

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

APPROVED

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

Excused: Lynn Peterson.

Employees Present: Robert Volk, Sadie Barlow

Guests Present: None.

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

B. Prayer: Zane Gray.

C. Public Comment Period: None.

D. Approval of Agenda: Rick made a motion to approve February 6, 2019 Agenda. Larry seconded the motion. All voted Unanimous

E. Declaration of Conflicts of Interest. None.

F. Approval of Minutes: Larry made a motion to approve the February 6, 2019 minutes as they are. Lannie seconded the motion. Larry, Zane, Bob, Lannie and Mark voted for and Rick Kempton abstained since he wasn't present at the February 6, 2019 meeting.

G. Next Board Meeting is scheduled for April 3, 2019at 6:30 PM.

H. Public Comment Period: None.

AGENDA ITEMS

Item #1: Discussion/Decision: Senate Bill 28 – Local Government Registry

Senate Bill 28 signed by the Governor 3/19/2018 requires local government entities to register with the Lieutenant Governor on or before July 1, 2019. There will be an Initial registration fee of \$120.00 in fiscal year 2019 with an annual renewal of \$25.00 thereafter. As of this meeting no registration site has been set up.

Item #2: Discussion/Decision: Request For Proposals (RFP) for our new facility options.

The RFP has been sent out directly to several firms and posted on the Utah Procurement SciQuest page for additional distribution. The responses are due by March 25, 2019. Several firms have reached out for additional information. Kent Wilkerson, Robert and a committee of Board Members will review the proposals and report their findings to the board.

Item#3: Discussion/Decision: Election Update – Bob Woodcock

Bob gave a brief summary of how everything is going with the election process. He said the State is being really helpful and he will be contacting Stacy Clark about the ballots.

Item # 4: Discussion/Decision: County Land Drain Visit Update – Larry / Rick/ Robert

Larry, Robert and Rick met with the county planner and engineer about requiring land drain systems in developments. Larry believed that they were receptive to our requests and stated that they agreed to get back with Robert with a response. However, there has been no communication from the county since the meeting.

Item #: 5: Discussion/Decision: Sewer Survey

The Sewer survey regarding ground water management has been sent out. Responses are due by end of March. We have had three responses so far.

Item # 6: Discussion/Decision: Board name plaque

The Board selected a basic plaque with top name plates for 72 spaces and 39 current engraved names. The order is in process.

Item# 7: Discussion/Decision: Three fold Informational mailing program for residents

The Board was given a draft of a folding mailing pamphlet and quarterly mailing program to address groundwater, wipes and grease. Quotes have been requested from Alpha Graphics and River Print for 4,400 four color double sided, tri-fold with seal (1 year supply) four quarterly mailings of approximately 1,100 each. The quote includes addressing and delivery to the Morgan Post Office (Our permit) Additional graphics design to turn our draft into a finished mailer.

Rick made a motion to approve up to \$4,000 to have the informational brochure printed and then proceed with the four quarterly mailings. Mark seconded the motion. Motion passed. All voted unanimous.

Item # 8: Discussion/Decision: Monthly Auditor's Report

The monthly auditor's report was given with the new format. Rick said everything is running well and the accounts are increasing in value.

Item #9: Discussion/Decision: Manager's Report

Because the Board approved delaying the Manager's Report by one month, there were no changes to the report now being presented, which is for February. The March report will be given at the April 3rd meeting.

Item#10: Discussion/Decision: Review Past Board Action

"The district is committed to pay rates that are competitive with or greater than those obtained in comparable in comparable positions within local city and county governments."

Bob made a motion to approve the existing statement as our current philosophy that is stated in the Employee Handbook. Rick seconded the motion. There was discussion between the board members with some concerns.

Bob amended his motion and made a new motion that we adopt the philosophy of the employee handbook and that we remove "within local city and county governments." Rick seconded the motion.

There was more discussion between the Board and Manager. Bob amended his motion.

Bob made a motion change the wording in the Employee Manual to "The District is committed to pay rates that are competitive with greater than those obtained in comparable local positions." Rick seconded the motion. Mark Ray, Lannie Jolley, Rick Kempton, Bob Woodcock and Larry Nance voted Yay and Zane Gray voted Nay.

Item# 11: Discussion/Decision: MGSID Employee Handbook Items 1.0 to 5.6

Item 3.1 Authority for Policies Bob is going to look into the Language

4.1 Dress Code and Personal Appearance number (2.) Removing the word "Shorts" from the paragraph.

4.10 Safety Rules and practices (4.) Adding "Operational Employees will wear safety eye protection at all times while on the clock for non-administrative duties and in addition will use...." Removed "Use eye and...."

4.11 Injury/ Accident Reporting

Second paragraph removing “immediately.”

Third paragraph removing “Bona fide, on the job” replacing with “work related.”

5.6 Breaks and Meal Periods (Nursing Mothers) Removing the sentence “and will not be unpaid unless taken in conjunction with one of the normal rest periods.”

Bob made a motion to approve sections 1.0 to 5.6 as amended. Rick seconded the motion. Motion passed. Unanimous

Item#12: Discussion/Decision: MGSID Employee Handbook Items 5.7 to 5.13

5.7.3 Overtime: Zane made a motion we not pay overtime on a 8 hour day but 40 hour week. Larry seconded the motion. Discussion between the Board is opened. The Board clarified that Zane wants to remove the sentence “More than eight hours in any single work period.” There was a vote and Zane voted yay. Lannie, Rick, Mark, Bob and Larry voted nay. Motion Failed.

~~5.7.5 Bonuses and Christmas Dinner—Annual performance bonuses may be given based on the employees’ annual performance evaluation (see section 5.10 Performance Reviews, Evaluation and Appraisals).~~ Bonuses for individual regular employees will be recommended by the Manager to the Board in November. ~~following the completion of the employee performance evaluations in October.~~ Bonus for the ~~Manager will be recommended by the two Trustees completing the Management performance evaluation in October.~~ Bonus amounts for all employees, including ~~Management~~, can range up to \$500 per individual employee per year and will be approved by the Board in November for payout to the employees in December of each year. All bonuses will be provided through the normal payroll services with standard taxes withheld.

5.7.6 Christmas Dinner removing “in addition” and removing “along with any additional invitees.”

5.7.7 Merit Pay Rate Increases. Adding to the last sentence “all unscheduled Merit Pay Rate Increases will be reviewed and approved by the Board.”

5.10 Performance Reviews, Evaluation and Appraisals. EVALUATION: All factors involved in the ~~employee’s~~ District Manager’s ability to make a positive contribution to the District will be considered. This includes attitude, productivity, quality of work, punctuality, attendance, willingness and ability to learn, initiative and conduct, as well as the ability to execute the assigned and anticipated workload.

PERFORMANCE REVIEWS: Annual performance reviews ~~by management~~ are given each October to promote quality performance, to provide feedback concerning ~~employee~~ performance, to set work performance goals for the coming year, and to determine eligibility for merit increases in pay. Two Trustees will be appointed by the Board each October(?) to conduct a performance review of management based on a performance expectation document set by the Board at the beginning of the year.

Performance expectation documents will be in place for ~~each employee~~ the District Manager, ~~generally~~ in by January) of each year. Work performance will be reviewed annually in October(?) and periodically with consideration given to performance, attitude, and the ~~employee's~~ District Manager's ability to meet the expectations of the job, compensation adjustment and bonus consideration. ~~The District Manager evaluates~~ these annual reviews evaluate work quality and results that providing feedback as to where and how improvements can be made. ~~Employees are~~ The District Manager is encouraged to make suggestions whereby the District Board of Trustees may assist with their ~~particular job assignment and also~~ suggestions to improve the District's efficiency and operations. The frequency of performance evaluations may vary depending upon length of service, ~~job position~~, changes in job duties, past performance, or recurring performance problems. ~~All employees, including~~ The District Manager, shall be provided a copy of their review and be given the opportunity to provide written response for ~~management and~~ Board review as well as attachment to the filed ~~employee review~~ related evaluation.

Performance reviews provide valuable information that may be used when considering ~~employees for~~ additional responsibilities, promotions, pay increases and transfers.

Rick made a motion that we approve items 5.7 through 5.13. Bob seconded the motion.

Motion was amended.

Rick made a motion we approve items 5.7 through 5.13 with the exception of item 5.10. Bob seconded the motion. Motion passed unanimous.

Item#13: Discussion/Decision: MGSID Employee Handbook Items 6.0 to 7.3

6.3 Paid Time Off (PTO)= Vacation, Sick, Family or Bereavement time off

Seconded paragraph removing "Paid Time Off" leaving (PTO)

Rick made a motion to approve 6.0 through 7.3 with exception of 6.5 on retirement. Mark seconded the motion. Motion passed unanimous.

Item#14: Review Wage Increase Intervals on the Wage Step Plan

Item 14 was postponed until the April meeting.

Item #15: New Business

No new business.

Item #16: Motion to Adjourn

Bob made a motion to adjourn the meeting and turn item 14 over to the April meeting.
Mark seconded the motion. Motion passed. Unanimous

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

NOTE: At the February 6, 2019 Board Meeting, the Board approved a having the Manager's Report and the Monthly Audit lag by one month so a complete and accurate reporting of all financial records may be presented. Many of the bank and financial statements are not provided until the second week of each month, which is after the scheduled meeting so it is impossible to consistently provide the most current data by meeting time. Going forward, the January report will be presented at the March meeting, the February report will be presented at the April meeting, etc., etc., etc.

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 (DEPREICIATION) 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							PROJECTIONS
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		