

**BOARD MEETING
FEBRUARY 21, 2017
9:00 A.M.
MT. OLYMPUS IMPROVEMENT DISTRICT
3932 SOUTH 500 EAST**

SUMMARY

- 1. MINUTES OF BOARD MEETING – JANUARY 11, 2017**
- 2. MT. OLYMPUS PAYABLES**
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- 5. CENTRAL VALLEY REPORT – JOHN NORTON**
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- 6. DISCUSSION OF REQUEST FOR SERVICE FEE REFUND – ACCOUNT #19.0620.00**
- 7. LEGISLATIVE UPDATE**
- 8. MANAGER’S REPORT**
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 - 1. DESIRED PUBLIC SERVICE EMAIL**
 - B OPERATIONS REPORT**
 - 1. UPDATE ON BUILDING B EXPANSION**
 - C. UPDATE ON ELECTION**
 - D. WEF MANAGEMENT CONFERENCE REPORT**
 - E. WEAU ANNUAL CONFERENCE UPDATE**
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- 9. INFORMATION ITEMS (NO ACTION REQUIRED)**
 - A. DISTRICT ACTIVITY REPORTS**
 - B. CENTRAL VALLEY FLOW & LOAD REPORT**
 - C. UTAH PUBLIC TREASURER’S POOL YIELD**

PRESENT: **AMI NEFF, BOARD CHAIR
JOHN NORTON, TRUSTEE
MEL MACKAY, TRUSTEE
KERRY EPPICH, GENERAL MANAGER
STEPHEN ROHWER, DISTRICT CONTROLLER
DEAN AYALA, DISTRICT ENGINEER
TAMMY GONZALES, EXECUTIVE SECRETARY/DISTRICT CLERK**

PRESIDING: **BOARD CHAIR, AMI NEFF**

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1. MINUTES OF BOARD MEETING – JANUARY 11, 2017

Motion to approve the January 11, 2017 Board Meeting minutes, as written, was made by Trustee Mel Mackay and seconded by Trustee John Norton. The motion was approved by unanimous vote, those voting in favor: John Norton, Mel Mackay, and Ami Neff.

2. MT. OLYMPUS PAYABLES

After review and discussion, motion to approve the Mt. Olympus Payables was made by Trustee Mel Mackay and seconded by Trustee John Norton. The motion was approved by unanimous vote, those voting in favor: John Norton, Mel Mackay, and Ami Neff.

3. CENTRAL VALLEY PAYABLE

After review and discussion, motion to approve the Central Valley Payable was made by Trustee Mel Mackay and seconded by Trustee John Norton. The motion was approved by unanimous vote, those voting in favor: John Norton, Mel Mackay, and Ami Neff.

4. FINANCIAL REPORT

The Financial Report was accepted for filing by Board Members. Manager Eppich asked the Board for permission to set up auto pay for the American Express card. Trustee Norton asked if there would still be some sort of paper trail to show what was being paid, etc. Manager Eppich stated we would show it as a line item on the disposition report and also include documentation.

5. CENTRAL VALLEY REPORT

The following topics were discussed at the last Central Valley Board meeting:

- ***New CFO Position:*** As you may recall Central Valley hired a new CFO, Justin Zollinger, who is the finance director for Murray City. He is working part-time at Central Valley right now and is completing some work for Murray City. He did present the financial report at the last board meeting. Trustee Norton stated he presented the report with confidence.
- ***Elected Positions:*** Trustee Norton was elected again as Central Valley Board Chair, and Debra Armstrong as Vice Chair. Reed Fisher is still on the Retirement Committee.
- ***Legislation:*** The legislative lobbying and public education proposal was discussed. This is now house Resolution #15 which passed the house and will go to the senate. Amanda Smith was at the board meeting and explained the Resolution.

5. CENTRAL VALLEY REPORT (CONTINUED)

- **Capital Projects:** The interceptor rehabilitation was anticipated to be complete by the last board meeting. It came in at around \$200,000 under budget. The lining is mostly done and they now need to grout it. The ferric feed station is basically done, they are doing some testing. The CMMS implementation is in progress. NexGen has come in and is looking at transferring data bases. They are thinking by the end of the year the system should be running.
- **Draft Permit:** Since the last board meeting the draft permit has been put out for public comment. One issue with the permit is that it has the same regulatory language as the wet test and we know we will fail the test due to not enough dilution with our effluent into Millcreek. Phil Heck and Brown and Caldwell are working together to build a miniature plant/test model to collect some design parameters. This should help us meet the parameters of the permit.

A. ENTITY MANAGERS MEETING REPORT

Manager Eppich stated that the managers meeting mainly focused on the bonding at Central Valley. Included in the Board books was a Calendar of events by Lewis Young Robertson & Burningham Inc., that focused on the timing of the bonds. Capital ownership and the drawdown was discussed as well. They are trying to get a consensus due to some entities paying cash and some bonding and how with the new interlocal change how this could affect ownership model. Manager Eppich stated that he had volunteered Trustee Norton go to the bond rating in San Francisco in May. A discussion was then had on the timing of the bonds.

6. DISCUSSION OF REQUEST FOR SERVICE FEE REFUND - ACCOUNT #19.0620.00

Manager Eppich reported to the Board that Mr. William Skidmore had contacted the District regarding his sewer bill. After review of the property it was discovered that the home was on a septic tank and not connected to the sewer. Manager Eppich told Mr. Skidmore we will take him out of billing but that we don't issue refunds and that he could write to the Board. Mr. Skidmore stated he will send in a letter requesting a refund for payment on his account that was not connected to the sewer. We have not received any letter from him. Manager Eppich wanted to make the Board aware in case Mr. Skidmore sends in a request for refund.

7. LEGISLATIVE UPDATE

Manager Eppich discussed a few bills that might affect the District:

- ***House Bill 195*** – This bill modifies the procedure to dissolve a local district. This bill: reduces the threshold petitioners must reach to initiate a dissolution; modifies provisions regarding: procedural and public hearing requirements for an administrative body; required notice to the lieutenant governor regarding a dissolution; recording a certification from the lieutenant governor; payment of the costs of dissolution and the dissolved local district's debts and liabilities; and distribution of remaining assets of a dissolved local district; and makes technical and conforming changes.
- ***House Bill 324*** – This bill requires a local government to post a required notice of a local budget hearing on the local government's website where applicable; and make technical and conforming changes.
- ***Senate Bill 94*** – This bill modifies provisions related to property taxes levied by a local district. This bill defines terms; modifies the circumstances under which a local district may levy or collect a property tax that exceeds the certified tax rate; imposes requirements for a member of an appointed board of trustees to report the property tax increase to the legislative body that appointed or nominated the member to the board of trustees; and makes technical and conforming changes.

8. MANAGER'S REPORT

A. PERSONNEL REVIEW

Manager Eppich discussed an email that was received from a gentleman regarding district employee salaries. At this time he just wanted his voice to be heard. We may hear from him again.

The following employees will reach their anniversary date in March:

Kirk Tolbert's anniversary is on March 24th. He will have been with the District for 37 years.

Kim Driffill's anniversary is on March 29th. She will have been with the District for 18 years.

Both are doing a great job.

8. MANAGER'S REPORT (CONTINUED)

B. OPERATIONS REPORT

1. UPDATE ON BUILDING B EXPANSION

Dean Ayala, District Engineer gave the Board an update on the expansion. The footings and foundations are done and they are working on the door frames at this time. They are in the process of demoing the north side of the building. Trustee Norton asked if it has impacted anyone's job. The only one really affected is Neal Stoddard and he has been able work through it. It was scheduled to be complete in mid May, but due to weather conditions they have asked for a 30 day extension, which we agreed to. Parking has been a little tighter on Mondays due to the construction and Millcreek City having their city council meetings, but we can still work through it.

Trustee Mackay then asked about the status of Daily's Premium Meats. They are still working on the DAF system. We received a report from them and Engineer Ayala ran some numbers on it and they still need to work on the numbers to get them down.

The 2017 CIPP project bids will be opened tomorrow. Right now there are a few bidders.

C. UPDATE ON ELECTION

District Clerk, Tammy Gonzales informed the Board that there is an Election Meeting scheduled for March 21, 2017 to discuss the upcoming election. Manager Eppich and Clerk Gonzales will both attend.

D. WEF MANAGEMENT CONFERENCE UPDATE

Manager Eppich and Controller Rohwer attended the WEF Management Conference in Tampa, Florida. Both said it was a good conference but that it was a repeat of information and maybe they would attend every other year.

E. WEAU ANNUAL CONFERENCE UPDATE

The conference will be held April 17 - 21, 2017 in St. George, Utah. Hotel reservations have been made. Trustee Mackay will attend both the conference and pre-conference. Trustees Norton and Neff will let us know.

F. UGFOA CONFERENCE UPDATE

Manager Eppich and Controller Rohwer are scheduled to attend the conference in St. George, Utah on April 18 - 21, 2017. All arrangements have been made.

9. INFORMATION ITEMS (NO ACTION REQUIRED)

Provided to the Board was a copy of a newsletter for Millcreek City. In one article the City of Millcreek expressed their gratitude to Mt. Olympus Improvement District staff for providing office space, directing phone calls, collecting mail, and being the best roommates until they move to their permanent location.

Provided to the Board was some suggestions/ideas for the District summer party. District Clerk, Tammy Gonzales then discussed some of the suggestions. It was decided we should do a vote on which venue the District employees would like to attend. We will bring the tally back to the Board at the next board meeting.

Controller Rohwer discussed some of the benchmarking charts.

A. DISTRICT ACTIVITY REPORTS

- **CALL VOLUME:** The first chart was the incoming call volume for January, showing the number of calls and the duration. January 9th had the most incoming calls at 316.
- **CAPACITY FEES:** The capacity fee chart shows the number of fees collected in 2016 with June showing a huge increase due to Daily Foods paying a large portion of the 719 capacity fees collected. In January we received 9 and none in February.
- **LINES CLEANED:** The lines cleaning chart shows that 49,264 feet of lines were cleaned in January.
- **ENGINEERING:** Our engineering report for January shows the number of inspections, 17, Blue Stakes calls 381, nose-ons 0, and sewer availability letters requested was 9.
- **LINES TVd:** The next chart showed that 14,586 feet of lines were TVd for the month of January.
- **WEBSITE ANALYSIS:** Next was a discussion about the chart showing analytics of our website for January.

B. CENTRAL VALLEY FLOW & LOAD REPORT

A copy of the current Central Valley Flow & Load Report was not available.

C. UTAH PUBLIC TREASURER'S POOL YIELD

The Utah Public Treasurer's Pool Yield for January 2017 was up slightly to 1.18%.

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With no further business to come before the Board, motion to adjourn was made by Trustee John Norton and seconded by Trustee Mel Mackay . The motion was approved by unanimous vote, those voting in favor: John Norton, Mel Mackay, and Ami Neff.

The meeting adjourned at 11:09 a.m.

Ami Neff, Board Chair