

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

DATE: July 15, 2020
PLACE : Cottonwood Improvement District Office
TIME: 3:00 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 3:00 p.m., Wesley Fisher called the meeting to order.

The Pledge of Allegiance was recited.

AGENDA:

ITEM 1: APPROVE MINUTES OF THE JUNE 17, 2020 BOARD MEETING

No corrections were made to the minutes. A motion was made "to approve the minutes of the Board meeting held on June 17, 2020."

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

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: FINANCIAL INFORMATION

(A) DISBURSEMENTS

The Disbursements report was provided to the Board for their review. Spencer Evans explained that the CVWRF check was accrued for the financial statements; however, a check had not been issued in time to reflect on this month's disbursement report. Next month's disbursement report will reflect two payments to CVWRF. A motion was made "to approve and ratify the June 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 June 30, 2020 were provided to the Board for their review.

ITEM 4: IMPACT FEES FACILITIES PLAN, IMPACT FEE ANALYSIS, SEWER RATE STUDY – RFP – EVALUATION RESULTS – MANAGEMENT RECOMMENDATIONS

Greg Neff explained that the District received three responses for the RFP posted last May for this item. The deadline to submit proposals was June 18, 2020. All three proposals received met the requirements. Greg and Spencer Evans reviewed and scored all three proposals individually and put together their combined scores in an evaluation matrix. Wesley Fisher asked how the qualification score is based. Greg explained the scoring is based on the proposer's staff qualifications, experience, and other related projects completed. The reputation score is based on their references. Management evaluates the proposals independent of the cost. The company submits two proposals. The first proposal lists the company's qualifications and a plan outlining the work. The second is a cost proposal, which is looked at after the first proposal is scored. Greg expressed concerns that JWO Engineering, Inc. would not be able to do the job properly with the sum of money bid in their proposal. Based on the scoring matrix and a review of the proposer's references, Management recommends accepting the proposal from Bowen Collins and Associates. A copy of the Proposal on Impact Fees – Management Recommendation Memo is attached to and thereby made part of these minutes. Wesley Fisher asked how long this study will take. Greg explained the process and the timeline and thinks it will take approximately six to eight months; in addition, the District is required to notice and hold a public hearing before it can be adopted, then there is a waiting period before it can be implemented. A motion was made "to authorize management to award the contract to provide the Impact Fees Facilities Plan, Impact Fee Analysis, and the Sewer Rate Study to Bowen Collins & Associates for \$59,850."

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 on the following CVWRF matters: Some of the costs were discussed on the damages relating to the accidental death on the CVWRF golf course involving a car going through the fence and into the golf course pond.

The COVID-19 Study has expanded to include 40 wastewater facilities and are checking to see if they can pick up the virus in the wastewater. Greg Neff mentioned that the virus comes into the plant, but once it goes through the plant process and leaves the plant, the virus is completely destroyed.

CVWRF will be looking to replace and improve the fire control, alarm system, hoses and egress from buildings over the next several years.

Kim said that there was a lot of discussion about the progress of the various capital projects. There was a ground breaking On June 24th for the BNR project.

The contract for the Digester Cover 3 and 4 Replacement Project was approved for \$5,945,000. The engineer's original estimate for this project was \$6.8 million.

The CVWRF state loan recently closed; the State has requested CVWRF to utilize some of the available future bond money for this current year. It was discussed with the two major contractors working on different projects to see if they could speed up some of the projects. One of the contractors

will be able to get some additional work done and get it billed this year. A public hearing is required to open the budget and move money from one project to another and allocate more funding.

Wesley Fisher asked if CVWRF had any COVID-19 cases come in through the plant. There haven't been any cases reported so far. CVWRF is continuing with precautions and social distancing at lunch. The conversation then turned into District personnel and the precautions the District staff is taking. Wesley suggested that District staff do what is necessary to stay safe and to clean surfaces areas whenever possible.

ITEM 6: MANAGEMENT REPORT

(A) JUNE SEWER SERVICE FEES RECEIVABLE – Spencer Evans presented the District's sewer service fees receivable for the month ending in June. Spencer explained how he is watching for trends to see if payments coming in to the District are slowing down. The District's receivables for June, 2020 are very close to the receivables for June, 2019.

(B) WATER VISTA WAY SEWER RE-ROUTE – Greg Neff explained that years ago it was discovered that the District had a sewer line outside of an easement on Water Vista Way. A previous District Board agreed and approved to re-route the sewer line around the parcel at the District's cost provided the owner grant the District an easement in that location. Once the sewer line is re-routed, the old easement through this parcel will be abandoned. The original owner has passed away and the property was sold. The new developer is aware of the agreement and has hired an engineer to prepare a plan to reroute the sewer; however, there are a lot of hurdles to cross before the plan can be approved. The Board may see a request in the future for authorization to pay for a sewer re-route. There was some discussion regarding the cost of re-routing vs purchasing the property. Greg thinks it would cost more now to purchase the property than to re-route the sewer. Greg doesn't think it was for sale at that time. The District will not re-route until the developer receives approval and it becomes necessary.

(C) RV DUMP USAGE – Greg Neff talked about the District's RV dump located in the southeast end of the Sandy office parking lot. Greg thinks it was initially installed to serve the residents that live in the District; however, word got out and its location was published in a magazine as a free RV dump site and is now quite busy. It does cost the District to maintain it, i.e., water, maintenance, repairs, cleaning, etc. Management has discussed charging a small fee for people using the dump station who live outside of the District boundaries. After some discussion, the Board agrees with management. Management will look into installing some sort of a drop box payment method, along with envelopes and signs for those using the dump station that don't live within the District boundaries.

(D) TV CRAWLER FOR LARGE DIAMETER PIPES – Greg Neff explained the District's current TV crawler doesn't raise the camera high enough to get above the water level and TV the inside of the District's large diameter pipes. A larger crawler that is compatible with the District's existing camera is available through Ten Point Sales. The cost is \$18,559. There is sufficient money in the equipment budget to cover this purchase and management is asking for the Board's approval to purchase the larger crawler this year. After some discussion, the Board approves the large diameter pipe crawler purchase.

(E) DISTRICT MAPPING AND GIS – This item is tabled for a later date.

The summer District party typically held in August was discussed. The Board and management thinks it will be good for employee moral to have the District's summer party this year. Lagoon is operating at 15% capacity this year and taking reasonable safety measures, such as requiring a face mask to enter into the park and while standing in line for the rides. After some discussion, the Board advised management to take an employee census and see if there is a reasonable amount of employees interested in going.

ITEM 7: BOARD REPORT

None.

ITEM 8: INFORMATION ITEMS

- (A) CENTRAL VALLEY ESTIMATED COSTS
- (B) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER – BELLE MEADOWS SUBDIVISION, LOT 25 (1100 E. BELLE MEADOWS WAY)
- (C) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER – STEFFENSEN HEIGHTS SUBDIVISION, LOT 23 (2731 E. CAROLE DRIVE)
- (D) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER – OAKCREEK ESTATES, #1 SUBDIVISION, LOT 23 (8051 OAKCREEK DRIVE)

ITEM 9: CLOSED SESSION – TO DISCUSS COMPETENCE OF EMPLOYEE, IMMINENT OR PENDING LITIGATION

A motion was made “to move into a closed session to discuss competence of employee.”

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

A motion was made “to close the closed session of the meeting and move back into an open meeting.”

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

At 4:55 p.m., a motion was made “to adjourn the regular Board meeting.”

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

PREPARED BY: Jami Phillips, Secretary