

# MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT

5455 West Old Highway Road, Mountain Green, Utah

**Agenda for Wednesday, May 4, 2016**

**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*

I. Welcome, Introductions, Invocation

II. Public Comment Period

III. Business Items

## 1) Discussion: 2015 Audit results

- Lynn Wood and Jill Donahue from Wood Richards and Associates are here to present the results of the Audit for the 2015 Calendar Year.

## 2) Discussion: Board Member Required Annual Training.

- The required New Board Member and Annual Board Member Training are now available online through the Utah State Auditor's Website. Each Board Member should have received an email notice from the State Auditor that included a unique username and password.
- You may also view the training at: <http://auditor.utah.gov/training/local-district/>
- If you have questions, please contact the Local Government Team at: <http://http://auditor.utah.gov/local-government-team/>
- **PLEASE NOTE: THIS IS NOT AN OPTION – EVERY BOARD MEMBER MUST COMPLETE THESE TRAININGS EVERY YEAR, BEFORE DECEMBER 31 AND SUBMIT A COPY OF THEIR COMPLETION CERTIFICATES TO THE MGSID OFFICE FOR VERIFICATION.**
- Any Board Member who does not complete the training and submit the certificate of completion before December 31 will invalidate the work of the other Board Members who make the effort to comply. The District and the Board are graded on an all or nothing 100% participation.

## 3) Discussion/Decision: Logo for new truck.

- The new truck should be delivered sometime in the next few weeks and the Board should decide on the layout for the logo and/or text that will be applied.
- The manager has attached a sample with four different layout options. The Board should select one of these or provide guidance on something different.
- What logo and text layout would the Board like on the new truck?

## 4) Discussion/Decision: Fate of old yellow truck.

- Once the new truck arrives, we will have to dispense with the old yellow truck.
- The Procurement Policies and Procedures dated August 5, 2015 has specific guidelines regarding the donation, disposal or destruction of surplus property that the manager must follow (Section III, General Provisions, Item G. Surplus Property & Salvage), which are attached.
- What does the Board want to do with the Old Yellow Truck?

**5) Discussion: District Operations ~ April 2016**

- The 1<sup>st</sup> quarter 2016 transparency report has been completed and uploaded to the State Auditor.
- On April 20, 2016 Janet transferred \$30,000 from the main checking account into PTIF 248 Existing Resident's Funds for Proposed New Facility, and \$30,00 from the main checking account into PTIF 4668 Replacement (Depreciation Funds) per the decision at the March 2016 Board Meeting.
- Effluent water continues to measure well within state requirements and removed over 92% of BOD and 94% of TSS in February. E-Coli bacteria registered at non detectable levels.

**6) Discussion: District Statistics as of April 30, 2016**

- Comparison of the number of Impact Fees received to date.
  - **2016 = 19** Impact Fees
  - **2014 = 18** Impact Fees
  - **2015 = 14** Impact Fees
  - **2013 = 38** Impact Fees

**ERU STATUS**

<i>ERUs Billing</i>	ERUs Under Construction	ERUs Connected	ERUs Committed But Not Activated	WILL SERVES Committed
979	<b>71</b>	<b>+ 1,006.5</b>	<b>+ 338</b>	<b>= 1,415.5</b>

**TOTAL ERUs CONNECTED LAST SIX MONTHS RUNNING**

	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR2016
CONNECTED	<b>985</b>	<b>993</b>	<b>995</b>	<b>998</b>	<b>1,003</b>	<b>1,007</b>
% OF CAPACITY	54.7%	55.2%	55.3%	55.4%	55.7%	55.9%

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

**MGSID BANK STATEMENTS**

<b>STATEMENTS ENDING</b>	MAIN OPERATIONS CHECKING	\$3,456 EXPANSION ACCOUNT	\$5,271 EXPANSION ACCOUNT	<b>BANK TOTALS</b>
<b>April 30, 2016</b>	\$129,899	\$35,458	\$81,725	<b>\$247,082</b>
PTIF 248 EXISTING RESIDENT'S FUNDS FOR PROPOSED NEW SEWER FACILITY	PTIF 4667 EMERGENCY FUNDS	PTIF 4668 REPLACEMENT (DEPREICIATION) FUNDS	PTIF 4598 EXCESS EXPANSION (IMPACT FEE) FUNDS	<b>FUND TOTALS</b>
\$330,690	\$151,449	\$350,201	\$124,277	<b>\$956,617</b>

**TOTAL CASH \$1,203,699**

## OPERATIONS INCOME & EXPENSE STATEMENT

YTD ~ January 1, 2016 through April 30, 2016

### INCOME

Monthly Service Fees	\$ 144,131
Late Fees	\$ 148
New Lateral Inspections	\$ 2,000
Other Income	\$ 209
Taxes Income	\$ 6,668
Interest Income	\$ 1,505
<b>TOTAL INCOME</b>	<b>\$ 154,661</b>

### EXPENSE

Administration	\$ 48,591
Operations	\$ 16,301
Depreciation	\$ 54,000
<b>TOTAL EXPENSE</b>	<b>\$ 118,892</b>

**NET INCOME \$ 35,769**

IMPACT FEE/EXPANSION INCOME	\$ 62,035
EXPANSION ACCOUNT INTEREST	\$ 264
EXPANSION EXPENSES	\$ 0
<u>DEVELOPER REIMBURSE</u>	<u>\$ 24,192</u>
<b>NET EXPANSION INCOME</b>	<b>\$ 38,107</b>

- 7) Discussion/Decision: Review and approval of the April 6, 2016 Minutes.
- 8) Discussion: The next scheduled Board Meeting will be on Wednesday, June 1, 2016 at 7:00 PM ~ two days after the Memorial Day Weekend.
- 9) Motion to Adjourn

**Mountain Green Sewer Improvement District**  
**Procurement and Purchasing Policy and Procedures**  
**Approved: August 5, 2015**

**III. GENERAL PROVISIONS**

**G. Surplus Property and Salvage:**

1. **Disposal of Surplus Property:** Surplus property having a value of **\$2,000.00** or less may be disposed of in a commercially reasonable manner as the Procurement Officer sees fit, with all proceeds of the disposal to be the property of the District. Surplus property with a value in excess of **\$2,000.00** may not be disposed of until the Board has declared the property to be surplus, after which it may be disposed of for the benefit of the District in a commercially reasonable manner as directed by the Board. This requirement shall not apply when the surplus property, such as a vehicle or equipment, is being “traded in” on the purchase of substitute property, provided that the acquisition of the substitute property is in conformance with the requirements of this Policy.
  
2. **Salvage:** Metal and other items of some residual value may be salvaged by employees of the District while working on District facilities and improvements. Such salvaged items continue to be the property of the District and are to be disposed of accordingly. As a consequence, all receipts from salvaging such items shall be the property of the District and shall be safeguarded and accounted for as such.
  
3. **Donation, Disposal, or Destruction of Surplus Property:** The Procurement Officer may donate to a charitable organization, destroy, or dispose of as waste any surplus property that is worth less than **\$30.00** without involvement of the Board if:
  - a. The surplus property fails to sell at auction;
  - b. The cost of selling the surplus property is greater or equal to the value of the surplus property;
  - c. The surplus property is no longer usable;
  - d. The surplus property is damaged and either cannot be repaired or the cost of repair is greater than or equal to the value of the surplus property in a repaired state; or
  - e. The surplus property can be replaced for less than the cost of repairing the surplus property.

