

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT
5455 West Old Highway Road, Mountain Green, Utah 84050
Minutes of the Board of Trustees Meeting
Wednesday, October 6, 2021 6:00 P.M.
UNAPPROVED

Board Members Present: (Chairman) Larry Nance, Zane Gray, Bill Coutts, Nathan Hill, Taylor Nielsen **Employees Present:** Kent Wilkerson (Manager) Heather Burger (transcriptionist) **Guests Present:** Jared Anderson, Derrick Helston

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

B. Prayer: Larry Nance

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

F. Public Comment: None

Agenda Items

1) Plant Expansion

- a. **Funding:** The ARPA requests are still in process. The applications are in and awaiting the State and County decisions. Mr. Anderson from Morgan County said that feedback should be forthcoming within a month.
- b. **Canyon View Lift Station and I84 Bore CMGC Contract:** The bids were submitted in sci-Quest (Utah State online e-procurement service). They were not received initially because of a web-site error, but the project is still on schedule, per Mr. Anderson.
- c. **Update on Expansion:** Senior staff review with Sunrise Engineering to take place within the next week. Final drawings forthcoming in the next month to 6 weeks. The Manager reported that the kick-off meeting went well. Member Coutts gave a summary of what happened at the kick-off meeting. Discussion of architectural features, room sizes and uses, even landscaping. Chairman Nance asked that money be spent towards quality materials that will need little maintenance and stand up to weathering and time. Member Nielsen iterated that those sentiments were discussed in the meeting and are forefront in the planning.

2) Snowbasin Memorandum of Understanding

The intent of the MOU is to consider service to Snowbasin in their future plans and development. Jim Hill was at the meeting to represent Snowbasin. He extended an invitation to the Board to meet with management at Snowbasin on October 18th. Ryan Cathey, president of Talisman Civil Consultants gave a summary of Snowbasin's project as it pertains to sewer needs. The current peak flow is 53,000 gallons per day. Near-term plans include a 400 unit hotel, mixed use condo-type units, and retail, totalling 418 ERUs in addition to current needs. A village including retail, restaurants, and other housing to be added within 20-25 years. Snowbasin seeks to discuss the possibility of joining Mountain Green Sewer District since these plans will exceed Snowbasin's current sewer capacity. There are a couple of options on the proposed infrastructure which Snowbasin would like to discuss with MGSID and Sunrise Engineering. The plans will require a lift station.

Chairman Nance asked for a copy of Talisman's presentation be sent to the Board and recorded as part of the notes for the meeting.

Member Coutts said that the proposed plans sound encouraging. Member Nielsen concurred with Member Coutts' comments.

Member Hill asked whether there would be issues working with Weber county since Snowbasin land falls on both Weber and Morgan County. Manager Wilkerson said that it involves an annexation process which does require approval through Weber County but is a fairly common occurrence. Jim Hill said that there has been open communication with the public and Weber County about Snowbasin's intention to run sewer lines to MGSID, and that there hasn't been any negative feedback thus far.

Chairman Nance had some questions about the timeline of the project. Jim Hill and Ryan Cathey said that they would like to move forward as quickly as possible, but expected some initial decisions to be made by the 1st quarter of next year, pending the signing of the MOU.

Member Gray and member Hill had a few items on the MOU to discuss. A decision was made to have the facilities committee review the MOU in detail. The Chairman asked Talisman Civils and Snowbasin to work directly with Sunrise Engineering moving forward and once the MOU is signed.

Chairman Nance made a motion to approve the MOU with Snowbasin, subject to final review by the facilities committee. Member Coutts made an amendment to the chairman's motion to include approval of the MOU subject to final legal review and review by the facilities committee. Chairman Nance motioned to amend his first motion. Seconded by member Coutts. All in favor. Motion passed unanimously.

Chairman Nance asked member Nielsen to follow-up with MGSID's legal counsel, and member Coutts asked Manager Wilkerson to forward the latest version of the MOU to the facilities committee that night.

3) Shady Creek Development

Chairman Nance made a motion to postpone item 3 till later in the agenda because the representative in question was not yet present. Member Hill seconded. All in favor. Motion passed.

Shady Creek seeks an updated Will Serve for 21 lots rather than 22. The Manager said there have been some issues in the development with manholes and that the will serve should be subject to the developer working with the District on that.

Member Gray asked where the water for the development was expected to come from. Derrick said there is now an additional well and a booster pump which provides more water than needed for the development.

There was some discussion about the current pipes and ground water and how the new development would affect and be affected by these.

Member Gray asked if the current pipe would need to be upgraded. The manager said it would not.

Member Hill asked whether all the lots gravity feed into the existing sewer line. Derrick said that they do. Member Hill noted that if all the lots gravity feed into the existing sewer line and if all the ground studies have been done then there is very little risk to the Sewer District providing service.

Member Gray had further questions about the development which the developer answered.

Chairman Nance made a motion to approve the Will Serve for Shady Creek Development to include 21 lots. Member Gray opposed. All others in favor. Motion passed.

4) Concept Budget

The Manager is seeking feedback on the proposed concept budget.

Member Coutts noted some inconsistencies on the COLA (Cost of Living Adjustment) part of the budget. He will be providing feedback based on conversation and investigation with the personnel committee and Manager Wilkerson. He also suggested a needed budget to hire a part-time inspector at 5 hrs per week.

Member Nielsen asked whether the budget for power should be cut since the cost of power will go up with the BNR plant. He asked whether Manager Wilkerson suggested the part-time inspector position. Manager Wilkerson said it was a mutual idea with the personnel committee. Member Nielsen asked Manager Wilkerson to confer with Sunrise to get more specific data on expansion budget needs. He asked if depreciation had been factored considering the impact of the new plant. Manager Wilkerson said he would be working with the auditor on that.

Member Hill asked about construction costs, payment #1. He asked if the payment was split in half or if it was an accidental repeat. Manager Wilkerson said that the payment was split in half. Member Hill asked where the number for the ARPA funds came from. Manager Wilkerson said that the county had committed to no less than \$100,000 but that more funds were possible. Member Hill asked if the payments to Lincoln Hill were included in the budget. The manager said that he had not included it but that it would be included.

Chairman Nance asked for the manager's reasoning on the impact fee budget. The Manager noted that it may be in error and that he would amend it. Chairman Nance asked that the final budget should be rounded up or down to the nearest hundred. He asked to make a correction on the formatting of the expansion funds.

Chairman Nance asked to get the amended budget to the finance committee by Friday. Personnel committee will add COLA information later.

Chairman Nance made a motion to go back to item# 3 on the agenda. Seconded by member Hill. All in favor. Motion passed.

5) Policy Manuals - Review Update

Chairman Nance asked the personnel committee to review the policy handbook, specifically regarding vacation schedules and weekly itineraries for the Manager's absence. Member Coutts noted that in their review they found a policy regarding non full-time employees and benefits that they would like to review as well. The personnel committee will make recommendations and ask for feedback from Manager Wilkerson and board members. They will present changes to the Board in the November meeting.

6) Reports

Auditor: The reason for the larger balance in checking was because Twin D did not cash their check. 13 delinquent accounts were sent to taxes. 1 impact fee in August, but 7 in September. Still awaiting payment from WPR. Member Coutts asked whether there is an expected timeline for remittance in the MOU. The manager explained that in future he does not expect a delay in payment but there was a mistake in billing. Member Coutts said that there should be language in the MOU going forward with Snowbasin that sets an expectation for remittance.

Facilities: Member Coutts asked what the new plant's ERU capacity will be. Total capacity should be 4,615 ERUs at 1.5 MGD. He commented that the District needs to have a future focus about expansion considering the oncoming developments such as Snow Basin.

Personnel: Christmas bonuses are under review for the amount and also who qualifies to receive them. Review of the Manager will be happening in the next 2 months. Any comments about the manager's performance should be sent to the personnel committee. Chairman Nance asked what the timeline is for the new inspector. Member Coutts said it would go on the 2022 budget.

Manager: The manager expressed concern about the current payroll company and may be looking for a new company to provide service to the district. Chairman Nance asked who the bookkeeper is and her relationship to the District. Manager Wilkerson said that she comes in for about 3-4 hrs per quarter to assist Janet and Manager Wilkerson with QuickBooks data entry.

Chairman Nance asked the Manager to add a yearly projection for service capacity rather than remaking the current data spreadsheet.

Member Hill asked when Manager Wilkerson expects the fire hydrant to be installed. Manager Wilkerson explained that there would be no new fire hydrant until the new plant is completed.

Chairman Nance asked for clarification on some of the Manager's operations. The Chairman asked for an updated calendar. He asked for Sunrise to update their report. Manager Wilkerson said that the report is updated for each meeting.

7) Board New Business

- Chairman Nance asked that new acronyms be spelled out the first time they are used. The Manager will continue to update the acronym master list as well.
- Budget sent to the finance committee on Friday.
- Don't reduce the budget for electricity
- Round to the nearest \$100.

8) Motion to Adjourn

Motion to adjourn the meeting made by member Gray. Member Coutts seconded. All in favor. Meeting was adjourned at 8:42pm.