

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

DATE: December 14, 2022
PLACE : Cottonwood Improvement District Office
TIME: 3:00 P.M.

PRESENT:

Kim Galbraith, Chair
Wesley Fisher, Trustee
Greg Neff, General Manager/Engineer
Lonn Rasmussen, Assistant General Manager/Operation Supervisor
Spencer Evans, Chief Financial Officer
Jami Phillips, Board Secretary

Mark Katter, Trustee, and Jeremy Cook, Attorney for the District are unable to attend.

Public in Attendance: None.

At 3:31 p.m., Chair Kim Galbraith called the meeting to order.

The Pledge of Allegiance was recited.

AGENDA:

ITEM 1: APPROVE MINUTES OF THE NOVEMBER 16, 2022 BOARD MEETING AND PUBLIC HEARING

No corrections were made to the minutes. A motion was made "to approve the minutes of the Board Meeting and Public Hearing held on November 16, 2022."

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

ITEM 2: PUBLIC COMMENT

None

ITEM 3: FINANCIAL INFORMATION

(A) DISBURSEMENTS - APPROVAL

The disbursement report was provided to the Board for their review, along with the District Manager's Wells Fargo credit card statement. There was discussion on a blower replacement purchase for the Pepcon Lift Station. Chair Galbraith asked if there is any advancement on an earlier notice received from Sandy City regarding a preliminary subdivision development proposal in the Pebblebrook Golf Course located at 8968 South 1300 East. Greg Neff has not seen any plans. He

spoke with an engineer regarding plans about a year ago. A motion was made “to approve and ratify the disbursements.”

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

(B) FINANCIAL STATEMENTS – REVIEW

Copies of the unaudited financial statements as of November 30, 2022 were provided to the Board for their review.

ITEM 4: CENTRAL VALLEY WATER RECLAMATION FACILITY UPDATE

Trustee Wesley Fisher and Spencer Evans reported on the following CVWRF matters: 1) There was a facility update. 2) Mid-point of construction for the plant rebuild was met in 2022. 2) 30,000 cubic yards of concrete have been poured for the BNR Basins with 18,000 cubic yards to go. 3) A presentation on the CVWRF compost was given; there was a big marketing push for compost this year, resulting in a considerable revenue increase. 4) There is an estimated \$43.7 million short fall projection for the funding plant completion. 5) Department of Water Quality did not grant an extension on the January 1, 2025 phosphorus limit deadline. DEQ instructed CVWRF to collect delay evidence for submittal and consideration at future date. CVWRF has kept a good positive case file for the delay on the deadline. 6) CVWRF had a Christmas dinner for employees and Board members.

ITEM 5: SET 2023 BOARD MEETING DATES AND TIMES

A motion was made “to set the monthly Board meeting for the 3rd Wednesday of every month at 3:00 P.M., with the exception of November’s Board Meeting/Public Hearing, which will be held at 6:00 P.M.” A copy of the dates and times is attached to and thereby made part of these minutes.

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

ITEM 6: APPOINT COTTONWOOD IMPROVEMENT DISTRICT’S BOARD CHAIR, CLERK, AND TREASURER FOR 2023

A motion was made “to appoint Kim Galbraith to be the Board Chair, Spencer Evans to be the Clerk and Lonn Rasmussen to be Treasurer for 2023.”

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

ITEM 7: APPOINT BOARD MEMBER AND ALTERNATE FOR 2023 CENTRAL VALLEY BOARD

A motion was made “to appoint Wesley Fisher to serve on the Central Valley Board and Greg Neff to be the alternate in 2023.”

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

ITEM 8: APPOINT 2023 DISTRICT REPRESENTATIVE AND ALTERNATE FOR THE UTAH ASSOCIATION OF SPECIAL DISTRICTS

A motion was made “to appoint Spencer Evans to be representative and Lon Rasmussen to be the alternate in 2023.”

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

ITEM 9: MANAGEMENT REPORT

(A) POSSIBLE MARKET ADJUSTMENT – ENTRY LEVEL PAY – Greg Neff discussed an issue that has come to management’s attention regarding some District employees interviewing and possibly accepting jobs that pay significantly more than the District. It is imperative to obtain and keep employees. Their jobs are crucial in keeping the District’s essential system operating. There was discussion regarding an operator’s current entry level pay and some possible changes to increase the range for the upper level entry pay, based on experience. The District has been short one operator position for approximately 6 months. Other districts are having the same issue. The Board supports a market adjustment and advised management to make the necessary entry level adjustments for operators. The new CDL training requirements that were recently changed were discussed. Formal training by a registered training provider is now required, which will cost the District money. The Board expressed concerns regarding the District investing time and money to train a new employee for a CDL license and not have them stay with the District. Trustee Fisher expressed the possibility of implementing District policy similar to the District’s tuition policy, obligating an employee to stay with the District for a certain amount of time after investing in that employee to be CDL certified. Greg said the cost of CDL training shouldn’t be too expensive; management can possibly work something into the new hire offer letter regarding a timeline. The Board instructed management to come up with what works best for the District and give the Board an overview.

ITEM 10: BOARD REPORT

There was discussion and Board agreement to change the title of Board Chairman to Chair. Spencer Evans looked in the District’s policy manual and the current Board title is listed as Chair.

Trustee Fisher asked management if the District has all of the necessities to deal with all of the snow fall this winter season. The District is prepared; it has a snow plow and a salt spreader for the parking lots.

ITEM 11: INFORMATION ITEMS

(A) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER – WILLOW CREEK CANYON, PHASE 5 SUBDIVISION, LOT 544 (9248 S. DURBAN ROAD)

At 4:12 p.m., a motion was made “to adjourn the regular Board meeting.”

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

PREPARED BY: Jami Phillips, Secretary