

**MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT**  
5455 West Old Highway Road, Mountain Green, Utah 84050  
**Minutes of the Board of Trustees Meeting**  
Wednesday, April 3, 2019  
**BOARD OF TRUSTEES MEETING AT 6:30 PM**

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

Excused: Zane Gray and Rick Kempton.

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

**Guests Present:** Kent Wilkerson.

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

**B. Prayer:** Larry Nance.

**C. Public Comment Period:** None.

**D. Approval of Agenda:** Larry made a motion to approve the agenda with adding item 8 for the monthly auditor's report to the agenda even though Rick Kempton is not present. Mark seconded the motion. Motion passed. All voted unanimous.

**E. Declaration of Conflicts of Interest.** None

**F. Approval of Minutes:** Bob made a motion to approve the March 6, 2019 minutes as presented. Mark seconded the motion. Motion passed. All voted unanimous.

**G. Next Board Meeting is scheduled for May 1, 2019 at 6:30 PM.**

**H. Public Comment Period:** None.

**AGENDA ITEMS**

**Item #1: Discussion/Decision: Request For Proposals (RFP)**

The replies from the RFP have been received. After a lengthy discussion between the Board Members to select a committee of at least three Trustees to review the proposals, engineering firms and facility design options, Larry made a motion to make Lynn, Lannie and Mark the committee and Kent Wilkerson as the engineer, with Lannie as the appointed chair for the committee. Bob seconded the motion. Motion passed

unanimous. The committee will report back no later than the July Board meeting. The chair also requested that every board member go through and familiarize themselves with the bids so everyone has a working knowledge when the committee comes back. Lannie will coordinate with his board to get everything going.

**Item #2: Discussion/Decision: Sewer Survey**

Responses from the Sewer Survey regarding ground water management have been received from several Sewer Districts. They were provided to Bob Woodcock for review. 5 responded out of 23 all responded that they have similar problems with people tying into their systems. There Board discussed possible solutions and decided to proceed with the new mailer and a program to encourage people to report and comply instead of a heavy handed policing program.

**Item#3: Discussion/Decision: Three fold Informational mailing program for residents**

A professionally designed proof of the informational mailer has been produced. It will be sent out three times a year. The Board thanked Robert for putting that together.

**Item # 4: Discussion/Decision: Cottonwoods Phase V/Meadow Park West**

The preliminary Plat for this development was provided to us by Morgan County Planning on March 19, 2019 and the developers will be presenting their findings to the planning Commission on April 11, 2019. MGSID issued Will Serves for 68 lots in this development in September 2018. Lynn made a motion regarding Cottonwoods phase 5. He wants verification of the land drain system elevations to the depth of the existing storm drain catch basin. Larry seconded the motion. Motion passed unanimous.

**Item #: 5: Discussion/Decision: Wasatch Peaks Ranch Development**

On March 22, 2019 a 343 page transmittal Memo detailing the Wasatch Peaks Ranch Development was sent to the Manager via email. This was then distributed to the Board for review as there is a 30 day window for comments. They will have their own sewer service and won't have any connection to the Mountain Green Sewer Improvement District so there was no apparent need for comments from the Board.

**Item # 6: Discussion/Decision: Elections**

Bob reported that there are some upcoming dates regarding the election and the Declaration of Candidacy, and that the county referred him to someone to work with. Bob made a motion to allow Robert Woodcock to contact and work with John call on an as needed basis and work together with him on issues relating to elections and judicially procuration of professionals of our future plan. Mark seconded the motion. Motion

passed. All voted unanimous. The manager asked to please send time to the Manager so he can keep track of the time working with John Call.

### **Item# 7: Discussion/Decision: Employee Handbook**

5.7.5 Mark made a motion we approve item 5.7.5 Bonuses as written in the replacement change. Lynn seconded the motion. Motion passed. All voted unanimous.

7-C 5.10 Bob made a motion to approve the changes made in section 5.10 of the employee handbook items 7-C circulated to the board. Mark seconded the motion. Motion passed unanimous.

6.3 Bob made a motion to approve section 6.3 as illustrated by item 7-D as presented to the board. Mark seconded the motion. Motion passed. All voted unanimous.

6.5 Bob made a motion to revise the employee handbook by accepting option 1 under section 6.5 retirement with the adoption 1 under 6.5 of the employee handbook the board can reconsider this resolution if the district attorney John Call proposes an acceptable alternative. Mark seconded the motion. Motion passed unanimous.

Lannie made a motion we accept the employee handbook as the changes we agreed upon tonight and accept it as the employee handbook effective today. Mark seconded the motion. Motion passed unanimous.

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

Monthly auditor's report was given ~ see attachment.

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

The manager gave his reports ~ see attachment.

### **Item#10: Discussion/Decision: New Business**

Lynn Peterson requested the addition of an item regarding a Retirement Program for long term part-time employees.

### **Item# 11: Discussion/Decision: Motion to Adjourn**

Mark made a motion to adjourn. Bob seconded the motion. Motion passed unanimous.

**MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT**  
 5455 West Old Highway Road, Mountain Green, Utah  
**Manager's Report for Wednesday, April 3, 2019**

**District Operations ~ February 2019**

1. February 1 to February 28, 2019 Bank Transfers
  - a. 02/05/2019 – PTIF 4598/5271 Excess to 1<sup>st</sup> Bank/5271 Checkign: \$885
  - b. 02/19/2019 – Main Checking to PTIF4668/Replace/Depreciation: \$10,000
  - c. 02/25/2019 – Main Checking to PTIF4668/Replace/Depreciation: \$20,000
2. Completed the January & February 2019 Discharge Monitoring Reports (DMR)
3. Effluent continues to measure well within state requirements and removed over 91% of Biochemical Oxygen Demand (BOD) & 95% of Total Suspended Solids (TSS) in February. E-Coli bacteria registered as Non-Detectable.

**District Statistics as of February 28, 2019**

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

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

**ERU STATUS**

<i>ERUs Billing</i>	ERUs Under Construction	ERUs Connected	ERUs Committed But Not Activated	WILL SERVES Committed
1,120	<b>42</b>	<b>+ 1,142</b>	<b>+ 295</b>	<b>= 1,479</b>

**TOTAL ERUs CONNECTED LAST SIX MONTHS RUNNING**

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

<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>
\$14,750	\$674,804	\$159,230	\$931,725	<b>\$1,780,509</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	\$4,576	<b>\$7,218</b>
<b>1<sup>ST</sup> BANK \$5,271 EXPANSION ACCOUNT</b>	PTIF 4598 5271 EXCESS EXPANSION	

\$2,692	\$126,422	\$129,114
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**TOTAL CASH IN ALL ACCOUNTS      \$1,916,841**

<b><u>OPERATIONS INCOME &amp; EXPENSE STATEMENT</u></b>				
<i>YTD ~ January 1, 2019 through February 28, 2019</i>				
		YTD ACTUAL	YTD BUDGET	ANNL BUDGET
<b>INCOME</b>	Monthly Service Fees	\$ 95,890	\$ 96,000	\$ 601,920
	Late Fees	\$ 105	\$ 116	\$ 700
	New Lateral Inspections	\$ 200	\$ 600	\$ 4,500
	Other Income	\$ 129	\$ 132	\$ 800
	Taxes Income	\$ 6,807	\$ 3,598	\$ 63,800
	Interest Income	\$ 8,152	\$ 3,410	\$ 42,000
		<b>TOTAL INCOME</b>	<b>\$ 111,283</b>	<b>\$ 103,856</b>
<b>EXPENSE</b>	Administration	\$ 23,222	\$ 33,597	\$ 205,650
	Operations	\$ 10,545	\$ 13,046	\$ 174,350
	Depreciation	\$ 33,000	\$ 33,000	\$ 198,000
	<b>TOTAL EXPENSE</b>	<b>\$ 66,767</b>	<b>\$ 79,643</b>	<b>\$ 578,000</b>
<b>NET INCOME</b>	<b>TOTAL NET INCOME</b>	<b>\$ 44,516</b>	<b>\$ 24,213</b>	<b>\$ 135,720</b>

<b>EXPANSION/ IMPACT FEE</b>	Impact Fee / Expansion Income	\$ 8,727	\$ 13,824	\$ 130,035
	Expansion Account Interest	\$ 607	\$ 521	\$ 3,400
	Expansion Expenses Developer Reimbursement	(\$ 865)	(\$ 2,000)	(\$ 20,000)
		(\$ 0)	\$ (5,177)	(\$ 62,120)
		<b>NET EXPANSION INCOME</b>	<b>\$ 8,469</b>	<b>\$ 7,168</b>

PROJECTIONS BASED ON UT Department of Environmental Quality Table 1 Phosphorus loading

Mountain Green Permit UT 0024732

Date	Monthly Average Flow <i>mgd</i>	Maximum Monthly Flow <i>mgd</i>	Monthly Average Total Phosphorus <i>mg/L</i>	Monthly Load <i>lbs/month</i>	Twelve Month Loads <i>lbs/yr</i>	Total ERU's Connected
7/31/2015	0.16	0.33	4.4	162		963
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	162	2,664	1028
8/31/2016	0.14	0.16	5.3	192	2,914	1032
9/30/2016	0.16	0.30	5.4	216	2,352	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	1142
2/28/2019	0.33	0.46	4.4	375	3,944	1142
3/31/2019	0.33	0.61	5.3	452	4,033	1148
4/30/2019	0.35	0.61	5.2	471	4,123	1154
5/31/2019	0.36	0.50	4.6	428	4,199	1160
6/30/2019	0.29	0.45	5.2	330	4,272	1166
7/31/2019	0.20	0.30	5.4	279	4,319	1172
8/31/2019	0.18	0.21	5.9	275	4,334	1178
9/30/2019	0.18	0.25	4.6	214	4,254	1184
10/31/2019	0.18	0.22	5.6	261	4,179	1190
11/30/2019	0.21	0.42	6.6	358	4,179	1196
12/31/2019	0.24	0.27	6.8	422	4,248	1202
1/31/2020	0.29	0.58	5.6	420	4,345	1208
2/29/2020	0.37	0.61	5.2	497	4,467	1214
3/31/2020	0.36	0.61	5.2	484	4,499	1220
4/30/2020	0.38	0.61	4.9	481	4,509	1226
5/31/2020	0.39	0.50	4.4	444	4,525	1232
6/30/2020	0.32	0.45	5.1	422	4,557	1238
7/31/2020	0.23	0.30	5.3	315	4,593	1244
8/31/2020	0.21	0.21	5.9	320	4,639	1250
9/30/2020	0.22	0.25	4.2	239	4,664	1256
#####	0.21	0.25	5.6	304	4,707	1262
#####	0.25	0.42	6.6	427	4,775	1268
#####	0.27	0.32	6.8	475	4,828	1274

STATE BASELINE DATA

RUNNING ACTUAL

PROJECTIONS

FROM TABLE #1 DEQ

Ave Flow (mgd)	0.33	Average TP (mg/L)	5.6	Maximum A Load (lbs/yr)	3,571
Max Flow (mgd)	1.02	Max TP (mg/L)	6.6	25% of Annl load (lbs/yr)	4,464