



Summit County  
Service Area #3

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

# Public Meeting

---

March 18, 2025

**Summit County Service Area #3**  
**Board of Trustees**  
**Public Meeting**  
**Tuesday, March 18, 2025, 5:30 P.M. Mountain Time**  
Mountain Life Church  
7375 Silver Creek Drive, Park City, UT 84098  
(435) 500-6276/6226  
Please silence all electronic devices

Topic	Time	Presenter(s)
<b>1. Welcome and Call Meeting to Order (motion/voting):</b> a. Welcome b. Roll Call and Conflict of Interest Disclosure	5:30 pm	Chair
<b>2. General Public Comments</b> – Comments limited to three minutes each (30 minutes)	5:35 pm	Chair
<b>3. Administrative &amp; Financial (motion/voting):</b> a. Approval of February 11, 2025 minutes* (5 minutes) b. Approval of expenditures* (5 minutes) c. Legislative update (15 minutes)	6:05 pm	Chair, General Manager, and Legal Counsel
<b>4. Operations Manager (motion/voting):</b> a. Update (10 minutes)	6:30 pm	Operations Manager
<b>5. Water (motion/voting):</b> a. Water update (10 minutes)	6:40 pm	Water Manager
<b>6. Roads and Trails (motion/voting):</b> a. Snowplowing RFP (10 minutes)	6:50 pm	Road Manager
<b>7. Office Manager (motion/voting):</b> a. Update (10 minutes)	7:00 pm	Office Manager
<b>8. General Public Comments</b> – Comments limited to three minutes each (30 minutes)	7:10 pm	Chair
<b>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>	7:40 pm	Chair
<b>9. Adjournment</b>	8:10 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 · [permit@scsa3.org](mailto:permit@scsa3.org)

# **Welcome, Roll Call, and Conflict of Interest**



Summit County  
Service Area #3

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

## Section 2

# Public Comments



Summit County  
Service Area #3

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

## Section 3

# Administrative & Financial



## PENDING MINUTES

SUMMIT COUNTY SERVICE AREA 3 BOARD OF TRUSTEES  
MOUNTAIN LIFE CHURCH, 7375 SILVER CREEK RD, PARK CITY, UT 84098  
[TUESDAY, FEBRUARY 11, 2025, 5:30 PM](#)

Meeting also conducted via Google Meet.

1. **Welcome (5:30pm)**

- a. Welcome called to order by Scott Witkin, Chair
- b. Roll Call & Conflict of Interest Disclosure

**Board Members:**

Scott Witkin, Chair  
Rick Parisi, Vice Chair  
David Olson  
Jon "Otto" Blum, Treasurer  
John Ball  
Karri Taix, Clerk  
Derek Price (arrived at 6:25pm)

**Staff & Contractors:**

John O'Brien  
Vince Pao-Borjigin (left at 6:01pm)  
Jody Anagnos (online)  
Chris Bullock  
Nathan Bracken, legal counsel

2. **Public Comment I: (5:32)**

- Karen Warren questioned her annual bill.
- Luann Lukenbach thanked for the snow clean up of the mailhouse but concern for the clean up of the roads. Chris does not get texts through emergency phone number.
- Lisa D'Urso asked about the emergency number. The emergency line is posted on the office line recording.
- John Nowoslawski wanted to thank the Board.
- Jody read an email into public comment from Glenn Colvin. It stated he was happy for the change in Board officers and concerns about incurred legal fees from a small vocal group that will affect the rest of the community.
- Laurie Krug is really happy with the new road, Mammoth Drive and the new Anaya's. Appreciates the Board's service and inquired about the new development.

3. **Administrative & Financial (5:49pm)**

- a. Approval of January 14, 2025 minutes -  
**Scott made a motion to approve the minutes as presented, Rick seconded the motion. All members voted in favor of approving the January 14, 2025 minutes as presented. (6-0)**
- b. Approval of expenditures - Three invoices were presented: two from Wolff Excavating and one from Delco Western. Scott asked Chris to address the invoices. One is a

pre-season start up invoice from Wolff Excavating which is \$18,5000 for equipment mobilization and the second invoice is for our monthly service. Scott asked if there was a minimum due for the year, there isn't. Chris stated that the mobilization fee has been in effect for at least 7-8 years. Karri asked if that is a standard amount. Chris said it is a pretty standard mobilization fee. The other invoice is for the new booster pump. The booster pump pumps water from the Silver Bullet to the Highfield tank. We have two booster tanks.

**Scott made a motion to approve the expenditures as presented, Rick seconded the motion. All members voted in favor of approving the expenditures as presented. (6-0)**

- c. Review of Personnel Policy - This is a discussion only item. Nathan addressed the personnel policy. The current personnel policy was adopted when the Board decided to hire the first Service Area GM, Marla Howard. They used a template from UASD and it was adopted in 2017. Scott said the Board is talking about setting up a personnel policy committee. Karri is interested in being on this committee, as well as Derek and David. Nathan recommended he would like to do one cohesive document with titles and chapters versus adopting additional resolutions. Nathan recommended that staff start it and he will present some drafts and templates. The key is to identify rules we use all the time and then ones that need clarification. Action item: Nathan to send word version of personnel policy and other examples.

Vince left the meeting at 6:01pm

- d. Approval of Resolution 2025-01 - This resolution is to update check signers because of the change of officers from the January 2025 meeting. The Chair, Vice Chair, Treasurer and Operations Manager are signers.  
**Scott made a motion to approve Resolution 2025-01, David seconded the motion. All members voted in favor of approving Resolution 2025-01. (6-0)**
- e. Approval of Resolution 2025-02 - The resolution is declaring three vacancies for November elections for the county clerk. We had to notify the county clerk of vacancies before February 1. There was a typo in the resolution as presented, need to update the end of term date to 2025 not 2027. Discussion was had about redistricting but that would require  $\frac{2}{3}$  vote of the Board to redistrict and would require a public hearing. Otto stated that he doesn't have an interest in changing the Board make up.  
**Otto motioned to approve Resolution 2025-02 with the change of the term dates to 2025, John Ball seconded the motion. All members voted in favor of approving Resolution 2025-02. (7-0)**

Derek Price arrived at 6:25pm.

#### **4. Operations Manager**

- a. Skipped as Vince left the meeting.

#### **5. Water (6:30pm)**

- a. Water rate discussion - Nathan recommends to wait until after the legislation session so we can make rate and fee adjustments based on current legislation. March 7 is the end of legislation session so he recommends an April rate hearing. Nathan discussed current legislation S.B.80 (Division of Drinking Water fee) and H.B.274 (tiered rates) and trends in the legislative session as it pertains to water. Legislation leadership wants the top users to stop using so much and subsidize the low water users. Nathan thinks this will eventually probably be required for us but because we are a small district, probably not to start. Current legislation is for a minimum of 500 connections so SCSA3 doesn't qualify.

## 6. Roads and Trails

- a. Update - Chris filled potholes in Westwood and Redden today as part of ongoing maintenance during freeze and thaw. Scott would like Wolff to go out and monitor areas of concern, especially Luann's which is an emergency situation and asked for extra passes to review roads and check areas of concern. We don't use salts, Chris has applied salt on a case by case basis. He has not charged additional for that, it falls under his purview. You can't apply salt to the dirt roads. Wolff is not set up to salt the roads, they use sand. Our snowplow contractor won't want to switch back and forth between salt and sand. Roads that can't take salt won't get anything if you choose salt. We don't use salt because it increases the TDS in our water. County is responsible for the roundabouts, Chris has asked Wolff to sand that area.
- b. Snowplow RFP - Karri reviewed the snow plow contract. She thinks the two week window is too little and wants to get more bids. The contract will auto renew on July 1 if we don't act. Karri would like to post the RFP for March 1 before the auto renewal on July 1. There is a risk of losing current pricing if we don't continue this contract. Putting out a new RFP does not cancel the current contract. Karri wants more than a two week period because she thinks we could get more responses. Chris asked if the Board wants any other additions in the RFP. Derek asked about the mobilization fee which was addressed earlier in the meeting. Chris will discuss with him offline. Action item: staff to have RFP out no later than April 1, if they can do it earlier they will, can't exceed 90 day RFP window.

## 7. General Public Comment (7:14pm)

- No public comment.

**Rick Parisi made a motion to move into 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, Scott seconded the motion. All members in attendance voted to move into closed session. (7-0)**

**Closed Session (7:17pm)**

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.

Roll call: Scott, Rick, Otto, Derek, David, John, Karri

Staff: John, Chris, Jody, Nathan

Absent: Vince

**8. Appeal**

a. Approval of ALJ -

**Rick made a motion to authorize the staff to hire an ALJ to handle a resident appeal, David seconded the motion. There was a roll call vote: Scott voted nay, Otto voted yay, John voted yay, David voted yay, Rick voted yay, Derek voted yay, Karri abstained from voting. The vote was (5-1-1)**

**9. Adjournment (8:03pm)**

**Rick made a motion to adjourn the meeting, Scott seconded the motion. All members voted in favor of adjournment. (7-0)**

**Next meeting is March 18**

Online participants: John Nowoslawski, Renee Granger, Skip, Luann Lukenbach

Invoices over \$5,000 needing approval

<b>Payable to</b>	<b>Amount</b>	<b>Invoice #</b>	<b>Date rec'd by SA3</b>	<b>Note</b>
Wolff Excavating, Inc.	\$11,002.76	202426-04	11-Feb-25	January snow removal
Wolff Excavating, Inc.	\$10,807.20	202426-05	6 Mar 25	February snow removal



**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)

---

# Legislative update



Summit County  
Service Area #3

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

## Section 4

# Operations Manager



Summit County  
Service Area #3

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

# Section 5

# Water



Summit County  
Service Area #3

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

## Section 6

# Roads and Trails



Summit County  
Service Area #3

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

# Section 7

# Office Manager update



Summit County  
Service Area #3

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

## Section 8

# Public Comments



Summit County  
Service Area #3

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

# Closed Session



Summit County  
Service Area #3

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

# Adjournment

Next scheduled meeting

April 22, 2025