

**MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT**  
**5455 West Old Highway Road, Mountain Green, Utah**  
**Minutes of the Board of Trustees Meeting**  
**7:00 P.M., Thursday, November 1, 2012**

Board Members Present: Wendy Eliason, Tina Kelley, Shane Rice, Mark Devoe and Zane Gray.  
Excused: Blair Larson and Mary Jewett. Others Present: Dennis Baldwin and Robert Volk.

Invocation: Tina Kelley

Chair: Wendy Eliason chaired this meeting and welcomed those present.

Item #1. Discussion / Decision: Hiring a Full-Time Manager-Operator

From its inception, the District has operated with volunteer supervision and part-time operating personnel. However, in light of ever-increasing complexity and gravity of state and federal regulations regarding sanitary sewer collection and wastewater treatment systems, the Board decided to employ a full-time manager-operator to oversee existing operations while developing plans to cope with increasing development in the District and increasing regulations.

Robert Volk has applied for the position and was satisfactorily interviewed by Board members in this meeting. Robert has extensive experience with administration, planning, finance, design, Word and Excel applications and should prove an excellent fit for the 'manager' component of the position. In addition, Robert is comfortable with manual labor and can easily learn all aspects of the 'operator' component. After considering his qualifications and the positive interview, Mark made a motion to hire Robert full time for a trial period of six months. If the Board finds his performance to meet their expectations, he will be offered the permanent position, along with a reasonable benefits package, including health insurance, retirement savings, vacation and sick leave. Zane seconded the motion and the motion passed unanimously.

Item #2. Discussion / Decision: Updated Preliminary Budget for 2013

A preliminary Budget for 2013 was reviewed and approved by the Board in the October Board meeting. It was updated for this meeting and the principal changes were noted and discussed. The most significant change involved the inclusion of the full-time manager salary along with the exclusion of the part-time administrator salary. After reviewing and discussing the revised preliminary Budget, Tina made a motion to approve the revised budget, which motion Shane seconded and the Board passed unanimously.

The final Budget will be discussed at the Public Hearing scheduled from 6:00 p.m. to 7:00 p.m. on December 6, 2012. After any public concerns are raised and discussed, the Board will then vote to approve the final version of the Budget.

### Item #3 Discussion / Decision: Office Furnishings and Computer

The Board discussed having a work-center for the manager. The agenda noted that, in 2011, the Board had allocated funds to replace the existing office furnishings, and proposed to re-allocate up to \$3000 for the replacement furnishings and to move the existing work-center into the northwest corner of the Boardroom for the manager. In addition, it was proposed to allocate up to \$2000 for a suitable computer and software and up to \$900 to purchase a five-drawer file cabinet and a five-shelf storage cabinet for office supplies and document storage. Zane made a motion to approve the proposed purchases, Mark seconded the motion, and the Board approved unanimously.

### Item #4 Discussion: Board Reference Binders

Binders containing extensive reference documentation regarding District operations were distributed to and briefly reviewed by the Board members. The binders are divided into five sections: 1) Current Items, 2) Regulations, 3) Ordinance, 4) Policies and 5) Procedures. The binders thus contain in one place the essential elements that should guide Board and District activities.

### Item #5 Discussion: District Operations

The effluent water continues to measure well within state requirement. October lab testing registered BOD, TSS and e-coli bacteria at less than detectable levels, which is quite good.

It was noted with some alarm, however, that the flow in the 10-inch diameter transfer pipe between pond two and three was twice severely blocked by some combination of weed, sludge and stringy moss. ProPipe personnel were called in and used high-pressure water to relieve the blockages enough to allow accumulated wastewater to pass through the piping. However, after first time the piping closed off within two weeks and after the second time the piping is still partially blocked. The Board was apprised that it may be necessary to call in a firm that can remove the weed, sludge and moss around the entrance and exits of the piping. AQUA Engineering has been called to offer counsel.

### Item #6 Discussion: District Statistics

The financial condition of the District continues to be good. Construction of new homes is over twice the rate of last year, which will add 54 homes to the 770 equivalent residential units now being served by the District.

Item #7. Discussion / Decision: Review and approval of October 4, 2012 Minutes

Zane made a motion to approve the October 4, 2012 minutes as written. Tina seconded. The Board approved the motion unanimously.

Meeting adjourned: 8:30 P.M.

Signed: \_\_\_\_\_