

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

DATE: July 19, 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  
Spencer Evans, Assistant General Manager/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 JUNE 21, 2023 BOARD MEETING

No corrections were made to the minutes. A motion was made "to approve the minutes of the Board Meeting on June 21, 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 discussion on uniforms purchased from ALSCO for the District's operators. All of the expenditures listed for the Steffensen Project under the 536 R&M System Project was noted. 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 June 30, 2023 were provided to the Board for their review.

(C) REVENUE & EXPENSE YEAR TO DATE COMPARISON

Spencer Evans presented and briefly discussed the year to date expense with comparisons to prior year and year to date budget for the 6 months ending June 30, 2023.

ITEM 4: PTIF – CERTIFICATION OF AUTHORIZED INDIVIDUALS – RESOLUTION NO. 2023-02

The Office of the State Treasurer requires certification of authorized individuals of the District by the District's Trustee. A motion was made "to pass Resolution No. 2023-02 and certify Jonathan Gubler as an authorized individual for the District's PTIF account."

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

ITEM 5: WALKER DEVELOPMENT EASEMENT DISCLAIMER AND VACATION

Greg Neff explained that several years ago a subdivision was developed and an easement was granted to the District for the sewer line. However, years later it was discovered after the fact that there was some kind of change or the easement wasn't accurate. A motion was made "to approve the Disclaimer and Vacation of Easement and approve the replacement Grant of Easement for Construction and Maintenance of Wastewater Collection and Transportation Pipeline(s) with Walker Development in the correct location." It was noted that the Notary for Walker Development made an error in the Notarial Certificate, which will be corrected before either is recorded. A copy of both documents are attached to and thereby made part of these minutes.

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

ITEM 6: MIDVALLEY IMPROVEMENT DISTRICT LOCAL ENTITY PLAT – NOTICE OF INTENT TO ADJUST COMMON BOUNDARY – RESOLUTION NO. 2023-03

The District received a request from Midvalley Improvement District to start a boundary adjustment process. Midvalley created a local entity plat adjoining common boundaries with other districts including Cottonwood Improvement District. Cottonwood Improvement has several parcels that are impacted in the boundary adjustment. All but one parcel already pays their bill to Midvalley Improvement District; however, Cottonwood Improvement District receives the property taxes. The flow from all of these parcels goes to Midvalley Improvement District. There are a couple of businesses included with very sizable property valuations. Greg Neff modeled the District's Resolution No. 2023-03 off of the boundary adjustment document received by Midvalley, and sent it to Jeremy Cook, Cottonwood's attorney, for review. Jeremy has not had time to review it yet. It makes sense for the District to do the boundary adjustment since the parcels are being serviced by Midvalley. It was mentioned that there is a possibility that the property owners can oppose the boundary adjustment, which is noted in the Resolution. After Jeremy has a chance to review the document, management will put it on next month's agenda. Resolution No 2023-03 Notice of Intent to Adjust District Boundaries and Notice of

Public Hearing, along with Midvalley Improvement District's Final Local Entity Plat is included and thereby made part of these minutes.

ITEM 7: CENTRAL VALLEY WATER RECLAMATION FACILITY UPDATE

Trustee Wesley Fisher and Greg Neff reported on the following CVWRF matters for the June 28, 2023, Board meeting: 1) A brochure was handed out generated by the Wasatch Front Water Quality Commission in an effort to improve the water quality at Utah Lake. There was discussion on other sources that contribute to effluent nutrient limits in Utah Lake. 2) CVWRF's Annual Golf Tournament will be held Monday, August 14, 2023. 3) Gary Faulkner, Plant Superintendent, is retiring; Sharon Burton will take his place. 4) Ammonia permit limit exceedance; CVWRF is working with the Department of Water Quality regarding the limit overage and are working to reduce ammonia. Another blower was used in the aeration tanks, which improved the nitrification, which converts ammonia, lowering the ammonia level. It is also anticipated with the startup of the side-stream nitrogen process that the plant will be able to reduce ammonia and meet the permit limits thereafter. 5) The Utah Division of Air Quality is requiring CVWRF to evaluate their pollution control systems for nitrogen oxide (NOx), which controls the ozone in the lower atmosphere. 6) CVWRF's 2024 budget schedule was discussed. 7) CVWRF secured a natural gas lock rate contract til 2025, which will help reduce spikes and will keep the same rate throughout the year. 8) The CVWRF's capital projects were updated; the Dewatering Design project is anticipated to be bid in the fall and be awarded shortly thereafter. 9) A closed session regarding real estate issues.

Greg Neff informed the Board of a couple of items discussed in the CVWRF's manager's meeting: 1) Cyber security/network penetration testing was performed, which had a positive result. 2) There will be some minor policy changes coming up. 3) Another closed session regarding the lease. 4) Discussion on CVWRF's paid holidays. 5) Salary survey. 6) CVWRF bonding strategy to complete all of the projects. 7) CVWRF will likely have to pay arbitrage from earnings on tax exempt bonds.

ITEM 8: MANAGEMENT REPORT

A) Smart Link Cell Tower – Potential Lease on Murray Property - A real estate specialist for Smartlink Group contacted the District requesting to lease a small amount of ground space at the Murray property to use for a telecommunications tower. Greg Neff called the contact on the letter; however, Greg has not heard anything back yet. Greg will bring it back to the Board when he has more information. Trustee Fisher mentioned that he received a Smartlink letter request years ago on property he owns and it was a ridiculously low amount.

B) Steffensen Project – Update. Greg Neff showed a few job site pictures and updated the Board on the Steffensen project, which is now complete. This project eliminated a hot spot and corrected a slope/drainage problem. Greg mentioned that it's a difficult project when you're that far below the grade, some spots of this project were 13' deep. The District crew did a fantastic job.

Greg Neff reached out to Cottonwood Heights City to see how things work to get an easement for a District project that is going to be needed for some development in Cottonwood Heights City. The City manager invited management to come and speak at a City Council work session, they just wanted to know more about the District. Greg Neff and Spencer Evans attended. Greg thinks it went well.

ITEM 9: BOARD REPORT

Inquiry was made on the District's dump station revenue. Spencer Evans said it's down a little from last year, but it has been busy.

Discussion on Lonn Rasmussen's retirement celebration gathering and some other District employees planning to retire next year.

ITEM 10: INFORMATION ITEMS

None.

At 4:12 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