

# MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

**Minutes of the Board of Trustees Meeting**  
**Wednesday, April 10, 2024 6:00 PM**  
**APPROVED**

**Board Members Present:** Chairman Coutts, Vice Chair Hill, Member Earley, Member Willardson, Member Nielsen

**Employees Present:** Manager Sorensen, Brittany Wayman

**Guests Present:** Jared Andersen (Sunrise Engineering), Bart Smith and Nate Hadley (Highlands Water Company), Blaine Murray, Lori Murray

- A. **Call to Order:** Chairman Coutts called the meeting to order at 6:01 pm.
- B. **Prayer:** Member Nielsen
- C. **Agenda:** No changes suggested
- D. **Declaration of Conflict of Interest:** None declared
- E. **Approval of Minutes:** Member Willardson and Vice Chair Hill had several amendments proposed

**A motion was made to approve the March 6, 2024 minutes as amended**

**Motion - Member Hill**

**2nd – Member Earley**

<b>Trustees Voting</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
<b>Chairman Coutts</b>	X			
<b>Vice Chair Hill</b>	X			
<b>Member Willardson</b>	X			
<b>Member Nielsen</b>	X			
<b>Member Earley</b>	X			

Motion Passed

- F. **Public Comment Period:** Nate Hadley commented that he was here to answer any questions that came up regarding Highlands Water Company. No other public comments.

## AGENDA

### 1. Facilities Committee

#### i. Plant Expansion-

- 1. Jared Andersen reported that last month was wet and not as much was finished as was expected. A lot of work is planned for April and hopefully the weather will cooperate this month. Chairman Coutts asked Jared what percentage of work has been completed. Jared responded that 45% of the work is finished. Chairman Coutts commented that we are 4% over budget but still on track with work completion. Vice Chair Hill asked if the milestones don't get completed, if they roll to the next month. Jared responded in the affirmative. Member Nielsen asked what critical path items were still left. Jared said he didn't know but will find out. Chairman Coutts also clarified for the board that if a milestone is not 100% completed, it will be rolled to the next month. Manager Sorensen showed

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*drone footage of clarifiers. Member Earley asked if they had to increase the number of pumps. Jared said they hadn't yet, but they did have to transfer the pumps to the digester area. Manager Sorensen explained that they had to reschedule the cleaning of pond two due to weather and high intake last month. Pond one had reached capacity so they had to breach the bank and send the water into pond two. Once they can drain pond two back into pond one, they will try cleaning pond two out again. Chairman Coutts asked if it had delayed the plant at all. Manager Sorensen said the only thing that was delayed is that COP Construction wanted to have the liner done by the end of April and now it wouldn't be, but mentioned that they were able to attach the pipe from pond two to the clarifiers. Chairman Coutts asked if there were any more questions and commented that COP Construction is doing an awesome job.*

- II. *Manager Sorensen explained that there are some pending change orders which will come next month, so currently we just have the normal monthly payment up for a motion. There was some confusion about why the payment is larger than normal if less work was accomplished than expected. Chairman Coutts explained that COP has to justify all expenditures to Sunrise Engineering before they send us an invoice. Manager Sorensen and Jared Andersen answered that the clarifiers were completed which is the bulk of this payment. Member Earley asked about the retainer fee highlighted on the invoice. Jared answered that the retainer will hit the threshold next month which they'll hold till the end of the project. Member Nielsen asked which critical path items still remained and Jared said he would find out.*

***A motion was made to approve Payment #11 for COP Construction in the amount of \$1,247,802.25***

*Motion - Member Nielsen*

*2nd – Member Willardson*

<b><i>Trustees Voting</i></b>	<b><i>Aye</i></b>	<b><i>Nay</i></b>	<b><i>Absent</i></b>	<b><i>Abstain</i></b>
<b><i>Chairman Coutts</i></b>	<b><i>X</i></b>			
<b><i>Vice Chair Hill</i></b>	<b><i>X</i></b>			
<b><i>Member Willardson</i></b>	<b><i>X</i></b>			
<b><i>Member Nielsen</i></b>	<b><i>X</i></b>			
<b><i>Member Earley</i></b>	<b><i>X</i></b>			

*Motion Passed*

- III. *Chairman Coutts asked Sunrise (Jared Andersen) to present the options available to us under the assumption that we're putting in the recommended Highlands Water (HWC) Loop. Once Jared is done, Chairman Coutts would then like Manager Sorensen to report on his and Nate's (Hadley) meeting regarding cost-saving measures. Jared briefly summarized the meetings that have taken place between Highlands Water Company and Sunrise Engineering. Jared believes that since water and sewer are supposed to stay separate, trying to keep a 10 foot clearance between the two pipes is going to be difficult with the limited space we have around the plant. Jared explained to the board that we will have a fire hydrant down by the plant and Sunrise is already planning on a lateral that will serve both buildings. Jared understood from his meetings with HWC that they want the loop to prevent stagnant water because a loop is always better than a dead end. Member Willardson asked how long the dead end would be. Nate*

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answered that the dead end would be 1,700 ft. Jared estimates that if we run the loop in the same trench as the potable water line, the cost would be somewhere between \$80,000-\$90,000. Member Earley asked where the potable water line was coming from. Jared answered that it's from our own treated water.

Chairman Coutts asked if Sunrise's design maintained a 10ft clearance between the sewer and water lines, and Jared said yes. Chairman Coutts asked Jared if there was any other way to meet HWC requirements. Jared responded yes.

Member Willardson asked if we could do it for a smaller diameter. Jared says they haven't looked into any other diameter options because they're required to have 8" diameter per the fire department. Chairman Coutts commented that both parties (MGSID and HWC) should be financially responsible for the loop depending on how much they each profit from it. Manager Sorensen says that HWC is in negotiations with UDOT wanting to connect with their well. HWC got quotes for the loop for \$50,000-\$60,000 which they'd pay half of. Manager Sorensen also said that he and Nate Hadley agreed to 1 ERU and MGSID would pay to increase if needed. Chairman Coutts commented that he, Sunrise and Manager Sorensen would meet with HWC to get a final agreement and then come back to the board next month for approval. Member Earley asked a clarifying question about the loop only being advantageous to HWC and not really necessary for our purposes. Chairman Coutts responded that the meeting next week would hopefully resolve some of those concerns. Member Willardson also commented that a 1,700 ft. dead end is extreme and he doesn't think the loop is an unreasonable request. Bart (Smith) commented that the loop was fiscally responsible as we wouldn't need the required flushing station or 4 ERUs. Bart also remarked that they have a second well and are negotiating an easement through UDOT property.

IV. Commissioner Jared Andersen updated the board on the last county commission meeting and said that \$300,000 was set aside for MGSID and \$150,000 was set aside to research a combined public water district for the Mountain Green Area. Member Nielsen asked if it was finalized; Commissioner Andersen responded that it was just appropriated funding. Chairman Coutts clarified for the board that coming down the pipeline we've got \$1 million from the county (state funds), \$300,000 from county ARPA funds and \$300,000 from the Legislature. (Thanks to Kerry Gibson (Legislative Solutions)). Vice-Chair Hill asked Commissioner Andersen for clarification on last month's amount being \$350,000 from the county. Commissioner Andersen responded that the county thought they had more money than they do.

V. Commissioner Jared Andersen explained that for the \$1 million from the county (state funds), the county attorney would like the MOU (Memorandum of Understanding) signed by MGSID saying that we've matched the funds. Vice-Chair Hill pointed out the expiration date of the contract so expediency is necessary. Manager Sorensen said he will turn in the receipts as soon as the check is sent.

**A motion was made to approve the MOU with Morgan County and allow the Chairman to sign it.**

**Motion - Member Hill**

**2nd - Member Nielsen**

<b>Trustees Voting</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
<b>Chairman Coutts</b>	<b>X</b>			

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<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion Passed*

- i. Canyon View and Monte Verde Lift Stations- Jared Andersen reported that tomorrow is the final walk-through with Val Poll. Everything is up and running. Chairman Coutts asked if Eddie Branham was certified fully to operate it. Manager Sorensen said next month he would be bringing to the board a Scada proposal to communicate with the plant. Chairman Coutts asked if they were receiving sewer from WPR (Wasatch Peaks Ranch) and Manager Sorensen said they're not connected yet. Member Earley asked if there was anything else we were responsible for and Manager Sorensen said the final walk-through tomorrow will reveal that.*
- ii. Annexation MAS LLC (Saunders)- Manager Sorensen explained that WPR was allowed to bore through their property, so WPR is helping them to annex into our district. Member Willardson asked if WPR wanted money from the Saunders for connection. Manager Sorensen says that they've already worked it out with WPR. Chairman Coutts asked if they were wanting to expand. Jared said he wasn't sure but they jumped at the chance to annex. Vice-Chair Hill asked if we'll charge impact and will serve fees. Manager Sorensen says that WPR has already given Saunders money so they can pay us. Vice-Chair Hill asked if it'd be the first annexation on that side of the freeway. Manager Sorensen answered in the affirmative. Chairman Coutts asked what happens after we certify. Manager Sorensen responded that he'll send them a letter saying MGSID certified the annexation, then a public notice, then a resolution, then reporting to the Lt. Gov's office to approve. Once it's approved by the Lt. Gov, it gets recorded at the county. Chairman Coutts asked if there was any further discussion.*

***A motion was made to Certify the MAS LLC, Annexation request***

*Motion - Member Willardson*

*2nd – Member Hill*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion passed*

## ***2. Manager Discussion***

- i. MGSID Policies and Procedures Documents / Dates- Manager Sorensen presented to the board the list of documents that need to be updated. He can get most documents from our attorney Mark Anderson who also works for UASD (Utah Association of Special Districts). Chairman Coutts commented that it was smart for Manager Sorensen to do this project as it will give him experience. Member Earley asked how many of these*

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*needed to be acquired before the plant is completed, and Manager Sorensen responded that he's doing all of it as if the plant is already done. Manager Sorensen gave his plan for updating the documents including hiring engineers for the ones that require it, using information from other sewer districts/government entities and including Jared Andersen and Member Nielsen.*

***ii. Surplus Equipment-** Manager Sorensen asked if anyone knows of a need for these machines. We have a natural gas generator and diesel from the headworks building. Members Willardson and Nielsen recommended using an auction company along with having a policy for asset management. Chairman Coutts suggests that selling these items doesn't need board approval, it's under the manager's discretion.*

***iii. May Bond Payment-** Manager Sorensen says the state wasn't ready to take a payment from us yet and to wait for an invoice. The rough estimate for the first payment in May for the CIB is \$290,000. The first payment on the DWQ (Division of Water Quality) will be \$57,000. Vice-Chair Hill asked if we've received all of 14 million. Manager Sorensen says we have received all of the \$14 million but have only received about half of the \$7 million. Some discussion on which way was better (financially) to receive the money, whether fast or slow depending on interest earning and interest payments. Chairman Coutts commented that we don't have a choice how we receive the rest of that money.*

***iv. MGSID Annual Audit status-** Manager Sorensen has sent everything to the audit company and we haven't heard back yet. Member Nielsen asked about the Municipal Wastewater Planning Program (MWPP) Manager Sorensen responded that it was submitted 2 months ago.*

***v. Updated Billing for ERU based on Water Usage-** Manager Sorensen updated the board that there are 2 companies in the district whose water usage warrants a sewer ERU increase. Some discussion about how the ERU usage was determined. Jared commented that whatever usage we decided on, that it needed to be defensible. Morgan County Airport and the Scotsman Center are the only 2 companies needing to be adjusted. Chairman Coutts asked if it was reasonable to let them wait until Jan 2025 to let them know and/or give them time to discuss the increase. Member Nielsen wants to put in the letter to them that we need a response within 30-45 days so they can't come in Jan 15 and dispute it. Vice-Chair Hill seconds that we need to put the defense in the letter. Chairman Coutts thinks we need to draft a letter to bring to the board next month.*

- 2. HR Committee-Plant Operator Job Description-** *Member Earley has a few questions before she sends a draft of the job description to the board. Manager Sorensen and Member Nielsen clarified that we need a grade 4 treatment certification and a grade 2 for collections certification. A lot of discussion about defining responsibilities, response time for emergencies/weekends, salary w/o benefits, retirement, "progression to certification" wording, hours, etc. Member Nielsen will give a report of an example staffing study to Member Earley. Manager Sorensen will send it to UASD for review. We were planning on hiring January 1 but Chairman Coutts will look into the budget to confirm when we can hire. Some discussion about the chain of command and if the MGSID manager will be needing a raise. Chairman Coutts responded that everything is on the table.*

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**3. Executive Committee-Facilities Committee Changes-**

*i. Chairman Coutts informed the board that with Member Nielsen’s new professional responsibilities, he will be stepping down from the Facilities Committee and Member Willardson will take over as chair with Chairman Coutts a committee member and Member Nielsen advising.*

*A motion was made to accept the recommended changes to the facilities committee.*

*Motion - Member Nielsen*

*2nd – Member Earley*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion passed*

*ii. WPR Agreement Status- Mark Anderson (MGSID attorney) is working on the agreement. We’re expecting something next week. Member Earley asked if there was a deadline, Chairman Coutts said there is no deadline but they’re eager to get it done.*

**4. Closed Session to discuss pending litigation, property purchase or personnel-** *Chairman Coutts asked if anyone would like to go into closed session with the comment that HWC would be benefiting from the loop so the board needed to consider that.*

*A motion was made to recess the open meeting and enter a closed session to discuss property related to Highlands Water Company.*

*Motion - Member Nielsen*

*2nd – Member Earley*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion passed*

*A motion was made to reopen the public meeting*

*Motion - Member Willardson*

*2nd – Member Nielsen*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			

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<i>Member Nielsen</i>	<i>X</i>		
<i>Member Earley</i>	<i>X</i>		

*Motion passed*

- 5. Board New Business- None*
- 6. Motion to Adjourn*

*A motion was made to adjourn at 8:14 PM*

*Motion - Member Nielsen*  
*2nd – Member Hill*

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>X</i>			
<i>Vice Chair Hill</i>	<i>X</i>			
<i>Member Willardson</i>	<i>X</i>			
<i>Member Nielsen</i>	<i>X</i>			
<i>Member Earley</i>	<i>X</i>			

*Motion Passed*

*Meeting adjourned at 8:15 pm.*