**BOARD MEETING**

**WEDNESDAY, JANUARY 17, 2018**

**9:00 A.M.**

**MT. OLYMPUS IMPROVEMENT DISTRICT**

**3932 SOUTH 500 EAST**

**ADMINISTER OATH OF OFFICE TO NEWLY ELECTED TRUSTEES**

1. **WELCOME AND INTRODUCTIONS**
2. **PUBLIC COMMENTS**
3. **MINUTES OF BOARD MEETING DECEMBER 20, 2017**
4. **FINANCIAL INFORMATION**

**A. REVIEW MT. OLYMPUS PAYABLES AND DISBURSEMENTS**

**B. REVIEW CENTRAL VALLEY PAYABLE**

**C. REVIEW FINANCIAL REPORT**

**5. CENTRAL VALLEY REPORT - JOHN NORTON**

**6. APPOINTMENT OF BOARD CHAIRMAN FOR THE YEAR 2018**

**7. APPOINTMENT OF DISTRICT REPRESENTATIVE AND ALTERNATE TO THE CENTRAL VALLEY BOARD FOR THE YEAR 2018**

**8. MANAGER’S REPORT**

**A. PERSONNEL REVIEW**

**B. OPERATIONS REPORT**

**C. R.E. COUNT REPORT**

**9. INFORMATION ITEMS (NO ACTION REQUIRED)**

**A. DISTRICT ACTIVITY REPORTS**

**B. CENTRAL VALLEY FLOW & LOAD REPORT**

**C. UTAH PUBLIC TREASURER’S POOL YIELD**

**D. GOVERNMENT RECORDS ACCESS AND MANAGEMENT ANNUAL REPORT (GRAMA)**

**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: AMI NEFF, BOARD CHAIR**

Tammy Gonzales, District Clerk, administered the Oath of Office to newly elected board members, Ami Anderson Neff and Mel Mackay. The Oath of Office was then signed and will be mailed to the County Clerk.

**1. WELCOME AND INTRODUCTIONS**

 Welcome and introductions were done. No one from the public was in attendance.

**2. PUBLIC COMMENTS**

 There were no public comments.

**3. MINUTES OF BOARD MEETING DECEMBER 20, 2017**

 Motion to approve the December 20, 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: Mel Mackay, John Norton, and Ami Neff.

**4. 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 Mel Mackay and seconded by Trustee John Norton. The motion was approved by unanimous vote, those voting in favor: Mel Mackay, John Norton, and Ami Neff.

**B. REVIEW CENTRAL VALLEY PAYABLE**

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

**C. REVIEW FINANCIAL REPORT**

 After review and discussion the Financial Report was accepted for filing by Board Members.

**5. CENTRAL VALLEY REPORT – JOHN NORTON**

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

* ***Board Audit Committee*** – Selected for the committee were board members Debra Armstrong and Reed Fisher.

Manager Eppich reported from the Manager’s Meeting that they reviewed the responses for the proposal of Central Valley’s annual audit. After review the firm of Keddington & Christensen CPAs was selected.

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

* ***National Association of Clean Water Agencies (NACWA) Membership*** – Central Valley is considering membership in NACWA. They will conduct research into the requirements, benefits and financial impact of membership. NACWA is more focused on regulatory issues such as nutrient regulations and water quality standards.
* ***Legislative Update*** – Most of the legislative and lobbying efforts have been with regard to public education.
* ***HVAC Consultant*** – A request for an HVAC engineering consultant was advertised in the paper. Only one response was received from the firm of Olsen and Peterson. Phil Heck met with them and he is recommending that their proposal be accepted and be Central Valley’s HVAC consultant.
* ***Capital Projects Update*** – 1) Influent box culvert – the pipes have been installed and are now backfilled. 2) Fuel storage tanks – because of rising costs it was decided they should remove the old tanks and purchase above ground storage tanks. 3) Co-gen system – more parts for the Co-Gen system have been delivered with the exception of the last two engines. 4) Secondary Clarifiers – Brown and Caldwell is finalizing the design and an approval package should be available for board review in February. 5) CMMS Update – the NexGen system is in place and is being used to generate work orders. There is still more work to get data input into the system.

Trustee Norton stated they said their goodbyes to a few board members who are retiring: Rod Bushman, Ben Behunin, and Reed Fisher. The Board composition will look very different in 2018.

**6. APPOINTMENT OF BOARD CHAIRMAN FOR THE YEAR 2018**

 After review and discussion, motion to keep Trustee Ami Neff as Board Chair for the year 2018 was made by Trustee Mel Mackay and seconded by Trustee John Norton. The motion was approved by unanimous vote, those voting in favor: Mel Mackay, John Norton, and Ami Neff.

**7. APPOINTMENT OF DISTRICT REPRESENTATIVE AND ALTERNATE TO CENTRAL VALLEY BOARD FOR THE YEAR 2018**

 After review and discussion, motion to keep Trustee John Norton as the District’s representative and General Manager Kerry S. Eppich as the District’s alternate to the Central Valley Board for the year 2018 was made by Trustee Mel Mackay and seconded by Trustee Ami Neff. The motion was approved by unanimous vote, those voting in favor: Mel Mackay, John Norton, and Ami Neff. The necessary letter will be prepared and mailed to Tom Holstrom, General Manager of Central Valley.

**8. MANAGER’S REPORT**

1. **PERSONNEL REVIEW**

 Manager Eppich stated that there are four employees with anniversaries in February:

 Kerry Eppich – 23 years, Todd Perry – 22 years,

 Darren Stone – 21 years and Cody Sommerville – 21 years.

 All employees are doing well.

**B. OPERATIONS REPORT**

Manager Eppich reported that it has been slow due to the weather so the lines crews have been busy cleaning the shop, warehouse, and doing maintenance on the trucks. District Engineer, Dean Ayala has been working on putting together a multi-year contract for our lining project. One other issue is our procurement policy with regards to our outside engineer and attorney. We will be putting together RFPs for those this year.

**C. R.E. COUNT REPORT**

A report showing the beginning, ending, and annual change of Residential Equivalents (R.E.s) and accounts for 2017 was provided for Board review. Manager Eppich discussed the information on the report. Total R.E.s as of the end of 2017 was 54,643 (which is 27,863 accounts). There were 1,182 (220 residential and 962 commercial) new R.E.s placed in billing in 2017 with a net total of 65 new accounts.

**9. INFORMATION ITEMS (NO ACTION REQUIRED)**

1. **DISTRICT ACTIVITY REPORTS**

Copies of the District’s activity reports were provided for Board review. Manager Eppich discussed a couple of the reports and stated that some of the stats were down due to the cold weather.

1. **CENTRAL VALLEY FLOW & LOAD REPORT**

A copy of the November Central Valley Flow & Load Report was provided for Board review which shows the flows at approximately 11.24 MGD.

1. **UTAH PUBLIC TREASURER’S POOL YIELD**

Manager Eppich reported that the Utah Public Treasurer’s Pool Yield for December 2017 was up slightly to 1.61%.

1. **GOVERNMENT RECORDS ACCESS AND MANAGEMENT ANNUAL REPORT (GRAMA)**

There were no requests for information under the GRAMA Act for the year 2017.

There being no further information 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: Mel Mackay, John Norton, and Ami Neff.

The meeting adjourned at 9:56 a.m.

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Ami Neff, Board Chair