

## **MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT**

*5455 West Old Highway Road, Mountain Green, Utah*

**Agenda for Wednesday, March 7, 2018**

**General Work Session from 6:00 PM to 7:00 PM**

**Board of Trustees Meeting starting at 7:00 PM**

Meeting to be held in Open Public and Closed Sessions

*The Board may choose to go into a Closed Session at any time by making a motion and Public announcement, and then achieving a 2/3 vote approval with recordation of votes*

### **6:00 PM GENERAL WORK SESSION**

All Board Members are requested to attend a General Work Session from 6:00 PM to 7:00 PM for the purpose of creating a set of Bylaws for the Board of Trustees.

### **7:00 PM BOARD OF TRUSTEES MEETING**

- A. Call to Order
- B. Prayer
- C. Approval of Agenda
- D. Declaration of Conflicts of Interest
- E. Approval of Minutes – February 7, 2018
- F. Next Board Meeting is scheduled for April 4, 2018 at 7:00 PM
- G. Public Comment Period

### **AGENDA ITEMS**

#### **1) Discussion: Swearing in**

- Swearing in of Board Members

#### **2) Discussion/Decision: Transfer money between accounts**

- The Board has decided to, in order to maximize earned interest, transfer excess funds from the main checking account and the 5271 account into one of the PTIF accounts.
  - 2018 YTD:
    - Year to date, \$80,000 has been transferred from 1<sup>st</sup> Bank Main Checking Account into the PTIF 4668 Replacement/Depreciation Account.
      - Total estimated depreciation for 2018 is \$198,000.
    - Year to date, \$23,900 has been transferred from the \$5,271 1<sup>st</sup> Bank Expansion Account into the PTIF 4598 Expansion Account.

#### **3) Discussion: Secretary for Minutes**

- The Manager has hired Sadie Barlow as the new part-time office assistant to replace Amy Bone, who has moved out of Mountain Green. As part of her job description Sadie will cover the office on Fridays, as Amy had done, and then attend the monthly Board Meetings to take notes and prepare the minutes. Sadie can work on the Minutes at home during the week, which will allow Janet to focus on the customer service, office work and billing Monday through Thursday.

#### **4) Discussion: Monthly Auditor's Report**

- The monthly audit report will be given by Board Member Larry Nance.

**5) Discussion: New Business**

- Recommended Agenda Items for April.
- Questions for Staff?

**6) Discussion: Manager's Report**

**District Operations ~ February 2018**

- Effluent continues to measure well within state requirements and removed over 92% of Biochemical Oxygen Demand (BOD) & 95% of Total Suspended Solids (TSS) in February. E-Coli bacteria registered as Non-Detectable.

**District Statistics as of February 28, 2018**

**Comparison of the number of Impact Fees received to date**

<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>04</b>	<b>02</b>	<b>06</b>	<b>06</b>

**ERU STATUS**

<i>ERUs Billing</i>	ERUs Under Construction	ERUs Connected	ERUs Committed But Not Activated	WILL SERVES Committed
<i>1,087</i>	<b>63</b>	<b>+ 1,091</b>	<b>+ 237</b>	<b>= 1,391</b>

**TOTAL ERUs CONNECTED LAST SIX MONTHS RUNNING**

	<i>SEP 2017</i>	<i>OCT 2017</i>	<i>NOV 2017</i>	<i>DEC 2017</i>	<i>JAN 2018</i>	<i>FEB 2018</i>
CONNECTED	<b>1,073</b>	<b>1,079</b>	<b>1,081</b>	<b>1,082</b>	<b>1,090</b>	<b>1091</b>
% OF CAPACITY	59.6%	59.9%	60.1%	60.1%	60.6%	60.6%

*District requirements on Upgrade: Option Study @ 70% (1,260); Design @ 80% (1,440); Build @ 90% (1,620)*

**MGSID BANK STATEMENTS ENDING FEBRUARY 28, 2018**

<b>OPERATIONS</b>				
<b>1<sup>ST</sup> BANK MAIN OPERATIONS CHECKING</b>	PTIF 248 EXISTING RESIDENT'S FUNDS FOR PROPOSED NEW SEWER FACILITY	PTIF 4667 EMERGENCY FUNDS	PTIF 4668 REPLACEMENT (DEPREICIATION) FUNDS	<b>BANK ACCOUNT TOTALS</b>
<b>\$52,520</b>	<b>\$490,970</b>	<b>\$155,187</b>	<b>\$702,444</b>	<b>\$1,401,121</b>

<b>IMPACT FEE/EXPANSION</b>			
<b>1<sup>ST</sup> BANK \$3,456 EXPANSION ACCOUNT</b>	<b>1<sup>ST</sup> BANK \$5,271 EXPANSION ACCOUNT</b>	PTIF 4598 EXCESS EXPANSION (IMPACT FEE) FUNDS	<b>BANK ACCOUNT TOTALS</b>
<b>\$10,565</b>	<b>\$5,301</b>	<b>\$ 24,152</b>	<b>\$40,018</b>

**TOTAL CASH IN BANKS      \$1,441,139**

<b><u>OPERATIONS INCOME &amp; EXPENSE STATEMENT</u></b>		
<i>YTD ~ January 1, 2018 through February 28, 2018</i>		
<b>INCOME</b>	Monthly Service Fees	\$ 87,844
	Late Fees	\$ 84
	New Lateral Inspections	\$ 300
	Other Income	\$ 149
	Taxes Income	\$ 5,080
	Interest Income	\$ 1,941
	<b>TOTAL INCOME</b>	<b>\$ 95,398</b>
<b>EXPENSE</b>	Administration	\$ 29,386
	Operations	\$ 42,807
	Depreciation	\$ 33,000
	<b>TOTAL EXPENSE</b>	<b>\$105,193</b>
<b>NET INCOME</b>	<b>TOTAL NET INCOME</b>	<b>(\$9,795)</b>

<b>EXPANSION/IMPACT FEE</b>	Impact Fee / Expansion Income	\$ 12,183
	Expansion Account Interest	\$ 1
	Expansion Expenses	\$ 0
	Developer Reimbursement	\$ 0
	<b>NET EXPANSION INCOME</b>	<b>\$ 12,184</b>

**7) Discussion: Board Training**

- Website address for required training. Please save this link:  
<http://training.auditor.utah.gov/collections>
- All Trustees every year: ***Open and Public Meetings Act***
- New or re-appointed Trustees: ***Board Member Training***
- Turn your completion certificates into the Chairman.
- The board will now attempt to start and possibly complete online training.

**8) Motion to Adjourn**