

**BOARD MEETING
OCTOBER 17, 2018
9:00 A.M.
MT. OLYMPUS IMPROVEMENT DISTRICT
3932 SOUTH 500 EAST**

SUMMARY

- 1. WELCOME AND INTRODUCTIONS**
- 2. MINUTES OF BOARD MEETING – SEPTEMBER 19, 2018**
- 3. FINANCIAL INFORMATION**
 - A. REVIEW MT. OLYMPUS PAYABLES AND DISBURSEMENTS**
 - B. REVIEW CENTRAL VALLEY INVOICE(S)**
 - C. REVIEW FINANCIAL REPORT**
- 4. CENTRAL VALLEY REPORT – JOHN NORTON**
 - A. TENTATIVE BUDGET**
 - B. MANAGER’S MEETING REPORT**
- 5. REVIEW AND APPROVAL OF PROPERTY & LIABILITY INSURANCE RENEWAL**
- 6. REVIEW AND APPROVAL HEALTH INSURANCE RENEWAL**
- 7. REVIEW AND APPROVAL OF 2018 TENTATIVE BUDGET**
- 8. SET DATE, TIME AND PLACE FOR PUBLIC HEARING OF 2019 BUDGET AND ORDER NOTICE OF HEARING**
- 9. MANAGER’S REPORT**
 - A. PERSONNEL REVIEW**
 - B. OPERATIONS REPORT**
 - 1. UPDATE ON LINING PROJECT**
 - 2. DISCUSSION OF DAILY’S PREMIUM MEATS**
 - C. REVIEW OF WEFTEC CONFERENCE**
 - D. REVIEW OF CASELLE CONFERENCE**
 - E. UTAH ASSOCIATION OF SPECIAL DISTRICTS CONFERENCE**
 - F. WEAU MID-YEAR CONFERENCE**
- 10. INFORMATION ITEMS (NO ACTION REQUIRED)**
 - A. DISTRICT ACTIVITY REPORTS**
 - B. CENTRAL VALLEY FLOW & LOAD REPORT**
 - C. UTAH PUBLIC TREASURER’S POOL YIELD**
 - D. ANNUAL GRANITE SCHOOL DISTRICT BILLING FOR SEWER FEES**

PRESENT: **AMI NEFF, BOARD CHAIR**
 JOHN NORTON, TRUSTEE
 GILES DEMKE, TRUSTEE
 KERRY EPPICH, GENERAL MANAGER
 STEPHEN ROHWER, DISTRICT CONTROLLER
 TAMMY GONZALES, EXECUTIVE SECRETARY/DISTRICT CLERK

PRESIDING: **CHAIR, AMI NEFF**

**BOARD MEETING
OCTOBER 17, 2018
PAGE TWO**

1. WELCOME AND INTRODUCTIONS

Welcome and introductions were done.

2. MINUTES OF BOARD MEETING – SEPTEMBER 19, 2018

Motion to approve the September 19, 2018 Board Meeting minutes, as written, was made by Trustee John Norton and seconded by Trustee Giles Demke. The motion was approved by unanimous vote, those voting in favor: John Norton, Giles Demke and Ami Neff.

3. FINANCIAL INFORMATION

A. REVIEW MT. OLYMPUS PAYABLES AND DISBURSEMENTS

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

B. REVIEW CENTRAL VALLEY INVOICE(S)

After review and discussion, motion to approve the Central Valley Invoice(s) was made by Trustee John Norton and seconded by Trustee Giles Demke. The motion was approved by unanimous vote, those voting in favor: John Norton, Giles Demke, and Ami Neff.

C. REVIEW FINANCIAL REPORT

After review and discussion the Financial Report was accepted for filing by Board Members. Controller Rohwer then discussed some of the charts and graphs.

4. CENTRAL VALLEY REPORT

Trustee Norton reported on the last Central Valley Board meeting. Topics of discussion were:

- ***Tour of the Plant*** – Trustee Norton stated there was a tour of the plant before the September board meeting. They got to see firsthand all the work being done at the plant including the influent channel rehabilitation, the engine generators, power generation tunnel, the secondary clarifiers, the blend and equal tank digesters, and the odor control system. Below is an update on those projects:
- ***Capital Projects*** –
 - ***Influent Channel Rehabilitation*** – Half of the pipe has been inserted into the channel and they have dug an insertion pit for the remainder of the channel.
 - ***Engine Generator Project*** – Most of the engine generator project has been completed with the exception of the gas treatment system which is being worked on now.
 - ***Power Generation Tunnel*** – The tunnel is being extended northward with the utilities and piping being relocated as well as the main power.

4. **CENTRAL VALLEY REPORT – JOHN NORTON (CONTINUED)**

- ***Capital Projects*** –
 - ***Secondary Clarifiers*** – Clarifier 9 is back in service and Clarifier 10 is now being worked on. The tanks on Clarifiers 11 and 12 are now under construction.
 - ***Blend and Equal Tank/Digester No. 3*** – The tank has been cleaned and is ready for coating and sandblasting.
 - ***Odor Control Project*** – Excavating will begin in a couple of weeks to determine where the piping is so it can be relocated.
 - ***Water Filtration Procurement*** – Bids will be going out for the filtration equipment and are due in October.
 - ***BNR Facility Design Report*** – Approximately 60 percent of the design is complete.

There was a presentation given by Brown and Caldwell showing the new buildings and layout of the plant.

- ***Co-Gen Electrical Contract*** – There were three contractors that bid on the project. The contract was awarded to Skyline Electric for \$1,985,780.

A. **TENTATIVE BUDGET**

A copy of the tentative budget was included for Board review.

The majority of the budget had to do with the capital improvements for 2019. Controller Rohwer stated that \$14.91 million of the 2018 capital budget was moved to the 2019 budget. This will make the capital budget for 2019 \$51,283,631.

B. **MANAGER’S MEETING REPORT**

Manager Eppich stated the influent box is basically done and just needed to be sandblasted and then start work on a new lid. The side stream treatment was then discussed. They are starting to work on the pre-design of the headworks upgrade. They are looking to update the pretreatment ordinance.

5. **REVIEW AND APPROVAL OF PROPERTY & LIABILITY INSURANCE RENEWAL**

This item has been tabled until next month.

6. **REVIEW AND APPROVAL OF HEALTH INSURANCE RENEWAL**

The District has received its Health Insurance Renewal from PEHP its current provider. The medical and dental premium came back with a 6.9% increase with minimum plan changes.

After review and discussion, motion to approve the renewal of the PEHP Health Plan was made by Trustee John Norton and seconded by Trustee Giles Demke. The motion was approved by unanimous vote, those voting in favor: John Norton, Giles Demke, and Ami Neff.

7. REVIEW AND APPROVAL OF 2018 TENTATIVE BUDGET

The Board was provided copies of the proposed 2018 Tentative Budget. Controller Rohwer discussed the budget highlights:

- Increase sewer fee revenue from \$9,818,820 to \$11,204,700 due to increase in projected 2019 RE's and the proposed \$2.00 fee increase
- Insurance increase of 2.87% or about \$71,000 this includes having the employees participate in the premium
- Increase in capacity fee revenue from \$187,000 to \$205,700 due to projected connections in 2019
- COLA is proposed at 2.60% and a merit increase at 0-2%
- Administration expense will increase \$90,000 with most of the increase for the election
- Decrease lines repair budget from \$600,000 to \$540,000 for 2019 lining projects
- Increase Central Valley O&M from \$4,399,746 to \$5,133,300
- Increase District's portion of CVWRF capital from \$10,008,462 to \$11,523,133 for capital projects
- Increase District capital budget from \$181,694 to \$687,000 for capital projects including structural repairs and remodeling of the front office

Net effect to budget for 2019 is a use of reserves of \$1,568,799.

After review and discussion, Trustee Giles Demke made a motion to approve and adopt the 2019 Tentative Budget and have it ready for the public hearing which will be held on Wednesday, November 14, 2018 at 6:00 p.m., and seconded by Trustee John Norton. The motion was approved by unanimous vote, those voting in favor: John Norton, Giles Demke, and Ami Neff.

8. SET DATE, TIME AND PLACE FOR PUBLIC HEARING OF 2019 BUDGET AND ORDER NOTICE OF HEARING

After review and discussion, motion to approve the public hearing of 2019 budget on November 14, 2018 at 6:00 p.m. at the District offices, and order notice of hearing was made by Trustee John Norton and seconded by Trustee Giles Demke. The motion was approved by unanimous vote, those voting in favor: John Norton, Giles Demke, and Ami Neff.

9. MANAGER'S REPORT

A. PERSONNEL REVIEW

No employee anniversaries are in November and all employees are doing a good job.

B. OPERATIONS REPORT

1. UPDATE ON LINING PROJECT

Manager Eppich stated they are on the last segment of lining and should be completed this week. They will bill us when it is done.

9. MANAGER'S REPORT (CONTINUED)

B. OPERATIONS REPORT (CONTINUED)

2. DISCUSSION OF DAILY'S PREMIUM MEATS

Manager Eppich stated they had a meeting with Daily's at Central Valley last week. Daily's studies of FOG load are very different from Central Valley's studies. Daily's will be required to get a new permit and will be sampled by Central Valley due to the discrepancies. They have been put on notice because of a grease slug load to the plant that we believe they caused. They have also been given notice that we will clean their lines and bill them at time and a half.

C. REVIEW OF WEFTEC CONFERENCE

Both Manager Eppich and Trustee Norton attended the conference. They felt that it was a good conference with good information. Trustee Norton stated he was concerned about the flow model/capacity and the need to get as much information from sources at this conference as possible. We are looking to do a number of studies in the near future. This will include a flow study and an I and I study which will flow into an updated impact fee facilities plan, and an impact fee analysis.

D. REVIEW OF CASELLE CONFERENCE

Due to being ill, Controller Rohwer he did not make it to the conference. District Clerk Gonzales stated she felt it was a good conference. They went over some of the updates to the Caselle system.

E. UTAH ASSOCIATION OF SPECIAL DISTRICTS CONFERENCE

Conference registrations are complete according to what sessions everyone wanted to attend. The conference is November 7-9, 2018 in Layton, Utah.

F. WEAU MID-YEAR CONFERENCE

Manager Eppich asked if anyone would like to attend this conference to let us know so we can make arrangements. Trustee Giles Demke said he will be attending. Engineer Dean Ayala is scheduled to attend.

10. INFORMATION ITEMS

A. DISTRICT ACTIVITY REPORTS

Copies of the District's activity reports were provided for Board review. Trustee Norton asked about the call volume chart. Controller Rohwer explained the chart shows the calls are driven by day. Trustee Ami Neff suggested maybe during a call that is put on hold, put a recording of District information. Manager Eppich stated that the cleaning and TV reports are down. This is due to employees being off, and a couple of crews working with the county raising manholes.

10. INFORMATION ITEMS (CONTINUED)

B. UTAH PUBLIC TREASURER'S POOL YIELD

The Utah Public Treasurer's Pool Yield for September 2018 has increased from 2.548% to 2.562%.

C. CENTRAL VALLEY FLOW & LOAD REPORT

A copy of the August Central Valley Flow & Load Report was provided for Board review. Flows were at approximately 13 MGD.

D. ANNUAL GRANITE SCHOOL DISTRICT BILLING FOR SEWER FEES

The annual Granite School District billing was prepared for a total of \$52,878 for the 2017-2018 school year.

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

The meeting adjourned at 11:02 a.m.

Ami Neff, Board Chair