

**BOARD MEETING
DECEMBER 16, 2020
9:00 A.M.
MT. OLYMPUS IMPROVEMENT DISTRICT
3932 SOUTH 500 EAST**

- 1. WELCOME AND INTRODUCTIONS**
- 2. MINUTES OF BOARD MEETING AND PUBLIC HEARING – NOVEMBER 18, 2020**
- 3. FINANCIAL INFORMATION**
 - A. REVIEW MT. OLYMPUS PAYABLES AND DISBURSEMENTS**
 - B. REVIEW CENTRAL VALLEY INVOICE**
 - C. REVIEW FINANCIAL REPORT**
 - D. DISCUSSION AND APPROVAL OF WORKERS COMPENSATION INSURANCE RENEWAL**
 - E. REVIEW AND APPROVAL OF 2021 BUDGET**
- 4. CENTRAL VALLEY REPORT – GILES DEMKE**
 - A. ENTITY MANAGERS MEETING REPORT**
- 5. APPROVAL OF BOARD MEETING DATES AND TIMES FOR THE YEAR 2021**
- 6. DISCUSSION AND RECEIPT OF CONFLICT OF INTEREST AND ETHICAL BEHAVIOR FORMS**
- 7. DISCUSSION AND APPROVAL OF FRAUD RISK ASSESSMENT**
- 8. DISCUSSION AND APPROVAL OF ADMINISTRATIVE POLICIES & PROCEDURES MANUAL**
- 9. ANNUAL REVIEW OF PERSONNEL POLICIES**
- 10. MANAGER’S REPORT**
 - A. PERSONNEL REVIEW**
 - B. OPERATIONS REPORT**
 - C. 2021 HOLIDAYS**
 - D. 2021 CONFERENCES**
- 11. 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**
- 12. CLOSED SESSION**
 - A. LEASE OF REAL PROPERTY**
 - B. DISCUSS PERSONNEL ISSUES AND GENERAL MANAGER REVIEW**

PRESENT: **AMI NEFF, CHAIRMAN OF THE BOARD**
 GILES DEMKE, TRUSTEE
 C. KIM BLAIR, TRUSTEE
 KERRY EPPICH, GENERAL MANAGER
 STEPHEN ROHWER, DISTRICT CONTROLLER
 DEAN AYALA, DISTRICT ENGINEER
 TAMMY GONZALES, EXECUTIVE SECRETARY/DISTRICT CLERK

PRESIDING: **CHAIR, AMI NEFF**

1. **WELCOME AND INTRODUCTIONS**

Welcome and introductions were done with no members of the public in attendance.

2. **MINUTES OF BOARD MEETING AND PUBLIC HEARING – NOVEMBER 18, 2020**

Motion to approve the November 18, 2020 Board Meeting and Public Hearing minutes, as written, was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, 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 Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff.

B. REVIEW CENTRAL VALLEY INVOICE

After review and discussion, motion to approve the Central Valley Invoice was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff.

C. REVIEW FINANCIAL REPORT

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

D. DISCUSSION AND APPROVAL OF WORKERS COMPENSATION INSURANCE RENEWAL

The Board was provided a chart showing the Workers Compensation renewal information. Controller Rohwer stated that the premium decreased by approximately \$2,000 this year with the net package premium coming in at \$16,992.

After review and discussion, motion to approve the renewal for Workers Compensation Insurance with Utah Local Governments Trust for the year 2021 in the amount of \$16,992 was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff.

E. REVIEW AND APPROVAL OF 2021 BUDGET

Controller Rohwer stated there were a couple of changes to the summary sheet from last month's budget hearing but the budget stayed the same. These changes better reflect the changes from the Central Valley budget.

After review and discussion, motion to approve the 2021 Budget as presented was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff.

4. **CENTRAL VALLEY REPORT – GILES DEMKE**

This item has been tabled until next month.

A. **ENTITY MANAGERS MEETING REPORT**

Manager Eppich stated they discussed the tailings issue in detail. This is ongoing and Central Valley's staff and legal counsel is working on this issue.

Hansen Allen & Luce are conducting the flow meter calibration verifications. Central Valley plans on starting the flow monitoring in mid January and it will continue for at least the next six months. Each entity will need to keep their lines clean in order to have good readings.

5. **APPROVAL OF BOARD MEETING DATES FOR THE YEAR 2021**

A schedule of the tentative board meeting dates for 2021 was reviewed by the Board. With a couple of exceptions the board meetings are scheduled to be held on the third Wednesday of each month at 9:00 a.m. at the District offices.

After review and discussion, motion to approve the Board Meeting dates for the year 2021 was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff. The schedule will be published in the paper, on the District's website and posted in the District office as per State law.

6. **DISCUSSION AND RECEIPT OF CONFLICT OF INTEREST AND ETHICAL BEHAVIOR FORMS**

Manager Eppich stated that each year the Board members and all employees are required to sign and turn in Conflict of Interest and Ethical Behavior Forms. All employees have submitted their forms. Trustees Demke and Neff signed and turned in their forms. Trustee Blair stated he would like clarification on the District's Ethical behavior policy. Controller Rohwer and Manager Eppich stated that the District follows the State Ethics code. After review of the State code Trustee Blair signed and turned in both forms.

7. **DISCUSSION AND APPROVAL OF FRAUD RISK ASSESSMENT**

Each year we are required to conduct a Fraud Risk Assessment which we have completed. With the exception of a formal internal audit function we have been able to meet all the requirements and are at a very low risk. The assessment was provided to the Board for their review.

After review and discussion, motion to approve the Fraud Risk Assessment was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff. The document will be signed and sent to the State Auditor.

8. DISCUSSION AND APPROVAL OF ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Manager Eppich stated that the provided manual had a few minor word changes from the manual that was emailed to the Board earlier this month. Trustee C. Kim Blair stated that after review he still has some comments and suggestions. It was decided that this manual will be approved and the Board will continue to review and update the manual over the next few months.

After review and discussion, motion to approve the Administrative Policies & Procedures Manual Version Six was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff. This manual will be reviewed and amended as needed.

9. ANNUAL REVIEW OF PERSONNEL POLICIES

We are required to do an annual review of our personnel policy manual and then report to the Board. Manager Eppich stated that the annual review has been done and there are a few issues that we are working on that will be brought to the Board for approval in the near future.

10. MANAGER'S REPORT

A. PERSONNEL REVIEW

Manager Eppich reported that the following employee will have an anniversary in the next month:

- Neal Stoddard's anniversary is on January 9th. He has been with the District 9 years and is doing a great job.

Lines Superintendant, Ray Dotson has retired. His last day was December 15th.

We have one employee that contracted Covid-19 from his wife. He will be out for the next couple of weeks.

B. OPERATIONS REPORT

Manager Eppich gave a brief update. Everything is going well however, the lines work is down due to weather which is normal for this time of year.

C. 2021 HOLIDAYS

The Board was provided a copy of the 2021 Holiday list for their review.

D. 2021 CONFERENCES

A copy of the 2021 Conference schedule was provided to the Board for their review. A short discussion was then had on what conferences will be held in person if any. Most will be held virtually.

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

A. **DISTRICT ACTIVITY REPORTS**

Copies of the District's activity reports were provided for Board review.

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

Copies of the Central Valley Flow & Load Reports for September and October were provided for Board review. The District's flow was at 12.45 and 11.45 MGD, respectively.

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

The Utah Public Treasurer's Pool Yield for November 2020 was 0.511%.

D. **ANNUAL GRANITE SCHOOL DISTRICT BILLING FOR SEWER FEES**

The annual Granite School District billing has been mailed out. We haven't received payment yet.

12. **CLOSED SESSION TO DISCUSS LEASE OF REAL PROPERTY, PERSONNEL ISSUES AND GENERAL MANAGER REVIEW**

Motion to adjourn the open session and go into a closed session to discuss lease of real property, personnel issues and general manager review was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff.

Motion to adjourn the closed session and go back into the open session was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff.

After review and discussion, motion to approve a 1 percent COLA increase and a 1.5 percent merit increase for Manager Eppich, was made by Trustee Giles Demke and seconded by Trustee C. Kim Blair. The motion was approved by unanimous vote, those voting in favor: C. Kim Blair, Giles Demke, and Ami Neff.

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

The meeting was adjourned at 10:52 a.m.

Ami Neff, Chairman of the Board

