



SNYDERVILLE BASIN

# WATER RECLAMATION DISTRICT

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## OPEN AND PUBLIC MEETINGS ACT TRAINING MINUTES

December 15, 2025

\*\*District Office\*\*

5:45 p.m.

The December 15, 2025, Open and Public Meetings Act was given by Jeremy Cook, Cohne and Kinghorn at 5:45 p.m. Board members in attendance were Jan Wilking, Mary Ann Pack, Robert Richer, and Richard Pick. Ryan Dickey was excused. Staff in attendance were Mike Luers, Dan Olson, Chad Burrell, Bryan Steele, and Kim Dudley.

Mr. Cook reviewed the training for the Open and Public Meetings Act. He discussed all requirements. Mr. Cook asked the Board if they had any questions, and they did not.

## BOARD OF TRUSTEES MEETING MINUTES

December 15, 2025

\*\* District Office\*\*

6:00 p.m.

### I. CALL TO ORDER

The December 15, 2025, Board of Trustees meeting was called to order by Jan Wilking at 6:00 p.m. Other Board members in attendance were, Mary Ann Pack, Robert Richer, Richard Pick and Ryan Dickey. Staff in attendance were Mike Luers, Kevin Berkley, Dan Olson, Chad Burrell, Bryan Steele, 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 November 17, 2025
- B. Final Project Approval
  - 1. Lower Village Parking Garage
  - 2. Liberty Ranch at Star Point
  - 3. McPolin Elementary School Addition
- C. Escrow Fund Reduction Approval
  - 1. Lower Village Parking Garage – Retain 10%
  - 2. Liberty Ranch at Star Point– Retain 10%

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

### III. PUBLIC HEARING

Mr. Wilking opened the Public Hearing at 6:00 p.m.

#### **CONSOLIDATED FEE SCHEDULE INCLUDING WASTEWATER USER FEES AND THE 2026 ANNUAL BUDGET PROPOSED INCREASE TO THE ANNUAL COMPENSATION OF THE MEMBERS OF THE DISTRICT'S BOARD OF TRUSTEES.**

Mr. Luers stated the first item on the agenda for the Public Hearing is the Consolidated Fee Schedule including Wastewater User Fees. Attached is Resolution #155 which outlines all our fees. The only

fees that have changed in this resolution are the User Fees. To summarize we are showing a 5% increase for 2026, 2027, and a 4% increase for 2028. The second item on the agenda is the 2026 Budget. We discussed this at the previous meeting and have made various adjustments as discussed. And the third item is that we have proposed an annual compensation increase for the District's Board of Trustees, which you will be able to approve or disapprove later in the meeting.

Mr. Wilking said that the last increase was in May of 2000, when it went from \$2,500 to \$3,500.

No public was present.

Mr. Wilking closed the Public Hearing at 6:03 p.m.

**IV. PUBLIC INPUT** – There was no public input.

**V. APPROVAL OF EXPENDITURES** – Bills in the Amount of \$1,081,568.38 – Mr. Luers reviewed the expenditures in the amount of \$1,081,568.38. There is an annual payment to the Weber Basin Water Conservancy District (WBWCD) for \$50,000 for our commitment to them as part of our Master Agreement for 20 years. There is \$25,000 for the East Canyon Water Reclamation Facility and \$25,000 for the Silver Creek Water Reclamation Facility.

Mr. Richer asked about where we stand with the issue discussed last month regarding the USGS gaging stations and the commitment with all the other companies involved within the Master Agreement. Mr. Luers replied that we are still waiting for WBWCD to get feedback from some of their contacts and there is more to come regarding that issue.

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

**VI. SUBDIVISION PROJECTS**

Estimated LEA REs Year to Date: # Above Splitter 6.3; # ECWRF 23.33; # SCWRF 43; Total 72.93  
Proposed this Meeting: # Above Splitter 0; # ECWRF 0; # SCWRF 0; Total 0

**VII. DISTRICT MANAGER**

A. Action Items

1. Consider adopting Resolution #155 – Consolidated Fee Schedule including User Fees – Mr. Luers stated that we have Resolution #155 – Consolidated Fee Schedule including User Fees which we discussed briefly in the Public Hearing and asked if the Board would consider adopting Resolution #155.

Mr. Pick made the motion to adopt Resolution #155, Mr. Richer seconded, and the motion carried with Mr. Dickey, Ms. Pack, Mr. Pick, Mr. Richer, and Mr. Wilking voting in the affirmative.

2. Consider adopting Board of Trustee's Compensation – Mr. Luers said included in the packet is a summary of compensation for Boards at other Districts.

Mr. Richer asked about when our last increase was in compensation. Mr. Luers reiterated what Mr. Wilking said, saying that the last increase was in May of 2000, when it went from \$2,500 to \$3,500.

Ms. Pack asked if we are considering going to \$5,000. Mr. Luers replied that it was in the budget but can always be adjusted.

Mr. Dickey commented that he believes that this is conservative relative to the summary included in the packet.

Ms. Pack made the motion to adopting Board of Trustee’s Compensation to \$5,000, Mr. Dickey seconded, and the motion carried with Mr. Pick, Ms. Pack, Mr. Dickey, Mr. Richer, and Mr. Wilking voting in the affirmative.

3. Consider adopting 2026 Final Budget – Mr. Luers stated that included in the 2026 Final Budget is the \$5,000 compensation to the Board. He asked the Board to consider adopting the 2026 Final Budget.

Mr. Pick said that we have covered this over the last couple of months.

Mr. Pick made the motion to adopt the 2026 Final Budget, Mr. Richer seconded, and the motion carried with Mr. Dickey, Ms. Pack, Mr. Pick, Mr. Richer, and Mr. Wilking voting in the affirmative.

4. Consider approval of updating Personnel Manual – Sections III, IX, XII, XIV, XVI and XVIII – Mr. Steele said there are a couple of changes we would like to make to the Personnel Manual. Since there are multiple pages, the page number is listed first with a short explanation of each change following:

| Page Number | Explanation of change   |
|-------------|---|
| 3-13        | Provides clarification of when post-accident drug testing needs to be submitted.  |
| 9-1         | Adding years of service to retirement gift listing.   |
| 12-2        | Changing the Work Hours for Treatment to reflect what actual schedule is.   |
| 14-1        | Removing Credit Union Loan & Credit Union Savings since those are no longer offered as pay deductions.  |
| 16-2        | Removing Snow Creek Medical Center and replacing with IHC WorkMed since IHC WorkMed is the current medical center employees are sent.   |
| 16-6        | This will allow us to automatically enroll new employees in the 3% 401K deduction from their paycheck which will trigger the 3% match the District offers. Currently, they have to enroll themselves in the 401K plan with URS. New employees will be given a form during onboarding that explains to them they will be automatically enrolled. They can withdraw any funds during the first 90 days and can opt out at any time. |
| 16-7        | Like change on page 9-1 but this is for Years of Service awards.  |
| 18-1        | Proposed change of vacation accrual hours.  |
| 18-2        | Changing Juneteenth Holiday from 3 <sup>rd</sup> Monday in June to June 19 <sup>th</sup> . Other governmental entities in Summit County have June 19 <sup>th</sup> as their observed holiday.   |
| 18-3        | Proposed change of sick leave accrual hours.  |

Mr. Dickey stated that automatically enrolling new employees in the 3% 401K deduction is a game changer. Mr. Luers mentioned that he understands that to young employees every penny makes a difference but having an automatic opt in is great and they can always opt out.

Mr. Pick asked what drove us to make the changes to the vacation accrual hours. Mr. Luers replied that we adjusted to match what Park City Municipal and Summit County are doing. Mr. Pick asked if

that was similar to the sick leave. Mr. Luers responded yes.

Mr. Richer asked about the change on the Juneteenth Holiday. Mr. Luers responded that we are trying to match what other District's are doing for that holiday.

Mr. Richer made the motion to approve updating the Personnel Manual – Sections III, IX, XII, XIV, XVI and XVIII, Mr. Pick seconded, and the motion carried with Mr. Dickey, Ms. Pack, Mr. Pick, Mr. Richer, and Mr. Wilking voting in the affirmative.

1. Consider approving Interlocal Agreement with Jordanelle Special Service District (JSSD) – Mr. Luers reviewed the Interlocal Agreement with Jordanelle Special Service District stating that over the last 20 years, we try to maintain interlocal agreements with nearby cities, counties, and districts, in the event there is ever an emergency. We've been working on this agreement with JSSD for some time. Mr. Burrell stated that in addition to the interlocal agreements we already have we thought it would be beneficial to have one with JSSD.

Ms. Pack made the motion to approve the Interlocal Agreement with Jordanelle Special Service District, Mr. Pick seconded, and the motion carried with Mr. Richer, Ms. Pack, Mr. Pick, Mr. Dickey, and Mr. Wilking voting in the affirmative.

2. Consider approving 2026 Board Meeting Schedule – Mr. Luers asked the Board if they had any changes to the 2026 Board Meeting Schedule. They did not. He asked them to consider approving the 2026 Board Meeting Schedule.

Mr. Pick made the motion to approve the 2026 Board Meeting Schedule, Mr. Richer seconded, and the motion carried with Mr. Dickey Mr. Pick, Ms. Pack, Mr. Richer, and Mr. Wilking voting in the affirmative.

B. Discussion Items

1. Fraud Risk Assessment – Mr. Luers indicated the State Auditor requires us to conduct an Annual Fraud Risk Assessment. He stated that we scored the same as last year at 355, which ranks very low in the risk assessment.

2. DWQ Permitting – Mr. Luers said the DWQ reached out to us and asked if we would agree to restart our permitting process negotiations. We agreed and will be starting the permitting process over.

C. Information Items

4. Financial Statement

5. Impact Fee Report – Mr. Luers said we are doing fine on impact fees.

6. Christmas Brunch, December 24, 2025 @ 10 a.m. – Mr. Luers invited the Board to the Christmas Brunch on Wednesday, December 24, 2025 @ 10 a.m.

**VIII. FUTURE AGENDA ITEMS**

A. Projects

B. Operations

C. Finance

D. Governmental Matters

**IV. ADJOURN**

Mr. Dickey made the motion to Adjourn at 6:37 p.m., Mr. Pick seconded, and the motion carried with Mr. Richer, Ms. Pack, Mr. Pick, Mr. Dickey, and Mr. Wilking voting in the affirmative.



*Mary Ann Pack*

Mary Ann Pack, Vice Chairman

*Kim Dudley*

Kim Dudley, Administrative Specialist / Clerk