

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

DATE: February 15, 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 JANUARY 18, 2023 BOARD MEETING

No corrections were made to the minutes. A motion was made “to approve the minutes of the Board Meeting on January 18, 2023.”

MOTION BY: Wesley Fisher
SECOND BY: Mark Katter
FOR: Wesley Fisher, Mark Katter, 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 some discussion on the District’s landscaping payment. 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 January 31, 2023 were provided to the Board for their review.

Spencer Evans provided the Board with a quarterly report containing Revenues and Expenses Year-to-Date Comparison (Unaudited), dated December 31, 2022. Spencer pointed out that CVWRF is responsible for the majority of the increase in expenses from year to year; mostly relating to the debt service. There was some discussion regarding the increase to the District's interest and investment income.

ITEM 4: CENTRAL VALLEY WATER RECLAMATION FACILITY UPDATE

Trustee Wesley Fisher reported on the following CVWRF matters for the January 25, 2023 Board meeting: 1) A strategy meeting is scheduled prior to the regular board meeting on February 22nd. 2) Discussion regarding the substantial cost increase in natural gas and any possibilities to substitute electricity. 3) Discussion on CVWRF's Builders Risk Insurance; contractors will be required to carry their own in future bid projects. 4) CVWRF received various rebates from the WattSmart Program. 5) A progress construction drone video was shown; the progress construction drone videos will be uploaded and available on CVWRF's website. Trustee Fisher inquired concerns regarding the monitoring of the plants requirements, design, and the quality of work; Dr. Heck responded that Brown and Caldwell is contracted for construction management services, which provides full-time onsite monitoring of the contracted work being done.

There was some discussion with regards to meeting some of the different incentive programs to save money. Greg Neff mentioned that he had looked into solar panels for the District; however, he did not see any savings.

ITEM 5: REVIEW AND APPROVE SLCO ELECTION'S DIVISION INTERLOCAL COOPERATION AGREEMENT FOR THE DISTRICT'S 2023 ELECTION

Spencer Evans discussed some of the election procedures provided by the Salt Lake County Clerk Elections Division. Salt Lake County Clerk Elections Division has given the District a 2023 General Election estimate of \$87,174 for conducting the District's 2023 election this November. In past elections, the interlocal agreement stated the actual cost would not exceed the estimate. This year's agreement does not have the "not to exceed the estimate" language; this year's agreement stipulates the actual costs will be charged with the estimate given. A motion was made "to approve the Interlocal Cooperation Agreement provided by Salt Lake County Clerk's Election's Division to conduct the District's 2023 election." Greg Neff and Attorney, Jeremy Cook, will sign the agreement.

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

ITEM 6: MANAGEMENT REPORT

Greg Neff informed the Board that the District has a rehabilitation cured-in-place pipe project out for bid; there are several different locations included in this project. These rehab projects are included in this year's budget. The bid closes March 2, 2023. Greg will keep the Board apprised of the progress.

The District's maintenance staff completed a capital project; replacing an 18" pipe with a 24" pipe. The project went very well and saved the District money by doing it in-house.

While televising the District lines on Indian Ridge Drive, the District's crew came upon a deteriorating pipe; it had holes in the top part of the pipe and required repair. The District's crews replaced a section of the deteriorated pipe and installed a new manhole. The lines downstream from this section are included in the rehab bid project that closes March 2nd.

Preliminary work has started on the District's Capital Improvement Project No. 5, located in the vicinity of I-215 and 900 East. This will be a difficult project. Bowen & Collins will give the District a preliminary design estimate for this project. Part of this project is located in the UDOT right-of-way.

District Management will bring before the Board approvals for any bids or contracts. There was some discussion regarding costs savings with cured-in-place pipe lining vs excavation pipe replacement. The difficulties with open cut excavation, longevity and thickness of pipe lining was also discussed.

ITEM 7: BOARD REPORT

The Board expressed their appreciation for a well-run District. The Board and management recognizes that the District does not run without the employees. The District operators, along with the other staff, do a great job and are well appreciated. Greg Neff thanked the Board and said he will pass the appreciation and praise in the next safety meeting.

ITEM 8: INFORMATION ITEMS

- (A) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER – MASH FARM ESTATES, LOT 7 AND 8 (563 AND 569 E. MASH FARM CIRCLE)
- (B) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER – LEXI LANE SUBDIVISION, LOT 4 (1436 E. LEXI LANE)
- (C) MURRAY CITY CORPORATION – NOTICE OF PUBLIC HEARING, DETACHED ACCESSORY DWELLING UNITS.

At 3:39 p.m., a motion was made “to adjourn the regular Board meeting.”

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

PREPARED BY: Jami Phillips, Secretary