

**MINUTES OF THE
MIDWAY SANITATION DISTRICT
BOARD OF TRUSTEES**

Tuesday, October 4, 2016 at 6:30 p.m.

Minutes of the Midway Sanitation District Board of Trustees regular meeting held October 4, 2016 at 6:30 p.m. in the Midway City Office Building, 75 North 100 West, Midway, Utah.

Notice of the meeting and agenda was posted in the Midway City Office Building, Radley's Express and 7-Eleven. A copy was sent to each of the Trustees and posted on the Utah Meeting Notice Web Site.

Roll Call:

Colleen Bonner, Mayor, Trustee	Don Huggard, Chairman
Clair Provost, Vice-Chairman	Scott Kettle, Engineer
Wes Johnson, Engineer	Kraig Powell, Attorney
Becky Wood, Manager	

Others in Attendance:

Doug Palmer, 275 South Center Street
David Ure, 455 West Sharon Lane
Steve Fullmer, Representing 455 West Sharon Lane

Approve the Agenda for October 4, 2016:

Colleen Bonner made a motion to approve the agenda for October 4, 2016. Don Huggard seconded the motion that carried with all members voting aye.

Approve the Minutes of the September 6, 2016 Meeting:

Clair Provost made a motion to approve the minutes of the September 6, 2016 board meeting. Colleen Bonner seconded the motion that carried with all members voting aye.

Doug Palmer Shared Sewer Later:

Kraig Powell reviewed the existing Doug Palmer Shared Lateral Agreement with the board. Doug Palmer informed the board of his intent to rent the existing building to a bakery. The board held a discussion on the need for a grease trap and outlined a recommendation that the shared sewer lateral be split into 2, installing a new line to the Mair home and keeping the existing line to Mr. Palmers building. It was determined that Kraig Powell would send a certified letter to the new owner of the Mair home to notify them of the new lateral that would be installed. Mr. Palmer would issue a \$9,500 check (as estimated from Lance Excavating as the cost to put in the sewer line) to MSD to be held in good faith that the line would be installed before June 1, 2017 and Mr. Palmer would be given back the check or a new one issued upon receipt from Lance Excavating for the completed project. Don Huggard made a motion to allow the use of the building to be turned into a bakery/commercial kitchen contingent upon all of the listed conditions as well as the regular approvals of the city and state as required. Colleen Bonner seconded the motion that carried with all members voting aye.

David Ure Sewer Line Easement:

Kraig Powell reviewed the existing easement issues on the David Ure property, located at 455 West Sharon Lane, noting that executing a new easement would benefit all involved. The board discussed the new easement agreement and it was found to be favorable to MSD as well as Mr. Ure and his contractor, Steve Fullmer. Colleen Bonner made a motion to approve the sewer easement on the Ure property, located at 455 West Sharon Lane per written proposal, contingent upon the review and approval of the district engineer as well as issue Mr. Ure a check in the amount of \$1,500 for his approval. Clair Provost seconded the motion that carried with all members voting aye.

Resolution 2016-04 (District Travel and Expense Reimbursement):

The board held a discussion on the issues of traveling for the district and allowing reimbursement on personal vehicles. It was determined that all travel would need to be pre-approved by the district chairman, driver's license and insurance cards must be on file with the clerk prior to travel and a new travel expense form would need to be made to be submitted for each approved reimbursement request. The board instructed Kraig Powell to include "district officers & employees" in the language of the resolution. Colleen Bonner made a motion to approve Resolution 2016-04, adopting policies and procedures for travel and expense reimbursement for district officers and employees with discussed changes. Clair Provost seconded the motion that carried with all members voting aye.

Engineers Reports:

Scott Kettle updated the board on the monthly flows as received from Heber Valley Special Service District. He mentioned that Twin D, Inc. was making good progress and 99% completed with Interlaken and already cleaning the lines on Cari Lane and Lime Canyon Road. The board discussed infiltration and the need to raise manholes in low lying areas. It was determined that Wes Johnson would discuss costs with Lance Excavating and bring back the information to the board.

Manager Report:

Becky Wood informed the board that it has been a quiet month working on monthly reports, the Ure Easement and the Palmer lateral issues.

Trustee Reports:

Clair Provost thanked everyone for the follow-up on the Andy Pierce sewer line repair and questioned if any other nearby properties may have experienced the same issues.

Don Huggard informed the board that the sump pump at the Tate Lane pump house needed a lock to be installed. He recommended redoing all of the district locks and keys.

Warrants & Financials:

The warrant list for October 4, 2016 was presented for approval. (See copy in the warrant and supplemental files.) The financials of the district was presented as part of the packet for the board to review. The board discussed the components of the Heber Valley Special Service District contingency fund. Colleen Bonner made a motion to approve the warrants for October 4, 2016. Don Huggard seconded the motion that carried with all members voting aye.

FY 2017 Budget:

The board reviewed the proposed budget numbers and made changes as necessary. There was a short discussion regarding delinquent accounts and the charges associated with collection of the outstanding bills. The board requested adding this topic to the November 1 agenda. Colleen Bonner made a motion to approve the Midway Sanitation District FY 2017 Tentative Budget with the proposed changes (see supplemental file). Clair Provost seconded the motion that carried with all members voting aye. The board scheduled a public hearing on the budget to be scheduled at the next board meeting: November 1, 2016 at 6:30pm.

Adjourn:

Colleen Bonner made a motion to adjourn the meeting at 8:42pm that carried with all members voting aye.



Don Huggard, Chairman



Becky Wood, District Clerk