

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

PROVIDING PROACTIVE, EFFICIENT & QUALITY SOLUTIONS FOR A SUSTAINABLE FUTURE

5455 West Old Highway Road, Mountain Green, Utah



Minutes of the Board of Trustees Wednesday, August 7, 2024, 6:00 PM APPROVED

Board Members Present: Chairman Bill Coutts, Vice-Chair Nathan Hill, Member Russell Willardson, Member Louise Earley, Member Taylor Nielsen (arrived late)

Employees Present: Jeremy Sorensen, Brittany Wayman

Guests Present: Kerry Gibson (Legislative Solutions via zoom), Jared Andersen (Sunrise Engineering/County Commissioner)

- A. **Call to Order:** Chairman Coutts called the meeting to order at 6:03pm.
- B. **Prayer:** Vice-Chair Hill
- C. **Agenda:** No changes
- D. **Declaration of Conflict of Interest:** None declared
- E. **Approval of Minutes:** Vice-Chair Hill suggested changing “one” to “once” in section 4ii. Member Earley suggested removing the “to” in section 2i in the last paragraph after “allocated”. Member Willardson pointed out that “There” was spelled wrong in section 2ii. Member Willardson also suggested adding clarification in Section 1 for why Cami (Child Richards) would need to do 2 audits next year.

A motion was made to approve the July 10, 2024 minutes as amended

Motion – Member Hill

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

- F. **Public Comment Period:** None

AGENDA

1. **Finance Committee-** Vice-Chair Hill presented the quarterly report to the Board including the balances of all bank accounts and the interest earned. He also briefed the Board on the monthly audit questions and pointed out that the weekly PTIF transfers did not happen for 4 weeks, but that was an oversight and shouldn't occur again. Vice-Chair Hill also went over the interest gained over the quarter, and the large deposits/checks we've had. Member Earley asked a

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clarifying question on the CIB account and was answered by Manager Sorensen and Vice-Chair Hill. Vice Chair Hill also noted to the Board that other than the late audit report, all other State reports were current. Chairman Coutts gave an update that we were on track to spend the ARPA funds by the end of 2026 as well as spend the CIB funds by April 2025.

- i. **Internal Audit After Actions:** Vice-Chair Hill went over the five findings from the yearly audit and the action plan to make sure they are not repeated, with a detailed timeline and procedure for each one.

2. Facilities Committee

i. Plant Expansion

- I. **Progress, RFIs and materials, schedule and cost scheduled vs actuals, and Challenges:** Jared Andersen gave an update on the project progression. The leak test was passed today on the digester walls. COP will pour the digester concrete slab next week along with capping the wells. Vice-Chair Hill asked how many de-watering pumps do we have going and Jared responded that there are 17 pumps going currently to keep the ground water level below construction depths.
- II. **Project payments and Change Orders:** Manager Sorensen clarified that the mistake found last month was actually caught by Daniel (with Sunrise Engineering), and not Nick of COP.

A motion was made to approve payment to COP Construction in the amount of \$1,204,238.16

Motion – Member Nielsen

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

- ii. **HWC Agreement – Approval:** After many months of discussion and obstacles, Chairman Coutts expressed gratitude for the Board members’ patience in trusting the process and with producing a very well-written agreement.

A motion was made to approve the agreement with HWC and allow the Chairman to sign it

Motion – Member Willardson

2nd – Vice-Chair Hill

<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

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3. Manager Discussion

- i. **Karl Abbot Access Agreement – County Involvement:** Manager Sorensen informed the Board that the park is actually owned by Morgan County so Karl Abbot will need to take the access agreement up with the County instead of MGSID.
- ii. **Status of Will Serve/Standby Fees:** Manager Sorensen and Brittany have been tracking down the owners of the undeveloped lots to notify them if their standby fees are delinquent. A letter will be sent advising them that if they do not pay their fees, they will have to begin the Will Serve process from the beginning.
- iii. **Update of Purchasing Policy:** Manager Sorensen updated the Board that the purchasing policy is in review by the finance and facilities committee. Member Willardson asked a question on the purchasing policy and the amount of purchase the manager could do without board approval. Manager Sorensen stated that the policy was written by Mark Anderson and the current values listed in the document were his suggestions. Manager Sorensen also mentioned that this document is long and that he would go over it again, and let board members known of specific areas of concern. Any comments by the Board will be sent to Manager Sorensen and he will send out any changes to the Board as they come in so that the policy can be approved at the September Board meeting.
- iv. **Fee Collection Document - Approval:** Manager Sorensen informed the Board that we needed to update how MGSID collects fees. There was much discussion about whether the fees were too high or too low, and about how the fees were calculated. Chairman Coutts recommended tabling the motion until further discussion but Manager Sorensen suggested having a motion just for the Due date of Fees. The suggestion was accepted and Chair Coutts asked that the other parts of the document be completed and presented to the board at the September meeting.

A motion was made to approve 3.06 Due date of Fees to the sanitary sewer ordinance as presented.

Motion – Vice-Chair Hill

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

- v. **Fraud Rating Report – Approval:** Manager Sorensen informed the Board that he followed up on the Fraud Risk assessment from last month and confirmed that Child Richards does not qualify as being part of our management team.

A motion was made to approve the fraud risk assessment with points earned as written.

Motion – Member Earley

2nd – Member Nielsen

<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			

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

Motion passed

- vi. **Gardner Impact Fees:** Manager Sorensen informed the Board that it appears that over the past 20 years, there have been many different agreements with Rulon and Skyler Gardner (Gardner’s) over their Pre-Paid Impact fees. Manager Sorensen has met with the Gardner’s, who would like to assign pre-paid impact fee credits to designated development lots. Manager Sorensen is going to confirm with Rulon Gardner the number of impact fees pre-purchased and that he is charging the homeowners the discounted rate instead of the current impact fee rate. There was much discussion about the agreement and who would be responsible for tracking lots vs number of lots etc. Manager Sorensen was asked to add into the agreement that all previous agreements were null and void. Member Nielsen asked to add a sunset clause into the agreement for the benefit of future staff and Board members. Chairman Coutts asked Member Willardson to take the lead on it and be ready to present to the Board in September.
- 4. **HR Committee**
 - i. **Plant Operator Job Applications:** Member Earley and Manager Sorensen are going through resumes as they come in. So far, they’ve received two applications, of which only one seems qualified. Chairman Coutts asked what was the plan for communicating with applicants concerning future hiring activities. Member Earley stated she was developing a plan.
 - ii. **Admin Assistant Job Applications:** Member Earley and Manager Sorensen received ten applications and will interview their top four applicants next week.
- 5. **Executive Committee – Chairman Coutts:** Chairman Coutts reached out to Jim Hill (Snowbasin VP) about whether there was any activity about future Snowbasin development with the Olympics announcement. Jim responded that they weren’t at this time. Chairman Coutts turned the time over to Kerry Gibson (legislative liaison) on zoom. Kerry gave the Board a summary of the funding obtained so far, this legislative session. He also stressed the importance of filing any bills early and asked the Board to bring them to his attention as soon as possible. Chairman Coutts asked Kerry about possible funding coming down the pike in preparation for the Olympics. Kerry said that Morgan County was positioning themselves to ask for funding in several projects. Chairman Coutts also asked for an update from Commissioner Andersen on the funding from the county. He responded that the commissioners meet next in 2 weeks and he would have an update then.
- 6. **Closed Session to discuss pending litigation, property purchase or personnel:** None
- 7. **Board New Business:** Chairman Coutts expressed appreciation for the Board members being efficient and working hard together.
- 8. **Motion to Adjourn:**

A motion was made to adjourn the meeting at 7:26pm.

Motion – Member Earley

2nd – Vice-Chair Hill

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<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

Meeting adjourned at 7:26 pm.