

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

DATE: January 18, 2023
PLACE : Cottonwood Improvement District Office
TIME: 3:00 P.M.

PRESENT:
Kim Galbraith, Chair
Wesley Fisher, Trustee
Mark Katter, Trustee
Greg Neff, General Manager/Engineer
Lonn Rasmussen, Assistant General Manager/Operation 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., Chair Kim Galbraith called the meeting to order.

The Pledge of Allegiance was recited.

AGENDA:

ITEM 1: APPROVE MINUTES OF THE DECEMBER 14, 2022 BOARD MEETING

No corrections were made to the minutes. A motion was made "to approve the minutes of the Board Meeting on December 14, 2022."

MOTION BY: Wesley Fisher
SECOND BY: Kim Galbraith
FOR: Wesley Fisher, Kim Galbraith
ABSTAIN: Mark Katter
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 the Dell computer purchase. A motion was made "to approve and ratify the disbursements."

MOTION BY: Mark Katter
SECOND BY: Wesley Fisher

FOR: Mark Katter, Wesley Fisher, Kim Galbraith
AGAINST: None

(B) FINANCIAL STATEMENTS – REVIEW

Copies of the unaudited financial statements as of December 31, 2022 were provided to the Board for their review. Spencer Evans mentioned the year-end close is still in progress; he is waiting on a few invoices; final amounts are subject to change. There was some discussion on the District's reserves. There was discussion on the insurance costs and the change in timing; the policy changed from calendar year to fiscal year, July to June.

ITEM 4: CENTRAL VALLEY WATER RECLAMATION FACILITY UPDATE

Trustee Wesley Fisher reported on the following CVWRF matters for the December 15, 2022 Board meeting: 1) CVWRF received a \$17,000 credit check for light replacement in many of its facilities. 2) CVWRF property insurance proposal and approval; Discussion on the unexpected additional expense for builder's risk insurance premiums. 3) The Final Design of Dewatering Improvements Task Order was approved. 4) Discussion and acceptance of 20-Year Capital Improvements Program. 5) Approval of the February 2023 through January 2024 CVWRF Board meeting schedule. 6) Capital Projects update. 7) Closed session for CVWRF's General Manager, Phil Heck's annual review. There was discussion on the WFWQC (Wasatch Front Water Quality Council) lobbyist update regarding eliminating taxing authority for water entities as discussed in CVWRF's November 17, 2022 Board meeting. The lobbyist will advocate for exclusion and exemption of wastewater entities from this bill.

ITEM 5: UTAH OPEN MEETINGS ACT TRAINING – JEREMY COOK

Jeremy Cook did a review and summary of the Utah Code, Title 52, Chapter 4, Open and Public Meetings Act and provided the Board with the required annual training. Jeremy mentioned that nothing substantive changed in the Act since last year's training. The following are some highlights Jeremy discussed: 1) Electronic communications outside of meetings; violations and non-violations scenarios discussed. 2) Closed meetings; the requirements and the purpose of a closed meeting was explained. The Criminal Penalty for Closed Meeting Violation for a Board member is a class B misdemeanor. There was discussion regarding the District's Board going into a closed session to discuss CVWRF's closed meeting issues. Jeremy discussed the following reasons for a closed meeting: 1) Pending or reasonably imminent litigation; purchase, exchange, or lease of real property. 2) Implementation of security measures. 3) Discussion of the character, professional competence, or physical or mental health of an individual. A recording is not required; a sworn statement affirming that the sole purpose for closing the meeting is required. A recording is required for all other closed sessions. It's okay to "Reply All" to an email response in approving the Board book.

ITEM 6: MANAGEMENT REPORT

Greg Neff discussed with the Board this year's costs of the Lagoon pricing for the District's employee summer party. The Board concurred that gathering outside of work is beneficial and to continue the District's employee summer party at Lagoon this 2023 summer.

Greg informed the Board that he is working on an overhaul of the District's website.

Greg informed the Board of the monthly work production/quantity per foot for cleaning and televising the District's sewer lines for December, 2022 and December 2021. Bad weather and freezing temperatures does affect production.

ITEM 7: BOARD REPORT

Trustee Fisher asked if there has been any more information received on the Pebblebrook Golf Course development. Greg Neff has not received any more information on this development. He will reach out to Sandy City. The District does have an interest in that location with ensuring that the District's existing pipelines remain accessible with any new development.

ITEM 8: INFORMATION ITEMS

(A) NONE

At 3:46 p.m., a motion was made "to adjourn the regular Board meeting."

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

PREPARED BY: Jami Phillips, Secretary