

**Board of Trustees Agenda**  
**Wednesday, March 6, 2024, 6:00 PM**  
**APPROVED – Board meeting 04-10-2024**

**Board Members Present:** Chairman Coutts, Vice-Chair Hill, Member Earley, Member Willardson, Member Nielsen.

**Employees Present:** Manager Sorensen, Brittany Wayman

**Guests Present:** Jared Andersen (Sunrise Engineering)

- A. **Call to Order:** Chairman Coutts called the meeting to order at 6:00pm.
- B. **Prayer:** Member Earley
- C. **Agenda:** No changes
- D. **Declaration of Conflict of Interest:** None
- E. **Approval of Minutes:** Member Hill and Member Earley had multiple recommended amendments.

**A motion was made to approve the February 7, 2024 minutes as amended**

**Motion - Member Hill**

**2nd – Member Earley**

<b>Trustees Voting</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
<b>Chairman Coutts</b>	<b>X</b>			
<b>Vice Chair Hill</b>	<b>X</b>			
<b>Member Willardson</b>	<b>X</b>			
<b>Member Nielsen</b>	<b>X</b>			
<b>Member Earley</b>	<b>X</b>			

*Motion Passed*

**F. Public Comment Period:** None

**AGENDA**

**1. Facilities Committee**

**i. Plant Expansion**

**I. Progress, RFIs and materials, schedule and cost scheduled vs actuals, and Challenges - Jared Andersen gave an update. The planning/construction process is starting to run more smoothly. They're still on schedule with some major milestones not being accomplished due to weather. Chairman Coutts wanted to confirm that we were still on schedule as well concerning the budget. Jared commented that each time they meet, they're discussing the percentage of milestones completed vs. budget. Chairman Coutts discussed SKM schematics not being reviewed and finalized by Sunrise with COP Construction CEO and is wondering if it will delay the construction process. Jared said that Sunrise is working on this and the ball is now in COP's court to provide information on required pumps. Chairman Coutts asked if the 4 months lead time will still meet the schedule. Jared said they were concerned but hopeful about still meeting the schedule. Vice Chair Hill asked if they found a lot of water when they**

dug. Jared said yes, but they had originally estimated 40 pumps and right now they just have 17 running and needing maybe 2 or 3 more. Member Willardson asked if the water loop approval would cause a delay. Jared responded that it hasn't yet, but potentially could. Member Earley asked how the first sludge removal went. Manager Sorensen responded that the track hoe sank in the mud, so they are dewatering and then will try again. Member Earley expressed concern about the budget not matching up with milestones on the graph charts. Jared said he would ask COP Construction to be a little more realistic with their milestone accomplished projections.

**II. Project payments and Change Orders** - Manager Sorensen explained the latest invoice from COP Construction. Member Willardson and Chairman Coutts asked about the retaining fund expectation. Manager Sorensen and Jared Andersen explained the different ways retainers can be held. Member Nielsen also mentioned that most of the time, the retainer fee will be paid out at the closing of the project barring any extenuating circumstances. Jared will check the contract to see what it says regarding the retainer fee.

**A motion was made to approve payment #10 to COP Construction in the amount of \$1,190,796.21**

*Motion - Member Willardson*

*2nd - Member Nielsen*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion Passed*

Manager Sorensen says there are no change orders currently but he provided the list of change orders that have been approved thus far and will update it as they continue to be approved. Chairman Coutts asked about change order 1.2. Manager Sorensen and Jared Andersen explained the circumstances surrounding that change order. Member Hill asked Manager Sorensen to add a column with board approval date. Jared Anderson found the contract wording; "If 50 percent or more of the Work has been completed, as determined by Engineering, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage."

**III. Update - Highlands Water Company loop-** Cliff and Jared met with Highlands Water Company. At that meeting, Jared felt 1 ERU would be sufficient to avoid a water quality issue. HWC came out of the meeting thinking we would need 3.5 ERUs. Jared explained that if everything was running at once, 'peak instantaneous' would be 3.5-4 ERUs which would happen maybe 2 or 3 times a year. Chairman Coutts asked if we could meter it and Jared responded that it would be metered. We requested that

we pay for 1 ERU and pay the excess only if the meter reads more than 1 ERU. We're currently waiting for a response from HWC.

**IV. ARPA Funding (State and County) Updates** - Jared Andersen said that the \$1 million grant would be brought before the county commission the following Tuesday. There is a small question about the state wanting a \$1 million match. Morgan County just needs to confirm whether it's the county that needs to match the funds, or MGSID. Chairman Coutts asked about the \$350k. Jared explained that there's an internal holdup with 1 commissioner pushing back, but he expects it will be resolved soon.

**ii. Canyon View and Monte Verde Lift Stations**- Jared Andersen explained that the generator startup went great. Skyler is the new project manager and Jared will reach out to him about when they can decommission the Monte Verde lift station. Dustin Jensen's (Whitaker Construction) goal is to get it decommissioned by the end of the month. The Blue Stake request will expire Mar 19. There is a meeting tomorrow to push this forward. Vance Bostock (WPR) promised to get involved with Whitaker if progress is not made by the end of the month.

**iii. Annexation Update Jamie Rogers** - Brittany got confirmation from Morgan county that the annexation was done 20 years ago. She will continue to research other discrepancies with the Morgan county recorder/assessor's office.

**2. Manager Discussion**

**i. Developer ERU Updates** - Manager Sorensen received information that Vance (WPR) plans to have 30 ERUs by the end of this year. Manager Sorensen hasn't heard back from Rulon or Skyler Gardner. Blair Gardner is planning on having 69 ERUs by the end of the year. The Range is expecting 43 ERUs in 2 phases. Roam has potentially 24 ERUs sold by the end of 2024. Vice Chair Hill asked about The Heights at Whisper Ridge and Manager Sorensen answered that he hasn't heard anything from the Smiths but will follow up with them again.

**ii. MWPP Board Approval**- Manager Sorensen went over a few clarifications from the questionnaire that had been corrected. Member Hill asked if it had been submitted. Manager Sorensen responded that it's submitted but waiting for approval from the board. Member Hill asked if the changes had been made as discussed. Manager Sorensen answered in the affirmative. Chairman Coutts asked Manager Sorensen again if everything had been corrected the way it was presented this evening. Manager Sorensen confirmed it had.

**A motion was made to approve the MWPP as amended**

**Motion** - Member Hill

**2nd** – Member Willardson

<b>Trustees Voting</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
<b>Chairman Coutts</b>	X			
<b>Vice Chair Hill</b>	X			
<b>Member Willardson</b>	X			
<b>Member Nielsen</b>	X			
<b>Member Earley</b>	X			

*Motion Passed*

Member Hill asked a follow up question regarding the growth rate as far as ERUs go.

Manager Sorensen and Chairman Coutts believed it to be higher than the expected

growth rate but didn't remember the exact percentage.

- iii. **Inflow & Infiltration Update and Plan for Spring Runoff** - Eddie (Branham) has been working with Nate Denny with Twin-D on spring runoff issues. The biggest problem is on Old Highway so that is where they're currently focusing their attention. Of note, there are multiple manholes leaking. Eddie has been going through all the videos of the manholes and piping to check for any issues. The ponds are getting pretty full and we discovered that our max effluent is 610 thousand gallons per day. Right now we're only at 250 thousand gallons per day coming in, so we're increasing output to prepare for the spring runoff. Member Willardson asked if we have a plan and budget for fixing Inflow & Infiltration issue. Manager Sorensen answered that we have budgeted \$30,000, which isn't a lot but it's a start. In order to get a really good system, it'd be \$150,000 or more. Chairman Coutts confirmed with Member Nielsen that we are planning on budgeting more in the future for I&I and for it to be included in future Capital Facilities Plans.
- iv. **CVLS Payments by WPR** - Manager Sorensen gave an update that WPR has been invoiced and has paid us over \$750,000 total.

**3. Executive Committee – Chairman Coutts**

- i. **SB Agreement**- Chairman Coutts gave an update on the Snowbasin agreement. They met with Jim Hill and Brent Rose over the most recent agreement and Snowbasin is in agreement. If the board approves, Chairman Coutts will sign it, and take it to the bank to get notarized. The agreement is already signed by the CEO of Snowbasin. Chairman Coutts told them the MGSID board would approve it and sign it on the understanding that nothing would change on their side. There were two areas that were changed that didn't involve any legal aspects to the agreement. The first amendment is that they will pay us \$20,000 up front for annexation activities. The second is that they will pay 60 will-serve fees and 60 stand-by fees upon agreement signing. We'll have a similar agreement with WPR. Concerning future ERU assessment, according to Jim (Hill), everything is metered/will be metered, so we'll be able to increase/decrease ERUs in the future if needed. It will take a \$15 million dollar pipe line to get them hooked up with us. They'll need to bore through Trappers Loop road. The estimated date of connection is still 2026. Manager Sorensen explained that Snowbasin had to create their own water/sewer district in order to get ARPA funds and they're essentially signing their sewer rights away to us. Member Nielsen asked if they made the water/sewer district to get state dollars for district rates. Jared said he agreed that was the case.

**A motion was made accept the Snowbasin Annexation and Development agreement as presented, pending legal review by Snowbasin.**

**Motion - Member Willardson**

**2nd – Member Earley**

<b>Trustees Voting</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
<b>Chairman Coutts</b>	X			
<b>Vice Chair Hill</b>	X			
<b>Member Willardson</b>	X			
<b>Member Nielsen</b>	X			
<b>Member Earley</b>	X			

*Motion Passed*

- ii. **WPR Agreement-** Chairman Coutts gave a brief recap of the meeting with WPR. In the meeting, they went through the 1st draft of the agreement. The agreement is an interlocal agreement because they don't want to annex into our district at this time. Due to sickness, a meeting for tomorrow was cancelled. Chairman Coutts asked that the Facilities committee and the manager meet with Mark while he is out of town. Chairman Coutts will review the document when he gets back in town.
- iii. **MGSID Document Update-** Chairman Coutts explained the need to update our documents/policies/procedures/ordinances as most of them haven't been updated in the last 5 to 10 years. Chairman Coutts is looking for ideas of how to get this done. Member Earley asked what will need to be updated with the completion of the plant. Chairman Coutts said that the plant completion will drive certain documents needing to be done. Chairman Coutts believes it's worth setting aside some budget to get this done. Manager Sorensen will create a list of the documents that we have and the date it was created. Vice Chair Hill asked to have it categorized. Manager Sorensen agreed and said he would have it by April's board meeting.
- iv. **Plant Operator Job Description-** Chairman Coutts asked Member Earley to get the plant operator job description posted by June. Then the plan is to interview in July and August, selection by September. The selected individual would then be present to oversee completion of the plant. Chairman Coutts asked Manager Sorensen to get a hold of the Salem city manager for the plant manager job description.

- 4. **Closed Session to discuss pending litigation, property purchase or personnel:** None
- 5. **Board New Business:** None
- 6. Kerry Gibson (not present) got \$300,000 for us on the last day of the legislative session. Chairman Coutts applauds the board for making a good investment in Kerry and Lincoln Shirts. Member Willardson asked what kind of funding it was and Manager Sorensen clarified that it was straight appropriations from DEQ instead of DWQ. The funds should be provided to the district in July.
- 7. Chairman Coutts and Member Earley clarified adjusted April and July board meeting dates.
- 8. **Motion to Adjourn**

**A motion was made to adjourn at 7:19 PM**

*Motion - Member Hill*

*2nd – Member Earley*

<b>Trustees Voting</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
<b>Chairman Coutts</b>	X			
<b>Vice Chair Hill</b>	X			
<b>Member Willardson</b>	X			
<b>Member Nielsen</b>	X			
<b>Member Earley</b>	X			

*Motion Passed*

*Meeting adjourned at 7:19pm.*