

**MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT**  
5455 West Old Highway Road, Mountain Green, Utah 84050  
**Minutes of the Board of Trustees Meeting**  
Wednesday, October 3, 2018

**BOARD OF TRUSTEES MEETING AT 6:30 PM**

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

**Employees Present:** Robert Volk, Janet Boudrero

**Guests Present:** Tina Kelley

**A. Call to Order:** 6:35 Zane Gray welcomed everyone to the meeting.

**B. Prayer:** Rick Kempton

**C. Approval of Agenda:** Gary made a motion to approve the agenda. Larry seconded the motion to approve the agenda.

**D. Declaration of Conflicts of Interest:** None

**E. Approval of Minutes:** Larry made a motion that we change the word 'makes' to 'made' in the minutes for September and approves the minutes from September 5, 2018. Rick seconded the motion. Motion passed.

**F. Next Board Meeting is scheduled for November 7, 2018 at 6:30 PM.**

**G. Public Comment Period.** None.

**AGENDA ITEMS**

**Item #1: Discussion/Decision: UASD Board of Representatives**

As a member of the Utah Association of Special Districts (UASD), each district has the right to appoint one Board Member to vote on behalf of the district. This individual is authorized by the UASD bylaws to vote on all items of business raised at the Annual UASD Convention of the association held in November of each year. After being discussed by the Board, no one volunteered to act as the UASD representative. Zane will attend the convention on behalf of the Mountain Green Sewer Improvement District, and Robert will be attending as the MGSID's Human Resources Director for the training on November 7, 8 and 9th.

**Item #2: Discussion/Decision: Total Phosphorus Load Cap and Direction / ERU count for the new facility.**

Estimated projections show us hitting our Phosphorus Load Cap in 2020 with a target of having our new plant built by January 1, 2025. The board should finalize this decision by

February 2019 latest, so we can move onto the process of interviewing and selecting an engineering firm. After a lengthy discussion, Larry made a motion for the Board to concentrate planning on a single expandable bio plant to fulfill the needs within the Mountain Green Sewer District. Gary seconded the motion. Motion passed. Unanimous.

**Item#3: Discussion/Decision: Board Assignments**

The suggestion was made for Board Members to take on various Trustee “assignments”. It would help if each of the Directors agreed to take an assignment that would insure that the responsibility for Board related matters rests with the Trustees.

Larry – Ethics; Bob & Zane - Board Elections/Appointments; Larry - Board member training, attendance tracking, training completion tracking, paid assignments and annual board compensation tracking; Robert - Timeline Expansion plan; Rick – Personnel Policy and Salary Evaluation; Wendy and Gary announced they will be resigning from the board in January. They thanked the Board and expressed gratitude for the time they have spent serving the District. Robert will advertise the openings in November.

**Item # 4: Discussion/Decision: Christmas Party**

When and where would the board like the annual Christmas party to be held? It was decided to have Janet make reservations at Maddox. The Christmas dinner will be held Thursday December 6<sup>th</sup> at 6pm.

**Item #: 5 Discussion/Decision: MGSID Personnel Policy review**

Utah 17B- 1-802. Review of personnel policies. Each local district that has full or part-time employees shall annually review its personnel policies to ensure that they conform to the requirements of the state and federal law. It was decided to take MGSID Personnel Policy home to review as homework. Once the Board Members have reviewed the current policies and Bob’s recommendations, they should send any input to Rick Kempton and he will put it all together. Then we can review and vote on it at the November meeting.

**Item # 6: Discussion/Decision: Land Drain System requirements for new developments**

The Manager checked with our attorney, Jon Call, to see what options the MGSID has for requiring new developments to include a land drain system. Jon said that this complicated issue and he will let us know when he has an answer. Robert expressed the challenges of getting the county to include land drain systems in new developments. After a lengthy discussion, Larry made a motion that we add to our existing ordinance Article II part two section 2.01 A, to “include an approved land drain system.” Rick seconded the motion. Motion passed. All voted to approve.

**Item# 7: Discussion/Decision: Manhole Repairs**

The manhole repairs were completed and billed in September. All work has been inspected and photographed. The final invoice came in at \$6,801, which is \$1,000 less than the estimate the Board approved in August.

**Item # 8: Discussion/Decision: Reports**

The board reviewed reports. Larry made a motion to send the agenda and reports separately so they don't get mixed together. Gary seconded the motion. Motion passed.

**Item #9: Discussion/Decision: Meeting with Rulon Gardner**

A brief summary of the meeting was that we all have the same challenges with the upcoming developments. They went over some projections and they had the same conclusion as to where our targets are. They are currently in the process of creating a water and storm water district which will basically be combining Cottonwoods mutual culinary and secondary water under a district that will cover the eastern half of Mountain Green. There were suggestions to combine efforts for shared items like elections and to possibly find ways for recycling the wastewater into secondary water usage.

**Item # 10: Monthly Auditor's Report**

Everything was great on the Reports.

**Item # 11: New Business**

Lynn- For the December Agenda appointing new Board Members.

Larry- Agenda Process

**Item #12: Manager's Report**

The manager gave his report. See Attachment.

**Item #13: Motion to Adjourn**

Larry made a motion to Adjourn. Gary seconded the motion. 8:45 P.M.

**MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT**

*5455 West Old Highway Road, Mountain Green, Utah*

**Manager's Report for Wednesday, October 3, 2018**

**District Operations ~ September 2018**

1. September 1 to September 30, 2018 Bank Transfers
  - a. 09/10/2018 – Main Checking to PTIF 0248 : \$ 8,000
  - b. 09/24/2018 – Main Checking to PTIF 0248 : \$12,000
  - c. 09/27/2018 – Main Checking to PTIF 0248 : \$ 5,000
  - d. 09/10/2018 – 1<sup>st</sup> Bank 3456 to PTIF 8621/3456 : \$10,368
  - e. 09/24/2018 – 1<sup>st</sup> Bank 3456 to PTIF 8621/3456 : \$ 3,456
  - f. 09/10/2018 – 1<sup>st</sup> Bank 5271 to PTIF 4598/5271 : \$ 5,271
2. The Manhole repairs were completed and billed in September. The final invoice came in at \$6,801, which is \$1,000 less than the estimate the Board approved in August because they only had to replace one manhole cover instead of five.
3. Pro-Pipe is busy cleaning and videoing our collection system. We clean about 1/3 of our system every year on a rotating basis. Morgan County News ran an article in the September 21<sup>st</sup> edition of the paper to let our residents know this would be happening.
4. UDOT is just about done with the work on Old Highway. They raised and properly collared all of our manholes that were affected. The Manager will inspect everything on completion.
5. Effluent continues to measure well within state requirements and removed over 98% of Biochemical Oxygen Demand (BOD) & 98% of Total Suspended Solids (TSS) in August. E-Coli bacteria registered as Non-Detectable.

**District Statistics as of September 30, 2018**

**Comparison of the number of Impact Fees received to date**

<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>33</b>	<b>33</b>	<b>45</b>	<b>39</b>

**ERU STATUS**

<i>ERUs Billing</i>	ERUs Under Construction	ERUs Connected	ERUs Committed But Not Activated	WILL SERVES Committed
1,117	<b>44</b>	<b>+ 1,136</b>	<b>+ 298</b>	<b>= 1,478</b>

**TOTAL ERUs CONNECTED LAST SIX MONTHS RUNNING**

	<i>APR 2018</i>	<i>MAY 2018</i>	<i>JUN 2018</i>	<i>JUL 2018</i>	<i>AUG 2018</i>	<i>SEP 2018</i>
CONNECTED	<b>1,106</b>	<b>1,108</b>	<b>1,116</b>	<b>1,116</b>	<b>1,136</b>	<b>1,136</b>
% OF CAPACITY	61.4%	61.6%	62.0%	62.0%	63.1%	63.1%

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

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**MGSID BANK STATEMENTS ENDING SEPTEMBER 30, 2018**

<b>OPERATIONS</b>				
<b>1<sup>ST</sup> BANK MAIN OPERATIONS CHECKING</b>	PTIF 248 EXISTING RESIDENT'S PROPOSED NEW SEWER FACILITY	PTIF 4667 EMERGENCY FUNDS	PTIF 4668 REPLACEMENT (DEPREICIATION) FUNDS	<b>OPERATIONS ACCOUNT TOTALS</b>
\$19,588	\$592,314	\$157,390	\$831,790	<b>\$1,601,082</b>

<b>EXPANSION / IMPACT FEES</b>		
<b>1<sup>ST</sup> BANK \$3,456 EXPANSION ACCOUNT</b>	PTIF 8621 3456 EXCESS EXPANSION	<b>EXPANSION ACCOUNT TOTALS</b>
\$2,642	\$21,820	<b>\$24,462</b>
<b>1<sup>ST</sup> BANK \$5,271 EXPANSION ACCOUNT</b>	PTIF 4598 5271 EXCESS EXPANSION	
\$7,942	\$110,093	<b>\$118,035</b>

**TOTAL CASH IN ALL ACCOUNTS      \$1,753,579**

<b>OPERATIONS INCOME &amp; EXPENSE STATEMENT</b>				
<i>YTD ~ January 1, 2018 through September 30, 2018</i>				
		<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>ANNL BUDGET</b>
<b>INCOME</b>	Monthly Service Fees	\$ 410,658	\$ 406,350	\$ 541,800
	Late Fees	\$ 885	\$ 450	\$ 600
	New Lateral Inspections	\$ 3,100	\$ 3,100	\$ 4,000
	Other Income	\$ 662	\$ 369	\$ 500
	Taxes Income	\$ 9,747	\$ 14,850	\$ 60,600
	Interest Income	\$ 24,760	\$ 11,000	\$ 15,000
	<b>TOTAL INCOME</b>	<b>\$ 449,812</b>	<b>\$ 436,119</b>	<b>\$ 622,500</b>
<b>EXPENSE</b>	Administration	\$ 128,678	\$ 135,925	\$ 195,000
	Operations	\$ 101,220	\$ 125,172	\$ 185,000
	Depreciation	\$ 148,500	\$ 148,500	\$ 198,000
	<b>TOTAL EXPENSE</b>	<b>\$ 378,398</b>	<b>\$ 409,597</b>	<b>\$ 578,000</b>
<b>NET INCOME</b>	<b>TOTAL NET INCOME</b>	<b>\$ 71,414</b>	<b>\$ 26,522</b>	<b>\$ 44,500</b>

<b>EXPANSION /IMPACT FEE</b>	Impact Fee / Expansion Income	\$ 134,014	\$ 97,523	\$ 130,035
	Expansion Account Interest	\$ 1,457	\$ 3	\$ 3
	Expansion Expenses	\$ 0	\$ 0	\$ 0
	Developer Reimbursement	\$ (20,736)	\$ (51,840)	\$ (103,680)
	<b>NET EXPANSION INCOME</b>	<b>\$ 114,735</b>	<b>\$ 45,686</b>	<b>\$ 26,358</b>