

**BOARD MEETING
AUGUST 16, 2017
9:00 A.M.
MT. OLYMPUS IMPROVEMENT DISTRICT
3932 SOUTH 500 EAST**

SUMMARY

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 - D. UPDATE ON TRUSTEE ELECTION**
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 - F. DISCUSSION OF MILLCREEK CITY ISSUES**
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 - 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
TAMMY GONZALES, EXECUTIVE SECRETARY/DISTRICT CLERK

PRESIDING: CHAIR, AMI NEFF

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1. MINUTES OF BOARD MEETING – JUNE 21, 2017

Motion to approve the June 21, 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

Trustee Neff asked if there was anything in particular to review on the financial statements. Controller Rohwer then went over some of the revenue and capital improvement numbers in detail.

The Financial Report was then accepted for filing by Board Members.

5. CENTRAL VALLEY REPORT – JOHN NORTON

Trustee Norton reported that the following was discussed at the last Central Valley board meeting:

- ***Approval of Engine Generator*** – There was a request for approval of the installation of two diesel engine generators at a cost of \$396,275.18 to Platt Electric/Eaton Corporation.
- ***CMMS Software*** – The CMMS software for maintenance is being implemented and should be in beta testing mode by the first of the year.
- ***Millcreek Spill*** – On August 10, 2017 there was a spill from a pump that failed and poured untreated wastewater into Millcreek. There was discussion with the Utah Division of Water Quality stating that after reassessing the violation the fine that was originally \$2,000 was now \$7,600 and could be donated to a worthy cause. Central Valley is working with their public relations firm on where to donate this money.
- ***POTWs Preliminary Report*** – A preliminary report about issues that are important to the various POTWs was issued and discussed.
- ***Pilot Plant/Biological Removal*** – The pilot plant demonstrating the biological nutrient removal process began this week. The numbers for the removal of the nitrogen and phosphorus is very positive. This model could be very instrumental for us with regards to deadlines, etc.

5. CENTRAL VALLEY REPORT – JOHN NORTON (CONTINUED)

- ***Influent Box Culvert Rehabilitation*** – The influent box culvert rehabilitation project is moving forward. Central Valley is working with a company to slip line it with HOBAS pipe and insert two round odd shaped fittings. A prequalification questionnaire was sent to two contractors for the project. The bid deadline is August 21, 2017.
- ***Policy Manual Review*** – A review of Central Valley’s administrative policy manual was done. They are now working on the Procurement policy and should be ready by the next board meeting.
- ***Tempo Road Property*** – Central Valley owns approximately 39 acres that is located near the landfill and Tempo Road. They received a letter from Salt Lake County stating that an adjacent property owner would like to rezone the property from agricultural to industrial. Central Valley sent a response to Salt Lake County stating they are in support of the rezoning. Central Valley feels the rezoning will have a positive impact on the property value.
- ***Rocky Mountain Power Conservation*** – A report on the incentive programs that Central Valley is participating in with Rocky Mountain Power was given by Ron Roberts. One program Central Valley participates in is the Watts Smart program that has saved them approximately \$220k over the 15 year involvement in the program. Rocky Mountain Power made some recommendations on how wastewater treatment plants could save potentially 4 million kilowatt hours over a year’s time at a cost savings of approximately \$200,000 per year. Central Valley has made several operational changes to be more energy efficient.

A. MEMBER ENTITY MANAGER’S REPORT

Manager Eppich stated that the same items from the Board Meeting were discussed at the Manager’s meeting.

6. LEGISLATIVE AUDITOR GENERAL BEST PRACTICES FOR INTERNAL CONTROL OF LIMITED PURPOSE ENTITIES

Provided to the Board was a copy of a cover letter and a Checklist of Best Practices for Board Members and Entities on Internal Control and Governance.

The Legislative Auditors would like to have every district have these practices in place or explain why they are not.

Manager Eppich stated that he feels we follow most of these practices with maybe one or two areas we could work on. One is to put in writing that the Board Chairperson approves the agenda before each meeting. Manager Eppich stated we will go through the list and see what areas need to be addressed and get back to the Board.

7. REVIEW AND POSSIBLE APPROVAL OF ADDITIONAL CAPITAL PROJECTS

Manager Eppich went over some additional Capital Projects he felt needed to be addressed. With the expansion of Building B these items would make sense with regard to the look and functionality of the complex: 1) install insulated overhead doors in building A at a cost of \$35,000, 2) paint the exterior stucco, door frames, man doors, and louvers of all the buildings at a cost of \$6,220, and 3) re-roof building A at a cost of \$67,800. One other item we will be looking at over the winter is the drive-up counter. The counter is pulling away from the wall.

After review and discussion, motion to approve the capital projects after following the procurement policy 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.

8. MANAGER'S REPORT

A. PERSONNEL REVIEW

We have two employees that have anniversary dates in August and two employees that have anniversary dates in September:

- Stephen Rohwer's anniversary was on August 15th. He has been with the District for 12 years.
- Kevin Cleverly's anniversary is on August 23rd. He has been with the District for 11 years.
- Tammy Gonzales' anniversary is on September 27th. She has been with the District for 11 years.
- Jeff Eddington's anniversary is on September 28th. He has been with the District for 19 years.

All are doing a good job.

B. OPERATIONS REPORT

1. DISCUSSION OF DAILY'S PREMIUM MEATS

As you may recall we sent Daily's a letter stating that the Board would not be extending anymore time and that we would be adhering to the contract. If they decide they want to continue to work on reducing their flow and load, we would be happy to re-evaluate their account. We received a check from them for the fees. We will be monitoring Daily's through their self-monitoring program and Central Valley's testing to verify they don't exceed their limits.

2. UPDATE ON LINING PROJECT

The lining project is going well. They started the project in July and are about 1/3 of the way done at this time. We anticipate them being done by the 1st of October.

8. MANAGER’S REPORT (CONTINUED)

B. OPERATIONS REPORT (CONTINUED)

3. UPDATE ON BUILDING B EXPANSION

The building B expansion is now complete. We are very pleased with the outcome. We received a final pay request from the contractor which we will send once we receive a couple of items from the engineer’s office.

C. CERTIFICATIONS

We will send the certification file to the County on September 1, 2017.

D. UPDATE ON TRUSTEE ELECTION

We have not received any write-in candidates at this time. The deadline is September 8, 2017, if at that time no write-in candidate comes in then we will notify the County that we intend to cancel the election. The Board will need to pass a resolution to this affect in the September board meeting.

E. UASD CONFERENCE

The Board was provided information on the conference. Trustees Neff, Norton and Mackay will attend the November 1st and 2nd training sessions. Manager Eppich and Controller Rohwer will attend all three sessions.

F. DISCUSSION OF MILLCREEK CITY ISSUES

Motion to move into a closed session 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.

Motion to adjourn the closed session and go back into the regular session 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.

9. INFORMATION ITEMS (NO ACTION REQUIRED)

A. DISTRICT ACTIVITY REPORTS

- **CALL VOLUME:** Incoming call volume for July, shows the number of calls and the duration. July 10th had the most incoming calls at 237.
- **CAPACITY FEES:** In July there were 758 capacity fees collected.
- **LINES CLEANED:** The lines cleaning chart shows that 131,748 feet of lines were cleaned in May.
- **ENGINEERING:** Our engineering report for May shows the number of inspections, 62, Blue Stakes calls 1029, nose-ons 7, and sewer availability letters requested was 11.

9. INFORMATION ITEMS (NO ACTION REQUIRED)

A. DISTRICT ACTIVITY REPORTS (CONTINUED)

- **PAYMENT VOLUME:** The payment volume chart shows the number of transactions for both in office and Xpress Bill Pay (XBP): transactions for in office were 5,357 and 6,353 for XBP; payments in dollar amounts were \$601,244 for in office and \$329,009 for XBP.
- **LINES TVd:** The next chart showed that 33,951 feet of lines were TVd for the month of July.
- **WEBSITE ANALYSIS:** Next was a chart showing analytics of our website for July.

Reports for the month of June were also included in the board books.

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 July 2017 was 1.38% which is up from last month (1.32%).

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

The meeting adjourned at 10:44 a.m.

Ami Neff, Board Chair