

**Minutes**  
**CHISHOLM CREEK UTILITY AUTHORITY**  
**February 23, 2023**

**Park City Administration Building, Training Room, 1941 E 61st St N, at 4:30 PM**

1. Call to Order
  - a. Brandi Baily called the meeting to order at 4:30PM.
2. Roll Call
  - a. Kyle Nordick called the roll, voting members present:
    - i. Brandi Baily, Jim Benage, Justin Smith, Greg Davied, and John Lehnherr.
  - b. CCUA Employees present:
    - i. Anthony Kientz and Sara Miller.
  - c. Others present:
    - i. Russ Hazelwood, Ty Lasher, Doug Goetz, Brain Spano, Brain Meir, Sean Fox, Jacqueline Kelly, Jennifer Hill, Keith Scarberry, Sarah Lothman, Dave Naman, Ray Mann, Emily Hamburg, Tyler Dehn, and John Welch.
3. Adopt Agenda
  - a. John Lehnherr made a motion to add discussion of the Evergy lot purchase contract to the agenda as Item 8d and adopt the agenda. Justin Smith seconded the motion, motion passed 6-0.
4. Approve Minutes of January 26<sup>th</sup> Meeting
  - a. Jim Benage made a motion to approve the minutes of the January 26<sup>th</sup> meeting, John Lehnherr seconded the motion, motion passed 6-0.
5. Public Forum
  - a. None.
6. Reports
  - a. Commissioner Reports
    - i. Brandi Baily reported that the EPA showed up at CCUA for an unannounced inspection. She also reported that Park City has reached out to Bel Aire for allocation discussions.
  - b. Utility Manager Report
    - i. Anthony Kientz reviewed information in the meeting packet as well as the following:
      1. The EPA walkthrough inspection took place today, CCUA received a preliminary report for recommendations. Notably the EPA recommended a double wall tank for the ferric sulfate storage.
      2. Perch security is now ConnectWise, Anthony Kientz has had a couple meetings with the ConnectWise team about cybersecurity.
      3. The Evergy lot contract is moving along, but we may need a survey.
      4. CCUA is having sensor problems in the reactors.

5. The EPA 503 biosolids report for 2022 has been submitted.
  - c. Wastewater Treatment Plant Performance
    - i. Anthony Kientz reported that CCUA had no exceedances for the month of January, but CCUA has had one exceedance for TSS in the month of February so far.
  - d. Water Treatment Plant Performance
    - i. Anthony Kientz reported that CCUA has been working on getting the clarifiers back in operation after annual winter maintenance.
  - e. Attorney Report
    - i. None.
  - f. Treasurer Report
    - i. Appropriations
      1. None.
    - ii. Financial Reports
      1. None.
7. Unfinished Business
- a. Review Draft RFP for a Water Treatment Plant Control System Integrator.
    - i. Anthony Kientz answered some questions about the timing of the Control System project, logistics and water demand are the driving factors in shooting for next winter.
    - ii. Justin Smith made a motion to send the RFP/RFQ to the vendors on the distribution list, John Lehnherr seconded the motion, motion passed 6-0.
8. New Business
- a. Bel Aire to present CCUA with the Burns & McDonnell reports.
    - i. Brian Meir with Burn & McDonnell introduced the B&M team that worked on the audit, and Sarah Lothman summarized the results from the audit.
    - ii. There was discussion about the letter and bylaws changes from McDonald Tinker on behalf of Bel Aire.
    - iii. Brain Spano with Wilson and Co. reviewed the original scope of their design and why some of the B&M recommendations did not make it into their design.
    - iv. There was discussion about pretreatment and who should be responsible for creating a policy for CCUA. The board asked Anthony Kientz to start developing a pretreatment policy for CCUA.
    - v. Justin Smith made a motion to call a 10-minute recess, John Lehnherr seconded the motion, motion passed 6-0. The time was 5:58PM.
    - vi. Back from recess at 6:08PM.
    - vii. Jim Benage made a motion to have the Utility Manager prepare a list of items for a change order to present to Wilson and have them assess the time and cost for those changes, and have it ready at the next regular meeting, John Lehnherr seconded the motion, motion passed 6-0.
  - b. Consider amending the PTO policy.

- i. Kyle Nordick made a motion to approve the proposed amendment as outlined in the packet, Jim Benage seconded the motion, motion passed 6-0.
  - c. Approve 2023 Emergency Water Supply Plan
    - i. Kyle Nordick made a motion to approve the 2023 emergency water supply plan, Justin Smith seconded the motion, motion passed 6-0.
  - d. Discuss Every Contract.
    - i. Russ Hazelwood (CCUA Lawyer) suggested that CCUA not sign the contract until the price was firmly stated as \$12,000 per acre. There needs to be a survey done, so we won't know the exact acreage until that is complete.
    - ii. Kyle Nordick made a motion to authorize the Chairwoman of the board to sign the contract once the changes were made and reviewed by Russ, Jim Benage seconded the motion, motion passed 5-1. Justin Smith voted no.
- 9. Executive Session (if needed)
  - a. None.
- 10. Adjournment
  - a. Jim Benage made a motion to adjourn the meeting, Kyle Nordick seconded the motion, motion passed 6-0.
  - b. Meeting ended at 6:32PM.

Minutes by Anthony Kientz.

X   
\_\_\_\_\_  
Brandi Baily  
Chairwoman

