

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

Meeting Minutes of the Board of Trustees

Wednesday, June 5, 2024, 6:00 PM

APPROVED 07-10-2024

Board Members Present: Chairman Coutts, Member Earley, Member Willardson

Employees Present: Manager Sorensen, Brittany Wayman

Guests Present: Jared Andersen (Sunrise Engineering, County Commissioner), Vance Bostock (WPR), Nate Bell (WPR), Evan Smith (Kimley Horn)

- A. **Call to Order:** Chairman Coutts called the meeting to order at 6 pm.
- B. **Prayer:** Member Earley
- C. **Agenda:** No changes
- D. **Declaration of Conflict of Interest:** None declared
- E. **Approval of Minutes:** Member Earley suggested adding “\$” sign to 25k in section 3. Member Willardson also wanted it clarified that “DWQ” stands for Division of Water Quality and “DEQ” stands for Department of Environmental Quality.

A motion was made to approve the May 1, 2024 minutes as amended

Motion - Member Earley

2nd – Member Willardson

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

Motion Passed

- F. **Public Comment Period:** No comments

AGENDA

1. **WPR (Kimley Horn) presentation on proposed low-pressure system-** Chairman Coutts introduced Evan Smith and Vance Bostock and asked them to present an overview of the proposed low-pressure system going in at WPR, including who would be responsible for what. All of the homeowners would be responsible for their own individual pumps and systems. Evan informed the Board that there are basically 2 options with sewer systems. There’s the traditional, gravity fed system and then a low-pressure system. There would be pros and cons for each. Member Earley asked what the benefit would be for the low-pressure system and Evan answered her that it would be getting rid of the lift stations. There was a lot of discussion and questions regarding linear feet of piping with each plan, also how many manholes would be required and flushing stations. Flushing is recommended once a year. Manager Sorensen summarized what Member Nielsen had questions/concerns on. Major points are that it would be more sewer related responsibilities for homeowners and lower maintenance for MGSID. Member Earley asked what

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

certification level would be needed. Nate answered that it’s the same certification needed for the water system at WPR. The comment was made that WPR would make up the monetary difference for repairs if funds are insufficient. Jared explained that the engineering teams believed this would be the next best thing for their development. MGSID would be initially responsible for maintenance/repairs, however WPR would be responsible if MGSID’s budget is insufficient. Chairman Coutts asked clarifying questions to confirm that we’ll know in summer 2025 if this system works. Member Willardson asked questions about the piping. Member Earley asked clarifying questions regarding the document notifying homeowners of their responsibilities with this system.

A motion was made to approve the Manager signing the low-pressure system document pending WPR responses to engineering related questions and MGSID low-pressure system homeowner notification requirements.

Motion - Member Willardson

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

2. Facilities Committee

i. Plant Expansion

- i. Progress, RFIs and materials, schedule and cost scheduled vs actuals, and Challenges (Monthly Update)** – Jared summarized the last month as far as plant project completion goes. There hasn’t been a lot of work completed since the stop work order. The sludge removal started and then stopped due to water levels. It hasn’t restarted. Clarifier 1 was tested and did not pass the leak test. After sealing 15 leaks, it passed. Clarifier 2 passed. Hopefully the subcontractors can come back this week and get the pours done.
- ii. Stop Work Order-** Manager Sorensen gave an update on getting the building permit and that the work order was rescinded. He was planning on going into the county commission meeting to request that the transportation impact fee on the building permit be removed.
- iii. Project payments and Change Orders-** Manager Sorensen introduced the project payment and the change orders.

A motion was made to approve to pay \$194,632.75 for COP construction pay app #13

Motion - Member Earley

2nd – Member Willardson

<i>Trustees Voting</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<i>Chairman Coutts</i>	<i>x</i>			

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

<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 approve to Change order 15 for \$198,343.45 to COP construction to complete the looped line for water for the fire hydrant and plant buildings

Motion - Member Earley

2nd – Member Willardson

<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

IV. Dewatering Pumps- Manager Sorensen explained that we need to keep one of the dewatering pumps that COP has already bought. Member Willardson asked why we needed one in the first place. Manager Sorensen explained that the water table is high enough in the spring that we need to have one to keep the plant dry. Jared Andersen also concurred and explained the benefit of having one. Chairman Coutts asked the Board if they want a new one for \$7,500 or a used one for \$3,500. Member Earley asked if we could wait to make a decision and Manager Sorensen said that we needed to make a decision soon as COP will return the one they have when they’re done dewatering. Member Earley asked if this was part of the new construction budget line, and was answered in the affirmative. We don’t need a motion, just general board consensus. The consensus was to buy a used pump.

V. ARPA Funding (State and County) Updates- Chairman Coutts told the Board that we received the \$1 million ARPA check from the county and that it had been deposited in the bank last Monday. He also said that we should receive the \$300k from the state budget in July. Morgan County has already given us \$400k, we’re hoping to get another \$300k from them. Kerry Gibson (not present) asked Chairman Coutts to remind the Board that we’ve done well but we should expect dry spells.

ii. WPR Interlocal Agreement- Chairman Coutts explained that this agreement has taken quite some time. The lawyers were involved initially and resolved the legal issues. The manager and Facilities Committee worked with WPR to rectify the non-legal issues and recommended the board approve the agreement. Member Nielsen looked over it and had no issues as well.

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

A motion was made to approve the interlocal agreement with WPRUD and WPR and allow the Chairman to Sign it.

Motion - Member Willardson

2nd – Member Earley

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

Motion Passed

- iii. **HWC Agreement** – Chairman Coutts got a verbal agreement from Bart Smith (HWC) last week and the written agreement provided for the board by HWC didn’t reflect the verbal agreement. The conflict was regarding the T stub being 10 ft or further from the property line. There was some discussion on whether or not to table the motion as the agreement is not acceptable. After some clarification, the decision was made to amend the motion so that if the stub/easement is removed in the next written agreement, they wouldn’t need to have another motion to sign it. Member Earley asked for clarification on the fee vs. reimbursement fee.

A motion was made to approve the agreement with Highlands Water Company pending HWC agreeing the stub/easement will end at least 10ft from fence/property line, or the stub/easement is completely removed from the plan and allow the Chairman to sign this agreement.

Motion - Member Willardson

2nd – Member Earley

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

Motion Passed

3. Manager Discussion

- i. **Policy and Procedures list-** Manager Sorensen gave an update on the list of policies and procedures that needs to be updated. There are several that need to be updated this year including the by-laws and the employee handbook. Several templates have been received from the attorney which will make the process quicker. Member Willardson asked what the Manager’s spending limit was and was answered \$2,000. Member Willardson suggested increasing that limit immediately.
- ii. **Report of Expenses relating to the plant upgrade-** Manager Sorensen summarized the expenses to date on the project. \$15 million spent out of \$30 million so far. We’re 13 months, so about half way through the project.

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

- iii. **Total Power Controls bids to Install SCADA at Lift Station-** Manager Sorensen brought the design last month and got bid for installer. The bid was for \$3,500 bid but we don't have a transducer, so they'll add \$1,650. Jared Andersen explained more about why it was added later and the need for the system. WPR will be paying for 70% as it involves the lift station. Member Earley asked if the system was truly necessary and it was explained that this was installing the equipment that was approved to build last month.

A motion was made to approve the agreement with Total Power Controls in the amount of \$5,150 (3,500 for Panel Installation + \$1,650 for level transducer = \$5,150)

*Motion - Member Willardson
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>			

- iv. **Les Olsen Company Printer bids-** Manager Sorensen explained that the MGSID printer has been acting up, repair service was non-existent and we've gotten some bids for a new one. There was some discussion about the basic package vs the advanced package. Member Earley asked why Chairman Coutts would prefer the advanced machine. Chairman Coutts commented that since Janet would be retiring soon, the more advanced/faster machine would be worth it to make her replacement's job easier.

A motion was made to approve the agreement with Les Olsen Company in the amount of \$4,978.75 for the Model BP-70C31 Copier/Printer.

*Motion - Chairman Coutts
2nd – Member Willardson*

<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

- v. **Karl Abbot Access Agreement-** Manager Sorensen explained that he hasn't heard back about this agreement so it was tabled.
- vi. **Fee Discussion-** Manager Sorensen told the Board that we need to update our Fee paying policy. The requirements at the county have changed when fees are collected and we need to make sure that we're also accounting for that change. There was much discussion about what the pros and cons would be of changing how we accept

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

fees. There was also discussion/explanation about whether MGSID should start requiring transfer fees from homeowners and also landowners. Manager Sorensen will bring to the board a policy recommendation for these changes.

- vii. **MGSID Annual Audit status-** Several board members asked how the audit was going and the general consensus (from Brittany and Manager Sorensen) is that it's going well.
- viii. **Employee situation-** Manager Sorensen updated the Board on what was happening in the office as far as employees go. Eddie Branham and River Poll will both be gone soon. Manager Sorensen will post a part time job on the website and has hired John Earley (Member Earley's son). Manager Sorensen explained that since John will not be reporting or getting direction from Member Earley, there were no nepotism concerns. Manager Sorensen also informed the Board that Janet gave notice today. Chairman Coutts told Member Earley that they needed to discuss the changes. Chairman Coutts asked Brittany if she felt prepared to take on the additional tasks.

4. HR Committee

- i. **Plant Operator Job Description-** Member Earley gave an update to the Board about the job description. It was left in that the applicant is recommended to live within 50 miles. Member Earley is still working on the benefits package but is very interested in ensuring that the MGSID is an attractive place to work.

5. Executive Committee – Chairman Coutts

- i. **AES offer-** Chairman Coutts explained to the Board that we currently don't have the staffing we need in order to service the developments coming down the pipeline. The Chair has been in touch with AES (Aqua Environmental Services) about taking care of the necessities at the plant. There was much discussion about hiring this 3rd party in order to keep MGSID staffed and the pros and cons. Overall consensus among board members was that it would be beneficial in keeping the plant running well over the summer.

6. Closed Session to discuss pending litigation, property purchase or personnel: None

7. Board New Business: Member Nielsen walked in and Chairman Coutts updated him on a summary of the meeting.

8. Motion to Adjourn:

A motion was made to adjourn at 8:04 PM

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

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah