

# STATE OF UTAH



OFFICE OF THE LIEUTENANT GOVERNOR

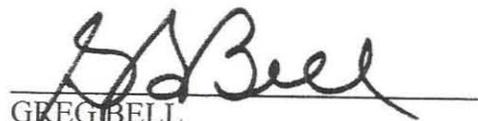
## CERTIFICATE OF NAME CHANGE

I, GREG BELL, LIEUTENANT GOVERNOR OF THE STATE OF UTAH, HEREBY CERTIFY THAT there has been filed in my office a notice of name change of the SOLITUDE IMPROVEMENT DISTRICT to BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT, dated November 23<sup>rd</sup>, 2009, complying with 17B-1-105, Utah Code Annotated, 1953, as amended.

NOW, THEREFORE, notice is hereby given to all whom it may concern that the attached is a true and correct copy of the notice of name change, referred to above, on file with the Office of the Lieutenant Governor pertaining to the BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT, located in Salt Lake County, State of Utah.



IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Utah at Salt Lake City, this 25<sup>th</sup> day of January, 2010.

  
GREG BELL  
Lieutenant Governor

**SOLITUDE IMPROVEMENT DISTRICT  
RESOLUTION  
NAME CHANGE**

Be it known and remembered that the Board of Trustees for the Solitude Improvement District met on this 23 day of November, 2009, and resolved as follows:

**RECITALS**

WHEREAS, Solitude Improvement District held a public hearing on September 29, 2009 on the proposed name change as required by 17-50-103(4)(b)(i); and

WHEREAS, Big Cottonwood Canyon Service District more accurately describes the area served by the District.

**RESOLUTION**

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

1. The Solitude Improvement District hereby resolves to change the name to BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT in accordance with Section 17B-50-103(2)(a) (Utah Code Annotated).

APPROVED and ADOPTED this 23 day of November, 2009.

SOLITUDE IMPROVEMENT DISTRICT BOARD OF TRUSTEES

By Barbara Cameron  
Chair

ATTEST:

Don Despain  
Don Despain  
General Manager



**SALT LAKE COUNTY RESOLUTION**

**SOLITUDE IMPROVEMENT DISTRICT ANNEXATION**

RESOLUTION NO. \_\_\_\_\_, 2009

Be it known and remembered that the County Council of Salt Lake County met on this \_\_\_\_\_ day of \_\_\_\_\_, 2009, and resolved as follows:

**RECITALS**

WHEREAS, the Solitude Improvement District (SID) has requested the County Council of Salt Lake County adopt a resolution initiating an annexation to the SID; and

WHEREAS, the SID is the sole provider of wastewater collection services in Big Cottonwood Canyon; and

WHEREAS, annexation to the SID will extend its boundaries to existing users of its services and bring them within the SID boundary; and

WHEREAS, annexation of Big Cottonwood Canyon into the SID will improve the provision of septic services throughout the canyon area, protect the watershed, regulate the quality of sewer system connections, better facilitate planned growth in the canyon, and preserve water quality and natural beauty in the canyon; and

WHEREAS, the SID has the existing ability to provide sewer collection services to the entire Big Cottonwood Canyon area; and

WHEREAS, Salt Lake County does not have the intention nor the means to provide sewer services within Big Cottonwood Canyon.

**RESOLUTION**

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

1. The County Council of Salt Lake County hereby resolves to initiate the annexation of portions of Big Cottonwood Canyon to the SID, pursuant to its legal authority under Section 17B-1-403(1)(b) (Utah Code Annotated).
2. A description of the area proposed for annexation is hereby attached, in the form of a list of sections, as Exhibit 1 and further explained in a legal description of the boundaries of the proposed annexation area as Exhibit 2.
3. A map of the boundaries of the proposed annexation area is hereby attached as Exhibit 3.
4. The Council hereby directs that a copy of this resolution be mailed to the Board of Trustees of the SID.
5. The County Council of Salt Lake County requests that the Board of Trustees of the SID conduct appropriate public hearings and provide notice thereof as provided in Sections 17B-1-409 and 17B-1-410 (Utah Code Annotated) and perform other legal duties and follow the procedures required in considering this annexation proposal.

APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

SALT LAKE COUNTY COUNCIL

By \_\_\_\_\_  
Joe Hatch, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen  
Salt Lake County Clerk

rt.word.solitude-annex-res-gja

**SOLITUDE IMPROVEMENT DISTRICT  
RESOLUTION  
APPROVING ANNEXATION**

Be it known and remembered that the Board of Trustees for the Solitude Improvement District met on this \_\_\_\_\_ day of \_\_\_\_\_, 2009, and resolved as follows:

**RECITALS**

WHEREAS, the Salt Lake County Council adopted a resolution to initiate the annexation process on July 21, 2009 as required by 17B-1-414(1)(a) (Utah Code Annotated); and

WHEREAS, Solitude Improvement District held a public hearing on the proposed annexation on September 29, 2009, as required by 17B-1-109(1) (Utah Code Annotated); and

WHEREAS, the Solitude Improvement District is the sole provider of wastewater collection services in Big Cottonwood Canyon; and

WHEREAS, annexation to the Solitude Improvement District will extend its boundaries to existing users of its services and bring them within the Solitude Improvement District boundary; and

WHEREAS, annexation of Big Cottonwood Canyon into the Solitude Improvement District will improve the provision of septic services throughout the canyon area, protect the watershed, regulate the quality of sewer system connections, better facilitate planned growth in the canyon, and preserve water quality and natural beauty in the canyon.

**RESOLUTION**

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

1. The Solitude Improvement District hereby resolves to approves the annexation of portions of Big Cottonwood Canyon to the Solitude Improvement District, pursuant to its legal authority under Section 17B-1-414(1)(a) (Utah Code Annotated).
2. A description of the area proposed for annexation is hereby attached as Exhibit 1.
3. A map of the boundaries of the proposed annexation area is hereby attached as Exhibit 2.

APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

SOLITUDE IMPROVEMENT DISTRICT BOARD OF TRUSTEES

By \_\_\_\_\_  
\_\_\_\_\_, Chair

ATTEST:

\_\_\_\_\_  
Don Despain  
General Manager

Res #969

SALT LAKE COUNTY, UTAH

Creation of  
The Solitude Improvement District

FINAL RESOLUTION

RESOLUTION NO. 769 August 4, 1982

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF SALT LAKE COUNTY, UTAH, CREATING THE SOLITUDE IMPROVEMENT DISTRICT AS PROVIDED IN UTAH CODE ANNOTATED SECTION 17-6-2 (1953) AND ESTABLISHING A GOVERNING BODY THEREOF.

BE IT KNOWN AND REMEMBERED:

THAT, the Board of County Commissioners of the County of Salt Lake received a Petition for the Initiation of Proceedings for the Formation of a Water and Sewer Improvement District, said Petition being dated June 2, 1982,

THAT, the said Petition was duly signed by more than 25% of the taxpayers owning real property located in the proposed area and that it otherwise contains those matters required by Section 17-6-2, Utah Code Annotated, 1953 as amended, and conforms with the provisions of Title 17, Chapter 6, Improvement Districts for Water, Sewer or Sewage Systems Act, Utah Code Annotated, 1953 as amended, and

THAT, the Board of County Commissioners initiated proceedings for the creation of the Water and Sewer Improvement District as requested in said Petition by approving an initial resolution, on June 9, 1982, and setting a public hearing regarding the creation of said District, and

THAT, said public hearing was held before the Board of County Commissioners on July 19, 1982, that no taxpayers within the proposed district opposed the creation thereof, and the Board of County Commissioners approved said creation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SALT LAKE, as follows:

SECTION 1. Determination.

It is hereby determined and declared that the public health, convenience, and necessity require that the real property described with particularity herein be established as the Solitude Improvement District.

SECTION 2. Description.

That the boundaries of the territory which are located at the Solitude Ski Resort in Big Cottonwood Canyon, Salt Lake County, State of Utah, to be included within the SOLITUDE IMPROVEMENT DISTRICT are described with particularity, definiteness and certainty as follows:

A parcel of land identified as the "Solitude Improvement District" located in Sections 22, 27, and 28, T2S, R3E, S.L.M. being further described as follows:

BEGINNING at a point on the southwesterly R/W line of Utah State Highway No. U-152, said point being N 88° 14' 30" East 97.0 feet from the easterly 1/16 corner on the northerly line of said Section 27; thence southeasterly along said R/W line 1159 feet to the southwesterly boundary line of the Little Dollie Mining Claim No. 4960; thence S48° 17' East 20.0 feet plus or minus along said line to said southwesterly R/W line; thence along said southwesterly R/W line 1270 feet to the easterly line of said Section 27; thence along said easterly line of said Section 27 S0° 08' West 1350 feet more or less to the northerly boundary line of the Cold Spring Mining Claim No. 5751; thence along said northerly line S83° 00' West 620 feet more or less to the NE corner of the Advance Mining Claim No. 166; thence along the northerly line of said Advance Mining Claim No. 166, S77° 56' 28" West 560.0 feet; thence S 10° 47' 43" East 1785.21 feet; thence S79° 05' West 150 feet to the southerly line of said Section 27; thence along said southerly line of said Section 27; S89° 37' West 1931 feet more or less to the S 1/4 corner of said Section 27; thence continuing along said southerly line of said Section 27 N88° 50' West 2768 feet to the SW corner of said Section 27; thence along the westerly line of said Section 27 N1° 07' East 1650 feet to the southeasterly boundary line of the Scotia Mining Claim No. 141; thence along said southeasterly line N18° 10' East 650 feet to the northeasterly corner of said Scotia Mining Claim No. 141; thence along the northeasterly line of said Scotia Mining Claim No. 141, N71° 50' West 220 feet to the westerly line of said Section 27; thence N1° 07' East 254 feet along said west line to the W 1/4 corner of said Section 27 said point also being the E 1/4 corner of said Section 28, T2S, R3E, Salt Lake Meridian; thence westerly along the east west center Section line of said Section 28 a distance of 1320 feet to east center 1/16 corner of said Section 28; thence northerly along the 40 Acre line 2640 feet to the northerly line of the NE 1/4 of said Section 28; thence S89° 31' E 1320 feet to the NE corner of said Section 28 and the SW corner of said Section 22; thence N0° 21' East along the west line of said Section 22; a distance of 1309.4 feet to the east west 40 Acre line of the SW 1/4 of said Section 22, thence Easterly along said 40 Acre line 1340 feet to the northwesterly boundary line of Adel No. 7 Mining Claim No. 5024; thence along said boundary line of said Adel No. 7 Mining Claim No. 5024 and the northwesterly boundary line of Adele No. 2 Mining Claim No. 4960 N 29° 08' East 1140 feet to the NW corner of said Adel No. 2 Mining Claim No. 4960; thence S48° 17' East 500 feet to a point on the southwesterly R/W line of said State Highway U-152 said point being 50 feet right of State Engineer's

Station 608+90 thence southeasterly along said R/W 2562 feet to the place of beginning.

Also:

BEGINNING at the NE corner of Giles Flat 4960 mining claim; thence S29°08' West 170 feet to the easterly R/W line of State Highway U-152; thence northerly 250 feet to the Northerly line of said mining claim thence S48°17' East 150 feet to the point of beginning.

And excluded therefrom:

BEGINNING at a point South 23°05'20" West 179 feet from the Easterly 1/16 corner on the Northerly line of Section 27, T2S, R3E, Salt Lake Meridian and running thence South 48° 17' East 450 feet; thence South 29°08' West 454.7 feet; thence South 9°34'30" East 234.10 feet; thence South 29°8' West 10 feet; thence North 48°17' West 600.0 feet; thence North 29°08' East 614.7 feet to the point of beginning.

#### QUALIFYING STATEMENT

The above legal descriptions have been developed from reference material obtained from the following sources: (1) B.L.M. (2) Utah State Department of Transportation (3) Salt Lake County Engineer's, Surveyor's Office and the County Recorder's Office and (4) Plat supplied by Alpine Tech, Salt Lake City, Utah.

The above legal descriptions do not represent descriptions that were developed from an actual field survey. There is no common basis of bearings and the location of most of the mining claims have been scaled from ownership plats supplied by the Salt Lake County Recorder's Office. The purpose of this description is to define the approximate boundary of the Solitude Improvement District.

#### SECTION 3. District Powers.

That the SOLITUDE IMPROVEMENT DISTRICT is empowered to provide and extend the following services to the area as they are deemed necessary and desirable by the governing body thereof, as the needs of such area arise and develop, to-wit:

- a. Systems for the collection, treatment and disposition of sewage (wastewater);
- b. Systems for the supply, treatment and distribution of water; and
- c. Systems for the collection, retention and disposition of storm and flood waters.

Initially, the SOLITUDE IMPROVEMENT DISTRICT will concentrate upon Item (a) above with regard to the acquisition, construction, and operation of a sewage system with the remainder of

the above services to be provided at a later time as the needs of the district develop.

SECTION 4. Name.

That the name of the proposed improvement district is SOLITUDE IMPROVEMENT DISTRICT.

SECTION 5. Taxation.

That a tax sufficient to pay for all such services which are furnished on an extended basis will be levied annually upon all taxable property within such district or that a service charge or other fees will be collected from the users of such services within or without the district or by a combination of property tax, service charge, and other fees.

SECTION 6. Governance.

That the Board of County Commissioners of Salt Lake County shall act as the trustees of the SOLITUDE IMPROVEMENT DISTRICT and shall constitute all of the trustees thereof until such time as a different board of trustees is appointed or elected and qualified to serve in such capacity as provided by Section 17-6-3.1(2), U.C.A., 1953 as amended. Said acting board of trustees shall have all of the powers, authority and responsibility vested in the trustees under the provisions of Title 17, Chapter 6, Improvement Districts for Water, Sewer or Sewage Systems Act.

SECTION 7. Direction.

All officers and employees of the County are hereby directed to take all actions necessary and appropriate to effectuate the provisions of this Resolution and the intent expressed herein.

SECTION 8. Effective Date.

This Resolution shall take effect immediately upon its approval and adoption by the Board.

Approved and Adopted this 4<sup>th</sup> day of August.

19 82

BOARD OF COUNTY COMMISSIONERS  
OF SALT LAKE COUNTY, UTAH

ATTEST:

By [Signature]  
D. MICHAEL STEWART, Chairman

[Signature]  
W. STERLING EVANS  
Salt Lake County Clerk

\*APPROVED AS TO FORM

Salt Lake County Attorney's Office  
Date 29 July 82  
By [Signature]  
Deputy County Attorney

Commissioner Stewart voted 1  
Commissioner Barker voted 1  
Commissioner Shimizu voted 1

AMENDED AND RESTATED  
BYLAWS  
OF THE  
SOLITUDE IMPROVEMENT DISTRICT



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AMENDED AND RESTATED  
BYLAWS  
OF THE  
SOLITUDE IMPROVEMENT DISTRICT

ARTICLE I  
THE DISTRICT

Section 1. Name of District. The name of the district shall be the "Solitude Improvement District."

Section 2. Nature of District. The District is duly created pursuant to Title 17, Chapter 6 (the "Act"), Utah Code Annotated 1953, as amended (the "Code"), and Resolution No. 969 (the "Resolution") of the Board of County Commissioners of Salt Lake County, Utah (the "County") passed on August 4, 1982.

Section 3. Purpose of District. The purpose of the District is to acquire and operate systems for the transmission to the extent and in the manner authorized by the Act, in order to facilitate water, sewer and flood water control service.

Section 4. Governing Body. The governing body of the District shall be a Board of Trustees (the "Board") consisting of three Trustees. The Board shall manage the business and affairs of the District and shall exercise all powers of the District. The Board may delegate its responsibilities and powers to the extent permitted by law and these Bylaws.

Section 5. Seal of District. The District shall have an official seal which shall be in the form of a circle bearing the name of the District and the year of its creation.

Section 6. Offices of District. The business offices of the District and the regular meeting place of the Board shall be located at Solitude, Utah or at such other place as may be designated from time to time by the Board.

ARTICLE II  
TRUSTEES

Section 1. Election or Appointment. Trustees of the District shall be elected or appointed, and all vacancies shall be filled, in accordance with the provisions of the Act. Each Trustee shall qualify by taking the official oath prescribed by Article IV, Section 10 of the Constitution of the State of Utah, and by providing the official bond required by the Act. Each Trustee shall hold office until his successor has been elected or appointed and has qualified.

Section 2. Compensation. Trustees shall serve without compensation but shall be entitled to reimbursement for necessary out-of-pocket costs and other expenses, including travel expenses, incurred in connection with the performance of their duties as Trustees.

Section 3. Interest of Trustees. No Trustee shall have any right, title or interest in or to any property or assets of the District either prior to or at the time of any liquidation or dissolution of the District.

Section 4. Liability of Trustees for Debts. The private property of the Trustees shall be exempt from execution or other

liability for any debts of the District and no Trustee shall be liable or responsible for any debts or liabilities of the District.

ARTICLE III  
DIRECTOR, CHAIRMAN, CLERK AND TREASURER

Section 1. Director. A Director shall be hired by the Board and shall possess such powers as may be delegated by the Board from time to time. The Director shall serve in such capacity until his successor is hired. The Director may submit to the Board such recommendations and information as he may consider proper concerning the business, affairs, and policies of the District. The Director shall sign all deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the Board to be executed, except in cases in which the execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer or agent of the District, or shall be required by law to be otherwise signed or executed.

Section 2. Chairman. A Chairman shall be elected annually by the Board from among the members of the Board. The Chairman may not simultaneously hold the position of Clerk or Treasurer. The Chairman shall continue to hold office until his successor is elected. The Chairman shall perform the duties of the Director in the absence of the Director or upon the Director's inability or refusal to act, and when serving in such capacity shall have all of the powers granted to and shall be subject to all of the restrictions imposed upon the Director. In the event of the

resignation or death of the Director, the Chairman shall perform the duties of the Director until such time as the Board shall hire a new Director.

Section 3. Clerk. The Clerk shall be appointed by the Board. The Clerk shall maintain all corporate and legal records and the financial records for each fund of the District, shall act as the secretary of the meetings of the Board, shall record all votes of the Board and shall keep a record of the proceedings of the District in a journal to be kept for such purpose. The Clerk shall be the custodian of the seal of the District and shall have the power to affix such seal to all documents authorized to be executed by the District. The Clerk shall attest all deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments made by the District, and shall attest all resolutions of the District. The Clerk shall certify as to the truth and accuracy of copies of minutes of meetings of the Board and records of other official actions of the District, of resolutions of the Board and of other legal and corporate records of the District. The Clerk shall give notice of all meetings of the District in accordance with these Bylaws and as required by law. The Clerk shall keep a register of the names, mailing addresses and telephone numbers of all Trustees of the District. The Clerk shall continue to hold office until his successor is elected. The Clerk may not simultaneously be the Chairman or the Treasurer.

Section 4. Treasurer. The Treasurer shall be appointed by the Board. The Treasurer shall be the custodian of all money, bonds, or other securities of the District. The Treasurer shall determine the cash requirements of the District, provide for the deposit and investment of all monies as provided by law, receive all public funds and money payable to the District, keep an accurate detailed account of all monies received by the District and collect all special taxes and assessments as provided by law and ordinance. The Treasurer shall continue to hold office until his successor is elected. The Treasurer may not simultaneously be the Chairman or the Clerk.

Section 5. Additional Duties. The Director, Chairman, Clerk and Treasurer of the District shall perform all duties incident to their respective positions, and such other duties and functions as may from time to time be required by the Board, the Act, these Bylaws or any rules and regulations of the District.

Section 6. Vacancies. Any vacancy or vacancies which occur in the positions of Director, Chairman, Clerk and Treasurer shall be filled by the Board in such manner and at such time as the Board shall deem appropriate.

#### ARTICLE IV MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board shall be held at the regular meeting place of the Board on the date and at the time established by the Board but not less often

than quarterly. Public notice of all regular meetings shall be given in compliance with applicable law.

Section 2. Special Meetings. The Chairman may, when he deems it expedient, and shall, upon the written request of two Trustees, call a special meeting of the Board. Notice of each special meeting shall be given to each Trustee at least twenty-four hours prior to the time of such special meeting by (a) delivering written notice to the business or home address of such Trustee or (b) contacting such Trustee by telephone. If mailed, notice shall be deemed to comply with this Section when deposited in the U.S. mail in a sealed envelope properly addressed, with postage thereon prepaid, at least three days prior to the date of such special meeting. Public notice of each special meeting shall be given in compliance with applicable law. Neither the business to be transacted during, nor the purpose of any special meeting need be specified in any notice or waiver of notice of such meeting.

Section 3. Waiver of Notice. Any Trustee may waive in writing any notice of a meeting of the District required to be given by law or by these Bylaws, or any defect in such notice, if any. The attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting by such Trustee, except in case a Trustee shall attend a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting has not been lawfully called or convened.

Section 4. Quorum. At any meeting of the Board, the presence of the Trustees entitled to cast a majority of all votes entitled to be cast by the entire Board shall constitute a quorum for the purpose of conducting the business and exercising the powers of the District and for all other purposes. Action may be taken by the Board upon the affirmative vote of a majority of the Trustees present and constituting a quorum. If less than a quorum is present at a meeting, a majority of the Trustees present shall adjourn the meeting.

Section 5. Voting. Each Trustee shall have one vote. A Trustee of the District who is present at a meeting of the Board at which action on any District matter is taken shall be presumed to have assented to the action taken unless his dissent shall be entered in the minutes of the meeting or unless he shall file his written dissent to such action with the person acting as the Clerk of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Clerk immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Trustee who voted in favor of such action.

ARTICLE V  
FINANCIAL TRANSACTIONS

Section 1. Contracts. Except as otherwise provided in these Bylaws, the Resolution or the Act, the Board may authorize the Director, Chairman, Clerk, Treasurer or other agent to enter into any contract or execute and deliver any instrument in the name

and on behalf of the District, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, Etc. All checks, drafts or other orders for the payment of moneys, and all notes, bonds or other evidences of indebtedness issued in the name of the District shall be signed by the Director, Treasurer and any one Trustee.

Section 3. Deposits. All funds of the District may be deposited from time to time to the credit of the District in such banks or other financial institutions as the Board may select.

Section 4. Fiscal Year. The fiscal year of the District shall begin on the first day of January of each and every year and shall end on the last day of December of that year.

ARTICLE VI  
MISCELLANEOUS

Section 1. Limitations. These Bylaws are subject to any limitations contained in the Act and shall be construed consistently with the provisions of the Act and the public purposes set forth therein.

Section 2. Rules and Regulations. The Board shall have the power to make and adopt such rules and regulations not inconsistent with these Bylaws, the Resolution, the Act or other applicable law as it may deem desirable for the management of the business and affairs of the District.

Section 3. Accounting System and Reports. The Board shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system.

ARTICLE VII  
AMENDMENT OF THE BYLAWS

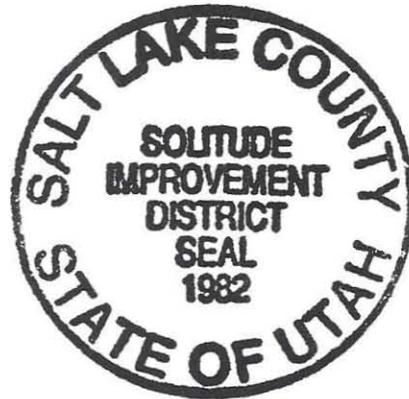
Section 1. Amendment of Bylaws. These Bylaws may be amended with the approval of a majority of the Board at any meeting of the Board.

APPROVED AND ADOPTED by the Board of Trustees of the Solitude Improvement District on November 25, 1992.

  
\_\_\_\_\_  
Chairman Gary L. DeSeelhorst

ATTEST:

  
\_\_\_\_\_  
Clerk Don O. Despair



MMS/111292A

**Solitude Improvement District  
Big Cottonwood Canyon  
P.O. Box 71350  
Salt Lake City, Utah 84171-0350  
435/645-7153**

**NOTICE OF PUBLIC MEETING**

**SOLITUDE IMPROVEMENT DISTRICT**

**PUBLIC NOTICE IS HEREBY GIVEN** that the Board of Trustees of the Solitude Improvement District will hold a Regular Meeting on Wednesday, January 28, 2004, beginning at 6:00 p.m., in the Administrative Office Conference Room at the Solitude Ski Resort, Solitude, Utah. The proposed agenda for the meeting is as follows:

1. Oath of Office - Trustee
2. Approve minutes of the Special Meeting held December 10, 2003.
3. Review the December 31, 2003 preliminary financial statements.
4. Correspondence - review.
  - a. State Auditors budget compliance letter of January, 2004.
  - b. US Forest Service letter of January 5, 2004.
5. Other Business:
  - a. Status of Silver Lake Estates No. 1 proposed collector system-Postponed to 2004
  - b. Status of Silver Glade Subdivision - Ed Pauls - 7 lot subdivision - No action.
  - c. Review Silver Fork South Side Collection System Study.
  - d. Review balance of Canyon sewer study.

**Dated this 16th day of January, 2004.**

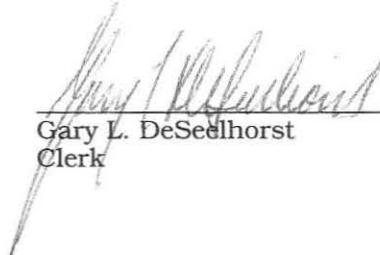
**CERTIFICATE OF COMPLIANCE WITH OPEN MEETING LAW**

I, Gary L. DeSeelhorst, the undersigned Clerk of the Solitude Improvement District, Salt Lake County, Utah (the "District"), do hereby certify according to the records of the District in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-6 (2), Utah Code Annotated (1953), as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time and place of the January 28, 2004, public meeting held by the District as follows:

- (a) By causing a Notice, in the form attached hereto as "Notice of Public Meeting" to be posted at the District's principal offices on January 16, 2004, at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting; and,
- (b) By causing a copy of such Notice, in the form attached hereto as "Notice of Public Meeting", to be delivered to the Salt Lake Tribune, 143 South Main Street, Salt Lake City, Utah 84111, at least twenty-four (24) hours prior to the convening of the meeting.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature as of this 28th day of January, 2004.



  
\_\_\_\_\_  
Gary L. DeSeelhorst  
Clerk

## MINUTES

**Regular Meeting of the Board of Trustees of the  
BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Wednesday, January 12, 2014**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton. Utah

**Trustee Present**

Chairman: Brian J. Martain  
Treasurer: Scott DeSeelhorst  
Clerk: Babara Cameron

**Trustees Absent**

**Others Present**

Don Despain, General Manager

The Meeting of the Board of Trustees of the Big Cottonwood Canyon Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. It was moved by Scott DeSeelhorst, seconded by Barbara Cameron, and carried, to approve the minutes of the Special Meeting held December 11, 2013, as presented. It was also moved by the above Trustees to approve the minutes of the Public Budget Hearing on the same date, which no one from the Public attended.
2. The General Manager presented the Year End 2013 Financial Statements. There were significant changes to the Accounts Receivables due to South Side Silver Fork homeowner signups. Assets increased accordingly as did cash balances due to the Bond 2013 proceeds from Key Bank (see Management Discussion 2013 financials). A new asset category – Capital Equipment – has been introduced for major equipment purchases, such as reserve grinder pumps, or replacement parts that should be depreciated according to policy. Other adjustments were made as suggested by the Auditors, Eide Bailey. These financials have been submitted for audit but have no opinion rendered as the annual audit is still in progress. The Auditor's report will be presented at the July Trustee's regular meeting. The General Manager reported on the ERU review of District accounts which have not been adjusted since 1995. The ERU assessment is predicated on the bedroom count as recorded with the Salt Lake County Assessor and floor plans submitted to the District. 26 accounts were raised 1/3 ERU or more for an increase in revenue of approximately \$250/ month. There being no further questions about the financials they were approved and filed for audit.
3. The progress report on the South Side Silver Fork Project was discussed. In 2014, more connections are planned and more signups are expected. The Church Road and Upper Balsam Forest Road trunks were not completed in 2013, but need design reviews and homeowner commitments before the contract may be extended in the 2014 construction season. A preliminary cost projection will be presented at the April regular meeting. No new information about the Silver Hills subdivision proposal has been received. The Trustee's decision to proceed with the Church Road project without the subdivision participation will be delayed until further review is conducted. This may require waiting until spring snow melt allows further evaluation.

4. Correspondence Review

A request was received by Fred Bishop for an addition to his Home on Old Stage Road, to include replacement of an indoor swimming pool and hot tub area. The District does not have a specific policy on hot tubs or swimming pools that are residential. Mr. Bishop has since modified his construction plans with Development Services and no action was taken by the Trustees.

5. Other Business

No other business

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst, seconded by Barbara Cameron and carried unanimously, that the meeting be adjourned.

  
\_\_\_\_\_  
Brian J. Martain  
Chairman

ATTEST:

  
\_\_\_\_\_  
Barbara Cameron  
District Clerk

## MINUTES

**Regular Meeting of the Board of Trustees of the  
BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Friday, April 16 , 2014**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton. Utah

Trustee Present

Chairman: Brian J. Martain  
Treasurer: Scott DeSeelhorst  
Clerk: Babara Cameron

Trustees Absent

Others Present

Don Despain, General Manager

The Meeting of the Board of Trustees of the Solitude Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. It was moved by Barbara Cameron, seconded by Scott DeSeelhorst, and carried, to approve the minutes of the Regular Meeting held January 22, 2014, as presented.
2. The General Manager presented the 1st Quarter 2014 Financial Statements. The Accounts Receivable report of the financials is now summarized as to financed contracts, as well as normal accounts receivables. There being no further questions about the financials Barbara Cameron moved to accept the financials, Brian Martain seconded and thence they were approved and filed for audit.
3. The South Side Silver Fork Project was discussed for continuing construction for summer 2014. The line up Suicide Hill to Church Road and the rest of the Church Road to the terminus at Biggers has been reviewed for feasibility. The Andrews property is still in foreclosure with Bank of America and the status of the Silver Hill subdivision is still in suspense. Other homeowners are submitting applications with FCOZ for building permits on Church Road. A re-evaluation of the feasibility analysis for this trunk line shows it to be financially viable. It was moved by Scott DeSeelhorst and seconded by Brian Martain and passed to schedule construction of a trunk line to the top of suicide road this summer. The Mason Line, from Balsam forest to upper Balsam Forest is still the preferred alignment if the Masons will agree to the easement over their property. The Silver Fork Pipeline Company has shown an interest in sharing the trench for an improved water line to serve their customers as well. A meeting with the Masons and the District, the engineer, the contractor, and the water master of SFPC will be imitated in June to reach consensus on this trunk line alignment, costs and implementation.
4. A Master plan review will also be conducted in June for the Forest Glen area, Majestic area, Lake Alley and a trunk line up Mule Hollow Lane. The review is meant to update alignments, numbers and feasibility of these projects in order to approach the Homeowners with a cost of construction plan for their consideration. It was moved by Barbara Cameron, seconded by Scott DeSeelhort to fund this review.

5. Correspondence Review

There was no correspondence to review

6. Other Business

A self assessment evaluation was mailed from the Division of Wastewater for the District to complete. A requirement of the evaluation is to have the Board of Trustees adopt a resolution accepting the evaluation and mail back to the Division. The resolution # 4/26/14-1 was adopted by assent of Barbara Cameron, Scott DeSeelhorst and Brian Martain.

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst, seconded by Barbara Cameron and carried unanimously, that the meeting be adjourned.

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Brian J. Martain  
Chairman

ATTEST:

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Barbara Cameron  
District Clerk

**Big Cottonwood Canyon Improvement District  
8000 Big Cottonwood Canyon  
Brighton, Utah 84121  
435-645-7153**

**Trustees of the District**

**January 2014**

1. Barbara Cameron, Trustee and District Clerk
2. 11185 East Mountain Sun Lane  
Brighton, Utah 84121-9801  
Home: 435-940-9099  
Cell: 801-694-9045  
Email: [barbaracameron@hotmail.com](mailto:barbaracameron@hotmail.com)
3. Brian J. Martain Chairman of the Board  
1271 East Mountain Sun Lane  
Brighton, Utah 84121  
Home: 435-649-0591  
Cell: 801-558-9891  
Email: [jmartain@xmission.com](mailto:jmartain@xmission.com)
4. Scott A. DeSeelhorst Trustee and District Treasurer  
12000 Big Cottonwood Canyon  
Solitude, Utah 84121  
  
Idaho: 100400 West Overland #407  
Boise, Idaho 83709  
Home: 801-536-5710  
Cell: 801-330-3840  
Email: [Scott@skisolitude.com](mailto:Scott@skisolitude.com)  
[sd@snakeriverwinery.com](mailto:sd@snakeriverwinery.com)

**Terms of Office**

1. Barbara Cameron  
January 2007 – December 2010 4 Years  
January 2011 – December 2014 4 Years
2. Brian J. Martain  
June 2006 – December 2007 Remainder of Term Vacated by Don Despain  
January 2008 – December 2011 4 Years  
January 2012 – December 2015 4 Years
3. Scott A. DeSeelhorst  
April 2009 – December 2012 4 Years  
January 2013 – December 2016 4 Years

## MINUTES

### Public Hearing for the **BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

DBA Solitude Improvement District  
**Wednesday, December 18, 2013**  
6:00 o'clock p.m.

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton, Utah

#### Trustee Present

Chairman: Barbara Cameron  
Treasurer: Scott DeSeelhorst  
Clerk: Brian J. Martain

#### Trustees Absent

#### Others Present

Don Despain, General Manager

The Public Hearing was called to order by the Chairman at 6:00 p.m. pursuant to Public Notice, for the purpose of discussing the 2014 tentative District Budget approved by the Board of Trustees on October 16, 2013. at the appointed hour and at the appointed place.

The following persons were present:

|                    |                                 |
|--------------------|---------------------------------|
| Barbara Cameron,   | Chairman of the District        |
| Scott DeSeelhorst, | Treasurer of the District       |
| Brian J. Martain,  | Clerk of the District           |
| Don Despain,       | General Manager of the District |

The tentative 2014 Budget was made available to the Public. The District sewer service rate schedule was also available and will be: O & M per ERU at \$28.00.

No one from the public attended this meeting.

The meeting was adjourned at 6:15 p.m.



Don Despain  
General Manager

## MINUTES

Special Meeting of the Board of Trustees of the  
**BIG COTTONWOOD CANYON**  
**IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Wednesday, December 18, 2013**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton, Utah

Trustee Present

Chairman: Barbara Cameron  
Treasurer: Scott DeSeelhorst  
Clerk: Brian J. Martain

Trustees Absent

Others Present

Don Despain, General Manager

The Special Meeting of the Board of Trustees of the Big Cottonwood Canyon Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. The Public Hearing to adopt the Budget of the District for Fiscal Year 2012 was held. As no members of the public attended the meeting, the hearing was adjourned at 6:15 p.m.
2. The 2014 tentative Budget was presented, and discussed. As there were no changes proposed it was moved by Scott DeSeelhorst, seconded by Brian Martain to approve and adopt the 2014 budget as attached as Exhibit A. The motion passed.
3. Election of Officers. The Board of Trustees elected the following officers to the Board for 2014.  
Chairman: Brian Martain  
Clerk: Barbara Cameron  
Treasurer: Scott DeSeelhorst
4. Other Business:  
A schedule of 2014 Regular Meetings was adopted and is attached as Exhibit B.

There being no further business to come before the Trustees, it was moved by Barbara Cameron, seconded by Scott DeSeelhorst and carried unanimously, that the meeting be adjourned.



Barbara Cameron  
Chairman

ATTEST:



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Brian J. Martain  
District Clerk

**BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

**ADOPTED BUDGET**

For the year ending: \_\_\_\_\_ December 31, 2014 \_\_\_\_\_

|  | GENERAL FUND        |              |        | ENTERPRISE FUND     |                  |                |
|--|---------------------|--------------|--------|---------------------|------------------|----------------|
|  | ACTUAL EXPENDITURES |              | BUDGET | ACTUAL EXPENDITURES |                  | BUDGET         |
|  | PRIOR YEAR          | CURRENT YEAR |        | PRIOR YEAR          | CURRENT YEAR     |                |
|  |                     |              | 2012   | 2013                | 2014             |                |
| <b>REVENUES</b>                              |                     |              |        |                     |                  |                |
| Taxes: Property                              |                     |              |        |                     |                  |                |
| Other: _____                                 |                     |              |        |                     |                  |                |
| Fee-in-Lieu of Taxes                         |                     |              |        |                     |                  |                |
| Charges for Services                         |                     |              |        | 530,800             | 1,040,400        | 633,650        |
| Interest Income                              |                     |              |        | 10,964              | 8,000            | 10,000         |
| Other: ___(Equity)                           |                     |              |        |                     |                  |                |
| <i>Other Financing Sources:</i>              |                     |              |        |                     |                  |                |
| Transfers from Other Funds- Bond Series 2013 |                     |              |        |                     | 600,000          | -11,086        |
| Contribution from Fund Balance               |                     |              |        |                     |                  |                |
| <b>TOTAL REVENUES</b>                        |                     |              |        | <b>541,764</b>      | <b>1,648,400</b> | <b>632,564</b> |
| <b>EXPENSES</b>                              |                     |              |        |                     |                  |                |
| Salaries and Benefits                        |                     |              |        | 64,320              | 71,922           | 75,550         |
| Other Operating Expenses                     |                     |              |        | 167,972             | 137,753          | 156,912        |
| Depreciation                                 |                     |              |        | 138,188             | 155,831          | 164,102        |
| Capital Outlay                               |                     |              |        | 48,907              | 385,804          | 175,000        |
| Debt Service                                 |                     |              |        | 143,630             | 15,000           | 61,000         |
| Other: _____                                 |                     |              |        |                     |                  |                |
| <i>Other Financing Uses:</i>                 |                     |              |        |                     |                  |                |
| Transfers to Other Funds                     |                     |              |        |                     | 300,000          |                |
| Contribution to Fund Balance                 |                     |              |        |                     |                  |                |
| <b>TOTAL EXPENSES</b>                        |                     |              |        | <b>563,017</b>      | <b>1,066,310</b> | <b>632,564</b> |
|  |                     |              |        | INCOME OR (LOSS)    | -21,253          | 582,090        |
|  |                     |              |        |                     | \$               | -              |

**Board of Trustees**  
Barbara Cameron, Clerk  
Brian J. Martain, Chair  
Scott DeSeelhorst, Treasurer

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
Dba Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

EX-108 5

**PROPOSED REGULAR MEETING SCHEDULE**

Notice of Regular Meeting Schedule  
For the  
Board of Trustees  
2014

| Date             | Day       | Place   | Time      |
|------------------|-----------|---|-----------|
| January 22, 2014 | Wednesday | Big Cottonwood Canyon Improvement District Office | 6:00 p.m. |
| April 16, 2014   | Wednesday | Big Cottonwood Canyon Improvement District Office | 6:00 p.m. |
| July 16, 2014    | Wednesday | Big Cottonwood Canyon Improvement District Office | 6:00 p.m. |
| October 22, 2014 | Wednesday | Big Cottonwood Canyon Improvement District Office | 6:00 p.m. |

On June 13, 1995 at their regularly scheduled meeting, the Board of Trustees of the Solitude Improvement District established a Regular Meeting schedule for the Board of Trustees. It was determined the Board of Trustees would meet not less than quarterly and the meeting would fall on the third or fourth Wednesday following a Calendar quarter end effective July 26, 1995. The Regular Meeting place would be the Big Cottonwood Canyon Improvement District Office and the time established to 6:00 p.m.

Don Despain  
General Manager

**Board of Trustees**  
Scott. DeSeelhorst  
Brian J. Martain  
Barbara Cameron

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
Dba Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

## **NOTICE OF PUBLIC MEETING**

### **BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Trustees of the Big Cottonwood Canyon Improvement District will hold a Regular Meeting on Wednesday, October 16, 2013 beginning at 6:00 p.m., in the District Office Conference Room at 8000 Big Cottonwood Canyon, (Above the Brighton Store), Brighton, Utah.

The proposed agenda for the meeting is as follows:

1. Approve Minutes of the Regular Meeting of the Board of Trustees held July 17, 2013.
2. Review Financial Statements.  
Third Quarter 2013 Financial Statements
3. Discussion of 2014 Capital Projects Planning
4. Presentation of District Tentative Budget for Fiscal Year 2014
5. Set Sewer Service Rates for 2014
6. Set Date for the Public Hearing to adopt the District Budget for 2014
7. Summer Maintenance Report, and I and I Report
8. South Side Silver Fork Project
  - a. Project progress report
  - b. Project budget, problems and completion
9. Forest Glen Feasibility Project
  - Public Hearing Report
  - HOA Meeting Report
10. Correspondence Review.  
ULGT Insurance Rebate
11. Other Business:  
Old Fire Station acquisition
11. Adjourn. 2100 BC BM<sup>2</sup>

Dated this 10th day of October, 2013

Don Despain  
General Manager

## MINUTES

**Regular Meeting of the Board of Trustees of the  
BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Wednesday, October 16, 2013**  
6:00 o'clock p.m.

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton. Utah

Trustee Present  
Chairman: Barbara Cameron

Trustees Absent  
Treasurer: Scott DeSeelhorst

Others Present  
Don Despain, General Manager  
Jeremy Cook, Counsel

Clerk: Brian J. Martain

James Mason, Marie Mason  
James Mason, Ralph Mason  
Jani Iwamoto

The Meeting of the Board of Trustees of the Solitude Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. It was moved by Brian Martain, seconded by Barbara Cameron, and carried, to approve the minutes of the Regular Meeting held July 17, 2011, as presented.
2. The General Manager presented the Third Quarter 2013 Financial Statements. Barbara Cameron asked for clarification on the accounts receivable list as to which customers were in arrears and which customers have financed large balances. The General Manger explained the process for filing certified tax liens with the Salt Lake County Treasurer's office for seriously delinquent accounts. It was noted that the District has a new bank account, Key Bank, to service the Bond series 2013 and new financed accounts. There being no further questions about the financials they were approved and filed for audit.
3. Mr. Ralph Mason spoke for the Mason visitors concerning the proposed sewer line to their cabin and the top of upper Balsam Forest Lane. That alignment would follow the edge of a platted property line but would impact their parking area and retaining wall. They suggested the District consider an alignment on the east side of their cabin to the road. The General Manager explained the various options available to the District to provide sewer to the existing cabin owners. Essentially the District prefers alignments in existing road right-of-ways, but asking for private easements often benefits property owners and the District. The District has completed this season's construction and will have to re-evaluate the solution in the next construction season.
4. Jani Iwamoto presented her concerns to the Board over the survey markers to her property that were allegedly disturbed by the construction. In addition, the agreement to stage on the east side of the property would be compensated by placing boulders along the pavement line. Ms. Iwamoto felt the damage to the property was excessive beyond the agreement, that there is no benefit of the spur line installed and no easement obtained for it. She is asking for 1. A lateral to the cabin, 2. Attorney's fees, 3. Boulders removed and 4. Survey markers replaced. On advice of Jeremy Cook the discussion of the request would be conducted in a closed session by the Board of Trustees.

Minutes of the Regular meeting of the Big Cottonwood Canyon Improvement District, October 16, 2013

After the closed session, a motion was made by Brian Martain to authorize Jeremy Cook to offer Ms. Iwamoto \$1000 in exchange for signed easements, a release of claims, a confidentiality agreement, a statement of no admission by the District of further liability, and allow two connections for Mr. Conway and Mr. Page. Barbara Cameron seconded the motion and the motion carried.

5. 2014 Capital Projects Planning. The General Manager outlined the Church Road project coming up Suicide hill to Church Road , thence along the road to the last cabin in Silver Fork Canyon. The Silver Hill subdivision could be included providing the owners resolve ownership issues of the property and water shares. This project should include the Mason line and cabins on upper Balsam Forest Lane.
6. The Forest Glen feasibility study has presented to the homeowners through a public meeting, two HOA meetings and another public meeting in early October. The homeowners don't appear to have a majority of interest to proceed at this time. Forest Glen A has voted to proceed with their water line improvements which may bring more consensus to the group. The District has offered an open door invitation to the homeowners to either re-survey their members or let the District know of their deliberations. This project will be removed from the District agenda pending further input from Forest Glen homeowners.
7. The District Tentative Budget for Fiscal Year 2014 was presented to the Board for review and discussion. Income is projected to increase due to new connections from the South Side Silver Fork project. Expenses in processing fees are expected to rise in proportion to these new connections, along with depreciation expense. Maintenance expenses are expected to increase if UDOT re-paves the main road requiring raising manholes to grade, replacing delineators and improving inflow drainage. Pump stations will need to be better maintained and have an extra replacement pump on hand. Brian Martain made a motion to compensate Barbara Cameron for reviewing the Bank Statements and disbursements for compliance with accounting internal controls. It was agreed to set the compensation at \$60 per quarter. The Board raised the compensation for the General Manager by \$3000 per year and authorized a bonus of \$5,000 for extra time spent managing projects, holding public hearings and presentation. The Tentative Budget is attached as **Exhibit A**.
8. The Tentative Budget was approved and will be scheduled for adoption at the December Public Hearing which was set for December 11, 2013.
9. The sewer rate for fiscal year 2014 will remain at \$28 per ERU.
10. Brian Martain gave a report on summer maintenance. Two infiltrations sites were discovered for resolution. The cleaning by Cottonwood Improvement was extensive this year with over half of the canyon cleaned. Because of the Crown Castle fiber optic installation all manholes were located, cleaned off and painted. Brian Martain did a great job implementing the maintenance effort.
11. South Side Silver Fork Project Report  
The project is completed, roads paved and customers are connecting. Many homeowners have signed up. Over 50 homeowners have signed up and about 25 have physically connected.

13. Other Business

The acquisition of the Old Fire Station is still being pursued. Interest from the County is there but no decision has been made.

There being no further business to come before the Trustees, it was moved by Brian Martain, seconded by Barbara Cameron and carried unanimously, that the meeting be adjourned.

  
Barbara Cameron  
Chairman

ATTEST:

  
\_\_\_\_\_  
Brian J. Martain  
District Clerk

**BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

**TENTATIVE BUDGET**

For the year ending: \_\_\_\_\_ December 31, 2014 \_\_\_\_\_

|  | GENERAL FUND        |              |        | ENTERPRISE FUND     |                  |                |
|--|---------------------|--------------|--------|---------------------|------------------|----------------|
|  | ACTUAL EXPENDITURES |              | BUDGET | ACTUAL EXPENDITURES |                  | BUDGET         |
|  | PRIOR YEAR          | CURRENT YEAR |        | PRIOR YEAR          | CURRENT YEAR     |                |
|  |                     |              | 2012   | 2013                | 2014             |                |
| <b>REVENUES</b>                              |                     |              |        |                     |                  |                |
| Taxes: Property                              |                     |              |        |                     |                  |                |
| Other:                                       |                     |              |        |                     |                  |                |
| Fee-in-Lieu of Taxes                         |                     |              |        |                     |                  |                |
| Charges for Services                         |                     |              |        | 530,800             | 1,040,400        | 633,650        |
| Interest Income                              |                     |              |        | 10,964              | 10,000           | 12,000         |
| Other: ___ (Equity)                          |                     |              |        |                     |                  |                |
| <i>Other Financing Sources:</i>              |                     |              |        |                     |                  |                |
| Transfers from Other Funds- Bond Series 2013 |                     |              |        |                     | 600,000          |                |
| Contribution from Fund Balance               |                     |              |        |                     |                  |                |
| <b>TOTAL REVENUES</b>                        |                     |              |        | <b>541,764</b>      | <b>1,650,400</b> | <b>645,650</b> |
| <b>EXPENSES</b>                              |                     |              |        |                     |                  |                |
| Salaries and Benefits                        |                     |              |        | 64,320              | 74,030           | 74,030         |
| Other Operating Expenses                     |                     |              |        | 167,972             | 137,253          | 156,100        |
| Depreciation                                 |                     |              |        | 138,188             | 167,881          | 167,902        |
| Capital Outlay                               |                     |              |        | 48,907              | 650,000          | 175,000        |
| Debt Service                                 |                     |              |        | 143,630             | 15,000           | 61,000         |
| Other:                                       |                     |              |        |                     |                  |                |
| <i>Other Financing Uses:</i>                 |                     |              |        |                     |                  |                |
| Transfers to Other Funds                     |                     |              |        |                     | 250,000          | 11,618         |
| Contribution to Fund Balance                 |                     |              |        |                     |                  |                |
| <b>TOTAL EXPENSES</b>                        |                     |              |        | <b>563,017</b>      | <b>1,294,164</b> | <b>645,650</b> |
|  |                     |              |        | INCOME OR (LOSS)    | -21,253          | 356,236        |
|  |                     |              |        |                     |                  | \$ -           |

## BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT

## Tentative BUDGET 2014

| O&M                      |                        | 28.00       |              |           |          |          |      |
|--------------------------|------------------------|-------------|--------------|-----------|----------|----------|------|
| D/S                      |                        | 0.00 Budget | Actual as of | Projected | Variance | Proposed |      |
|                          |                        | 2013        | 9/30/2013    | 2013      |          | 2014     |      |
| Revenue                  | Debt Service           | 72,000      | 16,012       | 21,500    | -50,500  | 21,500   | 0%   |
|                          | O & M                  | 336,000     | 273,127      | 365,000   | 29,000   | 370,000  | 1%   |
|                          | Dump Station Fees      | 2,400       | 1,650        | 2,400     | 0        | 2,000    | -17% |
|                          | Connection Fees        | 25,000      | 637,000      | 650,000   |          | 240,000  | -63% |
|                          | Interest               | 12,000      | 7,013        | 10,000    | -2,000   | 12,000   | 20%  |
|                          | Other                  | 150         | 1,332        | 1,500     | 1,350    | 150      | -90% |
|                          | Total                  | 447,550     | 936,134      | 1,050,400 | -22,150  | 645,650  | -39% |
| Expenses                 | Accounting             | 7,800       | 4,040        | 5,840     | -1,960   | 7,800    | 34%  |
|                          | Associations           | 550         | 630          | 630       | 80       | 650      | 3%   |
|                          | Auto                   | 2,300       | 3,793        | 5,000     | 2,700    | 3,500    | -30% |
|                          | Bank Charges           | 300         | 326          | 475       | 175      | 500      | 5%   |
|                          | CID Processing         | 65,000      | 51,219       | 68,000    | 3,000    | 70,000   | 3%   |
|                          | Electricity            | 1,000       | 1,265        | 1,700     | 700      | 1,800    | 6%   |
|                          | Education              | 1,200       | 778          | 1,500     | 300      | 1,500    | 0%   |
|                          | Engineering            | 2,500       | 0            | 0         | -2,500   | 1,500    |      |
|                          | Equipment              | 1,200       | 1,893        | 2,000     | 800      | 1,200    | -40% |
|                          | Insurance              | 7,250       | 5,437        | 6,000     | -1,250   | 6,000    | 0%   |
|                          | Interest on Debt       | 0           | 0            | 4,758     | 4,758    | 18,200   | 283% |
|                          | Legal                  | 1,000       | 1,892        | 2,500     | 1,500    | 2,500    | 0%   |
|                          | Licenses               | 3,750       | 500          | 3,750     | 0        | 3,750    | 0%   |
|                          | Meals & Ent.           | 400         | 242          | 300       | -100     | 400      | 33%  |
|                          | Miscellaneous          | 250         | 561          | 600       | 350      | 400      | -33% |
|                          | Office Supplies        | 2,500       | 1,660        | 1,800     | -700     | 1,500    | -17% |
|                          | Postage                | 2,000       | 1,172        | 2,000     | 0        | 2,000    | 0%   |
|                          | Printing               | 1,000       | 706          | 1,000     | 0        | 1,000    | 0%   |
|                          | Rent                   | 9,000       | 6,936        | 10,200    | 1,200    | 10,200   | 0%   |
|                          | Repairs & Maint.       | 15,000      | 4,861        | 7,500     | -7,500   | 10,000   | 33%  |
|                          | Salaries               | 55,000      | 41,250       | 55,000    | 0        | 55,000   | 0%   |
|                          | Payroll Taxes          | 4,200       | 4,440        | 5,920     | 1,720    | 5,920    | 0%   |
|                          | State Retirement       | 9,389       | 6,735        | 9,510     | 121      | 9,510    | 0%   |
|                          | HSA Account            | 3,600       | 2,749        | 3,600     | 0        | 3,600    | 0%   |
|                          | Telephone              | 4,500       | 3,370        | 4,500     | 0        | 4,500    | 0%   |
|                          | Trustee Compensation   | 7,200       | 6,000        | 7,200     | 0        | 7,200    | 0%   |
|                          | Total                  | 207,889     | 152,455      | 211,282   | 3,393    | 230,130  | 9%   |
| Depreciation             | Phase I                | 58,083      | 43,562       | 58,083    | 0        | 58,083   | 0%   |
|                          | Phase II               | 13,221      | 9,916        | 13,221    | 0        | 13,221   | 0%   |
|                          | Phase III              | 35,895      | 26,921       | 35,895    | 0        | 35,895   | 0%   |
|                          | Evrgrn/Miil D          | 10,862      | 7,081        | 10,862    | 0        | 10,862   | 0%   |
|                          | Cont. Assets           | 25,602      | 19,201       | 25,602    | 0        | 25,602   | 0%   |
|                          | Auto                   | 3,407       | 2,555        | 3,407     | 0        | 3,407    | 0%   |
|                          | So. Side SF            | 1,500       | 6,255        | 19,000    | 17,500   | 19,000   | 0%   |
|                          | Leasehold              | 1,500       | 1,242        | 1,479     | -21      | 1,500    | 1%   |
|                          | Furn & Fixtures        | 332         | 212          | 332       | -1       | 332      | 0%   |
|                          | Total                  | 150,402     | 116,945      | 167,881   | 17,479   | 167,902  | 0%   |
| Total Operating Expenses |                        | 358,291     | 269,399      | 379,163   | 20,872   | 398,032  | 5%   |
| Net Income (loss)        |                        | 89,259      | 666,734      | 671,237   | 581,978  | 247,618  | -63% |
|                          | Bond Payment           |             |              | 15,000    |          | 60,250   | 302% |
|                          | Equity Draw to Balance | 0           | 0            |           |          |          |      |

**Board of Trustees**  
Scott. DeSeelhorst  
Brian J. Martain  
Barbara Cameron

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
Dba Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

**NOTICE OF PUBLIC HEARING AND BONDS TO BE ISSUED**

NOTICE IS HEREBY GIVEN pursuant to the provisions of the Local Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended, that on June 28, 2013, the Board of Trustees (the "Board") of Big Cottonwood Canyon Improvement District (the "Issuer"), adopted a resolution (the "Resolution") in which it authorized the issuance of the Issuer's Sewer Revenue Bonds, Series 2013 (or with such other series or title designation as may be determined by the Issuer) (the "Series 2013 Bonds"), and called a public hearing to receive input from the public with respect to (a) the issuance of the Series 2013 Bonds and (b) any potential economic impact that the 2013 Project described herein to be financed with the proceeds of the Series 2013 Bonds may have on the private sector. Pursuant to the Resolution, the Issuer proposes to finance the acquisition and construction of improvements to its sewer system (the "System") and related improvements (including capitalized interest) (collectively, the "2013 Project").

**TIME, PLACE AND LOCATION OF PUBLIC HEARING**

The Issuer shall hold a public hearing on July 17, 2013, at the hour of 6:00 p.m. at 8000 Big Cottonwood Canyon, Brighton, Utah 84121, Utah. The purpose of the hearing is to receive input from the public with respect to (a) the issuance of the Series 2013 Bonds and (b) any potential economic impact that the 2013 Project to be financed with the proceeds of the Series 2013 Bonds may have on the private sector. Interested individuals are invited to express their views, both orally and in writing, on the proposed issue of the Series 2013 Bonds and the location and nature of the 2013 Project. All members of the public are invited to attend and participate. Written comments may be submitted to the Issuer at the General Manager's office located at 8000 Big Cottonwood Canyon, Brighton, Utah 84121, until 5:00 p.m. on July 17, 2013. Additional information may be obtained from the Issuer at its office shown above or by calling (435) 645-7153.

**NOTICE OF PUBLIC MEETING**

**BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Trustees of the Big Cottonwood Canyon Improvement District will hold a Regular Meeting on Wednesday, July 17, 2013 beginning at 6:15 p.m., in the District Office Conference Room at 8000 Big Cottonwood Canyon, (Above the Brighton Store), Brighton, Utah.

The proposed agenda for the meeting is as follows:

1. Approve Minutes of the Regular Meeting of the Board of Trustees held May 8, 2013
2. Approve Minutes of the Special Meeting held June 28, 2013
3. Review Financial Statements.  
Audited 2012 Year End Financial Statements, presented by Eide-Bailly, CPAs  
Second Quarter 2013 Financial Statements.
4. Application for funding from Division of Environmental Quality, State of Utah for projects to complete the District Master plan.

**MINUTES**

**Public Hearing and Bonds to be Issued  
BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**

DBA Solitude Improvement District  
**Wednesday, July 17, 2013**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton. Utah

Trustee Present

Chairman: Barbara Cameron

Treasurer: Scott DeSeelhorst

Clerk: Brian J. Martain

Others Present

Don Despain, General Manager

Jeremy Cook, Counsel

The Public Hearing was called to order by the Chairman at 6:00 p.m. pursuant to Public Notice, for the purpose of receiving input from the public with respect to (a) the issuance of the series 2013 Bonds and (b) any potential economic impact the 2013 Project to be financed with the proceeds of the Series 2013 Bonds may have on the private sector.

No members of the public were in attendance and no written comments were received by the District

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst, seconded by Brian Martain and carried unanimously, that the meeting be adjourned.

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Barbara Cameron  
Chairman

ATTEST:

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Brian J. Martain  
District Clerk

## MINUTES

Regular Meeting of the Board of Trustees of the  
**BIG COTTONWOOD CANYON**  
**IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Wednesday, July 17, 2013**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton. Utah

Trustee Present

Chairman: Barbara Cameron

Treasurer: Scott DeSeelhorst

Clerk: Brian J. Martain

Legal: Jeremy Cook

Trustees Absent

Others Present

Don Despain, General Manager

Liette Baervotts

Paul Jacobsen

Matt Taggart

The Meeting of the Board of Trustees of the Solitude Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. The General Manager gave a synopsis of the Bond Series 2013 process brokered by Ballard Spahr, LLC between Key Bank, and the District. A Master Resolution was approved by the Trustees in June with an outline of parameters delineated in a Parameters Resolution. The terms offered by Key Bank are set and will be finalized when funded. Closing is expected by August 15, 2013. The Trustees were reminded that unused funds can be returned to the bank in one year. The option remains to retain the funds for further projects scheduled by the District Master Plan.  
For the benefit of concerned homeowners attending the meeting, a progress report was made on the Phase 2 construction, schedule for completion, paving and connection requirements. A decision was made concerning the Church Road portion of Phase 2 which will be delayed until 2014.
2. It was moved by Scott DeSeelhorst, seconded by Brian Martain, and carried, to approve the minutes of the Regular Meeting held May 8, 2013, as presented.
3. It was moved by Scott DeSeelhorst, seconded by Brian Martain and carried to approve the minutes of the Special Meeting held June 28, 2013.
4. Matt Taggart from Eide-Bailly, CPAs presented a report on the audited 2012 yearend financial statements. Matt explained the State Auditor requirement for reporting connection fees on an accrual basis and the adjustments made by the District to the financials to comply. The adjustments do not reflect a deficiency. There were no material deficiencies in the audit and a copy of the audited financials were given to the Trustees.  
The General Manager then presented the 2nd Quarter 2013 Financial Statements. It was noted that a customer property that was three years in arrears and had a tax lien was redeemed in full through a sale of the property. There being no further questions about the financials they were approved and filed for audit.
5. A report was made on a proposed sewer project for Forest Glen. A survey was conducted by the District by mail and a public meeting for homeowners was held on May 28, 2013. The survey and homeowner comments indicated a negative response to the sewer. Homeowners indicated they wanted to take the proposal to their HOA meetings for discussion. Another public meeting was requested for September. Due to the funding from Key Bank, no further action on the application from the Division of Environmental Quality is anticipated.

6. Correspondence Review

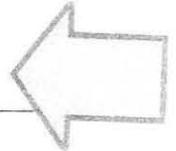
The Utah Local Government Trust has rebated the District about \$1,068 in insurance premiums due to efficiencies in the Trust.

7. Other Business

- a. The survey on the Iwamoto property has been ordered but not completed. Remedies to the property have been made.
- b. Crown Castle has given the District a letter of mutual notification agreement on the shared right-of-way/easement with the United States Forest Service and UDOT, for the U152 alignment in the canyon. The District provided Crown Castle through its engineering firm ,Horrocks Engineering, an electronic sewer map overlay of the canyon.

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst, seconded by Brian Martain, and carried unanimously, that the meeting be adjourned.

\_\_\_\_\_  
Barbara Cameron  
Chairman



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ATTEST:

\_\_\_\_\_  
Brian J. Martain  
District Clerk

## MINUTES

Regular Meeting of the Board of Trustees of the  
**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Wednesday, May 8, 2013**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton. Utah

### Trustee Present

Chairman: Barbara Cameron  
Treasurer: Scott DeSeelhorst  
Clerk: Brian J. Martain

### Trustees Absent

### Others Present

Don Despain, General Manager  
Doug Gilmore, Engineer  
Jeremy Cook, Legal  
Greg Hatch, Forest Glen  
Don Pickard, Forest Glen

The Meeting of the Board of Trustees of the Solitude Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. It was moved by Scott DeSeelhorst, seconded by Brian Martain, and carried, to approve the minutes of the Regular Meeting held February 13, 2013.
2. The order of the Agenda was advanced to accommodate visitors from the Forest Glen Homeowners Association. The public meeting concerning the Forest Glen sewer project will be held at the Holladay Library on May 28, 2013 at 6:30 p.m. The current survey results are 58% not in favor and 42% in favor. There were a lot of no responded properties and an insufficient representation from vacant lot owners. Greg Hatch, the President of Forest Glen B,C HOA indicated that more information was needed for Homeowners decision. Don Pickard explained his costs to install dual tank systems for his recently built cabin. The concerns of the Homeowners are mainly expense, disruption of existing roads, cost to align with waterlines, necessity of ejector pumps, timelines and changes to the neighborhood. The Trustees gave them assurance that the purpose of the Public Meeting was to explain the project and listen to all concerns that might be voiced.
3. The General Manager presented the Year End 2012 Financial Statements. The Annual Audit has not been completed and the Auditor's report will be postponed until they complete their work. There being no comments concerning the financials they will be filed for audit..
4. Jeremy Cook was introduced to the Trustees as legal counsel for the District. His Professional Services Agreement was presented for Trustee approval along with an introductory scope of work. A motion was made by Scott DeSeelhort to accept Mr. Cook as legal representative for the District and amend the budget by \$2,000 to retain his services. The motion was seconded by Brian Martain and the motion carried. The Agreement and scope of work are attached as **Exhibit A**.
5. The Application applied informally to the Division of Environmental Quality, State of Utah, for projects outlined in the Master Plan was discussed and placed in suspense while further surveying of homeowner support is being conducted.

6. South Side Silver Fork Project.  
Phase 2 project is being ramped up. Preliminary Engineering is completed and a project plan and schedule is being prepared. Initial discussions with Terry Larsen Excavating are not encouraging. They have accepted a large project elsewhere and are reluctant to commit to accepting the Phase 2 construction. The District has notified the next bidder on the project, Nielson and Sons Excavating, to begin reworking their bid and availability to accept the project.  
The Church Road portion of the project is being delayed until last while the Silver Hill Development is further delineated and affected homeowners are contacted.
7. Key Bank Financing has required engaging Bond counsel to complete their loan application. The General Manager has contacted two Bond Counsel Firms for estimates of representation. Ballard Spahr is the preferred Firm as they handled the 1995 Bond Documents and quoted the best pricing for the District. The actual cost for drawing up and issuing bonds is undetermined as yet but may be upwards of \$10,000.
8. Correspondence Review  
A letter from Silver Fork Pipeline Company was received outlining concerns of the Company over the Phase 1 construction activities. The letter is attached to the minutes as **Exhibit B**. Their request to attend a preconstruction meeting was reasonable. A response letter will be drafted addressing their concerns and a suggestion that the Company designate a contact member of their Board to interface and communicate with the District.
9. Other Business  
No other business was at hand.

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst, seconded Brian Martain and carried unanimously, that the meeting be adjourned.

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Barbara Cameron  
Chairman

ATTEST:

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Brian J. Martain  
District Clerk



JEREMY R. COOK  
jrc@pkhlawyers.com

PARSONS KINGHORN HARRIS  
A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW  
111 East Broadway, 11th Floor  
Salt Lake City, Utah 84111  
Phone 801 363 4300  
Fax 801 363 4378  
www.pkhlawyers.com

February 20, 2013

Big Cottonwood Canyon Improvement District  
8000 Big Cottonwood Canyon Rd.  
Brighton, Utah 84121

**Re: Professional Services Agreement**

Dear Mr. Despain:

I am pleased that you have asked me to represent Big Cottonwood Canyon Improvement District (the "BCCID"). It is anticipated that our services will include assisting BCCID with easement issues, procedural and compliance matters, contract matters, and operational issues.

BCCID acknowledges that this firm currently represents Cottonwood Improvement District ("CID"), which has a contract with and performs certain services for BCCID. This firm will not provide any representation for BCCID related to the agreement with Cottonwood Improvement District or matters related to Cottonwood Improvement District. In addition, this firm's representation of BCCID is contingent on BCCID agreeing that in the event of a conflict between BCCID and CID, BCCID consents to this firm's continued representation of CID in such matters.

In order for BCCID to waive and agree to this firm's representation of both CID and BCCID, certain disclosures are required. Specifically, Utah Rule of Professional Conduct 1.7, which governs an attorney's ethical obligations concerning concurrent conflicts of interest, provides that "a lawyer shall not represent a client if the representation involves a concurrent conflict of interest. A concurrent conflict of interest exist if: (1) the representation of one client will be directly adverse to another client; or 2) there is a significant risk that the representation of one or more clients will be materially limited by the lawyer's responsibilities to another client, former client or a third person or by a personal interest of the lawyer. Notwithstanding the existence of a concurrent conflict of interest, a lawyer may represent a client if: (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client; (2) the representation is not prohibited by law; (3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal, and each affect client gives informed consent, confirmed in writing."

BCCID  
February 20, 2013  
Page -2-

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It is our opinion that this firm is able to provide competent and diligent representation to both CID and BCCID so long as this firm does not advise BCCID on matters involving CID.

Currently, my rate is \$220 per hour and I will be primarily responsible for performing the necessary legal work. Depending on your particular needs and the legal issues involved, I may also call upon associate attorneys, paralegals and/or law clerks to perform various tasks. Associate attorneys, paralegals and law clerks are utilized to accomplish as much work as possible at the lowest billing rate consistent with the high quality and efficiency.

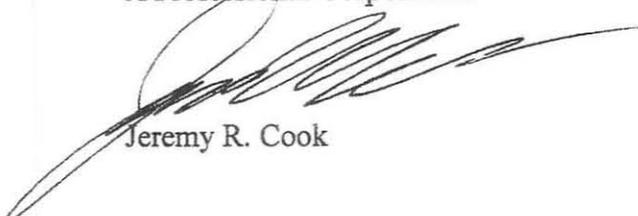
The firm will send itemized statements for professional fees and expenses on a monthly basis. Our statements are due upon receipt and are considered past due if not paid within 30 days after receipt. You will be charged for any costs incurred such as such items as filing fees, photocopies (currently \$.20 per page at our firm), computer research, deposition costs, special postage, delivery charges and long distance telephone charges.

This firm may withdraw from representing you if you fail to honor the terms of our engagement or if its withdrawal is required or permitted under the Utah Rules of Professional Conduct. You may terminate the engagement of this firm at any time. In case of withdrawal or termination this firm will be entitled to be paid its fees and costs through the time of withdrawal or termination.

I appreciate the opportunity to be of service. If the terms of this letter are acceptable to you, please sign below and return a copy of this letter to me. I look forward to working with you.

Very truly yours,

PARSONS KINGHORN HARRIS  
A Professional Corporation



Jeremy R. Cook

P | K | H

BCCID  
February 20, 2013  
Page -3-

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DATED: 8 May 2013

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**



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Don Despain, District Manager

## Don Despain

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**From:** Don Despain [solid@qwestoffice.net]  
**Sent:** Wednesday, March 06, 2013 11:13 AM  
**To:** Jeremy R. Cook (jrc@pkhlawyers.com)  
**Subject:** Legal Matters

Big Cottonwood Canyon Improvement District  
dba Solitude Improvement District  
8000 Big Cottonwood Canyon  
Brighton, Utah 84121

Dear Jeremy

I presented your Resume and proposed engagement letter to the Board in Feb. They assented to retaining legal representation and would like to meet you at Our April 10<sup>th</sup> regular meeting at the District office. I will e-mail you an agenda when we have the packets prepared. I have developed a list of matters upcoming that we could anticipate representation. Perhaps you and I could meet at your office to discuss them in advance of the Board meeting.

1. Review construction easement documents for upcoming projects
2. Develop subdivision policy for utility installation
3. Review District promissory notes for homeowner financing options
4. Review statutory authority to bring sewer to existing homes
5. Representation of potential and specific challenges to projects impacting property owners

The District has a completed Master Plan for collection systems in the Canyon and is seeking funding from The Utah State Division of Environmental Quality (DEQ). We will need Bond Counsel and District Counsel representation on the application.

Thank you for your considerations.

Don Despain  
General Manager  
cell: 435-714-0494  
435-645-7153  
[solid@qwestoffice.net](mailto:solid@qwestoffice.net)

# Silver Fork Pipeline Corp

P.O. Box 71392 • Salt Lake City, UT 84121-0392 • Phone: 801-214-0366

EX-104 B

Date: April 17, 2013

Board of Trustees  
Big Cottonwood Canyon Improvement District  
DbA Solitude Improvement District  
8000 Big Cottonwood Canyon Rd  
Brighton, UT 84121

Dear Trustees:

SUBJECT: South Side Silver Fork Sewer Improvement District (SID) Project

The board of directors of Silver Fork Pipeline Corp (SFPCo) is concerned about the quality of work in the 2012 phase of the subject project, especially in regards to the work in the proximity of existing SFPCo facilities (pipes, valves, etc.). Several board members and other affected residents attended your meeting of October 17, 2012, and with this letter, the board formalizes our concerns.

Some observations and concerns were observed in 2012 include (but not limited to):

**Lack of notification** - The water master was not notified of changes, conflicts and work on SFPCo facilities;

**Substandard trench backfill and compactive effort** - During backfill operations, native materials were observed being dumped above sewer pipe zone (It appears that select material was utilized within the new sewerline pipe zone, however), to the top of the trench, potentially compromising SFPCo facilities. A review of the SID's project specifications call out placement of backfill material in lifts with specified compaction of each lift (Section 312310). Virtually no compaction was performed in the trench, nor was any testing observed, as required by the Contract Documents (Section 312310). If we are mistaken and testing was in fact performed, we would appreciate review of those test results. Our concern with these issues is potential settling of the trench, compromising the SFPCo facilities, and any service laterals disturbed (cut, extended with compression fittings located under the new sewer line, rather than to the sides). Settlement of these materials increases potential for the compression fittings to pull apart, causing a serious leak. At a bare minimum, the SID manholes should be excavated and satisfactory compaction completed on the backfill materials. Already, obvious settling has occurred along the trench, and unless serious steps are taken this summer, future maintenance and settling of the SID trench may need to be addressed on an annual basis.

For 2013 construction, the SFPCo expects that we are notified when any waterline is exposed in the workzone, as far in advance as practically possible. Prior to any work being performed on the SFPCo facilities or service lines, our representative shall be present. From a review of the contract documents, water lines are in fact *within the pipe zone* (Section 312310, Parts 1.04, 2.01, 3.02(B), and 3.02(D)). Additionally, we expect that compaction and the associated testing will be performed in accordance with the Contract Documents (Section 312310). If there are conflicts with waterline mains or service laterals, the sewer must be placed under the water line, in accordance with state regulations. We

understand there may be situations where this is impossible, and if so, or if the vertical separation is less than 18 inches, the waterline shall be sleeved (cased) with 20 feet HDPE pipe (Section 333100, Part 3.02).

**Finish Grade of roads** – It appears that the roads in the construction zone were backfilled close to what was the finish grade of the road(s) prior to construction. We understand this was a temporary situation in order to open the roads for the winter shutdown. Prior to paving operations, it is imperative that all of the affected roads be excavated to subgrade, prior to untreated base course and asphalt paving, so that the finish grade of the roads match the adjacent, existing grades, minimizing potential drainage and other issues.

**Water Valve Boxes** – All Water Company valve boxes need to be cleaned out of debris, all damaged lids and risers repaired or replaced and raised to the finished grade of the road.

**2013 Construction** – Prior to beginning construction this year, we expect to attend a preconstruction conference with representatives from the SID, SFPCo, the contractor and the Engineer, so that all parties are on the same page.

If you dispute or disagree with any of these items, please notify us by May 15, 2013. Unless the SID notifies the SFPCo otherwise, agreement with this letter is implied. Additionally, if you have any questions or concerns, we are available to meet and discuss these and other issues, prior to construction resumption in the spring. We look forward to the scheduling of the preconstruction conference.

Respectfully,



Dan Knopp, President

**Board of Trustees**  
Barbara Cameron  
Brian J. Martain  
Scott DeSeelhorst

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**

DBA Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

May 15, 2013

Silver Fork Pipeline Corp.  
P.O. Box 71592  
Salt Lake City, UT 84121-0592  
Attn: Dan Knopp, President

Dear Mr. Knopp,

The District is in receipt of your letter dated April 17, 2013 in which the water company expressed concerns with the sewer project in South Side Silver Fork Phase I. Thank you for stating your case in written form and for your attendance at our Trustee meeting. As the District plans Phase II for the 2013 construction season, attention to these concerns will be paramount. A pre-construction meeting will be scheduled with the selected contractor, the District Engineer, and Cottonwood Improvement District.

Phase I is substantially completed as to main sewer construction, and has passed testing, inspection and certification. Obviously the finish grade of roads and paving operations will be addressed upon completion of Phase II. Phase I homeowners will be receiving notices to connect in early June.

Your letter was presented to the Trustee's at its regular May meeting for discussion. A suggestion was made that SFPCo appoint a contact member of your Board to interface and communicate with the District. The water master will be notified of all crossings, connections, changes, and requirements to co-exist in the utility designated corridor. Progress reports will be made regularly to your Board designee. The District would be pleased if the SFPCo designee could also act on behalf of homeowners concerns in lieu of a formal homeowners association.

The District intends to provide cost effective sewer service to Silver Fork with best construction practices. It is hoped that property owners will be contented with the manner in which the service is provided in the years to come.

Very truly yours,

Don Despain  
General Manager

**Board of Trustees**  
Scott. DeSeelhorst  
Brian J. Martain  
Barbara Cameron

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**

Db a Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

**NOTICE OF PUBLIC MEETING**

**BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Trustees of the Big Cottonwood Canyon Improvement District will hold a Regular Meeting on Wednesday, February 13, 2013 beginning at 6:00 p.m., in the District Office Conference Room at 8000 Big Cottonwood Canyon, (Above the Brighton Store), Brighton, Utah.

The proposed agenda for the meeting is as follows:

1. Approve Minutes of the Special Meeting of the Board of Trustees held Dec 5, 2012 and approve minutes of the Public Hearing to adopt the 2013 District Budget held on the same date.
2. Review Financial Statements.  
2012 Year End Financial Statements
3. Application for funding from Division of Environmental Quality, State of Utah for projects to complete the District Master plan.
4. South Side Silver Fork Project
  - a. Project progress report
  - b. Project budget, Phase II
  - c. Alternative financing options
9. Correspondence Review.  
Meeting with Bruce Baird on Iwamoto Property
10. Other Business:
11. Adjourn.

Dated this 5th day of February, 2013

Don Despain  
General Manager

## MINUTES

Regular Meeting of the Board of Trustees of the  
**BIG COTTONWOOD CANYON**  
**IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Wednesday, February 13, 2013**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton. Utah

Trustee Present

Chairman: Barbara Cameron

Treasurer: Scott DeSeelhorst

Clerk: Brian J. Martain

Trustees Absent

Others Present

Don Despain, General Manager

The Meeting of the Board of Trustees of the Solitude Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. It was moved by Scott DeSeelhorst, seconded by Brian Martain, and carried, to approve the minutes of the Special Meeting held December 5, 2012 and the minutes of the Public Hearing held on the same date, as presented.
2. The General Manager presented the Year End 2012 Financial Statements. The Annual Audit has not been completed and the Auditor's report will be postponed until they complete their work. It was noted that the Cottonwood Improvement District processing fees were much lower in 2012, due to improved I & I efforts, lower seasonal snow melt and lower processing fees. Maintenance costs were up reflecting I & I expenditures and pump station repairs. The new model of accounting for future connection fees has been applied resulting in a reversal of Mill D accounts rollover accounts and a negative connection fee income.. There being no further questions about the financials they were approved and filed for audit.
3. The Canyon Master Plan Study was submitted to the Division of Environmental Quality, State of Utah for funding. The DEQ was quite favorable that the funding would be approved. Requirements for the application include a survey of homeowner support, stamped plans, engaging a bond attorney, and a timeline to complete the project in two to three years. The proposal will be presented at their Board Meeting held quarterly, which precludes obtaining funds to complete the South Side Silver Fork, phase 2 project.
4. The Silver Fork south side phase 2 project was then discussed with intent to seek private funding from Key Bank that has expressed interest in making a construction loan. Terms of the loan seem workable, however, some negotiation of length of loan, pre-payment penalties and structure need to be worked out.
5. A new project process will be opened for providing sewer to the Forest Glen area to meet homeowner support interest as required by the DEQ application. An information letter will be drafted and mailed to the Forest Glen homeowners with a survey card to return with their vote. This mailing will be accomplished in March and April. A public hearing will be scheduled thereafter to finish giving project information and a final decision.

6. Correspondence Review

A meeting was attended with Jani Iwamoto and her council to discuss remedies to revegitate and remediate impacts to her property during construction of Phase 1. Her attorney, Mr. Bruce Baird insist that the District engage their surveyor to re survey the property, re-establish survey markers and then decide how next to proceed. The General Manager suggested from the tone of Mr. Baird's insistence that the District engage an attorney to represent the District's interests. The District has need for such representation in other matters as well. Scott DeSeelhorst made a motion to find and engage an attorney to represent the District. The motion was seconded by Brian Martain and was passed unanimously.

7. Other Business

No other business was at hand.

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst, seconded Brian Martain and carried unanimously, that the meeting be adjourned.



Barbara Cameron  
Chairman

ATTEST:



Brian J. Martain  
District Clerk

## MINUTES

Public Hearing for the  
**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**

DBA Solitude Improvement District  
**Wednesday, December 5, 2012**  
6:00 o'clock p.m.

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton, Utah

**Trustee Present**

Chairman: Barbara Cameron  
Treasurer: Scott DeSeelhorst  
Clerk: Brian J. Martain

**Trustees Absent**

**Others Present**

Don Despain, General Manager

The Public Hearing was called to order by the Chairman at 6:00 p.m. pursuant to Public Notice, for the purpose of discussing the 2013 tentative District Budget approved by the Board of Trustees on October 17, 2012. at the appointed hour and at the appointed place.

The following persons were present:

|                    |                                 |
|--------------------|---------------------------------|
| Barbara Cameron,   | Chairman of the District        |
| Scott DeSeelhorst, | Treasurer of the District       |
| Brian J. Martain,  | Clerk of the District           |
| Don Despain,       | General Manager of the District |

The tentative 2013 Budget was made available to the Public. The District sewer service rate schedule was also available and will be: Debt Service per ERU is no longer billed due to payoff of the 1995B Bond. O & M per ERU at \$28.00 for a combined monthly service rate of \$28.00.

No one from the public attended this meeting.

The meeting was adjourned at 6:15 p.m.



Don Despain  
General Manager

## MINUTES

**Special Meeting of the Board of Trustees of the  
BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Wednesday, December 5, 2012**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton, Utah

Trustee Present

Chairman: Barbara Cameron

Treasurer: Scott DeSeelhorst

Clerk: Brian J. Martain

Trustees Absent

Others Present

Don Despain, General Manager

The Meeting of the Board of Trustees of the Solitude Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. It was moved by Barbara Cameron, seconded by Scott DeSeelhorst, and carried, to approve the minutes of the Regular Meeting held October 17, 2012, as presented.
2. The Tentative 2013 District Budget was reviewed with a revision to increase the Trustees compensation from \$500 per Quarter to \$600 per Quarter. The salary for the General Manager was increased to \$55,000 per annum. Scott DeSeelhorst made a motion to adopt the 2013 District budget. Barbara Cameron seconded the motion, and the motion carried. The final District budget is attached as Exhibit A.
3. Election of officers was voted by acclamation to retain Barbara Cameron as Chairman, Brian Martain as Clerk of the District and Scott DeSeelhorst as Treasurer of the District.
- 4.
5. A schedule was set for the Regular meetings of the Board of Trustees and is attached as Exhibit B
6. Correspondence Review  
There was no correspondence to review
7. Other Business  
The Trustees discussed meeting with the State of Utah Division of Environmental Quality in January to seek funding options for implementing the District construction Master Plan.

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst seconded Brian Martain and carried unanimously, that the meeting be adjourned.

  
Barbara Cameron  
Chairman

ATTEST:

  
Brian J. Martain  
District Clerk

**BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

**BUDGET**

BUDGET A

For the year ending: \_\_\_\_\_ December 31, 2013 \_\_\_\_\_

|                                 | GENERAL FUND        |              |        | ENTERPRISE FUND         |                  |                |             |
|---------------------------------|---------------------|--------------|--------|-------------------------|------------------|----------------|-------------|
|                                 | ACTUAL EXPENDITURES |              | BUDGET | ACTUAL EXPENDITURES     |                  | BUDGET         |             |
|                                 | PRIOR YEAR          | CURRENT YEAR |        | PRIOR YEAR              | CURRENT YEAR     |                |             |
|                                 |                     |              | 2011   | 2012                    | 2013             |                |             |
| <b>REVENUES</b>                 |                     |              |        |                         |                  |                |             |
| Taxes: Property                 |                     |              |        |                         |                  |                |             |
| Other: _____                    |                     |              |        |                         |                  |                |             |
| Fee-in-Lieu of Taxes            |                     |              |        |                         |                  |                |             |
| Charges for Services            |                     |              |        | 561,957                 | 530,800          | 435,550        |             |
| Interest Income                 |                     |              |        | 7,285                   | 10,964           | 12,000         |             |
| Other: ___(Equity)              |                     |              |        |                         | 37,348           |                |             |
| <i>Other Financing Sources:</i> |                     |              |        |                         |                  |                |             |
| Transfers from Other Funds      |                     |              |        |                         | 474,000          |                |             |
| Contribution from Fund Balance  |                     |              |        |                         |                  |                |             |
| <b>TOTAL REVENUES</b>           |                     |              |        | <b>569,242</b>          | <b>1,053,112</b> | <b>447,550</b> |             |
| <b>EXPENSES</b>                 |                     |              |        |                         |                  |                |             |
| Salaries and Benefits           |                     |              |        | 64,320                  | 66,598           | 71,689         |             |
| Other Operating Expenses        |                     |              |        | 167,972                 | 131,821          | 134,850        |             |
| Depreciation                    |                     |              |        | 138,188                 | 150,261          | 150,402        |             |
| Capital Outlay                  |                     |              |        | 48,907                  | 439,125          | 55,000         |             |
| Debt Service                    |                     |              |        | 143,630                 | 262,086          |                |             |
| Other: _____                    |                     |              |        |                         |                  |                |             |
| <i>Other Financing Uses:</i>    |                     |              |        |                         |                  |                |             |
| Transfers to Other Funds        |                     |              |        |                         |                  | 35,609         |             |
| Contribution to Fund Balance    |                     |              |        |                         |                  |                |             |
| <b>TOTAL EXPENSES</b>           |                     |              |        | <b>563,017</b>          | <b>1,049,891</b> | <b>447,550</b> |             |
|                                 |                     |              |        | <b>INCOME OR (LOSS)</b> | <b>6,225</b>     | <b>3,221</b>   | <b>\$ -</b> |

**Board of Trustees**  
Barbara Cameron, Chair  
Brian J. Martain, Clerk  
Scott DeSeelhorst, Treasurer

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**

Db a Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

Exhibit B

Notice of Regular Meeting Schedule  
For the  
Board of Trustees  
2013

| Date              | Day       | Place   | Time      |
|-------------------|-----------|---|-----------|
| February 13, 2013 | Wednesday | Big Cottonwood Canyon Improvement District Office | 6:00 p.m. |
| April 10, 2013    | Wednesday | Big Cottonwood Canyon Improvement District Office | 6:00 p.m. |
| July 17, 2013     | Wednesday | Big Cottonwood Canyon Improvement District Office | 6:00 p.m. |
| October 16, 2013  | Wednesday | Big Cottonwood Canyon Improvement District Office | 6:00 p.m. |

On June 13, 1995 at their regularly scheduled meeting, the Board of Trustees of the Solitude Improvement District established a Regular Meeting schedule for the Board of Trustees. It was determined the Board of Trustees would meet not less than quarterly and the meeting would fall on the third Wednesday following a Calendar quarter end effective July 26, 1995. The Regular Meeting place would be the Big Cottonwood Canyon Improvement District Office and the time established to 6:00 p.m.

Don Despain  
General Manager

**Board of Trustees**  
Scott. DeSeelhorst  
Brian J. Martain  
Barbara Cameron

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**

Db a Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

**NOTICE OF PUBLIC MEETING**

**BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Trustees of the Big Cottonwood Canyon Improvement District will hold a Regular Meeting on Wednesday, October 17, 2012, beginning at 6:00 p.m., in the District Office Conference Room at 8000 Big Cottonwood Canyon, (Above the Brighton Store), Brighton, Utah.

The proposed agenda for the meeting is as follows:

1. Approve Minutes of the Regular Meeting of the Board of Trustees held July 25, 2012.
2. Review Financial Statements.  
Third Quarter 2012 Financial Statements
3. Discussion of 2013 Capital Projects Planning
4. Presentation of District Tentative Budget for Fiscal Year 2013
5. Set Sewer Service Rates for 2013
6. Set Date for the Public Hearing to adopt the District Budget for 2013
7. Summer Maintenance Report, and I and I Report
8. South Side Silver Fork Project
  - a. Project progress report
  - b. Project budget, problems and completion
9. Correspondence Review.
10. Other Business:
  - a. Forest Service Lease Properties –, Mill D Pavement project
  - b. Unified Fire Authority Brighton Fire Station
  - c. Trunk G Restoration
  - d. Old Fire Station acquisition
11. Adjourn.

Dated this 10th day of October, 2012

Don Despain  
General Manager

## MINUTES

**Regular Meeting of the Board of Trustees of the  
BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Wednesday, October 17, 2012**  
6:00 o'clock p.m.

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton, Utah

Trustee Present  
Chairman: Barbara Cameron  
Treasurer: Scott DeSeelhorst  
Clerk: Brian J. Martain  
General Manager: Don Despain

Trustees Absent

Others Present  
Dan Knopp  
Phil Lanouette  
Pete Merges  
Patrick Eibs  
Gretchen Siegler  
Liette Baervoets

The Meeting of the Board of Trustees of the Solitude Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda. Because of the number of residents in attendance and members of the Silver Fork Pipeline Co. with concerns relating to the Silver fork south Side Sewer Project the order of the agenda was changed to accommodate their input.

1. South Side Silver Fork Sewer Project. The General Manager reported that the sewer construction was substantially complete, but flushing, testing, TV inspection and certification will be completed in the coming week. Preparation of the roads for the winter will follow the final inspection. The Chairman invited each guest to express their concerns and issues with a follow up from representatives of the Silver Fork Pipeline Company and Dan Knopp, their President and snow removal contractor. The issues raised are summarized as follows:
  - a. Road restoration should include better road base, rock alignment, and grading for drainage.
  - b. A significant criticism was raised about inadequate trench compaction that could cause settlement failures that might impact water line repairs that were made.
  - c. Inadequate road excavation to original grade for paving.
  - d. Compaction problems around manholes and extended laterals that will cause pavement sinking and/or manhole lids too high thereby making a plowing hazard.
  - e. Impacted property restoration, reseeding, debris, and raising water valves back to grade.

The Trustees made note of all the input and accepted criticisms and suggestions for remediation of the problems. The General Manager made assurances that more road preparation for the winter will take place. Before Phase II construction begins a pre-construction meeting will include consideration of the above interests. Compaction, backfill, coordination with the Water Master, safety, and restoration will be emphasized as well as any unresolved problems identified from this summer's construction. An important suggestion was to have a full time inspector on site during construction.

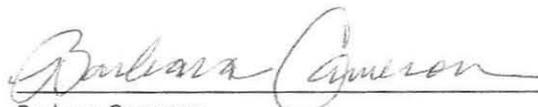
The question of the Easement language was also brought to the District's attention. The Easement document was the one used for the original sewer construction through Silver Fork. However, some exhibits were unclear as well as some language concerning future repair exigencies. A review and rewrite of the Easements will be undertaken.

2. It was moved by Brian Martain, seconded by Scott DeSeelhorst, and carried, to approve the minutes of the Regular Meeting held July 25, 2012, as presented.
3. The General Manager presented the 3rd Quarter 2012 Financial Statements. A clarification of accounts receivable reporting was made. The Financial Statements were approved and will be filed for audit.

4. Presentation of District Tentative Budget for Fiscal Year 2013.  
The 2013 Budget reflects a payoff of the 1995 Sewer Bond B and the subsequent elimination of the debt service component as income and District liability obligations. As of January 2013 the District will have no outstanding liability. Significant changes to the budget, as supplied as Exhibit A to these minutes, are amounts ascribed to 1) a reduction of fees paid to Cottonwood Improvement District for sewer processing charges, 2) an increase of repairs & maintenance, 3) and an increase of salary for the General Manager.
5. Set Sewer Service Rates for 2013.  
Because of the Bond B payoff the sewer service rate will be reduced by \$5.00. The District has long planned to fund asset depreciation when the bonds were paid off. Adding \$5.00 to the service rates will accomplish this important financial budgetary imperative. The rate for 2013 was set at \$28.00 per ERU. Barbara Cameron made a motion to accept the Tentative Budget for 2013 and the above sewer service rate. Scott DeSeelhorst seconded the motion and was unanimously accepted.
6. A date was set for the Public Hearing to adopt the District Budget for 2013 on December 5, 2012.
7. A Discussion of 2013 Capital Projects Planning was postponed until a meeting with the State of Utah Environmental Quality Division can be scheduled to seek funding for the Sewer Master Plan.
8. Summer Maintenance, Inflow and infiltration Report. Brian Martain and the General Manager reported that scheduled cleaning of the sewer system was completed from Mule Hollow to the mouth of the canyon. In addition a contractor was engaged to seal inflow problems to five manholes in the Brighton Area. The cost vs. inflow savings was apparent in the reduction of spring inflow measured at the meter. TV of the lines was undertaken and three problems were identified. No action was taken this year but will be monitored next spring. Certain manholes for collar repair were catalogued for repair. The I & I efforts have been effective over the last four years in lowering sewer processing fees from Cottonwood.
9. Correspondence Review  
A letter from Jani Iwamoto was received outlining the concerns for their property in South Side Silver Fork. This letter will be added to the input received above.
10. Other Business
  - a. Mill D Pavement Project. The paving project was completed in July. The Mill D HOA was satisfied by the quality of the pavement, but was dismayed by the costs. The District performed as promised by offering financing for the \$12,500 per lot. The District offered rolling in their existing notes to the pavement charge for a new loan over 20 years. Most homeowners gladly accepted the offer. Four homeowners paid the assessment in full.
  - b. UFA Fire Station. The new Fire Station is completed and in operation. Their new grinder pumps either froze during the winter or were not flushed properly before installation as they were not fully operable in the spring. Repairs were made by the supplier.
  - c. Trunk G Restoration. Homeowners requested that more road restoration and cleanup be made. A contractor working for the Silver Fork Pipeline Co. worked with the homeowners to their satisfaction for a cost of \$500 to the district.

- d. Old Fire Station Acquisition  
The County Sanitation Department has taken an interest in the building. They will convey ownership to their department. There was a possibility of leasing space to the District.

There being no further business to come before the Trustees, it was moved by Barbara Cameron, seconded by Brian Martain and carried unanimously, that the meeting be adjourned.

  
Barbara Cameron  
Chairman

ATTEST:

  
Brian J. Martain  
District Clerk



BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT  
Tentative BUDGET 2013

| O&M<br>D/S               |                        | 28.00<br>0.00 Budget | Actual as of<br>9/30/2012 | Projected<br>2012 | Variance | Proposed<br>2013 |      |
|--------------------------|------------------------|----------------------|---------------------------|-------------------|----------|------------------|------|
| Revenue                  | Debt Service           | 161,500              | 125,918                   | 164,000           | 2,500    | 72,000           | -56% |
|                          | O & M                  | 298,652              | 224,998                   | 300,000           | 1,348    | 336,000          | 12%  |
|                          | Dump Station Fees      | 3,000                | 1,600                     | 2,400             | -600     | 2,400            | 0%   |
|                          | Connection Fees        | 0                    | 54,250                    | 64,250            |          | 25,000           | -61% |
|                          | Interest               | 10,000               | 9,389                     | 10,964            | 964      | 12,000           | 9%   |
|                          | Other                  | 100                  | 149                       | 150               | 50       | 150              | 0%   |
|                          | Total                  | 473,252              | 416,304                   | 541,764           | 4,262    | 447,550          | -17% |
| Expenses                 | Accounting             | 7,800                | 5,731                     | 7,535             | -265     | 7,800            | 4%   |
|                          | Associations           | 400                  | 539                       | 539               | 139      | 550              | 2%   |
|                          | Auto                   | 2,500                | 1,687                     | 2,197             | -303     | 2,300            | 5%   |
|                          | Bank Charges           | 200                  | 267                       | 342               | 142      | 300              | -12% |
|                          | CID Processing         | 115,000              | 47,382                    | 62,382            | -52,618  | 65,000           | 4%   |
|                          | Electricity            | 860                  | 859                       | 1,084             | 224      | 1,000            | -8%  |
|                          | Education              | 1,000                | 1,381                     | 1,381             | 381      | 1,200            | -13% |
|                          | Engineering            | 2,500                | 0                         | 0                 | -2,500   | 2,500            |      |
|                          | Equipment              | 2,500                | 206                       | 800               | -1,700   | 1,200            | 50%  |
|                          | Insurance              | 7,850                | 5,520                     | 7,122             | -728     | 7,250            | 2%   |
|                          | Legal                  | 80                   | 136                       | 150               | 70       | 150              | 0%   |
|                          | Licenses               | 3,750                | 25                        | 3,757             | 7        | 3,750            | 0%   |
|                          | Meals & Ent.           | 150                  | 382                       | 400               | 250      | 400              | 0%   |
|                          | Miscellaneous          | 250                  | 428                       | 428               | 178      | 250              | -42% |
|                          | Office Supplies        | 1,000                | 3,286                     | 3,286             | 2,286    | 2,500            | -24% |
|                          | Postage                | 1,000                | 1,885                     | 2,000             | 1,000    | 2,000            | 0%   |
|                          | Printing               | 750                  | 827                       | 1,000             | 250      | 1,000            | 0%   |
|                          | Rent                   | 9,000                | 6,696                     | 8,796             | -204     | 9,000            | 2%   |
|                          | Repairs & Maint.       | 5,000                | 17,693                    | 18,000            | 13,000   | 15,000           | -17% |
|                          | Salaries               | 51,345               | 38,509                    | 51,345            | 0        | 54,500           | 6%   |
|                          | Payroll Taxes          | 4,000                | 2,537                     | 4,000             | 0        | 4,200            | 5%   |
|                          | State Retirement       | 7,100                | 5,594                     | 7,653             | 553      | 9,389            | 23%  |
|                          | HSA Account            | 3,600                | 3,284                     | 3,600             | 0        | 3,600            | 0%   |
|                          | Telephone              | 3,500                | 3,390                     | 4,622             | 1,122    | 4,500            | -3%  |
|                          | Trustee Compensation   | 6,000                | 4,500                     | 6,000             | 0        | 6,000            | 0%   |
|                          | Total                  | 237,135              | 152,743                   | 198,419           | -38,716  | 205,339          | 3%   |
| Depreciation             | Phase I                | 58,083               | 43,562                    | 58,083            | 0        | 58,083           | 0%   |
|                          | Phase II               | 13,221               | 9,916                     | 13,221            | 0        | 13,221           | 0%   |
|                          | Phase III              | 35,895               | 26,921                    | 35,895            | 0        | 35,895           | 0%   |
|                          | Evrgrn/Mill D          |                      | 7,076                     | 10,862            |          | 10,862           | 0%   |
|                          | Cont. Assets           | 18,864               | 19,201                    | 25,602            | 6,738    | 25,602           | 0%   |
|                          | Auto                   | 3,407                | 2,555                     | 3,407             | 0        | 3,407            | 0%   |
|                          | So. Side SF            | 240                  | 1,035                     | 1,380             | 1,140    | 1,500            | 9%   |
|                          | Leasehold              | 949                  | 1,242                     | 1,479             | 530      | 1,500            | 1%   |
|                          | Furn & Fixtures        | 845                  | 261                       | 332               | -514     | 332              | 0%   |
|                          | Total                  | 131,504              | 111,769                   | 150,261           | 18,757   | 150,402          | 0%   |
| Total Operating Expenses |                        | 368,639              | 264,512                   | 348,680           | -19,960  | 355,741          | 2%   |
| Net Income (loss)        |                        | 104,613              | 151,792                   | 193,085           | 88,472   | 91,809           | -52% |
|                          | Bond Payment           |                      |                           | 262,086           |          | 262,086          | 0%   |
|                          | Equity Draw to Balance | 0                    | 0                         |                   |          |                  |      |

Big Cottonwood Canyon Improvement District  
 Monthly Sewer Rate Analysis

|                 |   |                                   |         |
|-----------------|---|-----------------------------------|---------|
| PART A          |   | Bond B                            |         |
| Current Balance | 0 | 1995 B Sewer Bond Current Portion | 123,000 |
| 2010 Payment    | 0 | 1995B Sewer Bond Long Term        | 139,086 |
| Balance         | 0 | Total                             | 262,086 |
|                 |   | Bond Pmt Reserve                  | 124,000 |
|                 |   | Bond Pmt Acct                     | 138,086 |
|                 |   | Bond Liability                    | 0       |

D/S rate is calculated by dividing the bond payment requirement by the number of ERU's paying D/S. The accelerator clause may no longer be applicable.

|                   |       |          |  |
|-------------------|-------|----------|--|
| 2013 Bond Payment |       |          | 0  |
| D/S ERU's         | 1,258 | D/S Rate | <span style="border: 1px solid black; padding: 2px;">0.00</span> |

Note: The O/M rate should be calculated by dividing the projected expenses by the ERU's paying O/M. The District needs to collect enough to cover these expenses.

|  |                        |          |   |  |
|--|------------------------|----------|---|--|
| 2010 Projected Expenses (not including Depreciation) |                        |          | <span style="background-color: #e0e0e0;">205,339</span>           |  |
| Subtract   | Interest               |          | -12,000   |  |
|  | Dump Station and Other |          | -2,400  |  |
|  | Transfer From Equity   |          | 0   |  |
|  | Total                  |          | 190,939   |  |
| O/M ERU's  | 1,035                  | O/M Rate | <span style="border: 1px solid black; padding: 2px;">15.37</span> | Combined <span style="border: 1px solid black; padding: 2px;">15.37</span> |

Depreciation represents Equity of the District. The Depreciation of the Sewer line is based on a 50 year straight line method. The Pipe is rated for 90 + years however. Thus collecting at least half satisfies budgetary necessities for the rate calculation. Contributed assets can be discounted temporarily

|                         |             |         |   |
|-------------------------|-------------|---------|---|
| Short Term Depreciation |             | 5,259   |   |
| Long Term Depreciation  |             | 145,163 | 150,422   |
|                         | Total       | 150,422 |   |
|                         | ERU's       | 1,035   | 150,422   |
|                         | Dep/per ERU | 12.11   | 15.37   |
|                         |             |         | SAY <span style="border: 1px solid black; padding: 2px;">28.00</span> |

By action of the Board, income from connection fees are designated to the Capital Improvement Fund

**Board of Trustees**  
Scott. DeSeelhorst  
Brian J. Martain  
Barbara Cameron

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**

Db a Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

**NOTICE OF PUBLIC MEETING**

**BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Trustees of the Big Cottonwood Canyon Improvement District will hold a Regular Meeting on Wednesday, July 25, 2012, beginning at 6:00 p.m., in the District Office Conference Room at 8000 Big Cottonwood Canyon, (Above the Brighton Store), Brighton, Utah.

The proposed agenda for the meeting is as follows:

1. Approve Minutes of the Regular Meeting of the Board of Trustees held May 9, 2012.
2. Review Financial Statements.  
Second Quarter 2012 Financial Statements
3. South Side Silver Fork Project
  - a. Award of Bid to Terry Larsen Excavating
  - b. Project Schedule
  - c. Easements
4. Review of Connection Fee and financing of present and future fees.
5. Correspondence Review.
  - a. Request to lower sewer rates for winter homeowners with no water service.
6. Other Business:
  - a. Forest Service Lease Properties —, Mill D Pavement project  
Morgan Paving and TLE Change order. Final payment
  - b. Unified Fire Authority Brighton Fire Station
7. Adjourn.

Dated this 12th day of July, 2012

Don Despain  
General Manager

## MINUTES

### Regular Meeting of the Board of Trustees of the BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT

DBA Solitude Improvement District

Wednesday, July 25, 2012

6:00 o'clock p.m.

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton, Utah

#### Trustee Present

Chairman: Barbara Cameron

Treasurer: Scott DeSeelhorst

Clerk: Brian J. Martain

#### Trustees Absent

#### Others Present

Don Despain, General Manager

Pete Monico

Geralyn Monico

Patrick Eibs

Paul Jacobsen

The Meeting of the Board of Trustees of the Big Cottonwood Canyon Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. It was moved by Scott DeSeelhorst, seconded by Brian Martain, and carried, to approve the minutes of the Regular Meeting of the Board of Trustees held May 9, 2012.
2. Homeowners, Pete & Geralyn Monico and Silverfork Pipeline Board member, Patrick Eibs expressed concerns that the Trunk G sewer line, though completed, has unfinished restoration and cleanup issues. It was requested that more restoration be done. The District and Silverfork Pipeline will meet to agree on a solution to rectify the road erosion problem and rectify the spoils damage from the construction.
3. The South Side Silverfork Project has been awarded to Terry Larsen Excavating. Construction will begin July 30, 2012 and last 12 weeks. The first phase sewer line has been extended up Willow Fork Lane so as to complete the defining grade of the main line to Silver Glade. Mr. Eibs expressed his concerns as to financing, easements, survey markers, road restoration and lateral placements. The General Manager explained that individual homeowner site visits were planned to gather information about each property and explain the construction process, timelines, easements and financing options. The financing plan has been simplified thusly:  
  
Construction fee: \$15,000 payable up front or,  
\$500 Down and \$70.00/ month for 20 years.
4. The General Manager presented the Second Quarter 2012 Financial Statements. A review of funding for the South Side project was discussed and it was demonstrated there was enough money in the Capital Projects and Equity funds to complete this year's projects. The District will apply for additional funding from the Division of Wastewater in the form of a new bond request. There being no further questions about the financials they were approved and filed for audit.
5. The connection fee policy was reviewed for updating. The present fee is \$6000 and is applied for new connections to the constructed main sewer. The policy has a fractional ERU component that charges 1/3 ERU connection fee for each additional bedroom above three bedrooms. However, over time the policy has been inconsistently applied and caused much confusion to new applicants for connections.

Brian Martain made a motion to create a two tiered connection fee policy.

- a. Raise the connection fee to \$7500 for connections to the constructed sewer system, eliminating the fractional ERU surcharge for connection fee. Sewer usage charges will still have the fractional surcharge as in current policy.
- b. New sewer construction such as Phase IV South Side Silverfork will be \$15,000 as a base rate that reflects actual construction costs.

The motion was seconded by Scott DeSeelhorst and approved.

6. Correspondence Review

Requests continue from Homeowners that have no access to winter water to reduce the sewer service charge for winter months. The Trustees acknowledged the issue but declined to change the policy, citing enforcement and accounting difficulties.

7. Other Business

- a. Forest Service Lease Properties – Mill D. Paving has been completed by Morgan Paving. Upon final payment to the Terry Larsen Excavating contract the Homeowners will be invoiced and payment plans proffered.
- b. Silver Glade pump station repair. The pump station required a grinder pump replacement and control panel repairs. Cleanup and restoration of the Sansom cabin flooding has been completed and a claim submitted to the District Insurance carrier. The Insurance carrier remitted the full amount of the restoration costs.
- c. Unified Fire Authority Brighton Fire Station. Work continues to complete the station this summer. Installed grinder pumps froze during the winter because of low use. The pumps were repaired and rechecked.

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst., seconded by Brian Martain and carried unanimously, that the meeting be adjourned.

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Barbara Cameron  
Chairman

ATTEST:

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Brian J. Martain  
District Clerk

**Board of Trustees**  
Scott. DeSeelhorst  
Brian J. Martain  
Barbara Cameron

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**

Db a Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

**NOTICE OF PUBLIC MEETING**

**BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Trustees of the Big Cottonwood Canyon Improvement District will hold a Regular Meeting on Friday, May 9, 2012, beginning at 6:00 p.m., in the District Office Conference Room at 8000 Big Cottonwood Canyon, (Above the Brighton Store), Brighton, Utah.

The proposed agenda for the meeting is as follows:

1. Approve Minutes of the Regular Meeting of the Board of Trustees held February 17, 2012.
2. Review Financial Statements.  
First Quarter 2012 Financial Statements
3. Presentation of completed Master Plan to provide sewer to remaining areas of Big Cottonwood Canyon.
4. South Side Silver Fork Project
  - a. Notification Letter and Survey Card.
  - b. Survey Results and Report on Homeowners Meeting
  - c. Next Steps.
7. Correspondence Review.
  - a. New Forest Service Special Use Permit for Linear Right of Way on Forest Service Lands
8. Other Business:
  - a. Forest Service Lease Properties – , Mill D Pavement project
  - b. Unified Fire Authority Brighton Fire Station
9. Adjourn.

Dated this 9th day of May, 2012

Don Despain  
General Manager

## MINUTES

Regular Meeting of the Board of Trustees of the  
**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Wednesday, May 9, 2012**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton, Utah

Trustee Present

Chairman: Barbara Cameron  
Treasurer: Scott DeSeelhorst  
Clerk: Brian J. Martain

Trustees Absent

Others Present

Don Despain, General Manager

The Meeting of the Board of Trustees of the Big Cottonwood Canyon Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. It was moved by Scott DeSeelhorst, seconded by Brian Martain, and carried, to approve the minutes of the Regular Meeting of the Board of Trustees held February 17, 2012.
2. The General Manager presented the First Quarter 2012 Financial Statements. The Trustees asked about the reserve funds being adequate to finish Mill D and fund Phase IV So. Silver Fork. Using the capital improvement fund will finish Mill D and the combination of reserves in the sinking fund and the PTIF should begin Silver Fork. New monies from Mill D will begin in August as well as payments on current loans. On the expense side it was noted that the processing fees paid to Cottonwood Improvement District are lower due to a lower rate charged, lower snow melt and improvements from I & I efforts. There being no further questions about the financials they were approved and filed for audit.
3. The Master Plan was briefly reviewed. It was agreed to table the Cardiff Mount Haven areas from current planning. The physical geography would require two major pump stations placing the area outside of the financial modeling. With the uncertainty of the Cardiff resort plans the District might do well to wait until State Financing options are explored.
4. South Side Silver Fork Project – Phase IV.  
The homeowner notification letter and survey card were mailed out. The survey response rate was encouraging as were the favorable results and comments. There were “not interested” parties to be sure but the favorable were 68% to unfavorable at 32%. Homeowner meetings were advertised for May 2, 2012 and May 16, 2012 at the Silverfork Lodge. The first meeting was conducted with an attendance of an estimated 50-60 homeowners. Brian Martain made a PowerPoint presentation to describe the project, with assistance from the District Engineer answering technical questions. The floor was then opened for questions from the homeowners and the General Manger answered or explained most of the questions and concerns. The meeting was vigorous but civil with most questions concerning costs, schedule, and enforcement issues. The homeowners not in favor questioned the wording of the survey card as being vague as to whether one was committed to the project. It was agreed to reword the survey card and re-mail. The second card had a lower response rate with no significant change in the outcome. The connection of \$15,000 was re-discussed with financing still being offered. A motion by Scott DeSeelhorst to proceed with the design Engineering, preparing bid documents and giving public advertisement for bid should be undertaken. The motion was seconded by Brian Martain and passed. The bid opening date will be set to receive bids and examine the results. The engineer will prepare a bid abstract to compare bid items and choose the wining contractor. The Board will be notified by e-mail of the selected contractor and the General

Manger will be authorized to give notice of award. The project most likely will not begin until after the regularly scheduled Board of Trustee meeting on July 25, 2012.

5. Correspondence Review  
Forest Service special use permit was re-issued for a forty year period. The length of the right of way was adjusted down to 10 miles.
6. Other Business
  - a. Forest Service Lease Properties – Mill D. Paving and completion of the Mill D sewer project will be scheduled for early June or July. Terry Larsen Excavating still holds the contract and will select a paving contractor. New asphalt pricing will be re-bid and resubmitted as a change order to the contract.
  - b. Unified Fire Authority Brighton Fire Station. Interior work has proceeded throughout the winter.

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst., seconded by Barbara Cameron and carried unanimously, that the meeting be adjourned.

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Barbara Cameron  
Chairman

ATTEST:

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Brian J. Martain  
District Clerk

**Board of Trustees**  
Scott. DeSeelhorst  
Brian J. Martain  
Barbara Cameron

**BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**

Dba Solitude Improvement District  
8000 Big Cottonwood  
Brighton, UT 84121  
435-645-7153 solid@qwestoffice.net

**General Manager**  
Don Despain

**NOTICE OF PUBLIC MEETING**

**BIG COTTONWOOD CANYON IMPROVEMENT DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Trustees of the Big Cottonwood Canyon Improvement District will hold a Regular Meeting on Friday, February 17, 2012, beginning at 6:00 p.m., in the District Office Conference Room at 8000 Big Cottonwood Canyon, (Above the Brighton Store), Brighton, Utah.

The proposed agenda for the meeting is as follows:

1. Approve Minutes of the Special Meeting of the Board of Trustees held December 7, 2011.
3. Review Financial Statements.  
Year End 2011 Financial Statements
4. Presentation of Independent Auditors Report – Schmitt, Griffiths, Smith & CO.
5. Presentation of the Annual Business Plan and Goals.
6. Presentation of completed Master Plan to provide sewer to remaining areas of Big Cottonwood Canyon.
7. Correspondence Review.
  - a. Rural Water Association Annual Conference.
8. Other Business:
  - a. Forest Service Lease Properties –, Mill D
  - b. Unified Fire Authority Brighton Fire Station
9. Adjourn.

Dated this 2nd day of February, 2012

Don Despain  
General Manager

## MINUTES

**Regular Meeting of the Board of Trustees of the  
BIG COTTONWOOD CANYON  
IMPROVEMENT DISTRICT**  
DBA Solitude Improvement District  
**Friday, February 17, 2012**  
**6:00 o'clock p.m.**

Held in the District Office Conference Room  
8000 Big Cottonwood Canyon, Brighton, Utah

**Trustee Present**

Chairman: Barbara Cameron  
Treasurer: Scott DeSeelhorst  
Clerk: Brian J. Martain

**Trustees Absent**

**Others Present**

Don Despain, General Manager  
Matt Taggart, Auditor, Schmitt, Griffiths  
Doug Gilmore, Gilmore Engineering

The Meeting of the Board of Trustees of the Big Cottonwood Canyon Improvement District was called to order by the Chairman, at the appointed hour and at the appointed place. The Chairman welcomed everyone and proceeded according to the published agenda.

1. It was moved by Scott DeSeelhorst, seconded by Brian Martain, and carried, to approve the minutes of the Regular and Special Meeting of the Board of Trustees held December 7, 2011.
2. The General Manager presented the Year End 2011 Financial Statements. It was noted a few date errors in the financial statements which will be corrected in the record. There being no further questions about the financials they were approved and filed for audit.
3. The Board welcomed Matt Taggart from the Independent Auditor firm of Schmitt, Griffiths, Smith & Co. who proceeded to present the Independent Auditors Report and Financial Statements of the District. Mr. Taggart reported no deficiencies or material weakness in the Audit Report and stated the District is compliant with all regulations and requirements. The Fidelity Bond has been reinstated with Travelers Insurance but has been reduced to a \$100,000 limit imposed by the Company. The Trustees having no further questions accepted the report into record.
4. The Annual Business Plan was presented and discussed. The website may qualify for posting public notices and sewer applications. Discussion centered on website credit card payments and the costs associated with that payment service. The Business Plan was accepted as a guideline for goals for the year. The Business Plan is attached to these minutes as Exhibit A.
5. The completed Master Plan was distributed to the Trustees. Doug Gilmore led the discussion of the purpose and design criteria and a summary of estimated costs for the sewage collection systems. The Summary of estimated costs totaled \$5,821,000 and would service 394 lots canyon wide. The average cost per lot would be \$13,957. However, not all of these platted lots have water shares or are buildable. Adjusting the number of lots to existing dwellings yields 350 lots which raises the average cost per lot to \$15,712. The General Manager proposed raising the District connection fee from \$6,000 to \$15,000 for lots on newly constructed sewer lines. This proportioned connection fee would service a \$4 million bond from the State Revolving Fund. The Silver Fork South Side plan is the most likely area to implement as property owner interest appears favorable and the Silver Glade pump station and trunk lines are already in place. A motion was made by Scott DeSeelhort to draft a letter of intent to property owners on the South Side to construct a sewer. A return postcard will be provided to record the favorable/not favorable interest in the project. The letter will notify homeowners of public hearings to be held to explain the project and receive public input. The motion

also authorized the pursuit of bonding from the State. The motion was seconded by Barbara Cameron and passed. The Trustees authorized Brian Martain to help develop a presentation for the public hearings.

6. Correspondence Review

The Rural Water Association Annual Conference is a good venue to seek funding options from various government funding agencies. Annual training CEU's will be available.

7. Other Business

- a. Forest Service Lease Properties – Mill D. No action taken until summer construction season begins.
- b. Unified Fire Authority Brighton Fire Station. Interior work has proceeded throughout the winter.

There being no further business to come before the Trustees, it was moved by Scott DeSeelhorst., seconded by Brian Martain and carried unanimously, that the meeting be adjourned.

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Barbara Cameron  
Chairman

ATTEST:

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Brian J. Martain  
District Clerk

## Big Cottonwood Canyon Improvement District

### Management Goals 2012 Annual Business Plan

1. Develop a District Master Plan Feasibility Study for providing sewer to the remainder of the canyon areas, South Side Silver Fork, Forest Glen, Mill F, south Side Pine Tree, Mount Haven, Cardiff, Laurel Pines, Snake Creek, Lady of the Lakes and Lake Alley.
2. Prioritize projects and implementation of the Master plan with financial models and timelines.
3. Financial
  - Prepare for Annual Audit
  - Implement Approved Budget
  - Multiledger Software Update
  - Develop loan servicing software for better management of loan portfolio
4. Create District Policy Manual and Emergency Action Plan
  - Sections to include: Legal Authority, Code of Ethics, Personnel policies, Customer relations, Finance procedures including accounting procedure manual, Equipment, Archive & Retention policies and finally update all Emergency action plans.
5. Create a District Website *- goal for 2012 - goal for 2012  
Public Notice Posting, Don't Total Budget Money*
6. Complete Mill D sewer line connections and Road Replacement
7. Continue I & I project
  - a. TV lines in spring.
  - b. Repair seeping of manhole rings and risers.
8. Training and Certifications
  - a. RWAU Conferences
  - b. UASD and ULGT training
  - c. Wastewater Certification and State DEQ compliance
9. Complete mapping requirements to obtain 50 year lease with the Forest Service.
10. Rebuild generator trailer into a multipurpose maintenance trailer.
11. Develop a water users association component for the District