

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT
5455 West Old Highway Road, Mountain Green, Utah 84050
Minutes of the Board of Trustees Meeting
Wednesday, January 2, 2019
BOARD OF TRUSTEES MEETING AT 6:30 PM

Board Members Present: (Chairman) Larry Nance, Zane Gray, Lynn Peterson, Bob Woodcock, Lannie Jolley.

Excused: Rick Kempton, Mark Ray.

Employees Present: Robert Volk, Sadie Barlow

Guests Present: Duane Johnson, Bruce Nilson, Scott Trageser,

A. Call to Order: 6:33 PM. Zane welcomed everyone to the meeting and welcomed Larry Nance as new Chairman.

B. Prayer: Lannie Jolley.

C. Public Comment Period: None.

D. Approval of Agenda: Larry made a motion to approve the January 2, 2019 agenda. Bob seconded the motion. Motion passed, Unanimous.

E. Declaration of Conflicts of Interest. None.

F. Approval of Minutes: Larry made a motion to approve the December 5, 2018 minutes. Lynn seconded the motion. Motion passed, Unanimous

G. Next Board Meeting is scheduled for February 6, 2019 at 6:30 PM.

H. Public Comment Period: None.

AGENDA ITEMS

Item #1: Discussion/Decision: Swearing in of new Chairman and Board Members.

The Chairman Zane Gray welcomed Larry Nance as the new Chairman. Larry Nance was voted in as the new Chairman in December. Larry then welcomed Lannie Jolley to the Board and had Lannie repeat the Oath to swear him in.

Item #2: Discussion/Decision: Vice Chairperson

Bob made a motion to make Rick Kempton the Vice Chairperson. Larry seconded the motion. Motion passed, Unanimous.

Item#3: Discussion/Decision: Will Serve Request

Scott Trageser for Morgan County Dance is requesting a Will Serve for one Equivalent Residential Unit ERU for a new commercial building/dance studio at 5859 N Cottonwood Canyon Rd. 4,750 sq ft. Water Requirement: 3 toilets, 2 sinks Hours of use:6 hours a day, 5 days a week, 9 months a year. After twelve months of water bills showing usage amounts as soon as the building has been in operation for one year. The MGSID would reserve the right to retroactively adjust the number ERUs for the building and collect additional Impact Fees and Monthly Service Fees to make up the difference between the one ERU and the Will Serve was issued for and the actual amount being used.

Lannie made a motion to accept the Scott Trageser, "Morgan County Dance" request for a Will Serve for the Mountain Green Sewer approval for one equivalent residential unit for the stated address 5859 Cottonwood Canyon Rd. Zane seconded the motion. Motion passed, Unanimous.

Item # 4: Discussion/Decision: Will Serve Request

Nilson Homes is requesting 100 will serves. Bruce Nilson came to talk to the Board about his company's plans to develop some of the Johnson property. After a lengthy discussion with the board Mr. Nilson was asked to bring back a plat map with an explanation for a land drain or ground water management system along with what will be developed. Nilson Homes was advised that they will need to have a land drain plan presented to the Board.

Item #: 5: Discussion/Decision: System Control Computer and Software upgrades/replacements

The Manager is recommending the purchase of a new computer and complete upgrade replacement of the SCADA software. The board discussed all options. Bob made a motion that the district approves the recommendation made by the Manager in the agenda # 5 to purchase a single SCADA software system and new computer with the budget of a maximum \$14,900.00. Larry seconded the motion. Motion passed, Unanimous.

Item # 6: Discussion/Decision: UT State Auditor- Local Governments Roundtable

The District received notice of a meeting on Thursday, January 17, 2019 at 1:00PM at the Office of the State Auditor Training Room. The purpose of the discussion will be to gather feedback and discuss OSA publications, training and the financial operations of local government. It was open for all board members to attend if wanted. Larry is going to try and attend for the Board.

Item# 7: Discussion/Decision: Ordinance change for land drains

In November 2018 the Board finalized a change in the wording of the Will Serve Process to include a Board approved land drain or groundwater management system. In 2019 the Board should explore the addition of similar language to the installation requirements in the Ordinance. It was discussed by the Board to have Jon Call put together some language and have Bob Woodcock work with him to have something ready for the February 6, 2019 meeting.

Item # 8: Discussion/Decision: Request For Proposals (RFP) for our project engineering

The Manager and Kent Wilkerson will be putting together a Request for Proposal (RFP) for engineering firms in January to be ready for Board review at the February meeting. They are also building a list of potential engineering firms to send this out to.

Item #9: Discussion/Decision: New Business

Ordinance Change and Personnel Policy.

Item#10: Discussion/Decision: Manager's Report

The Manager gave the Managers Report see attachments.

Item #11: Motion to Adjourn

Zane made a motion to adjourn the meeting. Larry seconded the motion. Motion approved.
8:50PM

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

Manager's Report for Wednesday, January 2, 2019

District Operations ~ December 2018

1. December 1 to December 31, 2018 Bank Transfers
 - a. 12/07/2018 – PTIF 0248 to Main Checking: \$10,000
 - b. 12/19/2018 – Main Checking to PTIF 0248 : \$50,000
2. Effluent continues to measure well within state requirements and removed over 97% of Biochemical Oxygen Demand (BOD) & 99% of Total Suspended Solids (TSS) in December. E-Coli bacteria registered as Non-Detectable.

District Statistics as of December 31, 2018

Comparison of the number of Impact Fees received to date

| <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> |
|-------------|-------------|-------------|-------------|
| 34 | 40 | 55 | 57 |

ERU STATUS

| <i>ERUs Billing</i> | ERUs Under Construction | ERUs Connected | ERUs Committed But Not Activated | WILL SERVES Committed |
|---------------------|-------------------------|----------------|----------------------------------|-----------------------|
| 1,121 | 43 | + 1,138 | + 297 | = 1,478 |

TOTAL ERUs CONNECTED LAST SIX MONTHS RUNNING

| | <i>JUL 2018</i> | <i>AUG 2018</i> | <i>SEP 2018</i> | <i>OCT 2018</i> | <i>NOV 2018</i> | <i>DEC2018</i> |
|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|
| CONNECTED | 1,116 | 1,136 | 1,136 | 1,136 | 1,137 | 1,138 |
| % OF CAPACITY | 62.0% | 63.1% | 63.1% | 63.1% | 63.2% | 63.2% |

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

MGSID BANK STATEMENTS ENDING DECEMBER 31, 2018

| OPERATIONS | | | | |
|---|---|--------------------------------------|--|--|
| 1ST BANK MAIN OPERATIONS CHECKING | PTIF 248 EXISTING RESIDENT'S PROPOSED NEW SEWER FACILITY | PTIF 4667 EMERGENCY FUNDS | PTIF 4668 REPLACEMENT (DEPREICIATION) FUNDS | OPERATIONS ACCOUNT TOTALS |
| \$30,312 | \$670,080* | \$158,099* | \$835,537* | \$1,694,028* |

| EXPANSION / IMPACT FEES | | |
|--|--|-------------------------------------|
| 1ST BANK \$3,456 EXPANSION ACCOUNT | PTIF 8621 3456 EXCESS EXPANSION | EXPANSION ACCOUNT TOTALS |
| \$2,642 | \$1,103* | \$3,745* |
| 1ST BANK \$5,271 EXPANSION ACCOUNT | PTIF 4598 5271 EXCESS EXPANSION | |
| \$2,671 | \$121,155* | \$123,826* |

TOTAL CASH IN ALL ACCOUNTS \$1,821,599*

**December 2018 Bank statements with interest were not available by 01/02/2019*

OPERATIONS INCOME & EXPENSE STATEMENT

YTD ~ January 1, 2018 through December 31, 2018

| | | YTD ACTUAL | YTD BUDGET | ANNL BUDGET |
|----------------------|-------------------------|--------------------|-------------------|-------------------|
| INCOME | Monthly Service Fees | \$ 548,595 | \$ 541,800 | \$ 541,800 |
| | Late Fees | \$ 1,280 | \$ 600 | \$ 600 |
| | New Lateral Inspections | \$ 3,300 | \$ 4,000 | \$ 4,000 |
| | Other Income | \$ 933 | \$ 500 | \$ 500 |
| | Taxes Income | \$ 63,218 | \$ 60,600 | \$ 60,600 |
| | Interest Income | \$ 31,982* | \$ 15,000 | \$ 15,000 |
| | TOTAL INCOME | \$ 649,308* | \$ 622,500 | \$ 622,500 |
| EXPENSE | Administration | \$ 186,241 | \$ 195,000 | \$ 195,000 |
| | Operations | \$ 150,498 | \$ 185,000 | \$ 185,000 |
| | Depreciation | \$ 198,000 | \$ 198,000 | \$ 198,000 |
| TOTAL EXPENSE | \$ 534,739 | \$ 578,000 | \$ 578,000 | |
| NET INCOME | TOTAL NET INCOME | \$ 114,569* | \$ 44,500 | \$ 44,500 |

| | | | | |
|----------------------------------|----------------------------------|----------------------|------------------|------------------|
| EXPANSION/ IMPACT FEE | Impact Fee / Expansion Income | \$ 141,283 | \$ 130,035 | \$ 130,035 |
| | Expansion Account Interest | \$ 1,998* | \$ 3 | \$ 3 |
| | Expansion Expenses | \$ 0 | \$ 0 | \$ 0 |
| | Developer Reimbursement | \$ (41,472)** | \$ (103,680) | \$ (103,680) |
| | NET EXPANSION INCOME | \$ 101,809*** | \$ 26,358 | \$ 26,358 |

*** Does not include 4th quarter 2018 developer reimbursements which have not been disbursed as of 01/02/2019*

**December 2018 Bank statements with interest were not available by 01/02/2019*

PROJECTIONS BASED ON UT Department of Environmental Quality Table 1 Phosphoric Mountain Green Permit UT 0024732

| Date | Monthly Average Flow mgd | Maximum Monthly Flow mgd | Monthly Average Total Phosphorus as P mg/L | Monthly Load lbs/month | Twelve Month Loads lbs/yr | Total ERU's Connected | |
|--------------------------|-----------------------------|-----------------------------|---|----------------------------|------------------------------|-----------------------|---------------------|
| 7/31/2015 | 0.16 | 0.33 | 4.4 | 182 | | 963 | STATE BASELINE DATA |
| 8/31/2015 | 0.13 | 0.21 | 4.2 | 141 | | 967 | |
| 9/30/2015 | 0.14 | 0.34 | 5.1 | 179 | | 972 | |
| 10/31/2015 | 0.13 | 0.16 | 5.3 | 178 | | 978 | |
| 11/30/2015 | 0.17 | 0.22 | 4.7 | 200 | | 981 | |
| 12/31/2015 | 0.18 | 0.29 | 5.4 | 251 | | 985 | |
| 1/31/2016 | 0.20 | 0.25 | 5.1 | 264 | | 993 | |
| 2/29/2016 | 0.27 | 0.46 | 4.4 | 287 | | 996 | |
| 3/31/2016 | 0.30 | 0.38 | 3.7 | 287 | | 998 | |
| 4/30/2016 | 0.37 | 0.55 | 3.7 | 343 | | 1003 | |
| 5/31/2016 | 0.35 | 0.44 | 3.4 | 308 | | 1007 | |
| 6/30/2016 | 0.25 | 0.31 | 3.9 | 244 | 2,863 | 1013 | |
| 7/31/2016 | 0.15 | 0.20 | 4.7 | 182 | 2,864 | 1028 | |
| 8/31/2016 | 0.14 | 0.16 | 5.3 | 192 | 2,914 | 1032 | |
| 9/30/2016 | 0.16 | 0.30 | 5.4 | 216 | 2,952 | 1032 | |
| 10/31/2016 | 0.16 | 0.26 | 5.9 | 244 | 3,018 | 1034 | |
| 11/30/2016 | 0.18 | 0.25 | 6.1 | 275 | 3,093 | 1037 | |
| 12/31/2016 | 0.26 | 0.50 | 6.4 | 430 | 3,271 | 1039 | |
| 1/31/2017 | 0.32 | 0.82 | 3.7 | 306 | 3,314 | 1045 | |
| 2/28/2017 | 0.58 | 1.02 | 3.6 | 488 | 3,514 | 1057 | |
| 3/31/2017 | 0.50 | 0.61 | 2.0 | 259 | 3,486 | 1057 | |
| 4/30/2017 | 0.45 | 0.61 | 2.5 | 281 | 3,425 | 1058 | |
| 5/31/2017 | 0.39 | 0.50 | 2.6 | 262 | 3,379 | 1067 | |
| 6/30/2017 | 0.34 | 0.45 | 4.2 | 357 | 3,492 | 1071 | |
| 7/31/2017 | 0.24 | 0.30 | 4.2 | 261 | 3,571 | 1072 | |
| 8/31/2017 | 0.18 | 0.21 | 4.2 | 195 | 3,574 | 1072 | |
| 9/30/2017 | 0.18 | 0.25 | 5.6 | 261 | 3,619 | 1073 | |
| 10/31/2017 | 0.18 | 0.22 | 6.6 | 307 | 3,682 | 1081 | |
| 11/30/2017 | 0.22 | 0.42 | 6.8 | 387 | 3,794 | 1081 | |
| 12/31/2017 | 0.22 | 0.27 | 5.7 | 324 | 3,688 | 1082 | |
| 1/31/2018 | 0.23 | 0.29 | 5.6 | 333 | 3,715 | 1085 | |
| 02/29/18 | 0.24 | 0.33 | 5.0 | 310 | 3,538 | 1090 | |
| 3/31/2018 | 0.27 | 0.46 | 5.2 | 363 | 3,642 | 1091 | |
| 4/30/2018 | 0.30 | 0.34 | 4.9 | 380 | 3,741 | 1095 | |
| 5/31/2018 | 0.31 | 0.36 | 4.4 | 353 | 3,831 | 1106 | |
| 6/30/2018 | 0.24 | 0.30 | 5.1 | 316 | 3,790 | 1108 | |
| 7/31/2018 | 0.17 | 0.36 | 5.3 | 233 | 3,763 | 1116 | |
| 8/31/2018 | 0.17 | 0.19 | 5.9 | 259 | 3,826 | 1126 | |
| 9/30/2018 | 0.16 | 0.19 | 7.1 | 294 | 3,859 | 1136 | |
| 10/31/2018 | 0.20 | 0.32 | 6.5 | 336 | 3,888 | 1142 | |
| 11/30/2018 | 0.21 | 0.29 | 6.6 | 358 | 3,860 | 1148 | |
| 12/31/2018 | 0.21 | 0.27 | 5.7 | 309 | 3,845 | 1154 | |
| 1/31/2019 | 0.26 | 0.55 | 5.6 | 376 | 3,889 | 1160 | |
| 02/29/19 | 0.24 | 0.61 | 5.2 | 323 | 3,901 | 1166 | |
| 3/31/2019 | 0.33 | 0.61 | 5.3 | 452 | 3,990 | 1172 | |
| 4/30/2019 | 0.35 | 0.61 | 5.2 | 471 | 4,081 | 1178 | |
| 5/31/2019 | 0.36 | 0.50 | 4.6 | 428 | 4,156 | 1184 | |
| 6/30/2019 | 0.29 | 0.45 | 5.2 | 390 | 4,230 | 1190 | |
| 7/31/2019 | 0.20 | 0.30 | 5.4 | 279 | 4,276 | 1196 | |
| 8/31/2019 | 0.18 | 0.21 | 5.9 | 275 | 4,291 | 1202 | |
| 9/30/2019 | 0.18 | 0.25 | 4.6 | 214 | 4,212 | 1208 | |
| 10/31/2019 | 0.18 | 0.22 | 5.6 | 261 | 4,136 | 1214 | |
| 11/30/2019 | 0.21 | 0.42 | 6.6 | 358 | 4,136 | 1220 | |
| 12/31/2019 | 0.24 | 0.27 | 6.8 | 422 | 4,249 | 1226 | |
| 1/31/2020 | 0.29 | 0.58 | 5.6 | 420 | 4,292 | 1232 | |
| 2/29/2020 | 0.37 | 0.61 | 5.2 | 497 | 4,467 | 1238 | |
| 3/31/2020 | 0.36 | 0.61 | 5.2 | 484 | 4,499 | 1244 | |
| 4/30/2020 | 0.38 | 0.61 | 4.9 | 481 | 4,509 | 1250 | |
| 5/31/2020 | 0.39 | 0.50 | 4.4 | 444 | 4,525 | 1256 | |
| 6/30/2020 | 0.32 | 0.45 | 5.1 | 422 | 4,557 | 1262 | |
| 7/31/2020 | 0.23 | 0.30 | 5.3 | 315 | 4,593 | 1268 | |
| 8/31/2020 | 0.21 | 0.21 | 5.9 | 320 | 4,639 | 1274 | |
| 9/30/2020 | 0.22 | 0.25 | 4.2 | 239 | 4,664 | 1280 | |
| 10/31/2020 | 0.21 | 0.25 | 5.6 | 304 | 4,707 | 1286 | |
| 11/30/2020 | 0.25 | 0.42 | 6.6 | 427 | 4,775 | 1292 | |
| 12/31/2020 | 0.27 | 0.32 | 6.8 | 475 | 4,826 | 1298 | |
| PROJECTIONS | | | | | | | |
| FROM TABLE #1 DEG | | | | | | | |
| Ave Flow (mgd) | 0.33 | Average TP (mg/L) | 5.6 | Maximum Ann Load (lbs/yr) | 3,571 | | |
| Max Flow (mgd) | 1.02 | Max TP (mg/L) | 6.6 | 125% of Annl Load (lbs/yr) | 4,464 | | |