

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, MIDVALLEY SEWER DISTRICT, HELD AT 160 EAST 7800 SOUTH, MIDVALE, UTAH 84047 ON APRIL 9, 2025, AT THE TIME OF 12:00 PM, PURSUANT TO NOTICE.

BOARD OF TRUSTEES PRESENT

SONDRA SMITH – CHAIR
BLAKE ROEMMICH – VICE-CHAIR
RONALD SPERRY – TRUSTEE

OTHERS PRESENT

MARK BELL – ATTORNEY
JARED SYME – GENERAL MANAGER
BRENT CHRISTENSEN – CHIEF FINANCIAL OFFICER, DISTRICT CLERK
RICK CECALA – OPERATIONS SUPERVISOR
ZETH DOCTER – TREASURER

The meeting was called to order at 12:05 PM by Chair Smith.

a. PUBLIC COMMENTS/CEREMONIES/PRESENTATION

a. No one was in attendance.

b. MINUTES – APPROVAL

a. **Upon Motion** made by Mr. Roemmich, seconded by Mr. Sperry, and passed unanimously, the Board accepted the February 12, 2025, minutes as written.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

c. ATTORNEY REPORT

a. Utah Open and Public Meetings Act Training

Mr. Bell reported on the Open and Public Meetings Act. He stated that the District is doing the people’s business openly and conducting its deliberations openly.

Mr. Bell stated that to have a meeting, there must be a Quorum. Mr. Bell stated that a public meeting requires a 24-hour notice, with an agenda, including the date, time, and location of the meeting. The notice will need to be posted on the Utah Public Notice website, Midvalley Sewer District's website, and at a location in the District likely to be seen by District residents. An annual notice of the scheduled meetings is required. All meeting minutes are an official record and must be recorded and permanently retained. Approved minutes must be made available to the public within 3 business days.

Mr. Bell stated that if there is a closed meeting called concerning an individual, the topics that can be discussed are the individual's character, professional competence, physical or mental health. He stated that when there is an electronic meeting there must be a public notice indicated on the Agenda with accommodation so all can attend, monitor and participate. The District will need to review and update their existing electronic meeting resolution. Mr. Bell will review the District's existing electronic meeting policy and inform the District of any required changes.

4. GENERAL MANAGER REPORT

a. Vehicle Fleet Update

Mr. Syme stated that he had the 2018 CCTV truck up for sale on Gov Deals and locally. He stated that the District did not receive any offers online but did receive two local offers. Twin D offered \$240,500 and PRS Industrial offered \$255,000. Mr. Syme stated that PRS Industrial submitted the highest bid and was awarded the sale.

Mr. Syme reported on the new 2025 CCTV truck. He stated that there were some miscommunications between Rausch USA and the District. The specifications were not met and the District declined delivery of the truck. Mr. Syme stated that Rausch took the CCTV truck back to their location to address the issues. Mr. Syme stated that Rausch offers training at their facility and offered to pay for two operators to receive the training. He stated that he would like to send one additional operator to the training at the District's expense. Mr. Syme stated that the new CCTV truck should be delivered in 4 weeks.

Mr. Syme stated that we received the new cleaning truck along with the 2025 Chevrolet 3500 and Chevrolet 1500. He stated that the 2015 Peterbilt Vactor was listed for sale with a price of \$297,000 and received an offer of \$325,000.

b. 7500 South Capital Improvement Project

Mr. Syme stated the boring project under the canal has been completed. He stated that the next portion of the project will be West of the canal down to State Street. Mr. Syme stated that the start day will be the first week in June.

c. MWPP Approval

Mr. Syme stated that every year the Utah Division of Water Quality requires the District to fill out a Municipal Wastewater Planning Program (MWPP). He stated that many of the questions do not pertain to the District but are required to answer to be completed.

Upon motion made by Mr. Roemmich, seconded by Mr. Sperry and passed unanimously, the Board approved the 2025 MWPP.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

d. Office Business Hours Adjustment

Mr. Syme stated that the current office business hours for the District are 7:30 AM to 5:30 PM, Monday through Friday. He stated that with the increase of online payments options, the need for extended evening hours has significantly declined and is no longer providing substantial benefits to the public. Mr. Syme stated that the District has an overnight drop window for payments and customers can leave a voicemail with any concerns about their bill that will be followed up the next business day.

Upon motion made by Mr. Sperry, seconded by Mr. Roemmich and passed unanimously, the Board approved Resolution 2025-04-9B, revising the official office business hours of Midvalley Sewer District to 7:30AM to 5:00PM, Monday through Friday.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

e. Contractor Bond Policy

Mr. Syme stated that the District currently requires the developers to submit a construction bond as part of their project approval process. He stated that under the existing policy, this bond may be provided in the form of a cash deposit, Irrevocable Letter of Credit (ILOC), or corporate surety bond. Mr. Syme stated that he would like to eliminate the surety bond and revise our policy to continue with a cash deposit or ILOC. Mr. Syme stated that the removal of surety bonds will benefit the District by receiving more cash deposits and ILOC to provide immediate funds to the District and ensure projects are completed without delays or disputes.

Upon motion made by Mr. Roemmich, seconded by Ms. Smith and passed unanimously, the Board approved Resolution 2025-4-9A, the revision of the Developer Construction Bond Policy to eliminate the corporate surety bond option, requiring that all bonds be provided in the form of either a cash deposit or an Irrevocable Letter of Credit.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

f. Update Board Alternates for SVWRF

Mr. Syme stated that the District needs to update their records with South Valley Water Reclamation Facility (SVWRF) and alternates to serve on the Board in the absence of the General Manager.

Upon motion made by Mr. Sperry, seconded by Mr. Roemmich and passed unanimously, the Board approved Resolution 2025-4-9C, reaffirming the General Manager as the official representative and designating the District Clerk and District Treasurer as alternates for the SVWRF Board.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

g. SSMP & Commercial Billing

Mr. Syme stated that he would like to update the District’s Sewer Master Plan (SSMP), previously completed in 2022 by Bowen & Collins Engineering. Mr. Syme stated that it is necessary to revisit our current plan to ensure accurate budgeting and project planning costs. He reported that since the last IFFP was completed, the cost of construction materials and labor has increased. Mr. Syme stated that the recent discovery of ownership with the trunk line from 7200 South and 700 West to the siphon located at the Jordan River Crossing, the District anticipates a significant increase in project costs. An updated assessment will allow the District to budget for this project.

Mr. Syme stated that he would like to update the policy on billing commercial accounts. Ms. Smith stated that in previous years the District would get water meter readings from the cities, but it was very difficult to receive accurate data. Mr. Christensen stated that he spoke with Mariah Hill, Financial Officer at Midvale City, and they will be able to provide the District with updated water meter readings. Mr. Syme stated that there are commercial accounts that could possibly pay more and other accounts that might pay less. He stated that he would like more consistency with commercial accounts to be billed correctly. Mr. Syme stated that some commercial accounts in the District have old data and he would like to have an update on water meter readings from Midvale, Sandy, and Murray cities. Mr. Syme stated that he would like to include the water meter readings with the SMPP to Bowen & Collins. Mr. Syme stated that this proposal aims solely to update and refine existing procedures and plans and does not propose any rate increases.

Upon Motion made by Mr. Roemmich, seconded by Mr. Sperry and passed unanimously, the Board approved to update the Sewer Master Plan and Commercial Billing procedures with Bowen & Collins Engineering at a total project cost not to exceed \$52,000, as proposed by Bowen & Collins without written permission by the District General Manager.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

5. SOUTH VALLEY WATER RECLAMATION FACILITY (SVWRF) (Information & Update)

- a. Mr. Syme stated that there are no updates at this time.

6. REVIEW, APPROVE AND RATIFY CASH DISBURSEMENTS

Upon Motion made by Mr. Sperry, seconded by Mr. Roemmich and passed unanimously, the Board approved the February 2025 cash disbursements for \$337,261.29 and March 2025 cash disbursements for \$1,265,910.27.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

7. OFFICE REPORT

a. District Mailing Service

Mr. Docter reported on the current customer statement mailing procedure. He stated that the current mailing machine is starting to jam up and needs replacement. Mr. Docter stated that replacement parts for the machine are obsolete and would require the machine to be replaced at the cost of \$17,000.

Mr. Docter stated that while attending the Utah Association of Special Districts conference he was introduced to Mailing.com. He stated that after analysis of the District's current expenses, including costs for postage, envelopes, and statements versus outsourcing with Mailing.com, the District will save \$4,325 annually. Mr. Docter stated that outsourcing the billing procedures will eliminate the immediate need to replace the machine.

He stated that the only initial cost is \$475 from Caselle to create a data key to be able to send over a raw file. Mr. Bell stated that under procurement rules, the District is required to receive two bids. Mr. Docter stated that he received a bid from Mailing.com and Freedom Mailing. Mailing.com would cost \$0.72 per bill and Freedom Mailing would cost \$0.82 per bill. He stated that by outsourcing the bills to Mailing.com, it would save the District an extra \$2,119 over the Freedom Mailing price.

Upon Motion made by Mr. Roemmich, seconded by Mr. Sperry and passed unanimously, the Board approved to enter into an agreement with Mailing.com to outsource our billing and mailing services.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

8. CHIEF FINANCIAL OFFICER REPORT

- a. Mr. Christensen reported on the 2024 audit. Mr. Christensen stated that everything went well, and it is 95 percent complete. Mr. Christensen stated that the District's contract with Republic Services has ended, and Mr. Syme negotiated a new contract with Ace Disposal which is on the State's procurement vendor list. He stated that by switching companies, it will save the District around \$1,000 a year.

9. SUPERVISOR'S REPORT

a. Construction in the District

Mr. Cecala stated that the construction in the District is still slow but anticipates it to start picking up with the nicer weather. He stated that Midvale Mills is starting phase 3. He stated that Trailside Reserve (6766 S 300 E) completed the sewer installation and plans on building their Model Home next month.

10. TRUSTEES

No report.

11. CLOSED MEETING– (if Necessary) – For the purpose(s) described in U.C.A. 52-4-205

No closed meeting

ADJOURN

The meeting was adjourned at 1:55 PM and the next Board meeting will be May 14th, 2025, at 12:00 PM.