



SNYDERVILLE BASIN

**WATER RECLAMATION DISTRICT**

2800 HOMESTEAD RD, PARK CITY, UT 84098

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## **BOARD OF TRUSTEES MEETING MINUTES**

June 23, 2025  
\*\* District Office\*\*  
5:00 p.m.

\*\* The meeting is open to the public and will also be conducted electronically using Microsoft Teams\*\*

\*\* For information on how to connect to the meeting, please call 435.649.7993 or email Dan Olson @ [dolson@sbwr.org](mailto:dolson@sbwr.org) by 4:30 p.m. on Monday, June 23, 2025\*\*

### **I. CALL TO ORDER**

The June 23, 2025, Board of Trustees meeting was called to order by Vice Chair Mary Ann Pack at 5:00 p.m. Other Board members in attendance were Robert Richer and Richard Pick. Jan Wilking and Ryan Dickey were excused. Staff in attendance were Mike Luers, Dan Olson, Chad Burrell, Bryan Steele, Cory Shorkey, and Kim Dudley. Also, in attendance were Jeremy Cook, Cohn/Kinghorn, Erin Andersen, Carollo Engineers, and Amy Davies, Child Richards CPAs and Advisors.

### **II. CONSENT AGENDA**

- A. Approval of Board Meeting Minutes for May 19, 2025
- B. Escrow Fund Reduction Approval
  - 1. North Norfolk – Retain 60%
  - 2. Earl Street – Retain 0%

Mr. Richer made the motion to approve the Consent Agenda, Mr. Pick seconded, and the motion carried with Mr. Pick, Mr. Richer, and Ms. Pack voting in the affirmative.

### **III. PUBLIC INPUT** – There was no public input.

**IV. APPROVAL OF EXPENDITURES** – Bills in the Amount of \$1,016,925.98 – Mr. Luers said the expenditures were in the amount of \$1,016,925.98, saying that he would be glad to answer any questions. Mr. Richer asked about the expenditure to Vacasa LLC in the amount of \$6,301.84 for a refund. Mr. Steele responded that it was for an old account which had a meter pulled and we were never notified, and we continued to bill them. Once we were notified, we refunded them 1 year of payments per our policy.

Mr. Pick made the motion to approve the Expenditures, Mr. Richer seconded, and the motion carried with Mr. Pick, Mr. Richer, and Ms. Pack voting in the affirmative.

**V. SUBDIVISION PROJECTS** – Old Ranch Estates Snyderville – 18 REs – Mr. Shorkey stated the applicant has filed a Line Extension Agreement to extend wastewater main lines to serve a large-lot subdivision on the south side of Old Ranch Road. The proposed project will be served by gravity lines that will connect to the existing wastewater system in Old Ranch Road.

Mr. Richer made the motion to approve the Subdivision Projects – Old Ranch Estates Snyderville – 18 RE's, Mr. Pick seconded, and the motion carried with Mr. Pick, Mr. Richer, and Ms. Pack voting in the affirmative.

Estimated LEA REs Year to Date: # Above Splitter 1.3; # ECWRF 5.33; # SCWRF 43; Total 49.33  
Proposed this Meeting: # Above Splitter 0; # ECWRF 18; # SCWRF 0; Total 18

**VI. DISTRICT MANAGER**

**A. Action Items**

1. 2024 Financial Audit – Amy Davies, Childs Richards CPA and Advisors – Mr. Luers introduced Ms. Davies with Childs Richards CPAs to go over the 2024 Financial Audit. Ms. Davies started the review of the audit with the financial statement stating that we have issued a clean opinion which means that all the material is presented fairly, in all material respects as of December 31, 2024, and December 31, 2023.

Ms. Davies gave a brief overview of the audit to show where we stood at year end.

Ms. Davies showed the Total Assets and Deferred Outflow for 2024 at \$226,057,715 and 2023 at 218,083,063. This was an increase of \$7.9 million from the prior year.

Total Liabilities and Deferred Inflows for 2024 at \$16,213,971 and 2023 at \$17,759,371. This was a decrease of \$1.5 million over the prior year.

Total Net Position at \$209,843,744 for 2024 and 2023 at \$200,323,692.

Total Operating Revenues at \$14,624,762 for 2024 and 2023 at \$13,688,308. An increase of approximately \$900,000. Total Operating Expenses for 2024 were \$13,370,029 for a Net Operating Income in 2024 of \$1,254,733.

Total Net increase in Cash Flow was \$5,111,453 bringing the cash balance to \$31,893,581.

Ms. Davies gave the Board recommendations. The only recommendation was training on the required State Auditor District Board member training. There was one board member that we could not locate the certificate. There were a few journal entries that Mr. Steele reviewed and took care of which helped to contribute to the clean audit opinion.

Ms. Davies said that all in all the District was very cooperative and Mr. Steele does a great job. We appreciate the contribution of the board. Mr. Luers does some very key reviews in making sure that the controls are implemented for the District.

Mr. Luers stated that we appreciate Ms. Davies for her time and thanked her as well. He asked the board to consider approving the 2024 Financial Audit.

Mr. Richer made the motion to approve the 2024 – Financial Audit, Mr. Pick seconded, and the motion carried with Mr. Pick, Mr. Richer, and Ms. Pack voting in the affirmative.

2. Consider action on URS Tier 2 employees - Mr. Steele explained that beginning with the first pay period in July, employee contributions to the URS Tier II Hybrid pension program will increase by 0.11%, bringing the total required employee contribution to 0.81% per paycheck.

Last year, the District approved a one-time 1% bonus for employees enrolled in the Tier II Hybrid plan to help offset the increased cost. We are recommending that the District once again provide a 1% bonus to the 18 affected employees this year. The estimated financial impact of this proposed bonus is approximately \$16,000.

Mr. Richer made the motion to approve a one-time 1% bonus for employees enrolled in the Tier II Hybrid plan for approximately \$16,000, Mr. Pick seconded, and the motion carried with Mr. Pick, Mr. Richer, and Ms. Pack voting in the affirmative.



B. Discussion Items – 2024 Asset Management Report – Mr. Luers asked the board to go to page 3 of the 2024 Asset Management Report which is our annual report card. The green column is the level of service set by the Board of Trustees and the blue column is the actual service provided to our customers. As we do each year, we have several manholes and line segments that need to be rehabilitated. They will be either maintained with additional maintenance or are scheduled to be renewed which we started this week. At the end of page 4 is our annual customer survey with a customer satisfaction level of over 98%. There are some customers who aren't sure who we are, and we are working on trying to educate them.

C. Information Items

1. PEHP LGRP Refund – PEHP provides self-funded insurance for public employees. As a result, when costs are lower than expected, our group benefits directly in the form of lower rates and a premium refund. PEHP carefully fund groups, so renewals are more stable, in addition to helping the pool remain in a strong financial position. The total refund is \$9,539.00.

The following criteria are used in calculating refunds: 60% Experience, 30% Longevity, and 10% Member engagement.

2. Annual Comprehensive Financial Report – Mr. Steele stated this report highlights the financials and that we submit the ACFR to the Government of Financial Officers Association (GFOA) and we have received the award for Certificate of Achievement for the last 26 years and we are applying for our 27<sup>th</sup> year.

Mr. Pick asked if the ACFR was distributed to anyone else besides the board. Mr. Steele responded that it goes to some of our investors and bond holders.

3. Financial Statement

4. Impact Fee Report – Mr. Luers said we hit roughly 33 RE's and are on track.


**VII. FUTURE AGENDA ITEMS**

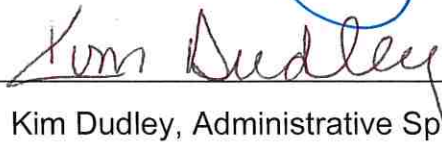
A. Projects  
B. Operations  
C. Finance  
D. Governmental Matters – Mr. Pick asked about an update on the permit for East Canyon Water Reclamation Facility. Mr. Luers replied that he had a meeting with Tim Davis at the Division of Water Quality. He stated that it was a very good meeting, saying that Mr. Davis listened to our concerns and believes he is someone that we can work with regarding the permit process.

**VIII. ADJOURN**

Mr. Pick made the motion to Adjourn at 5:33 p.m., Mr. Richer seconded, and the motion carried with Mr. Pick, Mr. Richer, and Ms. Pack voting in the affirmative.



  
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Jan Wilkins, Chairman

  
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Kim Dudley, Administrative Specialist / Clerk