

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT
5455 West Old Highway Road, Mountain Green, Utah 84050
Minutes of the Board of Trustees Meeting
Wednesday, May 1, 2019
BOARD OF TRUSTEES MEETING AT 6:30 PM

Board Members Present: (Chairman) Larry Nance, Zane Gray, Lannie Jolley, Rick Kempton, Lynn Peterson and Mark Ray.

Excused: Bob Woodcock.

Employees Present: Robert Volk, Sadie Barlow

Guests Present: None.

A. Call to Order: 6:30 Larry called the May meeting to order.

B. Prayer: Lannie Jolley

C. Public Comment Period None.

D. Approval of Agenda: Rick made a motion to approve the agenda as is. Larry seconded the motion. Motion passed. All voted unanimous.

E. Declaration of Conflicts of Interest. None.

F. Approval of Minutes: Lannie made a motion to approve the April 3, 2019 minutes. Mark seconded the motion. Motion passed. Lynn Peterson, Mark Ray, and Lannie Jolley voted for. Zane Gray and Rick Kempton abstained.

G. Next Board Meeting is scheduled for June 5, 2019at 6:30 PM.

H. Public Comment Period: None.

AGENDA ITEMS

Item #1: Declaration of Conflict of Interest regarding RFP responses.

A conflict of Interest Statement regarding the current RFP and vendor submissions has been prepared for the Board Members. Everyone that was at the meeting filled out the Declaration of Conflict of Interest and turned it in to the Manager.

Item #2: Chair & Vice – Chair sign Employee Handbook approved April 3, 2019

Signatures for the handbook were completed.

Item#3: Discussion/Decision: Kent Wilkerson Conflict of Interest Declaration – Monte Verde Lift Station.

Kent Wilkerson is contracted with the District as an adviser for our engineering services but he is also working with Val Poll on the possible relocation of the Monte Verde lift station to accommodate development of the Poll property. This could be viewed as a conflict of interest and he wanted the Board to be advised. The Board found no reason for there to be any conflict with the services Kent is providing for the District.

Item # 4: Financial Assistance Request (Manager Report) / Review Form

After a lengthy discussion with the Board, Rick Kempton made a motion that we don't approve the Financial Assistance Application and that we ask the individual to pay the full amount per month for the next 12 months on time. If the applicants fulfill the requirements we will forgive up to the amount of \$777.69. If they miss any payment we will notify the county and send the full outstanding balance for attachment to the property tax bill for this address. No additional interest or penalties will accrue on the outstanding balance during the time that all conditions of this agreement are being met. Mark seconded the motion. After additional discussion Rick amended his motion to say 18 months instead of 12 months. Mark seconded the motion. Lannie Jolley, Mark Ray, Zane Gray, Rick Kempton voted for the motion. Lynn Peterson abstained.

Item #: 5: 1st Bank account changes

Larry Nance had notified the Manager that 1st Bank now has business interest bearing checking accounts that only require a \$1,500 minimum balance and suggested that our District consider changing our current no/low interest accounts with a \$2,500 minimum balance limit over. On 04/15/2019 the Manager met with the bank representative to review the requirements for the new interest bearing accounts and then changed all three 1st Bank accounts over to the interest bearing checking accounts that pay .01% APR with a minimum required balance of \$1,500.

Item # 6: Select Trustee to act as RFP Independent Cost Analyst

Item was postponed for the June meeting.

Item# 7: Part – Time personnel job descriptions

This item was requested by the chairman and a printed copy was given to every board member present.

Item # 8: Review Wage Increase Intervals on the Wage Step Plan

Rick made a motion we strike and remove the part time interval row on wage graduated step plan and change the title in the remaining interval row from “full time” to “all employees.” Larry seconded the motion. Motion passed. All voted unanimous.

Item #9: Retirement Program for Long Term Part-Time Personnel

After discussion with board it was decided to have Lannie and Rick come back to the board with some options.

Item#10: Process and Forms to join the Utah Retirement System (URS)

The Board was presented with the documents that are required to join the URS, which was approved at the April 2019 meeting in the Employee Handbook approval. The Manager will prepare all of the documents for the Chair to sign and he will send them in as soon as everything is complete.

Item# 11: Resolution 190501-A Requesting Admission to the URS

Per the URS the board is required to pass a Resolution Requesting Admission to the Utah Public Employee's Retirement System. Rick made a motion we approve this required Resolution to join the URS that was included in the approval of the Employee Handbook on April 3, 2019. Mark seconded. Motion passed. Zane abstained from voting.

Item# 12: Resolution 190501-B Annual MWPP Report Review

Rick made a motion we approve 190501- B resolution B for the 2018 MWPP (Municipal Wastewater Planning Program) Report as presented. Larry seconded the motion. Motion passed. Motion passed unanimous.

Item# 13: Inspection camera and equipment purchase

Zane made a motion that since the larger camera system has a distance sensing option that can accomplish the task of inspecting laterals for intersecting land drains that we purchase this larger unit by itself to accomplish that task because it will sense distance so we won't need metal detector and it can look in the main lateral for any intersections weather we go for the large opening 4 inch basement or from the street in. Larry seconded the motion. All voted against. Motion Failed.

Rick made a motion we buy all 4 pieces of equipment that were recommended by the Manager. Larry seconded the motion. Lannie Jolley, Mark Ray and Rick Kempton voted for. Lynn and Zane voted against. Motion passed.

Item# 14: Monthly Auditor's Report

The March 2019 Monthly Auditors report was given by the Vice Chair.

Item# 15: Create master task list by month and add to each manager's report

The Manager was asked to create a Master Task list and add it to each Agenda.

Item# 16: Add suggested time frames for each agenda item

It was suggested to try and come up with time frames for each agenda item to try and keep the discussions on task and to a minimum.

Item# 17: Monthly training in board meetings (govern/ manage, Roberts Rules)

Possibly add 10 minutes of training to each meeting.

Item# 18: Post board meeting documents in Google Docs instead of hard copies

Brief discussion to keep document dissemination as is with no changes.

Item# 19: Election Information Request / Update

Bob sent an email to the Board with dates and details.

Item# 20: Manager's Report

The manager gave his report – Attached.

Item# 21: New Business

Lynn would like an item about inventory on items and something about how to contain a sewer spill.

Lannie would like an item on plans for new plant

Larry would like review rates in November

Item# 22: Motion to Adjourn

Zane made a motion to adjourn. 9:32 P.M. Mark seconded the motion. Motion passed. All voted unanimous.

OPERATIONS INCOME & EXPENSE STATEMENT

YTD ~ January 1, 2019 through March 31, 2019

		YTD ACTUAL	YTD BUDGET	ANNL BUDGET
INCOME	Monthly Service Fees	\$ 148,083	\$ 144,500	\$ 601,920
	Late Fees	\$ 206	\$ 174	\$ 700
	New Lateral Inspections	\$ 300	\$ 1,100	\$ 4,500
	Other Income	\$ 156	\$ 198	\$ 800
	Taxes Income	\$ 7,208	\$ 4,547	\$ 63,800
	Interest Income	\$ 12,667	\$ 5,520	\$ 42,000
	TOTAL INCOME	\$ 168,620	\$ 156,039	\$ 713,720
EXPENSE	Administration	\$ 39,331	\$ 47,583	\$ 205,650
	Operations	\$ 14,329	\$ 31,369	\$ 174,350
	Depreciation	\$ 49,500	\$ 49,500	\$ 198,000
TOTAL EXPENSE	\$ 103,160	\$ 128,452	\$ 578,000	
NET INCOME	TOTAL NET INCOME	\$ 65,460	\$ 27,587	\$ 135,720

EXPANSION/ IMPACT FEE	Impact Fee / Expansion Income	\$ 8,727	\$ 26,074	\$ 453,903
	Expansion Account Interest	\$ 940	\$ 792	\$ 3,940
	Expansion Expenses	(\$ 865)	(\$ 3,000)	(\$ 20,000)
	Developer Reimbursement	(\$ 0)	\$ (5,177)	(\$ 62,120)
	NET EXPANSION INCOME	\$ 8,802	\$ 18,689	\$ 375,723

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	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	1142	
2/28/2019	0.33	0.46	4.4	375	3,944	1142	
3/31/2019	0.44	0.67	3.7	421	4,002	1144	
4/30/2019	0.35	0.61	5.2	471	4,092	1150	
5/31/2019	0.36	0.50	4.6	428	4,168	1156	
6/30/2019	0.29	0.45	5.2	390	4,241	1162	
7/31/2019	0.20	0.30	5.4	279	4,287	1168	
8/31/2019	0.18	0.21	5.9	275	4,303	1174	
9/30/2019	0.18	0.25	4.6	214	4,223	1180	
10/31/2019	0.18	0.22	5.6	261	4,147	1186	
11/30/2019	0.21	0.42	6.6	358	4,147	1192	
12/31/2019	0.24	0.27	6.8	422	4,217	1198	
1/31/2020	0.29	0.58	5.6	420	4,313	1204	
2/29/2020	0.37	0.61	5.2	497	4,436	1210	
3/31/2020	0.36	0.61	5.2	484	4,499	1216	
4/30/2020	0.38	0.61	4.9	481	4,509	1222	
5/31/2020	0.39	0.50	4.4	444	4,525	1228	
6/30/2020	0.32	0.45	5.1	422	4,557	1234	
7/31/2020	0.23	0.30	5.3	315	4,593	1240	
8/31/2020	0.21	0.21	5.9	320	4,639	1246	
9/30/2020	0.22	0.25	4.2	239	4,664	1252	
10/31/2020	0.21	0.25	5.6	304	4,707	1258	
11/30/2020	0.25	0.42	6.6	427	4,775	1264	
12/31/2020	0.27	0.32	6.8	475	4,828	1270	
FROM TABLE #1 DEG							
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		
							RUNNING ACTUAL
							PROJECTIONS