

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT
5455 West Old Highway Road, Mountain Green, Utah 84050
Minutes of the monthly Board of Trustees Meeting
Thursday, January 15, 2015 @ 7:00 PM

Board Members Present: Mark Devoe, Wendy Eliason, Zane Gray, Tina Kelley, Shane Rice and Lynn Peterson. **Excused:** Blair Larsen **Employees Present:** Robert Volk **Guests Present:** Lannie Jolley

Invocation: Wendy Eliason

Chair: Mark Devoe welcomed those present and conducted the Board Meeting.

Item #1: Discussion/Decision: Credit Card Acceptance

Requests to make payments by credit card are coming in several times per week so it is appropriate to consider adding this option to the main checking account for monthly service and inspection fees.

There are a couple of options to set this up. The most common one for utilities across the state is through a company called Bill Pay Express, but their startup and ongoing fees are exorbitant and not justifiable at this time. The second option is to set up an account with TransFirst, who was recommended by the 1st Bank of Morgan.

By contracting with TransFirst, the startup, monthly fees and ongoing discounts are minimal and can be offset by charging a \$3.00 convenience fee for anyone wanting to make a payment by credit card. Tina mentioned that a \$3.00 fee is reasonable as the county charges \$5.00 for credit card transactions. Robert had checked with Jon Call, the District's attorney, and he said that a convenience fee is perfectly legal.

Everyone agreed that it would be better to purchase the credit card reader for about \$300 than to lease it for \$32 per month.

Tina moved to approve the District to begin accepting credit cards through TransFirst as presented. Shane seconded the motion. Motion passed.

Item # 2: Discussion/Decision: Update the MGSID Sanitary Sewer Ordinance

The Sanitary Sewer Ordinance was last updated in 2010 and there are several small changes, including rates, which should be addressed. Robert projected the text onto the screen for everyone to see and went through each of the changes. Primarily, they were the addition of definitions and items regarding to the installation of land drains in order to define when and where land drain laterals are to be installed so that surface water is not channeled into the sewer system. The only other item added was an expansion of pre-treatment systems for nonresidential wastewater.

Tina asked Robert to check with our attorney to verify any public notice and/or hearing requirements for changing an ordinance, specifically because it might relate to land use

ordinance requirements. Robert did mention that our Ordinance states and requires a two year period before new developments are given final review and acceptance by the District. Apparently, the state has recently limited a 'warranty' period for new infrastructure installations to one year. Robert will check with Jon Call to make sure our two year turnover period is legal and will not open the District up to challenges.

Lynn made a motion to approve the January 15, 2015 Sanitary Sewer Ordinance as presented with the spelling corrections that were discovered. Wendy seconded the motion. Motion passed.

Item # 3: Discussion: Change the name/designation of PTIF Account #248

The Manager is recommending that the District change the name and designation of PTIF Account #248 from that of just "Excess Main Checking Account Funds" to "Existing Resident's Bio Reactor Funds."

The Board Members all agreed to the reasoning for the change in the name and designation for this PTIF account, but there was significant discussion over what the new name should be. Everyone agreed that "Existing Resident's Bio Reactor Funds" was confusing and should be changed to more clearly reflect the new purpose of the fund. After many suggestions, the majority agreed to the name "Existing Resident's Funds for Proposed New Sewer Facility"

Zane made a motion to approve the change in name and designation for PTIF Account #248 from "Excess Main Checking Funds" to "Resident's Funds for Proposed New Sewer Facility" in order to track the resident's portion of the finances for the new mechanical plant upgrade. Lynn seconded the motion. Motion passed.

Item # 4: Discussion: 2015 Budget has been submitted to the state

The 2015 Budget and Resolution have been uploaded to the Office of the Utah State Auditor, within 30 days of approval per regulations. The certification is not required.

Item # 5: Discussion: 2014 End Of Year Budget vs Actual

The actual numbers for End of Year 2014 are in. We brought \$19,691 more revenue than was expected and managed the expenses so they came in \$34,532 lower than was budgeted.

2014 END OF YEAR ~ BUDGET VS ACTUAL

DESCRIPTION	BUDGET	ACTUAL	\$\$ DIFF	%% DIFF
INCOME	\$ 347,272	\$ 366,963	\$ 19,691	105.67%
<i>administration</i>	\$ 166,354	\$ 150,883	\$ (15,471)	90.70%
<i>operations</i>	\$ 165,060	\$ 145,999	\$ (19,061)	88.45%
<i>depreciation</i>	\$ 157,389	\$ 157,389	\$ -	100.00%
EXPENSE	\$ 488,803	\$ 454,271	\$ (34,532)	92.94%
NET ORDINARY INCOME	\$ (141,531)	\$ (87,308)	\$ 54,223	61.69%

Item # 6: Discussion: Application for Vacant Home Discount

Robert has prepared the application for the Vacant Home Discount that was approved at the November Board Meeting. It is being presented here for the Board to review and comment. There were no questions regarding the questions or layout of this form and it was deemed acceptable.

Item # 7: Discussion: Application for Financial Assistance Discount

Robert has prepared the application for the Financial Assistance Discount that was approved at the November Board Meeting. It is being presented here for the Board to review and comment.

Tina noted that this application is requesting sensitive personal and financial information that would create a privacy problem if publically disclosed through Board meetings, recordings and minutes. She suggested that the name, address and any identification information for the applicant be redacted and replaced with an anonymous descriptor before being presented to the Board for review, in a similar manner to the procedures at the county. This way, the Board will have enough information to make approval decisions without the public disclosure of the applicant’s actual identification or location. The other Board Members agreed and asked Robert to revise the application and procedure to protect an applicant’s anonymity, and present it for review at the next Board Meeting.

Item # 8: Discussion/Decision: 2015 Board Meeting Schedule

The 2015 MGSID Board Meeting dates are scheduled as follows:

January 15, 2015 (3rd Thurs)	July 16, 2015 (3rd Thurs)
February 5, 2015	August 6, 2015
March 5, 2015	September 3, 2015
April 2, 2015	October 1, 2015
May 7, 2015	November 5, 2015
June 4, 2015	December 3, 2015

Tina made a motion to approve the 2015 Board Meeting Schedule as presented. Shane seconded the motion. Motion passed.

Item # 9: Discussion: District Operations ~ December 2014

The Board reviewed the District Operations notes for December 2014 as presented in the Agenda and had no comments.

Item # 10: Discussion: District Statistics as of December 31, 2014.

Board members reviewed the statistics on Impact Fees, ERU status, connections, bank statements and financial reports.

Item # 11: Discussion / Decision: Review and approval of Dec. 4, 2014 Minutes.

Tina made a motion to accept the December 4, 2014 minutes with the noticed corrections. Zane seconded the motion. Motion passed.

Item # 12: Discussion: The next Board Meeting is scheduled for Thursday, February 5, 2015 at 7:00 PM.

Adjourned: 9:15 P.M.

Signed: _____