

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT
5455 West Old Highway Road, Mountain Green, Utah 84050

APPROVED

Minutes of the Board of Trustees Meeting
Wednesday, February 6, 2019
BOARD OF TRUSTEES MEETING AT 6:30 PM

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

Excused: Rick Kempton.

Employees Present: Robert Volk, Sadie Barlow

Guests Present: Kent Wilkerson.

A. Call to Order: 6:30 Larry Nance welcomed everyone to the February meeting.

B. Prayer: Zane Gray.

C. Public Comment Period: None.

D. Approval of Agenda: Zane made a motion to approve the Agenda with the addition of Mark Ray being sworn in with the Oath of Office. Larry seconded the motion.

E. Declaration of Conflicts of Interest. None.

F. Approval of Minutes: Lynn made a motion to approve the January 2, 2019 Minutes with the suggestion by Larry Nance to add the following sentence to item #4: "Nilson Homes was advised that they will need to have a land drain plan presented to the Board." Bob Woodcock seconded the motion. Motion passed unanimously.

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

H. Public Comment Period: None.

AGENDA ITEMS

Item #1: Discussion/Decision: Swearing in of new Board Member.

Larry Nance swore in Mark Ray as a new Board Member for the Mountain Green Sewer Improvement District.

Item #2: Discussion/Decision: MGSID Personnel Policy/Handbook

Everyone needs to go over the handbook by the March meeting and email any corrections, additions or suggestions to Rick Kempton as soon as possible. Lannie Jolley will meet with Rick and Robert on February 13th to assist in benefit discussions.

Item#3: Discussion/Decision: Elections- Bob and Robert update.

Bob and Robert gave a run down on the steps we will need to take for the upcoming election and how to prepare for it. Bob has agreed to act as the election coordinator for the Board.

Item # 4: Discussion/Decision: Ordinance change for land drains.

Bob Woodcock has been working with Jon Call, our attorney for possible amendments to the language in our Ordinance regarding land drains. The Board discussed this at length. Bob made a motion we amend ordinances 4.03 as Larry has described. Article 2, section A, paragraph 2 that we remove the sentence Experience has shown that without such a separate system, some users may illegally connect such surface water sources to the District's Sanitary Sewer. In section B it was decided to remove the first sentence and start the second sentence with If a sub pump is installed, and in section C. to remove sentence 1.

A suggestion was made to send out a letter regarding the problem of runoff water in our system. Robert then recommended that instead of a one-time letter, we create an ongoing mailing campaign with a printed brochure that is sent out 4 times a year. He will put something together to present at the next meeting that will cover both topics. It was also discussed to have Larry Nance and Rick Kempton go with Robert to the county to discuss our land drain ordinances with the planning office and county engineer.

Item #: 5: Discussion/Decision: Request For Proposals (RFP) for our project engineering.

The Manager and Kent Wilkerson put together a Request for Proposal (RFP) for the engineering firms. The Board of Directors should review the RFP for any changes they would like to make, so the RFP can be sent out. The Manager also compiled a list of potential engineering firms. There were no recommendations or changes made. The Manager will get that sent out the RFP as presented and once when all of the replies are received we will need to review them and make some selections before moving on to the next step. The goal is to select a firm and design by year end.

Item # 6: Discussion/Decision: Board name plaque

There was a discussion with the Board with different benefits of investing in a name plaque or finding another way to recognize the past and present Board Members. Bob

made a motion to approve the name plaque with the prier members of the Board it will be the Bush name plaque 18 * 24 72 names plates cost is \$320.00 with a \$5.00 per person engraving fee. Zane seconded the motion. Motion passed. Bob, Zane, Lynn and Larry voted for and Lannie and Mark voted against.

Item# 7: Discussion/Decision: Monthly Auditor's Report

Zane made a motion to take on the new audit format that Rick created. Bob seconded the motion. Motion passed, Unanimous.

Item # 8: Discussion/Decision: Round Table Report

Robert suggested that the Board Members review the emails he forwards and respond as quickly as possible to anything that might be of interest, like the Round Table that just took place. There is usually very limited seating at these events and they are provided on a first come, first response basis.

Larry attended the UT State Auditor- Local Governments Roundtable on behalf of the Mountain Green Sewer Improvement District he presented to the Board the main points he got out of the meeting he attended.

Item #9: Discussion/Decision: Review the current insurance coverage for the District and Board Members.

The Manager briefly reviewed the current insurance coverage and limits for the District and the Board Members.

Item#10: Discussion/Decision: New Business

Will Serve/ Language Change

Brochures for customers.

Item #11: Manager's Report

The Manager gave the Monthly auditors Report see attachments.

Item #12: Motion to Adjourn

Zane made a motion to Adjourn. 8:50pm.

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT
 5455 West Old Highway Road, Mountain Green, Utah
Manager's Report for Wednesday, February 6, 2019

District Operations ~ January 2019

1. January 1 to January 31, 2019 Bank Transfers
 - a. 01/04/2019 – Main Checking to PTIF4668~Replace/Depreciation: \$10,000
 - b. 01/10/2019 – Main Checking to PTIF4668~Replace/Depreciation: \$10,000
 - c. 01/15/2019 – Main Checking to PTIF4668~Replace/Depreciation: \$10,000
 - d. 01/23/2019 – Main Checking to PTIF4668~Replace/Depreciation: \$10,000
 - e. 01/24/2019 – Main Checking to PTIF4668~Replace/Depreciation: \$10,000
 - f. 01/28/2019 – Main Checking to PTIF4668~Replace/Depreciation: \$10,000
 - g. 01/23/2019 – 1st Bank 5271 to PTIF4598~5217 Excess : \$5,271
 - h. 01/25/2019 – 1st Bank 3456 to PTIF 8621~3456 Excess: \$3,456
2. Completed and uploaded the December 2018 Discharge Monitoring Report (DMR)
3. Completed and uploaded the 4th quarter 2018 Transparency Report
4. Completed and uploaded the 2018 Payroll Transparency Report
5. Effluent continues to measure well within state requirements and removed over 99% of Biochemical Oxygen Demand (BOD) & 99% of Total Suspended Solids (TSS) in January. E-Coli bacteria registered as 2 organisms per 100 milliliters and permit allows up to 126 organisms per 100 milliliters.

District Statistics as of January 31, 2019

Comparison of the number of Impact Fees received to date

<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
2	01	00	05

ERU STATUS

<i>ERUs Billing</i>	ERUs Under Construction	ERUs Connected	ERUs Committed But Not Activated	WILL SERVES Committed
1,123	42	+ 1,142	+ 295	= 1,479

TOTAL ERUs CONNECTED LAST SIX MONTHS RUNNING

	<i>AUG 2018</i>	<i>SEP 2018</i>	<i>OCT 2018</i>	<i>NOV 2018</i>	<i>DEC 2018</i>	<i>JAN 2019</i>
CONNECTED	1,136	1,136	1,136	1,137	1,138	1,142
% OF CAPACITY	63.1%	63.1%	63.1%	63.2%	63.2%	63.4%

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

MGSID BANK STATEMENTS ENDING JANUARY 31, 2019

OPERATIONS				
1ST BANK MAIN OPERATIONS CHECKING	PTIF 248 EXISTING RESIDENT'S PROPOSED NEW SEWER FACILITY	PTIF 4667 EMERGENCY FUNDS	PTIF 4668 REPLACEMENT (DEPRECIATION) FUNDS	OPERATIONS ACCOUNT TOTALS
\$12,455	\$673,266	\$158,867	\$899,659	\$1,744,247

EXPANSION / IMPACT FEES		
1ST BANK \$3,456 EXPANSION ACCOUNT	PTIF 8621 3456 EXCESS EXPANSION	EXPANSION ACCOUNT TOTALS
\$2,642	\$4,566	\$7,208
1ST BANK \$5,271 EXPANSION ACCOUNT	PTIF 4598 5271 EXCESS EXPANSION	
\$2,672	\$127,018	\$129,690

TOTAL CASH IN ALL ACCOUNTS \$1,881,145

OPERATIONS INCOME & EXPENSE STATEMENT				
<i>YTD ~ January 1, 2019 through January 31, 2019</i>				
		YTD ACTUAL	YTD BUDGET	ANNL BUDGET
INCOME	Monthly Service Fees	\$ 47,856	\$ 48,000	\$ 601,920
	Late Fees	\$ 56	\$ 58	\$ 700
	New Lateral Inspections	\$ 200	\$ 300	\$ 4,500
	Other Income	\$ 89	\$ 66	\$ 800
	Taxes Income	\$ 5,267	\$ 2,649	\$ 63,800
	Interest Income	\$ 4,184	\$ 1,605	\$ 42,000
	TOTAL INCOME	\$ 57,652	\$ 52,678	\$ 713,720
EXPENSE	Administration	\$ 9,362	\$ 13,104	\$ 205,650
	Operations	\$ 3,492	\$ 6,423	\$ 174,350
	Depreciation	\$ 16,500	\$ 16,500	\$ 198,000
	TOTAL EXPENSE	\$ 28,354	\$ 36,027	\$ 578,000
NET INCOME	TOTAL NET INCOME	\$ 28,298	\$ 16,651	\$ 135,720

EXPANSION/ IMPACT FEE	Impact Fee / Expansion Income	\$ 9,034	\$ 7,173	\$ 130,035
	Expansion Account Interest	\$ 307	\$ 283	\$ 3,400
	Expansion Expenses Developer Reimbursement	\$ 0	\$ 1,000	\$ 20,000
		\$ 0	\$ (5,177)	\$ (62,120)
	NET EXPANSION INCOME	\$ 9,341	\$ 3,279	\$ 91,315

PROJECTIONS BASED ON UT Department of Environmental Quality Table 1 Phosphorus
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		995	
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	1138	
11/30/2018	0.21	0.29	6.6	358	3,860	1140	
12/31/2018	0.22	0.27	6.2	353	3,888	1141	
1/31/2019	0.25	0.70	5.0	323	3,879	1147	
02/29/19	0.24	0.61	5.2	323	3,891	1153	
3/31/2019	0.33	0.61	5.3	452	3,980	1159	
4/30/2019	0.35	0.61	5.2	471	4,071	1165	
5/31/2019	0.36	0.50	4.6	428	4,146	1171	
6/30/2019	0.29	0.45	5.2	390	4,220	1177	
7/31/2019	0.20	0.30	5.4	279	4,266	1183	
8/31/2019	0.18	0.21	5.9	275	4,281	1189	
9/30/2019	0.18	0.25	4.6	214	4,202	1195	
10/31/2019	0.18	0.22	5.6	261	4,126	1201	
11/30/2019	0.21	0.42	6.6	358	4,126	1207	
12/31/2019	0.24	0.27	6.8	422	4,195	1213	
1/31/2020	0.29	0.58	5.6	420	4,292	1219	
2/29/2020	0.37	0.61	5.2	497	4,467	1225	
3/31/2020	0.36	0.61	5.2	484	4,499	1231	
4/30/2020	0.38	0.61	4.9	481	4,509	1237	
5/31/2020	0.39	0.50	4.4	444	4,525	1243	
6/30/2020	0.32	0.45	5.1	422	4,557	1249	
7/31/2020	0.23	0.30	5.3	315	4,593	1255	
8/31/2020	0.21	0.21	5.9	320	4,639	1261	
9/30/2020	0.22	0.25	4.2	239	4,664	1267	
10/31/2020	0.21	0.25	5.6	304	4,707	1273	
11/30/2020	0.25	0.42	6.6	427	4,775	1279	
12/31/2020	0.27	0.32	6.8	475	4,828	1285	
FROM TABLE #1 DEQ							
Ave Flow (mgd)	0.33	Average TP (mg/L)	5.6	Maximum Anr Load (lbs/yr)	3,571		
Max Flow (mgd)	1.02	Max TP (mg/L)	6.6	125% of Anr Load (lbs/yr)	4,464		

STATE BASELINE DATA

RUNNING ACTUAL

PROJECTIONS