

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

Minutes of the Board of Trustees Meeting

Wednesday, November 3, 2021 6:00 P.M.

APPROVED

Board Members Present: (Chairman) Larry Nance, Zane Gray, Bill Coutts, Nathan Hill, Taylor Nielsen **Employees Present:** Kent Wilkerson (Manager) Heather Burger (transcriptionist) **Guests Present:** Lincoln Shurtz and Kerry Gibson, Jared Anderson, Cliff Linfoord, Vance Bostock

A. Call to Order: Chairman Larry Nance welcomed everyone present then called the November 3, 2021, meeting to order at 6:00 P.M.

B. Prayer: Zane Gray

C. Approval of Agenda: Member Hill made a motion to approve the agenda as posted. Member Coutts seconded. All in favor. Motion passed.

D. Declaration of Conflicts of interest: None.

E. Approval of Minutes: Member Gray made a motion to approve the minutes with corrections. Chairman Nance seconded. All in favor. Motion passed.

F. Public Comment: None

Agenda Items

1) Plant Expansion

- a. Funding: The State ARPA committee allocated 3 Million dollars to the expansion project at MGSID. That decision will be sent to the legislature for ratification. Manager Wilkerson will be contacted to sign a contract with the State to receive the money by November 16th. If Manager Wilkerson has not heard from the Governor's office by a week after the 16th, he should contact Mr. Shurtz. Money could possibly be allocated and received by December 1st. Mr. Shurtz cautioned to please be gracious recipients. He also suggested that the Board and Manager Wilkerson should reach out to Mike Schultz and Kiera Birkeland to express appreciation. Chairman Nance expressed appreciation to Mr. Shurtz for all his help and that of his associates. Mr. Gibson expressed appreciation to Jared Anderson for bringing the project forward and suggesting the involvement of Mr. Shurtz and company. Additional ARPA funds are being allocated in the spring and it is possible that the District may be awarded more funding then.
- b. There was discussion about getting a contractor with bore drilling skills. Sunrise has taken bids from several contractors and Nix came out on top in the scoring and vetting process. The final costs will only be known once Nix is hired and a contract is signed, but Sunrise felt confident in Nix' years of experience drilling bores. Sunrise Engineering sought the approval of the Board to go under contract with Nix.

Member Coutts made a motion to move forward putting Nix under contract. Chairman Nance seconded the motion. Member Hill asked if there was something in the contract about Nix having insurance. Jared Anderson said there is language in the CMGC contract about the necessity of insurance. Chairman Nance also emphasized that The District is an additional insurer. All in favor. Motion passed.

Jared Anderson said that discussions about ARPA funding at the county level take place next week.

c. Update on Plant Expansion

There are a few items causing delays in the timeline plant designs. Chairman Nance was concerned about a delay in the overall timeline, especially because of the addition of Snowbasin's project and their goal to be online in 2024. Cliff Linford explained that while there have been some challenges, Sunrise would be doing all that's necessary to stay within the completion date timeline. He anticipates that the new plant would be operational in fall of 2023. He also felt that the first phase of Snowbasin's project would not have a significant impact on the sewer plant as it is planned.

2) Wasatch Peaks Ranch

Will Serve requests for lots 1-50 of the 200 reserved. Mr. Bostock has an approved plat with Morgan County. The expectation is that the units will connect in Summer of 2022, and begin contributing flow in late 2023. He estimates that they may deliver 100 platted lots by late summer/early fall of next year. Mr. Bostock affirmed that the process with MGSID has been collaborative and positive thus far.

Member Nielsen made a motion to approve the 50 ERUs as submitted. Member Coutts seconded. All in favor. Motion passed.

3) Tentative Budget 2022/ Amendments to the 2021 Budget

Member Hill recommended that the chairman's compensation should be increased to \$750 for the year 2022. The budget for 2022 is based on 1230 ERU billings plus 50 new connections. Member Hill asked for a new amount to be put in the Board compensation section so that his proposed increase to the Chairman's compensation could be made.

Member Hill made a motion to approve the draft budget for 2022 and the amended budget for 2021. Chairman Nance seconded. All in favor. Motion passed.

Member Coutts said he would prepare to lead the discussion about increasing the Chairman's compensation for next month's meeting.

4) Policy Manual_Review Update

The personnel committee was tasked with going through and updating the policy manuals. Member Gray brought forward section 6.14 in the policy manual as problematic. He expressed concern about the way the section is worded, and suggested changes. He said that the new wording still addresses the concerns of the Board without encroaching on the Manager's autonomy. Chairman Nance asked who should be contacted in case of emergency. Member Gray suggested that the personnel committee should be contacted or the Board as a whole. There was some discussion about what would be appropriate and why it might be important to have a policy about what happens if the District Manager wants to take time off throughout the year.

Member Coutts updated the Board on the major aspects that had been changed in the personnel manual. All changes will take place beginning in January of 2022.

Member Coutts made a motion to approve the employee manual as originally presented to the board. Seconded by Chairman Nance. There was some discussion about the motion. All in favor. Motion passed.

Member Coutts made a motion that the District would pay out employees for any unused 2021 PTO over 50% and up to 80%. From January 2022, employees will only be allowed to roll over up to 50% of their PTO for any given year. Seconded by chairman Nance. All in favor. Motion passed.

5) Reports

Auditor: There were several large cash transfers. Nothing unusual or surprising. There was a payroll issue that was addressed. Wasatch Peaks has paid what they owed the District. Member Hill asked all board members to turn in their Fraud/Risk Analysis survey.

Personnel: The Personnel committee recommends that Janet, Nate and Ed receive a \$400 Christmas bonus and that Heather receive \$250 (Heather works significantly fewer hours than other employees). They also recommended a COLA (cost of living adjustment) increase of 3.1%

Member Coutts made a motion to adopt the proposals as suggested by the personnel committee. Chairman Nance seconded the motion. All in favor. Motion passed.

The personnel committee will be meeting with the manager in December to go over 2022 performance objectives and in January to cover performance review feedback. Board members are invited to provide inputs in a closed session at the December meeting.

There was some discussion about a board Christmas party/gift. Member Gray and member Coutts will present a suggestion in the December meeting.

Manager:

There was some discussion about what information the Board would like to receive from the Manager on a monthly basis. Member Coutts made a simplified version of the current and projected capacity numbers, which was compared to the Manager's current spreadsheet with capacity information. Manager Wilkerson explained to the Board that he has the master data set and can produce either a more detailed or a more simplified report. It's just a matter of Board preference. The Chairman suggested that Manager Wilkerson put together several options and then let the Board discuss and decide next month. The Chairman emphasized that the most important factor is to keep the numbers accurate and up -to-date.

Member Hill asked that Impact Fees, ERUs and Will Serves still be included in the monthly information. He felt that the spreadsheet by member Coutts was too condensed, and preferred the version that Manager Wilkerson had sent out to the Board prior to the meeting.

The Manager will send out several versions for the board to consider and discuss for the next meeting.

The Chairman asked about overdraft issues with the bank. Manager Wilkerson said he would get that resolved.

Nate and Ed are sitting the certification exams. If they pass, Nate will meet the State requirements as a certified operator. Ed will need to take another level exam before he is State certified. Member Coutts asked that Manager Wilkerson report back to the board on how Nate and Ed perform on the exam.

Member Coutts, Member Hill, and Chairman Nance emphasized the importance of holding Sunrise to the design completion date of April/May. Manager Wilkerson appreciated the feedback from the Board and said that he would relay that message to Sunrise.

Two words were deleted from the MOU with Snowbasin. The Manager seeks a review and response from the Facilities committee. There was some discussion about who was included in the email in which the MOU with Snowbasin was sent out. Member Coutts offered his understanding of State code, and encouraged Manager Wilkerson to CC the Chairman on any communication with the facilities committee. Member Coutts had reviewed the MOU and was not concerned with the changes. Member Nielsen had not reviewed the MOU, but said he would give feedback via email.

Snowbasin is 4900 ERUs at complete build out. They're not fully operational all the time because many of the homes are holiday use only. The long-term build-out plan is 50-70 years.

Manager Wilkerson had suggested 3 alternate routes of flow from Snowbasin. The Board asked Manager Wilkerson to refrain from making suggestions in regards to engineering for the Snowbasin project. The manager agreed he should not engineer. He did recommend some planning that could avoid a lift station as the District avoids them. The Board has asked Snowbasin to speak directly to Sunrise Engineering. Manager Wilkerson said that he is waiting on Sunrise to give him a task order. Chairman Nance asked Member Nielsen to follow-up with Cliff Linford about the task order. The task order is to be completed by November 5th, but manager Wilkerson said he would not sign off on the task order until there was a signed MOU with Snowbasin. Member Nielsen said he would follow-up with Sunrise about the task order.

Member Coutts asked when Snowbasin will be requesting Will Serves. Manager Wilkerson suggested as soon as mid next year.

There was some discussion about whether the expansion of the plant should be redesigned, considering the new agreement with Snowbasin. In the end, the Board, the Manager and various individuals at Snowbasin had come to the conclusion that the long-term needs for Snowbasin are far enough out in the future that redesigning the expansion plans at this time would be premature.

6) Board New Business

- Christmas party plan
- Direction to manager about copying board members on emails. The Board instructs Manager Wilkerson to copy all parties involved in the process into every email. If the Manager finds information to indicate otherwise, this can be reevaluated. Member Coutts gave Manager Wilkerson a code to reference on this point. Utah code :52-4-210 paragraph titled, "Electronic message transmissions".

7) Motion to Adjourn

Motion to adjourn the meeting made by member Coutts. Chairman Nance seconded. All in favor. Meeting was adjourned at 8:43pm.

