

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT
5455 West Old Highway Road, Mountain Green, Utah 84050
Minutes of the Board of Trustees Meeting
Wednesday, May 2, 2018

BOARD OF TRUSTEES MEETING AT 7:00 PM

Board Members Present: Zane Gray, Larry Nance, Gary Ross, Wendy Eliason, and Richard Kempton. **Excused:** Lynn Peterson, Bob Woodcock

Employees Present: Robert Volk, Sadie Barlow

Guests Present: Mike Wasuita, Carolyn Morrison.

- A. Call to Order:** 7:04 PM. Zane Gray asked Larry Nance to Chair the meeting this evening. Acting Board Chairman Larry Nance welcomed all that were present and called the meeting to order at 7:04 PM.
- B. Prayer:** Wendy Eliason
- C. Approval of Agenda:** Larry asked if there were any requested changes to the agenda and none were mentioned. Larry motioned to approve the agenda and Gary seconded. All voted affirmative. Motion passed.
- D. Declaration of Conflicts of Interest:** None
- E. Approval of Minutes** – April 4, 2018. There were three changes requested: Item #7 = two changes: "change weekly at his discretion" to "a minimum of once a week at his discretion." And, remove "all voted affirmative." Item #13 = one change: Remove "that some felt that Larry wasn't going about this the right way and" so that the sentence reads " There was a discussion that there needed to be two people...." Gary made a motion to approve the minutes with the requested changes to items #7 and #13. Wendy seconds the motion. All voted affirmative. Motion passed.
- F. Next Board Meeting is scheduled for June 6, 2018 at 7:00 PM.** No changes requested
- G. Public Comment Period.** Carolyn Morrison noted that she was just here to observe the meeting. Mike Wasuita used the opportunity to introduce himself and explain that he is trying to determine whether he should hook to the sewer system or install a new septic system for his property on Powderhorn Road that he is going to subdivide.

AGENDA ITEMS

Item #1: Discussion/Decision: Blair Larson and Lannie Jolley have served on the Board of Trustees and have recently resigned. What have we done in the past for other members that have served and resigned? Do we have a record of their service in the way of offices or positions held in the past?

There are no records of how long anyone has been on the board. The only thing would be to go back to the past minutes and try and pull information out from those. There was discussion about maybe making a plaque for the wall to hang in the district office. It was deferred to be discussed in the bylaws.

Item #2: Discussion/Decision: Define the process of creating and distributing the agenda and minutes.

There was a long discussion on the process of how the minutes and agenda should be done. Richard made a motion that On Tuesday 8 days before the meeting by close of the day management or designated staff will send out a proposed agenda with anything the board has requested to be on the agenda in the prior meeting and attach the minutes if available or as soon the management receives the minutes they will send them out to everybody to have. On Thursday the chair/ designated board member will send out anything the chair/designated board member is going to add and or. Friday close of business the management or designated staff will send the updated agenda if any of the public has requested an item to be put on the agenda that will be sent to the chair/ designated board member. Sunday by 6pm if anyone from the board has any additional requests to the agenda they need to be sent to the chair/designated board member. The Chair/ designated board member will then forward the updated agenda to the management or designated staff by Monday at noon to be posted online. It will also be sent to the whole board with the final agenda and reminder of the next meeting. Zane seconds the motion. All voted affirmative. Motion passed.

Item # 3 Discussion: Review of Fee Schedules

Gary suggested the staff put together a current fee schedule and where the current problems are. Robert is going to put together a current fee schedule and some of the staff recommendations for the board to review at the next meeting.

Item # 4 Discussion/Decision: Review administrative procedures.

Gary made a motion to print everything that is on the google drive and have it put in a book for anyone to be able to read at the Sewer District office. Wendy seconded the motion. All voted affirmative. Motion passed.

Item # 5 Discussion/Decision: Review the Warranty Schedule.

After discussion nobody wanted to make any changes to the warranty schedule.

Item # 6 Discussion/Decision: Bylaws work

It was decided that we covered items one and two in this meeting and item three will be covered in next month's meeting, with a one hour time limit. Zane made a motion to accept one and two of the Page 2 of 4.

Bylaws. Gary seconded this motion. All voted affirmative. Motion passed. Item One and Two were discussed and agreed on. We will be using April 25, 2018 as our official start document.

Item# 7 Discussion/Decision: Status of Grievance

Larry and Gary presented the grievance and their recommendation to the Board. They believed the grievance was valid and their recommendation basically stated that the Manager should be allowed to do his job without interference from individual Board Members. Any direction should come from decisions made by the Board as a group during a legal meeting. The Board agreed with the policy going from here forward. It was agreed that the grievance was resolved. Richard made a motion. No individual member of the board should give direction to MGSID staff that has not yet been approved with the board and coordinated with the manager as needed. Wendy seconded this motion. All voted affirmative. Motion passed.

Item # 8 Discussion: 2018 Legislative Bill Review

Robert is going to give a review at the June meeting on the things he thinks are important on this topic.

Item #9 Discussion/Decision: Monthly Auditor's Report

Robert was able to set up the new PTIF account and the funds were transferred. \$2,700 is what we made in interest alone. Everything balanced.

Item # 10 Discussion/Decision: Larry has a question about Entry gate location to the Sewer District.

Larry suggested that everyone take a look at the gate during the day to see if it should be moved or adjusted.

Item# 11 Discussion/Decision: Larry has a questions about Email Practices.

It was decided that anything that pertains to the board should be sent to everyone. You can send it as a blind copy so that everybody can't respond, so that it is one way information.

Item# 12 Discussion/Decision: Larry has a questions about Mountain Green CRA.

There was a long discussion on the CRA. Larry made a motion on May 16th that the sewer District give a positive recommendation that our board would like to move forward with this if once approved by the county council that we would present it to a full board to decide a percentage we would be willing to participate. Zane seconds this motion. All voted affirmative. Motion passed.

Item# 13 Discussion/Decision: New Business

Larry would like a Discussion/Decision on increasing our rates.

Item# 14 Discussion/Decision: Manager's Report

Robert asked that everyone make sure to look at it so everyone is aware of the finances.

Item# 15 Motion to Adjourn

9:57 PM Gary made a motion to adjourn. Zane seconded the motion. Motion passed.

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT
 5455 West Old Highway Road, Mountain Green, Utah
Manager's Report for Wednesday, May 2, 2018

District Operations ~ April 2018

1. The 1st quarter Developer's reimbursements were sent April 3, 2018.
 - a. Rollins Ranch: \$3,456 = 1 lot
 - b. Cottonwoods: \$6,912 = 2 lots
 - c. Whisper Ridge: \$3,456 = 1 lot
2. The 1st quarter 2018 Transparency Report has been completed and uploaded.
3. Morgan Middle School paid \$81,700.50 for their 15.5 ERUs.
4. Blair Larsen's compensation check for 3 months of Board service was sent to him.
5. Per Board approval, ULGT has increase the limit on our liability insurance policy from \$2 million to \$5 million.
6. Per Board request, the Manager has opened a new PTIF account #8621 for 3456 Excess Impact Fees.
7. April Bank Transfers
 - a. 1st Main Checking to PTIF 4668 Replacement = \$28,000.00
 - b. 1st 3456 Expansion to PTIF 3456 Excess = \$3,053.37
 - c. 1st 5271 Expansion to PTIF 5271 Excess = \$82,000.00
 - d. PTIF 5271 Excess to 1st 5271 Expansion = \$308.43
 - i. *Moved back to create minimum \$600 balance in 1st Bank 5271*
8. Effluent continues to measure well within state requirements and removed over 89% of Biochemical Oxygen Demand (BOD) & 91% of Total Suspended Solids (TSS) in February. E-Coli bacteria registered as Non-Detectable.

District Statistics as of April 30, 2018

Comparison of the number of Impact Fees received to date

<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
09	13	19	14

ERU STATUS

<i>ERUs Billing</i>	ERUs Under Construction	ERUs Connected	ERUs Committed But Not Activated	WILL SERVES Committed
1,090	55	+ 1,106	+ 245	= 1,406

TOTAL ERUs CONNECTED LAST SIX MONTHS RUNNING

	<i>NOV 2017</i>	<i>DEC 2017</i>	<i>JAN 2017</i>	<i>FEB 2018</i>	<i>MAR 2018</i>	<i>APR 2018</i>
CONNECTED	1,081	1,082	1,090	1,091	1,095	1,106
% OF CAPACITY	60.1%	60.1%	60.6%	60.6%	60.8%	61.4%

District requirements on Upgrade: Option Study @ 70% (1,260); Design @ 80% (1,440); Build @ 90% (1,620)

MGSID BANK STATEMENTS ENDING April 30, 2018

OPERATIONS				
1ST BANK MAIN OPERATIONS CHECKING	PTIF 248 EXISTING RESIDENT'S FUNDS FOR PROPOSED NEW SEWER FACILITY	PTIF 4667 EMERGENCY FUNDS	PTIF 4668 REPLACEMENT (DEPREICIATION) FUNDS	OPERATIONS ACCOUNT TOTALS
\$34,541	\$492,706	\$155,736	\$783,088	\$1,466,071

EXPANSION / IMPACT FEES		
1ST BANK \$3,456 EXPANSION ACCOUNT	PTIF 8621 3456 EXCESS EXPANSION	EXPANSION ACCOUNT TOTALS
\$4,041	\$3,056	\$7,097
1ST BANK \$5,271 EXPANSION ACCOUNT	PTIF 4598 5271 EXCESS EXPANSION	
\$591	\$111,030	\$111,621

TOTAL CASH IN ALL ACCOUNTS \$1,584,789

<u>OPERATIONS INCOME & EXPENSE STATEMENT</u>		
<i>YTD ~ January 1, 2018 through April 30, 2018</i>		
INCOME	Monthly Service Fees	\$ 177,708
	Late Fees	\$ 210
	New Lateral Inspections	\$ 1,000
	Other Income	\$ 275
	Taxes Income	\$ 6,298
	Interest Income	\$ 8,796
	TOTAL INCOME	\$ 194,287
EXPENSE	Administration	\$ 55,070
	Operations	\$ 49,031
	Depreciation	\$ 66,000
	TOTAL EXPENSE	\$ 170,101
NET INCOME	TOTAL NET INCOME	\$ 24,186

EXPANSION/IMPACT FEE	Impact Fee / Expansion Income	\$101,096
	Expansion Account Interest	\$ 210
	Expansion Expenses	\$ 0
	Developer Reimbursement	\$ (13,824)
	NET EXPANSION INCOME	\$ 87,482