

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

Minutes of the Board of Trustees Meeting

Wednesday, August 2, 2023 6:00 P.M.

APPROVED

Board Members Present: Chairman Coutts, Nathan Hill, Louise Earley, Taylor Nielsen (absent) Zane Gray **Employees Present:** Jeremy Sorensen (Manager) **Guests Present:** Russel Willardson, Larry Nance, Jared Anderson

A. Call to Order: Chairman Coutts welcomed everyone present then called the August 2, 2023 board meeting to order at 6:01.

B. Prayer: Nathan Hill

C. Approval of Agenda: Member Hill requested that item 4a be moved to the first item on the agenda.

D. Declaration of Conflicts of interest: None.

E. Approval of Minutes:

A motion was made to approve the July 12, 2023 minutes as presented

Motion - Earley

2nd - Hill

<i>Chairman Coutts</i>	<i>Yay</i> <u> <i>x</i> </u> <i>Nay</i> _____	
<i>Member Gray</i>	<i>Yay</i> _____ <i>Nay</i> _____	<u><i>Absent X</i></u>
<i>Member Hill</i>	<i>Yay</i> <u> <i>x</i> </u> <i>Nay</i> _____	
<i>Member Nielsen</i>	<i>Yay</i> _____ <i>Nay</i> _____	<u><i>Absent X</i></u>
<i>Member Earley</i>	<i>Yay</i> <u> <i>x</i> </u> <i>Nay</i> _____	

Motion Passed

F. Public Comment: None.

Agenda Items

1) Facilities Committee

Will Serve Application for the flex units on lot #7 of the Poll development. 14 units is the maximum number of ERUs requested, and may be less. The use of the units is not known, as such determination of a grease trap will be reviewed, and needs to be approved before service begins.

I move to approve the will serve request by Park City Development and authorize the manager to send a will serve letter, with conditions, for 13 additional ERU's. (1 was already given through Canyon View Commercial West.)

Motion - Hill

2nd - Earley

<i>Chairman Coutts</i>	<i>Yay</i> <u> <i>x</i> </u>	<i>Nay</i> _____	
<i>Member Gray</i>	<i>Yay</i> _____	<i>Nay</i> _____	<i><u>Absent x</u></i>
<i>Member Hill</i>	<i>Yay</i> <u> <i>x</i> </u>	<i>Nay</i> _____	
<i>Member Nielsen</i>	<i>Yay</i> <u> <i>x</i> </u>	<i>Nay</i> _____	
<i>Member Earley</i>	<i>Yay</i> <u> <i>x</i> </u>	<i>Nay</i> _____	

Motion passed.

2) Finance Committee

Member Hill did the quarterly presentation of the monthly audit. Some notable items are that money is being moved to PTIF accounts on Thursdays. There was some discussion about not wanting to accrue an amount in interest that creates a negative outcome from the IRS.

Manager Sorensen went over the monthly budget. The restricted bond interest has happily been more than expected. Legal fees have been higher than budgeted for. Member Hill noted that the income for the sewer district is more than 50% and expenses are less than 50%, so he felt positive about the work that the board and manager have been doing. The manager reported that MGSID is still on budget with the Canyon View Lift Station.

Annual Audit:

I move to take from the table the approval of the 2022 annual audit.

Motion - Earley

2nd - Nielsen

<i>Chairman Coutts</i>	<i>Yay</i> <u> <i>x</i> </u>	<i>Nay</i> _____	
<i>Member Gray</i>	<i>Yay</i> _____	<i>Nay</i> _____	<i><u>Absent X</u></i>
<i>Member Hill</i>	<i>Yay</i> <u> <i>x</i> </u>	<i>Nay</i> _____	
<i>Member Nielsen</i>	<i>Yay</i> <u> <i>x</i> </u>	<i>Nay</i> _____	
<i>Member Earley</i>	<i>Yay</i> <u> <i>x</i> </u>	<i>Nay</i> _____	

Motion passed.

I move to approve the 2022 annual audit with recommended changes as approved by the Chair and allow the manager to file all state reports associated with it.

Motion - Hill

2nd - Nielsen

<i>Chairman Coutts</i>	<i>Yay</i> <u> x </u> <i>Nay</i> _____	
<i>Member Gray</i>	<i>Yay</i> _____ <i>Nay</i> _____	<i>Absent</i> <u> X </u>
<i>Member Hill</i>	<i>Yay</i> <u> x </u> <i>Nay</i> _____	
<i>Member Nielsen</i>	<i>Yay</i> <u> x </u> <i>Nay</i> _____	
<i>Member Earley</i>	<i>Yay</i> <u> x </u> <i>Nay</i> _____	

Motion passed.

Expansion Project:

Jared Anderson presented the major construction milestones that have been achieved in the expansion project over the last month. He then talked about what milestones are projected for next month and some complications that are being experienced. Chairman Coutts asked Mr. Anderson to present things differently for next month, including what was scheduled versus what was accomplished, and what has been planned to get back on schedule.

There was some discussion about a letter from COP, explaining a change in conditions that may require a change order for additional cost and time. MGSID has refuted the need for a change order currently, but a change order from COP is a possibility going forward.

Canyon View Lift Station update:

Jared Andersen reported that the Generator is scheduled for delivery mid-august, and the control panel at the beginning of September.

3) Fee Working Group

Member Coutts commended Jared Anderson on the WPR/Capital Facilities Plan analysis. Manager Sorensen explained that with the approval of the board, there will be a meeting with Vance Bostock from WPR and give him the WPR/CFP analysis and let him review. There was some discussion about the potential user fee for WPR.

4) Manager Discussion

Manager Sorensen presented information about how much sewer capacity MGSID has versus how many will serves have been approved. There are more will serves than current capacity, but not all will serves are connected at this time, and most are projected to come online after the expansion project has been completed.

Manager Sorensen noted that he is working on the prepaid impact fee report.

Manager Sorensen presented a new procedure for change orders. Chairman Coutts asked if 30 days to complete a change order will hold up construction. Other members of the board and Jared Anderson made comments, and felt that the time to do the process correctly was necessary. They discussed a contingency plan to operate under a work directive, as per the contract, if there are urgent time constraints in a worst-case scenario.

I move to accept the change order procedure as presented and recommended by the facilities committee.

Motion - Nielsen

2nd - Earley

<i>Chairman Coutts</i>	<i>Yay</i> <u> x </u>	<i>Nay</i> _____	
<i>Member Gray</i>	<i>Yay</i> _____	<i>Nay</i> _____	<i>Absent</i> <u> x </u>
<i>Member Hill</i>	<i>Yay</i> <u> x </u>	<i>Nay</i> _____	
<i>Member Nielsen</i>	<i>Yay</i> <u> x </u>	<i>Nay</i> _____	
<i>Member Earley</i>	<i>Yay</i> <u> x </u>	<i>Nay</i> _____	

Motion passed.

Manager Sorensen presented change order 1.2 to move a line. Sunrise reviewed the change order and recommended no changes. It was presented to the board by the facilities committee for approval.

I move to approve change order number 1.2 in the amount of \$36,158.91 as recommended by Sunrise and the facilities committee.

Motion - Nielsen

2nd - Hill

<i>Chairman Coutts</i>	<i>Yay</i> <u> x </u>	<i>Nay</i> _____	
<i>Member Gray</i>	<i>Yay</i> _____	<i>Nay</i> _____	<i>Absent</i> <u> x </u>
<i>Member Hill</i>	<i>Yay</i> <u> x </u>	<i>Nay</i> _____	
<i>Member Nielsen</i>	<i>Yay</i> <u> x </u>	<i>Nay</i> _____	
<i>Member Earley</i>	<i>Yay</i> <u> x </u>	<i>Nay</i> _____	

Motion passed.

5) Personnel Committee

Member Earley presented changes to the employee. The changes include adding the word 'vaping' to the no smoking policy, adding 'District issued cell phones and laptops' as part of district property, and an update to the policy on timesheets. Timesheets for the manager are to

be reviewed and signed by a board member bi-monthly. She also added 'Juneteenth' as a federal holiday.

The manager is updating the timesheets to include a space for approval signatures.

I move to accept the HR committee's recommended changes to the employee handbook dated November 3rd 2021.

Motion - Earley

2nd - Hill

<i>Chairman Coutts</i>	<i>Yay</i> <u> x </u> <i>Nay</i> _____	
<i>Member Gray</i>	<i>Yay</i> _____ <i>Nay</i> _____	<u>absent x</u>
<i>Member Hill</i>	<i>Yay</i> <u> x </u> <i>Nay</i> _____	
<i>Member Nielsen</i>	<i>Yay</i> <u> x </u> <i>Nay</i> _____	
<i>Member Earley</i>	<i>Yay</i> <u> x </u> <i>Nay</i> _____	

Motion passed.

Member Earley also presented results of a 6 month manager performance feedback session. All performance objectives were met and any changes that need to be made going forward were incorporated.

6) Executive Committee

Member Coutts set expectations for the upcoming partnering meeting with COP and Sunrise. Jared Anderson explained the need to establish roles and standard procedures for working together through the expansion project.

Member Coutts asked the board whether the board should reach out to Peterson and see if there is interest or need to be annexed into MGSID. There was some discussion about this. Member Nielsen said he would reach out to the parties involved to initiate the conversation. Board members discussed next big projects for the district including, the Park line, Expanding old Highway, and looking into the Capital Facilities Plan.

7) Board New Business

- FOG program Next Month
- Invite Lincoln Hill to next meeting
- Brenda Brown and Skyler getting information for Bond
- Talisman responded to number of ERUs - set up meeting Facilities, Sunrise, and attorney

8) Motion to Adjourn

I move to adjourn the August 23, 2023 board meeting at 7:48pm

Motion - Nielsen

2nd - Earley

Chairman Coutts Yay x Nay _____

Member Gray Yay _____ Nay _____ Absent x

Member Hill Yay x Nay _____

Member Nielsen Yay x Nay _____

Member Earley Yay x Nay _____

Motion Passed - Meeting adjourned at 7:48 pm.