

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

DATE: August 18, 2021
PLACE : Cottonwood Improvement District Office
TIME: 3:00 P.M.

PRESENT:
Wesley Fisher, Chairman
Kim Galbraith, Trustee
Mark Katter, Trustee
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 invocation was offered by Wesley Fisher. The Pledge of Allegiance was recited.

AGENDA:

ITEM 1: APPROVE MINUTES OF THE JULY 21, 2021 BOARD MEETING

A motion was made "to approve the minutes of the Board meeting held on July 21, 2021."

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

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: FINANCIAL INFORMATION

(A) DISBURSEMENTS

The disbursement report was provided to the Board for their review, along with the District Manager's Wells Fargo credit card statement. A motion was made "to approve and ratify the disbursements."

MOTION BY: Mark Katter
SECOND BY: Kim Galbraith

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

(B) FINANCIAL STATEMENTS

Copies of the unaudited financial statements as of July 31, 2021 were provided to the Board for their review. There was some discussion on the Freightliner Truck, Unit #69, that was recently sold.

ITEM 4: UTAH STATE AUDITOR FRAUD RISK ASSESSMENT

Spencer Evans explained that the Utah Office of the State Auditor (OSA) requires all Utah local governments to complete a fraud risk self-assessment on an annual basis. The purpose of the assessment is to help local government board members understand, measure and reduce the risk of undetected fraud, abuse, and noncompliance in their entities. All Utah local governments must complete and certify the assessment, present it to their Board, and submit it to OSA annually. The assessment consists of best practices recommended by the OSA. Points are earned for implementation of OSA best practices. The higher the point score, the lower the assessed level of risk. The OSA risk scale levels are: very low, low, moderate, high, very high. The OSA leaves it up to the Board to evaluate the results of the assessment and the selection of best practices to implement. Based on the OSA point scoring, the District's risk level is low. Spencer welcomed the Board for discussion or greater details at any time in any areas. After some discussion, a motion was made "to approve the Fraud Risk Assessment for Cottonwood Improvement District." Greg Neff and Spencer Evans will certify the results of the assessment and submit it to the Office for the 2021 year.

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

ITEM 5: PEBBLE HILLS SUBDIVISION PETITION FOR BOUNDARY LINE ADJUSTMENT

Greg Neff explained that the District received a petition for consideration of a boundary line adjustment located at 8600 South 1200 East. A church that was located there, which flowed into the District was demolished. Castlewood – Pebble Hills, LLC, purchased this site and is developing a 14 lot subdivision. Four of the lots are within the District boundaries and will continue to flow into the District's main sewer line, the other ten, which are located within Midvalley's boundaries, will flow into Sandy Suburban. The petition requests that the four lots within the District's boundaries be slightly smaller and adjusted to follow the new outline of the parcels. After some discussion, the Board is willing to entertain a boundary adjustment. District management will instruct the developer to cover all fees and to submit a resolution for Board approval. After approval, a 30-day notice to SLCO will be required by the District. A copy of Castlewood's petition for CID's boundary line adjustment, along with a final local entity plat is attached to and thereby made part of these minutes.

ITEM 6: CENTRAL VALLEY WATER RECLAMATION FACILITY UPDATE

Trustee Kim Galbraith reported on the following CVWRF matters: A tour of the facility is scheduled for Wednesday, August 25th, right after CVWRF's board meeting, approximately 5:30 P.M. All Entity Board members are invited.

The contract for the Side-stream Nitrogen Removal Project was awarded to Alder Construction. A material index adjustment was utilized in the bid.

A Mutual Aid Agreement between CVWRF and Snyderville Basin Water Reclamation District was approved. This agreement will be used to offer aid in the case of an emergency situation for either party. The two entities are located far enough apart that it is unlikely that each party would be

affected simultaneously in an emergency situation. Trustee Galbraith read the Purpose as outlined in the Agreement, which is included in the Board book material.

There was a closed session to discuss the golf course property lease.

Greg Neff reported on the following matters from the CVWRF's manager's meeting: There was discussion on the flow metering station measurements. CVWRF finished the flow metering data comparison and presented the preliminary results. Out of the eight meters, five came back very close to what CVWRF's flow meter was measuring; three entities did not. CID's flows measured by the consultant were on average 13% lower than Central Valley's meter, which is just outside the expected range of differences based on the different meter types used. There is no clear cause at this time; there are some theories to be discussed, possibly the location of the flow meter. The amounts for budgeting and true-up will be presented to the managers meeting in September and also presented to the CVWRF's Board.

A brief mention regarding the Pretreatment Rule draft that was sent to the State.

The use and the potential benefits of CVWRF's property located in Fairview and bio solids placement was discussed. This property is currently being used to farm wheat. However, in order to use this property for bio solids at some point, wheat can't be used because it doesn't take up enough nitrogen and phosphorus to make it worthwhile; the soil becomes overloaded. If a different crop is used or if it is put into rangelands for livestock to graze, then it can be used for bio solids placement.

The Governor's Office requested a tour of the plant; one is tentatively scheduled for Monday, August 23rd.

There was discussion on ARPA (American Rescue Plan Act) funds. Proposals will be graded on different categories by a committee. District management thinks the District would score very low with an unlikely chance to receive any funds. Management and the District Board would rather see the funds go to CVWRF. The website to make application opens in September.

ITEM 7: MANAGEMENT REPORT

(A) Completed Easement Encroachment Agreement – Willow Creek Hills Plat A, Lot 16 (8878 Taft Hill Court). The encroachment agreement is completed. It was received back from the SLCO Recorder's office today. The homeowner paid the District \$480 to cover the legal fees. A copy of the agreement is attached to and thereby made part of these minutes.

Greg Neff discussed Item 7C prior to 7B.

(C) Sewer Easement – Sollenberger, 9940 S. Roseboro Road. Mr. Sollenberger emailed the District and the Board of Trustees. He stated that a District employee, while doing routine maintenance on a manhole located on his property, poisoned his trees. Greg Neff responded to Mr. Sollenberger's email explaining that the trees are located in an easement. To prevent tree roots from causing blockages, it was required to remove the tree roots infiltrating the sewer line. District management offered to have a licensed contractor remove the dying trees.

(B) Presentation on Sewer Line Easements – Greg Neff did a PowerPoint presentation and explained the different types of easements.

ITEM 8: BOARD REPORT

None.

ITEM 9: INFORMATION ITEMS

(A) CENTRAL VALLEY ESTIMATED COSTS

- (B) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER –
CARRIAGE CHASE #1 SUBDIVISION, LOT 110 (9477 S. CARRIAGE CHASE
LANE)
- (C) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER –
GIVERNY AMENDED PUD, LOT 228 (3431 E. JALAIS HILLS LANE)

At 5:12 p.m., a motion was made “to adjourn the regular Board meeting.”

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

PREPARED BY: Jami Phillips, Secretary