

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

DATE: August 19, 2020
PLACE : Cottonwood Improvement District Office
TIME: 3:00 P.M.

PRESENT:
Wesley Fisher, Chairman
Kim Galbraith, Trustee
Mark Katter, Trustee - Electronically
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 3:08 p.m., Wesley Fisher called the meeting to order.

The Pledge of Allegiance was recited.

AGENDA:

ITEM 1: APPROVE MINUTES OF THE JULY 15, 2020 BOARD MEETING

No corrections were made to the minutes. A motion was made "to approve the minutes of the Board meeting held on July 15, 2020."

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. Kim Galbraith brought up the District's office landscaping pine tree concerns. Greg Neff explained there are some watering issues with the high temperatures and the trees being located on a hill and a few of them are suffering from bark beetle. The water has been increased and some of the trees have been treated for bark beetle; however, it might become necessary to replace some in the future. There was some discussion regarding the District's two credit cards, their purpose and their use. Greg mentioned that

there is new guidance from the State Auditor that will lower the District's risk management scoring; there will be discussion in the next Board meeting regarding future monthly Board approval on the general manager's credit card purchases. Spencer Evans briefly discussed some of the investment earnings with Morton Investment and PTIF. A motion was made "to approve and ratify the July 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, 2020 were provided to the Board for their review.

ITEM 4: IMPACT FEES FACILITIES PLAN, IMPACT FEE ANALYSIS, SEWER RATE STUDY – RFP – AGREEMENT

Greg Neff informed the Board that the agreement with Bowen Collins & Associates has been finalized to provide the District's Impact Fee Facilities Plan, Impact Fee Analysis and Sewer Rate Study. The first meeting is scheduled for August 20, 2020. There was some discussion on a January, 2021 completion date; however, Greg expects the bulk of the results will be done earlier.

ITEM 5: CENTRAL VALLEY WATER RECLAMATION FACILITY UPDATE

Kim Galbraith reported on the following CVWRF matters: A public hearing was held at 6:00 p.m. to open the 2020 budget to add \$2.5 million in future State loan funds to be spent this year. There was no public attendance. There are many capital projects simultaneously happening; the Engine Generator Replacement Project, the South Salt Lake Force Main Replacement Project, which is complete. Kim said the 3W Improvements Project has a lot of concrete. Seismic walls for earthquake protection is being constructed and electrical is being installed for the Headworks Rehabilitation Project. The Blower Building Project will include office space for the supervisors of that operation. Last month there was a pre-construction meeting on the Digester 3 and 4 Covers Replacement Project; the covers will soon be replaced. There was only one bid on the Big Cottonwood Creek Siphon Rehabilitation Project. The bid was returned unopened. The project will be postponed until next year.

Greg Neff mentioned that Central Valley might do three smaller bonds rather than two larger bonds as originally planned. More information will be given in the next board meeting.

ITEM 6: MANAGEMENT REPORT

(A) JULY SEWER SERVICE FEES RECEIVABLE – Spencer Evans presented the District's sewer service fees receivable for the month ending in July.

(B) DISTRICT MAPPING AND GIS – Greg Neff showed the Board and explained the District's mapping and GIS (geographic information system), including Big and Little Cottonwood Canyon. Some District lateral location cards, cleaning logs, and televised sewer lines were shown. There was some discussion regarding the sewer ownership and responsibility of the maintenance, repair and replacement of sewer lines, yearly disclosure of ownership and a brief discussion regarding sewer insurance company options. The District doesn't bill for sewer to homes that are on septic tanks. The District requires a permit to do any sewer repairs outside of the home/building.

ITEM 7: BOARD REPORT

Kim Galbraith asked if there is any follow-up to the District's RV dump charging station as discussed in the July 15th Board meeting. Kim said whenever he drives by the District, he now notices that there is almost always someone at the RV dump site. Wesley Fisher said he recently came to the

District to use the RV dump and waited in line for an hour. Spencer Evans is researching the details on possible payments made on mobile phones or a drop box located on the premises. There was some discussion regarding commercial dumping, i.e., carpet cleaning, mobile dog washing, etc. and the possibility of a monthly commercial fee.

ITEM 8: INFORMATION ITEMS

- (A) CENTRAL VALLEY ESTIMATED COSTS
- (B) PUBLIC UTILITY EASEMENT ENCROACHMENT AND DISCLAIMER BY PROPERTY OWNER – MILL HOLLOW COVE SUBDIVISION, LOT 906 (6764 ROSSBERN COVE)
- (C) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER – WILLOW CREEK TERRACE #7 SUBDIVISION, LOT 208 (1880 E. BRADY CREEK DRIVE)
- (D) PUBLIC UTILITY EASEMENT ENCROACHMENT BY PROPERTY OWNER – QUAIL VALLEY #7 AMD SUBDIVISION, LOT 13 (2186 POWDERKEG DRIVE) AND SUMMER CREST SUBDIVISION, LOT 25 (2193 DEBEERS DRIVE)

At 4:37 p.m., a motion was made “to adjourn the regular Board meeting.”

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

PREPARED BY: Jami Phillips, Secretary