

Board of Trustees Meeting Minutes
Wednesday, September 4, 2024, 6:00 PM
APPROVED

Board Members Present: Chairman Coutts, Vice-Chair Hill, Member Willardson, Member Earley, Member Nielsen (Zoom initially, then present)

Employees Present: Manager Sorensen, Brittany Wayman, Ashley Benson

Guests Present: Jared Andersen (Sunrise Engineering/County Commissioner, Zoom)

- A. **Call to Order:** Chairman Coutts called the meeting to order at 6:01pm.
- B. **Prayer:** Member Willardson
- C. **Agenda:** No changes
- D. **Declaration of Conflict of Interest:** None declared
- E. **Approval of Minutes:**

A motion was made to approve the August 7, 2024 minutes as presented

Motion – Member Nielsen

2nd – Vice-Chair Hill

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

Motion passed

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

AGENDA

1. 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 plant progress. COP has accomplished quite a bit in the last month. COP is drying out pond number 2 to start excavating. They are also starting the mechanical work for the clarifiers. Chairman Coutts asked Jared and Manager Sorensen to report to the Board what has been accomplished to date, compared to the 2023 expected accomplishments. Jared said that he would like to hear back from COP before he reports to the Board. Member Willardson asked for clarification on why the COP payment this month is so much less than expected. Jared answered that he needs to follow up with COP and make sure that they're on the same page with Sunrise Engineering. Chairman Coutts asked how the SKM design was going with SCADA. Jared said he got an email that they are approved but he still wants to confirm before we start ordering parts. Chairman Coutts

confirmed that RMP is working to have the permanent power transformer procured and installed.

II. Project payments and Change Orders:

A motion was made to approve payment to COP Construction in the amount of \$597,005.28.

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

Motion passed

III. Summary of Project Payments: *Manager Sorensen presented to the board the overall costs of the project. It was noted that the contractor expenses have gone up but everything else is generally the same. Manager Sorensen confirmed that the totals are to date and that it doesn't include the RMP transformer yet. He also confirmed that Legislative Solutions does not fall into the legal expense category.*

2. Manager Discussion

- i. Collections System Update:** *Manager Sorensen presented to the Board that TwinD has now mapped the entire sewer system. With their system, we will be able to zoom in on the lines that are defective and that need repairs. The MGSID budget is \$200,000, and TwinD will clean and video everything for \$40,000. TwinD will clean everything with a score of 6 or less. Manager Sorensen is pushing TwinD to come out sooner to clean so that winter accessibility isn't an issue. Member Willardson asked how it was cleaned before. Manager Sorensen responded that every 4 years, they would clean ¼ of the lines at a time. TwinD found 1 line that was completely clogged and Manager Sorensen had them clean it immediately.*
- ii. Update of Purchasing Policy:** *Manager Sorensen updated the Board on the items that have been changed in the purchasing policy. He highlighted everything that was noteworthy including increasing the manager discretionary spending to \$5,000 and that MGSID can donate anything to charity under \$100. There was some discussion about whether or not we needed to have petty cash on hand in the office. There has been no need in the past to have cash on hand, so the purchasing policy will be updated to clarify that no petty cash will be kept in the office.*

A motion was made to approve the update of the purchasing policy based on recommendations from our attorney, and apply the changes above, change petty cash limit to \$0.00, and IT small purchase change from \$500,000 to \$5,000.

Motion – Member Earley

2nd – Vice-Chair 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>	X			
<i>Member Willardson</i>	X			
<i>Member Nielsen</i>	X			
<i>Member Earley</i>	X			

Motion passed

- iii. **Update Sanitary Sewer Ordinance:** *Manager Sorensen reported on the research he did with other sewer districts. Section 3.05 will update the costs charged to the Developer. Section 3.07 pertains to the ability to change the monthly service fees. Section 3.08 updates the transfer fee to include any new account that is being set up in our system.*

A motion was made to approve section 3.05, 3.07, & 3.08 as amended of the Sanitary Sewer Ordinance.

Motion – Member Willardson

2nd – Member Earley

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

Motion passed

- iv. **Gardner Impact Fee Update:** *Manager Sorensen and Member Willardson met yesterday with Rulon Gardner. Rulon is wanting to use his previously paid fees towards impact fees on lots he currently owns. After some research, Manager Sorensen discovered that Rulon still has a credit with MGSID of \$124,000. There was much discussion about previous agreements with the Gardners and what direction we should take. Chairman Coutts suggested doing some more research and discussing further in a closed session during the October board meeting.*
- v. **ARPA and state Funds:** *Commissioner Andersen presented at the beginning of the meeting that in 2 weeks the Morgan County Commissioners will be meeting to discuss allocation of funds. Member Nielsen asked if the public should show up and Commissioner Andersen encouraged everyone to attend who was able to. Commissioner Andersen said that at the beginning of this process, he felt 90% sure that MGSID would get the funding of \$300K and now he feels 75% sure that the funding will be allocated to MGSID because the other Commissioners are pushing back a little. Concerning state funds, Manager Sorensen has been emailing the state once a week asking about the funds promised to MGSID. Kerry Gibson (Legislative Solutions) went to the Utah Senate leaders today, and questioned them. He said he's hopeful to see the funds by the end of the month. Skyler Davies with DWQ clarified to Manager Sorensen that the \$300,000 has been sent to DWQ for MGSID.*

3. HR Committee

- i. **Plant Operator Job Applications:** *Member Earley updated the Board that there is nothing new with applications for the Plant Operator Position. The 2 applicants we've had are not a good fit. Member Nielsen commented that at the beginning, the Plant Operator will be a complicated position but once that is settled, the day-to-day*

operations should be rather simple. There will be more urgency in January to fill this position. Member Nielsen commented that he is currently trying to hire engineers for Ogden city and is having a hard time doing so due to lack of applicants. Chairman Coutts reiterated that Larry Hall (Aqua Environmental Services) is a backup if we can't find someone to fill the position, but it would be more expensive to hire his company as the contractor.

- ii. **Admin Assistant Job:** Manager Sorensen introduced Ashley Benson as the new office assistant; her training is going well.
- 4. **Executive Committee:** Chairman Coutts mentioned that the owners of the 9 Springs development said they had secured a will-serve from MGSID and were part of a Capital Facilities Plan (CFP) study which is inaccurate. Manager Sorensen informed the County Commissioners that no such will-serve had been issued or CFP started. Chairman Coutts commented that the 9 Springs development would triple the ERU's for Mountain Green and we need to be looking forward to make sure we can meet the needs of future development.
- 5. **Closed Session to discuss pending litigation, property purchase or personnel:** None
- 6. **Board New Business:** None
- 7. **Motion to Adjourn:**

A motion was made to adjourn at 7:06 pm.

Motion – Member Willardson

2nd – Vice-Chair Hill

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

Motion passed

Meeting adjourned at 7:06 pm.