

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT
5455 West Old Highway Road, Mountain Green, Utah 84050
Minutes of the Monthly Board of Trustees Meeting
Wednesday, August 2, 2017

Board Members Present: Zane Gray, Lynn Peterson, Wendy Eliason, Gary Ross and Larry Nance. **Excused:** Blair Larsen and Lannie Jolley. **Employees Present:** Robert Volk and Janet Boudrero

Start Time: 7:05 P.M.

Chair: Zane welcomed those board members in attendance and introduced Larry Nance to those who had not met him previously, then proceeded to chair this meeting.

Invocation: Zane Gray

Public Comment Period: No comments

Item # 1. Discussion/Decision: Rollins Ranch Phase 6- 2 year acceptance

Rollins Ranch Phase 6 has reached the two year mark for turnover of ownership from the developer to the District. Board members then discussed if they were ready to accept ownership of the sewer infrastructure for Rollins Ranch Phase 6, as of this date.

Lynn asked how many lots are included in this particular development. Robert explained that it was for ten lots and also mentioned that Cottonwoods Phase Four should also have been ready for approval this evening but because of issues with two cracked manhole collars and the lines not being cleaned properly it will be necessary to put them on a future agenda for acceptance.

Robert stated that he has reviewed the videos and completed a physical inspection of all of the manholes and collars for Phase 6 of Rollins Ranch and said he doesn't think we will have any problems and recommended that the board accept this phase. Gary then made a motion for the board to accept ownership of the sewer infrastructure for Rollins Ranch Phase 6, as of today's date, August 2, 2017. Larry seconded the motion. Motion passed.

Robert also added that the value of the sewer infrastructure for this development is \$57,381.35 which will be added to the District's Assets as of today's date.

Item # 2. Discussion/Decision: Approval of expenditure for manhole repairs

Robert has requested that the Board approve the expenditure of a maximum of \$20,000 for manhole collar repairs. This was included in the 2017 budget, but the Board still has to approve the expenditure. We need to repair and replace 30 badly broken manhole collars within the boundaries of the MGSID. In 2013 we repaired 32 broken collars.

Board members then briefly discussed this item and the large expense that it is. Robert indicated that he has now started a pro-active program to identify and repair the more seriously damaged collars.

Bid requests were sent out with a requested response date of August 11, 2017. Robert also explained the many factors in the breakdown of the collars and manhole lids and his plan to do this type of inspection every three or four years, to keep up on the maintenance of these items.

Larry inquired if we have any spare manhole covers in the event of an emergency to which Robert replied yes, we do have a couple. Robert also explained that the District Ordinance stipulates that we should have a fifty-fifty mix of solid and vented covers but over the years the developers have installed mostly the vented covers which results in allowing too much water into the system. So it is part of Roberts plan to be switching those out over the next few years and he will also require all new developers to install only solid covers.

After more discussion Lynn made a motion that the board approve for Robert to spend up to \$20,000 which was included in our 2017 Budget, to repair broken manhole collars and to ensure that the total expense to be kept as low as possible. Larry seconded the motion. Motion passed. All voted in the affirmative.

Item # 3. Discussion/Decision: Crosswalk & speed bump at entrance gate

Robert researched at Morgan County about the ownership of the road and in short found the entire Kent Smith Park and road was deeded to the County with a right of way on the road for access to the District. He explained our concern with the danger it presents with the mixed use of residents, children playing, pets, and kids on bikes and other two, four wheeled toys, others trying to get into the storage facility and of course others driving in to pay their bills and often at unnecessary and unsafe speeds.

Board members then discussed this at some length. Robert informed the board that Mike Waite from Morgan County has agreed to install a pedestrian crossing sign on the entrance road just north of the intersection. Mike said that he does not believe that a speed limit sign would be effective as this is a residential lane. He also said that it would be up to the District to paint a crosswalk on the road an install a speed bump at our own expense.

The Board Members then went outside and see the challenges we face. After a visual review and much discussion, Zane recommended that the board make some suggestions for Robert to work with.

Lynn and Wendy both expressed concerns with the crosswalk and made the suggestion for Robert to contact our attorney and find out what our liability would be. Other Board member's shared suggestions such as purchasing new signage, having representatives

from the Aspen Meadow's HOA, lower the fence line making for a better visual for those making a right hand turn out of the condominium's, speaking with representatives from the Kent Smith Park Committee plus our own attorney to discuss possible answers to this situation.

Robert said that when talking with Mike Waite regarding the use of signs, Mike had said that he will probably use a sign that he already has. Robert will also try and make contact with a representative from the Kent Smith Park Committee and representatives from the Aspen Meadow's HOA to explain our safety concerns and what would be in our best interest. He will also contact our attorney for guidance regarding our liability.

Item # 4. Discussion: Annual system cleaning

Board members briefly reviewed information on the required annual system cleaning. Robert explained that we typically clean at least one third of the collection system each year. This year we will be cleaning and videoing approximately 50,000 linear feet of line, which also includes 260 manholes and 260 sections of line. Robert explained that we received two competitive bids from both Twin-D and Pro-Pipe and they both came back with the same exact price. Robert then awarded the bid to Pro-Pipe based on our Procurement Policy guidelines and notified both bidders of the decision and included a Bid Tabulation for their records.

Item # 5. Discussion: Morgan County Building Permits

Morgan County has complied with our GRAMA Request and emailed the MGSID a list of all building permits issued in Mountain Green from January 1, 2016 to present. Robert reviewed the list and was able to verify that all addresses had paid the District's required Impact Fees. He also found that several addresses where our inspection date preceded the building permit issue date, which means that the contractor or excavator was digging prior to the building permit being issued. Several Board members noted that this appeared to be a recurring pattern with a couple of specific contractors.

Prior to receiving this information, and prior to his and Zane's visit to Morgan County, Robert found four Blue Stake Notification's where the required Impact Fee's had not been paid prior to digging. However, since he and Zane met with Lance from Morgan County this pattern seems to have stopped.

Gary shared that he had talked with Lance from the County and that Lance had been very genuine in his remarks regarding the MGSID and noted that Lance saw nothing unreasonable in our letter of requests. Lance apologized for the delay and stated they will make the requested changes.

Larry also addressed the new Mountain Green Storm Water Special District and asked if the District will need to make changes to our ordinance and Robert said that he is working on this and wants to make a few changes and will probably have it ready in January or February. He wants to include in the ordinance the requirement for all

developers to install land drain systems. Board members briefly discussed anticipated growth and our future capacity and the need to know what the County is planning as we get nearer to our final option plans which will be close to two and a half years from now.

Item # 6. Discussion: Best Practices Checklist- First Section

Board members reviewed and discussed the first section entitled, "Roles of Board and Staff." Robert stated that he feels that we meet all of them in this section.

Zane suggested that as the members review each item in the first section to think about that particular item and if the MGSID currently complies with it, and whether it is a yeah or a nay. Board members concurred that on items #'s 1,2,4 and 8 the board meets all requirements. Gary stated that our monthly agenda and minutes are evidence of this..

For item #3. Zane asked if the board members felt like they have the opportunity to suggest additional items to the agenda, to which they responded yes. Robert added that this item is a timing issue because he sends out the agenda prior to our scheduled board meeting and suggested that if a board member would like to add an item to the agenda he would prefer for them to contact the chair by the third week prior to our next meeting and prior to when Robert has to post it online and before printing.

Item's #5 . Robert said that this item is of concern with the State of Utah as they prefer to see a separation of duties. He explained that both Janet and Amy handle the daily deposits, Janet prints the checks and he now does the bank reconciliations. Our Vice chair comes in monthly to review our financial statements. Being a smaller entity creates challenges in meeting the state's desired separation of duties.

6. Robert briefly explained this item and that up to this point in time the person that handles the money usually is considered to be the clerk and as well as the treasurer.

#7. Larry recommended that the Board sign an annual Conflict of Interest Statement and try to have this completed in November for the following year.

#9. Robert explained that since the District was created we have only used the services of Wood, Richards and Associates and up to this point the Board members have not been included in making this decision. He said that Wood, Richards and Associates have done a good job and another positive thing is that they know the history of the District. He also explained that the Board has the latitude to make any changes they see fit with selecting another auditor. Board members briefly discussed the possibility of putting it out to bid for 2018.

Item # 7. Discussion: Board Bylaws

Board members briefly discussed the need to create a set of Bylaws for the Board which would describe and define all of the rules of the Board. Gary suggested that we

in our monthly minutes summarize what was discussed and any decisions made in our Best Practices Checklist for a written record.

Item # 8. Discussion: District Operations- July 2017

Board members reviewed the District Operations for the month of July, 2017. Gary asked how our influent is now compared to what we were receiving in the spring. Robert explained that it has returned to a more normal flow.

Robert reminded board members that our system was designed to handle just the normal sewer discharge and not the added drainage coming from illegal sump pumps and down spouts into the system.

Item # 9. Discussion: District Statistics as of July 31, 2017

Board members reviewed the District Statistics as of July 31, 2017.

Item # 10. Discussion/ Decision: Review and approval of the July 5, 2017 Minutes

After board review Gary made a motion to approve the Minutes of July 5, 2017. Larry seconded the motion. Motion passed. All voted in the affirmative.

Item # 11. Discussion: The next scheduled Board Meeting will be on Wednesday, September 6, 2017 at 7:00 PM.

Item # 12. Motion to Adjourn

Signed:_____