

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

Agenda for Thursday, July 17, 2014

Board of Trustees Meeting at 7:00 PM

Note: No meeting was held on the first Thursday in July

- I. Welcome, Introductions, Invocation
- II. Public Comment Period
- III. Business Items

1) Discussion: 2013 annual audit report

- Cody Cardon with Wood Richards and Associates will be here to present the 2013 annual audit report.

2) Discussion: The new exchange/reimbursement agreement has been signed and first ERU certificates have been issued. Construction of the Trunk Line is on schedule.

- The new exchange/reimbursement agreement with Gardner Development has been finalized and signed by all parties as of June 16, 2014.
- The first set of ERU certificates for Rollins Ranch Phases 5 & 6 plus Meadow Ridge have been issued and sent to Gardner Development.
- Construction of the trunk line is on schedule. Piping and manholes for the installation are on site next to the bank, elevations and locations are being verified, permits are in, potholing for ground water is being done and excavation should be underway by the time of this meeting.

3) Discussion: Cottonwoods Phase 4 sewer infrastructure installation is underway

- On the morning of June 30, Morgan County held a pre-construction meeting for Cottonwoods Phase 4 and excavation for the sewer began that afternoon. All of the sewer main, laterals and manholes have now been installed. We are waiting for the video to review.

4) Discussion: Rollins Ranch Phase 6 sewer infrastructure installation is complete.

- The sewer main, manholes and lateral installation for Rollins Ranch Phase 6 is complete. Robert has reviewed the video and everything is in order.
- The developer is in the process of grading the lots and the streets.

5) Discussion: Rollins Ranch Phase 4A sewer infrastructure installation is complete.

- The sewer main, manholes and lateral installation for Rollins Ranch Phase 4A is complete. Robert has reviewed the video and found everything in order.
- The developer has paved the streets and will be chiseling out and setting the cover rings then pouring the collars.

6) Discussion/Decision: Update the Personnel Policy

- On February 21, 2013, when the Board was evaluating retirement plan options for the full time manager's position, the initial option of working with the Utah Retirement System (URS) with a 25% matching contribution was written into Personnel Policy 130221.
- Then, per the minutes of the March 21, 2013 meeting, the Board decided to forgo working with URS due to the additional premium that would have to be paid for existing government retirement plans that are underfunded, as well as change the contribution amount. Minutes-Item #2: "...*The motion was then restated to 'approve Dennis' recommendation to decline participation in the URS and to pay the manager an additional 10% of the scheduled salary on a bi-monthly basis for retirement savings. Shane seconded the motion. Motion passed. All voted in the affirmative.*"
- The District has been making the 10% Retirement Payments per the March 21, 2013 decision, but paying them on a quarterly basis instead of bi-monthly because it is more practical.
- During the 2013 audit, the auditors discovered that the URS option was still listed in the Personnel Policy and recommended that the Personnel Policy be updated to reflect the final decision at the meeting of March 21, 2013.
- The update, Personnel Policy 140717, which is the corrected version of Personnel Policy 130221, is attached, but here is the original and corrected text for item #30 (original text is in ~~strikeout~~ and replacement text is in *italics*):
 - 30. RETIREMENT PLAN. ~~A retirement plan shall be made available to all eligible full-time employees by the District through the Utah Retirement System (URS), as a 'Defined Contribution Plan' according to URS requirements. The 'Defined Contribution' shall be twenty-five percent of the amount the full-time employee contributes, with the maximum District contribution being \$5,000 per year. The District contribution shall be made yearly at the end of the year (on or before December 31. A retirement plan shall be made available to all eligible full time employees by the District as a 'Defined Contribution Plan'. The 'Defined Contribution' shall be 10% of the scheduled salary. The payments will be issued bi-monthly on a quarterly basis and prorated to the amount of time worked during that quarter with the appropriate social security and medicare taxes withheld.~~ *A retirement plan shall be made available to all eligible full time employees by the District as a 'Defined Contribution Plan'. The 'Defined Contribution' shall be 10% of the scheduled salary. The payments will be issued bi-monthly on a quarterly basis and prorated to the amount of time worked during that quarter with the appropriate social security and medicare taxes withheld.*
- Does the Board approve Personnel Policy 140717 with this correction?

7) Discussion: District Operations ~ June 2014

- The new 5 horsepower lift pump has been installed at the Monte Verde lift station to replace the smaller 3.5 horsepower pump. The MV lift station now has two 5 hp pumps which increases the maximum capacity at the lift station to accommodate the Whisper Ridge Phase II expansion.
- Manhole inspections for the summer are about 25% complete.
- Annual cleaning for one third of the system will be started in August. Requests for bids were sent out to Pro-Pipe and Twin-D. Twin-D's bid came in 12% lower than Pro-Pipe so a set of MGSID's terms were sent to Twin-D for approval. If everyone is in agreement, then Twin-D will perform the cleaning this season.

- Effluent water continues to measure well within state requirements and removed over 93% of BOD and 93% TSS in June. E-Coli bacteria registered at Non Detectable levels.

8) Discussion: District Statistics as of July 7, 2014

- Comparison of the number of Impact Fees received to date.
 - **2014 = 28** Impact Fees
 - **2012 = 30** Impact Fees
 - **2013 = 58** Impact Fees
 - **2011 = 8** Impact Fees

ERU STATUS

<i>ERUs Billing</i>	ERUs Under Construction	ERUs Connected	ERUs Committed But Not Activated	WILL SERVES Committed
882	63	+ 909	+ 329.5	= 1,301.5

TOTAL ERUs CONNECTED LAST SIX MONTHS RUNNING

	JAN 2014	FEB 2014	MAR 2014	APR 2014	MAY 2014	JUN 2014
CONNECTED	870	873	880	889	900	909
% OF CAPACITY	48.3%	48.5%	48.9%	49.4%	50.0%	50.5%

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

MGSID BANK STATEMENTS

STATEMENTS ENDING	MAIN OPERATIONS CHECKING	\$3,456 EXPANSION ACCOUNT	\$5,271 EXPANSION ACCOUNT	BANK TOTALS
June 30, 2014	\$117,943	\$102,316	\$10,460	\$230,719
PTIF 248 OPERATIONS FUNDS	PTIF 4598 EXPANSION FUNDS	PTIF 4667 EMERGENCY FUNDS	PTIF 4668 REPLACEMENT FUNDS	FUND TOTALS
\$158,421	\$123,000	\$125,959	\$207,641	\$615,021

TOTAL CASH \$845,740

OPERATIONS INCOME & EXPENSE STATEMENT

YTD ~ January 1, 2014 through July 14, 2014

INCOME

Monthly Service Fees	\$151,377
Late Fees	\$ 329
New Lateral Inspections	\$ 1,950
Other Income	\$ 4,501
Taxes Income	\$ 19,493
Interest Income	\$ 1,161
TOTAL INCOME	\$178,811

EXPENSE

Administration	\$ 87,253
Operations	\$ 49,514
TOTAL EXPENSE	\$ 136,767

NET INCOME BEFORE DEPRECIATION **\$ 42,044**

DEPRECIATION EXPENSE YTD **\$ 78,695**

NET INCOME AFTER DEPRECIATION **\$ (36,651)**

IMPACT FEE/EXPANSION INCOME	\$ 93,841
EXPANSION EXPENSES	\$ 462
<u>DEVELOPER REIMBURSE</u>	<u>\$ 82,944</u>
NET EXPANSION INCOME	\$ 10,435

9) Discussion/Decision: Review and approval of June 5, 2014 Minutes.

10) Discussion/Decision: The next meeting is scheduled for the first Thursday, August 7, 2014 at 7:00 PM. Robert will not be here due to a scheduling conflict with a Wastewater Training class in Moab. Would the Board prefer to keep August 7 for the meeting or move it to the third Thursday, which is August 21?

Motion to Adjourn