

**Summit County Service Area #3**  
**Public Meeting and Public Hearing**  
**August 16, 2022, 5:30 P.M.**  
629 E. Parkway Drive, Suite 1  
Park City, UT 84098  
(435) 649-7949

Please silence all electronic devices

Topic	Time	Presenter(s)
<b>1. Welcome and call meeting to order (motion/voting):</b> a. Roll call b. Review board meeting minutes of June 21, 2022*	5:30 pm	Chair
<b>2. General Public Comments</b> – comments limited to three minutes each	5:40 pm	Public
<b>3. Administrative &amp; Financial (motion/voting):</b> a. Board training requirements and certificates* b. Dashboard review* c. Review and approval of expenditures* d. Quarterly newsletter*	6:00 pm	General Manager and Legal Counsel
<b>4. Road and Trail (motion/voting):</b> a. Trails plan / Lewis Park Dam b. Pothole update c. Proposed Capital Improvement Projects	7:15 pm	Road Manager and Legal Counsel
<b>5. Water (motion/voting):</b> a. Greenfield arsenic building and treatment facility b. Well meter open house*	7:45 pm	Water Manager and Legal Counsel
<b>6. Closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation, and/or the sale or purchase of real property pursuant to Utah Code §§ 52-4-204 through 205.</b>	8:00 pm	Road Manager and General Manager
<b>7. Adjournment</b>	8:30 pm	Chair

\* Documents provided | Minutes, agenda and policies available at: <http://summitcounty.org/923/Documents>

\*\*Any motion/voting will take place in open meeting after closed session



**Summit County  
Service Area #3**

629 E. Parkway Drive · Suite 1 · Park City · UT 84098 · (435) 649-7949 · [www.scsa3.org](http://www.scsa3.org) · [permit@scsa3.org](mailto:permit@scsa3.org)

# Board of Trustees meeting

# Roll Call

August 16, 2022

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**June 21, 2022, MINUTES - BOARD OF TRUSTEES MEETING**  
**Summit County Service Area # 3**  
**629 E. Parkway Drive, Suite 1. Park City UT 84098**

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**BOARD OF TRUSTEES**

Larry Elbert, Chair                      Scott Sharp, Treasurer                      Henry Adams                      Lori Daniells  
Vince Pao-Borjigin, Vice Chair      Paul Kraus, Clerk                      Suzanne Carpenter

<b>Present:</b>	Larry Elbert, Paul Kraus	<b>Via Zoom:</b>	Suzanne Carpenter, Scott Sharp
<b>Staff:</b>	General Manager: John O'Brien, Office Manager: Nenna De Camps		
<b>Contractors:</b>	Roadmaster/Water Operator: Chris Bullock. Legal Counsel: Nathan Bracken.		
<b>Public:</b>	All Johnson, Dan Fuller, Debra Scammon		

**1. Welcome and call meeting to order (motion/voting) at 5:34 pm:**

Roll call: completed.

Review board meeting minutes dated: May 17, 2022. Paul moved the motion to approve, Suzanne seconded. Approved unanimously.

**2. General Public Comments:**

Al Johnson, resides at 7772 Wasatch Way, he would like to have the road pave and not have the magnesium chloride spread

Dan Fuller, 7895 Wasatch Way, moved in 97 and everything was dirt road and periodically refresh the road base he noticed that when the paving project started all the road base project stopped, and now the road is pretty much to the foundation and now the foundation is below the shoulder and when it rains the water stays and the mud stock in your car, and he would like to see more road base and built a little bit of crown so the water runs off to the side. Chris will go tomorrow morning, and they are planning.

Deborah Scammon. The public trails had been attracting visitors, therefore the road now has more traffic than usual. Chris explained that it sounds like this area has been missed and will address the problem with the contractor.

John read a written comment from a property owner who asked if there is a possibility of having a different fee schedule, in which customers could pay less if they agree to take only 10,000 gallons per month. Larry suggested the comments to be deferred to the water rate discussion.

**3. Administrative & Financial:**

**Cash Summary:** SCSA#3 is getting ready to pay the Earl Street bond.

**Dashboard Review:** Paul and Scott asked to be friendly and neighborly when writing a letter to those vacant lots that have never been billed the "Vacant Lot Fee" and explained the fact that the Service Area missed on sending them a bill. Chris pointed out a precedent where it was decided to only be billed back for three years.

Scott made the motion to approve the invoice from the Larson Accountant Firm invoice, Suzanne seconded. All in favor unanimously.

Paul moved the motion to approve the invoice for TCB Landscaping Scott seconded, all in favor unanimously.

Summer Newsletter was mailed June 17, Larry and Vince reviewed before mailing.

**Fraud Risk Assessment:** SCSA#3 should be in the moderate category, by correcting some items on the assessment, John will contact the Larson Firm to point out the line items that are missing scores. Nathan suggested adopting the State Auditor policies and he will send the templates shortly.

**Property Transfer:** There is an issue with property owners selling their house and not closing their SCSA#3 water accounts. Discussion about a seller who intentionally avoided paying the \$10,000 metering fee and had received notice of having a non-compliant meter.

**Bookkeeper Status:** SCSA#3 is looking to hire a bookkeeper, Pelorus offers a bookkeeping package but SCSA#3 only need 10% of what the Pelorus package includes. In the meantime, John is doing the bookkeeping and Paul is concerned about this issue stopping the Service Area operations. Larry suggested posting an ad on the Nextdoor app and finding somebody local. The only issue is SCSA#3 should not be hiring a board member family member. John will put together a job description.

#### 4. Road and Trail

**Weed Mitigation:** has been done and some areas will be retreated. Our volunteer that is scrapping the trails is going to focus on Westwood. There are some trails that do not seem to have too much traffic and are almost extinct. The Fire Department has not been responsive with the fuel Reduction program. And Chris is asking how the board feels about burning those piles during the wintertime.

**Pothole Update:** They are common potholes everywhere, they do not stop emerging. Next Round will be Silver Creek Road around the mail house. And Road Base will be applied.

**Road Cut near Aspen Lane** was not repaired properly, Chris approved for the project owner to repaved this later when the driveway is scheduled to be paved.

Here is how to manage weed, to be posted on the Nextdoor page, Chris will give me some information.

**Capital Projects:** The bidding process is due the June 22, and SCSA#3 has seven contractors for raising crosswalks, flush-stamp crosswalks, and speed signs. Gary will reach out to the Fire Department to make sure the crosswalks are not considered too high. Larry agreed to have the Fire Department in the loop. Speed Calming signs with messages on it, we will have to design them, and Chris will send them to the sign shop. Chris will send an email out to the Sign Committee, Henry, Vince, and Lory. Larry also suggested reaching out to our Silver Creek Neighbor. Bids are going to be hand delivered to the office and Gary, Chris and John will open them together.

#### 5. Water

**Arsenic Treatment Plant:** Zion Bank will not be able to facilitate the loan for the Arsenic Treatment Plant since the Service Area has not shown the capability to pay it back. Chris has some pricing that he will include in the next board meeting.

**Well Meter Open House:** The Meter Open Houses are scheduled for July 11<sup>th</sup>, 19<sup>th</sup> and 28 via Zoom. John will send an invitation to those property owners that did not respond to the previous two letters. Larry asked for some bullet points.

SCSA#3 opted not to hire Heather Anderson, since this expense was not budgeted. Paul asked if the property owners without a meter is public information. Nathan answered yes, SCSA#3 is a public entity, and the information is in fact public.

**Well Data:** There are 92 property owners without a meter and Chris reported that 20 meters installations are in the works.

**Backflow Certification,** John reported that only two property owners submitted the certification. Chris is waiting for the test results to be certified to perform Backflow testing. On a well meter there is a protective valve that will detect the backflow. The backflow test is important to keep the aquifer clean.

**6. Closed session:**

Paul moved the motion to commence the closed session to discuss reasonable and imminent litigation, Scott seconded the motion, all in favor unanimously.

John stopped the clock at 7:43 PM

Suzanne moved to motion to return to open session. Paul seconded, all in favor unanimously.

**7. Adjournment:**

Suzanne moved the motion to adjourn the public meeting, which was seconded by Scott. All in favor unanimously. John stopped recording at 8:27 pm.