee. This ensures that the District will receive payment for delinquent balances.

(C) DISTRICT MAPPING AND GIS – Because this meeting is a later scheduled 6pm meeting, Greg Neff informed the Board that he will do a presentation on the District Mapping and GIS in a future Board meeting.

Greg Neff did a brief PowerPoint presentation and explained the District’s liner repair project done by Whitaker Construction under the freeway. This project was approved and awarded in the April 8, 2020 Board meeting. It cost the District around \$150 a foot; the project expense will reflect in the July Board meeting’s financial disbursements.

ITEM 7: BOARD REPORT

Mark Katter thanked the Board for letting him attend the meeting electronically.

Wesley Fisher asked if there were any CVWRF or District COVID-19 cases. Kim Galbraith and Greg Neff recall someone at CVWRF having been exposed to someone with the virus, but there are no actual employees testing positive for the virus so far.

ITEM 8: INFORMATION ITEMS

- (A) CENTRAL VALLEY ESTIMATED COSTS
- (B) CID NOTICE OF INTENET TO PREPARE AN IMPACT FEE ANALYSIS
- (C) CID NOTICE OF INTENT TO PREPARE OR AMEND AN IMPACT FEE FACILITES PLAN – Greg Neff explained that these notices are part of the RFP for the rate study, the impact fee facilities plan and the impact fee analysis that is closing. Management should have bids and award recommendations for Board review and discussion at the July 15th Board meeting.
- (D) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER – WHITE CITY #33, LOT 42 (1356 ROSA CIRCLE) - There was some discussion regarding the District’s public utility easement consent to encroachment regarding the course and process of a request.

Wesley Fisher informed the Board and District management that he will not be able to attend September’s Board meeting.

Jeremy Cook told the Board that he is continuing to work on the S.R.S. Corp settlement agreement and will update the Board if anything significant happens.

At 7:17 p.m., a motion was made “to adjourn the regular Board meeting.”

MOTION BY” Mark Katter
SECOND BY: Kim Galbraith
FOR: Mark Katter, Kim Galbraith, Wesley Fisher
AGAINST: None

PREPARED BY: Jami Phillips, Secretary