



## BOARD OF TRUSTEES MEETING MINUTES

November 17, 2025  
\*\* District Office\*\*  
5:00 p.m.

### I. CALL TO ORDER

The November 17, 2025, Board of Trustees meeting was called to order by Chair Jan Wilking at 5:00 p.m. Other Board members in attendance were Mary Ann Pack, Robert Richer, Richard Pick, and Ryan Dickey. Staff in attendance were Mike Luers, Dan Olson, Kevin Berkley, Bryan Steele, Marlo Davis, Laine Mair, Scott McPhie, Chad Hardinger, Cory Shorkey, Zach White, Dave Garritson, and Kim Dudley. Also, in attendance were Jeremy Cook, Cohne/Kinghorn, and Craig Ashcroft, Carollo Engineers.

### II. CONSENT AGENDA

- A. Approval of Board Meeting Minutes for October 20, 2025
- B. Escrow Fund Reduction Approval
  - 1. Park East 3 – Retain 0%
  - 2. Liberty Ranch – Retain 20%
  - 3. Sunrise Gondola – Retain 20%

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

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

### IV. APPROVAL OF EXPENDITURES – Bills in the Amount of \$1,937,655.44 – Mr. Luers stated that the expenditures were in the amount of \$1,937,655.44. Included are a couple significant amounts associated with lining projects for the East Canyon and Silver Creek and \$102,000 to Park City Municipal for franchise fees.

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

### V. SERVICE AWARDS – Dan Olson – 10 years Nick Brown – 20 years – not in attendance Laine Mair – 35 years

Mr. Wilking presented Mr. Olson with his service award for 10 years and thanked him for his service.

Mr. Luers said that Mr. Olson came to us from Tooele. He oversees the Collection Department and has done a great job and we couldn't be more pleased with him. Mr. Olson thanked Mr. Luers.

Mr. McPhie wanted the Board and everyone to know that it's been a pleasure to work with Mr. Olson. Upon his arrival we've been able to accomplish a lot of work. He has a proactive approach, and pleasant demeanor that makes working here a pleasure. We work well together and put a lot of big projects together through the help of the contractors and engineering. Mr. McPhie said he can't say enough and what a pleasure it's been to work with Mr. Olson and to see things getting accomplished.

Mr. Wilking presented Mr. Mair with his service award for 35 years. He thanked him for his service and said he thought this was the longest that anyone has worked here.

Mr. Mair said that it's gone by fast and that it must be good.

Mr. Davis said that it's been a pleasure working with Mr. Mair all these years and he is a wealth of knowledge in the treatment department. We know that we can count on him whenever anything might happen. He told Mr. Mair that it's been a pleasure. Mr. Mair thanked Mr. Davis.

The Board and Mr. Luers congratulated Mr. Mair on his service. Mr. Mair thanked the Board and Mr. Luers and said it's a great career.

The Board also congratulated Mr. Olson for his 10 years of service.

## **VI. SUBDIVISION PROJECTS**

### **A. Guardsman Subdivision – 5 RE's**

Mr. Shorkey stated the applicant has filed a Line Extension Agreement to extend wastewater main lines from Twisted Branch Road to a 3-lot development at the Mid-Mountain Trailhead. In cooperation with Park City Municipal, the developer will be installing trailhead parking with a plumb comfort station/ restroom. The proposed project will be served by a gravity extension with each parcel utilizing an ejector pump.

Ms. Pack made the motion to approve the Subdivision Projects – Guardsman Subdivision – 5 RE's, Mr. Richer seconded, and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack, Mr. Dickey, and Mr. Wilking voting in the affirmative.

Estimated LEA REs Year to Date: # Above Splitter 1.3; # ECWRF 23.33; # SCWRF 43; Total 67.33  
Proposed this Meeting: # Above Splitter 5; # ECWRF 0; # SCWRF 0; Total 5

## **VII. DISTRICT MANAGER**

A. Action Items – Consider adopting 2026 Tentative Budget & set Public Hearing for December 15, 2025 – Mr. Luers wanted to discuss a couple items that will impact the budget. First, he wanted to update the Board on the recent Cyber-Attack. He stated that he sent out an email to the board and employees on a cyber-attack on the district stating that it was unsuccessful. We will have some expenses that we were not planning on.

Mr. Richer asked why the attack was not successful. Mr. Garritson replied that we have Sophos software that is on the server that detected it, stopped it, and reversed it. Mr. Richer asked how certain we are that it caught everything. Mr. Luers replied that nothing is 100%. Mr. Garritson stated the Sophos has a footprint of our system connected to our server and we are in the process of cleaning up some holes. The next step is to make sure that they cannot re-access our server. He said that this is a big problem and we are taking some steps and will be spending some money that we planned to spend next year to have a management agreement with Sophos to monitor our system 24/7.

Mr. Richer asked if we feel it is necessary to share this with the media. Mr. Luers responded yes. He said he believes that we are a public entity and we spend public money and that the public should be aware of these situations. Mr. Luers said he would like to discuss this with Leslie with KPCW on December 17<sup>th</sup>, 2025. Mr. Dickey agreed and in fact he shared it with Park City Municipal's executive and IT team, and they really appreciated this live example of the risk that we face in the city as well. Mr. Pick agreed, saying that it is something that our users are paying for and it worked. Mr. Luers stated it is money well spent.

Mr. Luers went on to talk about our USGS Gaging Stations. Some 25 years ago when he started here at the district there were no official independent monitoring systems for our local streams. We needed to know what was going on with local streams and how it impacted our permits, we have a permit for East Canyon and Silver Creek. We entered into a cooperative agreement with USGS to install 5 gaging stations. Local water providers have assisted financially for the last 10 years.

We view these gaging stations as a community benefit. Because this community did not have a way to know how much water was flowing in local streams, we took the lead to have these installed. The USGS does a fantastic job maintaining the stations.

The total of these 5 gaging stations is approximately \$160,000. USGS used to pay 50/50 twenty years ago. Slowly but surely, they have agreed to pay approximately \$55,000 and we pay approximately \$102,000. We pay 69% of the \$102,000 and Weber Basin, Summit Water, Mountain Regional, Park City Municipal Corporation (PCMC), Gorgoza Water, and Trout Unlimited pick up the remaining balance. We met with all these companies and asked if they would be willing to pick up more of the cost. We proposed that we pay 50% and have all the other companies jointly pick up the other 50%. After meeting with PCMC they have suggested that they are not getting any benefit from these gaging stations and suggested that they not participate at all. Mountain Regional followed and suggested that they not participate either. Weber Basin is still participating in the partnership and will be trying to get some additional funding. We are faced with the decision to discontinue the partnership with USGS, have SBWRD pay the entire cost of the gaging stations (O&M budget), or add a billing line for the gaging stations to the wastewater bill.

Mr. Pick asked what would happen if we chose not to participate with USGS. Mr. Luers replied that he would discourage this because out of the 5 gaging stations 2 of them are really important to us because the Division of Water Quality goes to the historical data of these gaging stations.

Mr. Luers said that our plan of action will be to ask Weber Basin if they are able to get any additional funds to cover the cost and if they are still able to pay \$20,000. Whatever the answer is we will send a letter to the other water companies asking what they are willing to do to support the USGS gaging stations.

Mr. Luers went on to discuss compensation of our employees. We have 3 employees that live in our service area, 6.5%; 10 employees that live in Summit County (outside of the service area), 21.7%; 19 employees that live in Wasatch County, 41.3%; and 14 employees that live in other areas, 30.4%; which shows the commitment of our employees.

Mr. Luers stated that to be competitive with wages with other wastewater companies we need to adjust our pay schedule accordingly. He said that if some of our employees wanted to, they could go elsewhere and make more money. We have been working on revising our pay ranges and have proposed a 2026 Market Point and Pay Grades scale. Mr. Luers said that he has given information to the Board and wanted to refresh them. Jordanelle Special Service District (JSSD) had a consultant work on a 2026 Market Point and Pay Grades on a position that is fully qualified as to what compensation should be. He reviewed the 2026 Proposed Market Point and Pay Grades with the Board. Mr. Luers went on to say that he would like to propose increasing the User Fees to 5% instead of 4% to pay for the increase. He asked the Board to consider approving the proposed 2026 Market Point and Pay Grades scale and increase the User Fee to 5%.

Mr. Pick stated that he believes that we should be adjusting pay rates for our employees. He said that when employees stay at the district, thinking they're valued and being treated well is something we value. He said he believes this is the right thing to do and hopes the Board agrees.

Mr. Richer said he agrees and that the responsibility of the Board is to provide the best service possible to the customers and therefore we need an engaged set of employees to provide the best service possible.

Mr. Wilking said he thinks we should increase the User Fees to 5% and increase the compensation for the employees.

Mr. Dickey shares the sentiment about the employees, and we need to make sure to keep our employees for longevity. He's also becoming a veteran of the arms race and is concerned about that. Saying that we are pegging ourselves to JSSD. He agrees with this conceptually but wanted to dig in on what other benefits JSSD provides. Is it a great place to work, what's the benefit package, etc. Mr. Luers replied that we have investigated that and said they have had a problem with retention and that is why they are making significant changes. He said that we are pegging our market point to them but it's not just to JSSD saying that we are comparing the pay scale with 75% of the entities that were surveyed.

Ms. Pack made the motion to adopt the 2026 Tentative Budget – Version 2, change the 2026/2027 User Fee increase to 5%, and set Public Hearing for December 15, 2025 @ 6:00 p.m., Mr. Richer seconded, and the motion carried with Mr. Pick, Mr. Richer, Ms. Pack, Mr. Dickey and Mr. Wilking voting in the affirmative.

A. Discussion Items

1. 2026 Board Meeting Schedule – Mr. Luers asked the Board to review the 2026 Board Meeting Schedule and get back with Ms. Dudley with any changes they may have before next month's meeting.
2. Christmas Brunch, December 24, 2025 @ 10:00 a.m. – Mr. Luers invited the Board to our annual Christmas Brunch on Wednesday, December 24, 2025 @ 10:00 a.m., to be held @ the East Canyon Training Building.

B. Information Items

3. Financial Statement
4. Impact Fee Report – Mr. Luers stated that the RE's coming in are steady.

**VIII. FUTURE AGENDA ITEMS**

- A. Projects
- B. Operations
- C. Finance
- D. Governmental Matters

**IX. ADJOURN**

Ms. Pack made the motion to Adjourn at 6:27 p.m., Mr. Pick seconded, and the motion carried with Mr. Dickey, Mr. Richer, Ms. Pack, Mr. Pick, and Mr. Wilking voting in the affirmative.



Mary Ann Pack



Kim Dudley, Administrative Specialist / Clerk