

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

Tuesday, April 1, 2014 at 6:30 p.m.

Minutes of the Midway Sanitation District Board of Trustees regular meeting held April 1, 2014 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, The Store Express and 7-Eleven. A copy was sent to each of the Trustees and posted on the Utah Meeting Notice Web Site.

Roll Call:

Laren Gertsch	Wes Johnson
Colleen Bonner	Scott Kettle
Alan Cluff (Excused)	Becky Wood

Others Present:

The Meeting was called to order at 6:30 p.m.

Approve the Agenda for April 1, 2014:

Trustee Gertsch made a motion to approve the agenda for April 1, 2014. Mayor Bonner seconded the motion that carried with all members voting aye.

Approve Minutes of the March 4, 2014 Meeting:

Trustee Gertsch made a motion to approve the minutes of the March 4, 2014 meeting. Mayor Bonner seconded the motion that carried unanimously.

Warrants:

The warrant list for April 1, 2014 was presented for approval. (See copy in the warrant and supplemental files.) Trustee Gertsch made a motion to approve the warrant list. Mayor Bonner seconded the motion that carried with all members voting aye.

Discuss & Review 2014 Sewer Improvements:

There was a short discussion on the irrigation water issues and installing the new sewer lined as planned along Pine Canyon Road. It was determined that postponing the project until fall and requiring the contractor to at least road base the surface to allow plows to move around freely in the winter would be a requirement. Sending flyers and/or other means of notification to residents that would be affected would be necessary. Engineer Johnson also noted that burying the line 8' down would be better coverage and protection for the line and asked the board to increase the projected improvements budget to \$880,000. The board agreed that it would be a good precaution to bury the line deeper and verbally approved the additional costs. Trustee Gertsch noted that it may be necessary to borrow from future impact fees. He asked manager Wood to

look into the viability of borrowing against future fees. Engineer Johnson noted that the bids for the project would open up soon through Midway City and would then be brought to MSD for final approval.

Resolution 2014-02 Construction Standards Upgrade:

Engineer Johnson presented the 2014 Construction Standards for final approval. (See Redline Copy in supplemental file). A discussion was held in regards to the depth of manholes. Trustee Gertsch made a motion to approve Resolution 2014-02, adopting the 2014 Construction Standards update. Mayor Bonner seconded the motion that carried with all members voting aye.

Engineers Report:

Metering: Flows started high in March but are now back to normal. However, we are ½ million gallons higher than in February.

JSSD Line Inspection: Engineer Kettle reported that meters were installed along the Jordanelle line and Jason would be monitoring those flows weekly and would report back to the board in 6 months. He noted that he would have a preliminary report on the flows at the following board meeting.

Tarahumara Grease Trap Issues: Engineer Kettle informed the board about a potential issue with the Tarahumara restaurant grease trap. He noted that it had been cleaned the previous Monday; Jason would be closely monitoring it on a weekly basis and that the restaurant may just need a larger size of a trap for the size of the business. The Grease Interceptor at the Blue Boar Inn as noted on the Managers report was also discussed.

Managers Reports:

Manager Wood presented the GIS system reporting console on the screen for the board to review. Manager Wood indicated that Jason had officially inspected every manhole in the district. She noted that she was currently having him verify that any of the problem areas (See copy of inspection report in supplemental file) have been repaired, fixed or raised and that she would be working on a “schedule” for future inspections and cleaning of the system. Trustee Gertsch asked if there were any manholes that were found or any that we were not aware of and if there was still work to be done on repairs? Manager Wood indicated that she wanted to verify that each problem from years past have in fact been repaired before crossing the problem off of the list. Trustee Gertsch indicated that he and the board were under the assumption that the repairs were being completed as they were being inspected. Manager Wood indicated that the repairs should have been completed but she wanted to verify them personally. Trustee Gertsch mentioned that he would be more interested in seeing the issue fixed rather than the problem itself listed on the report. He noted that he would prefer an executive summary of the issues of the district rather than looking through multiple reports and it was the role of the manager to provide a summary listing of the current issues to the board and identify any problems..

Manager Wood discussed line issues, including the Soldier Hollow Golf Course line that needed to be cleaned (manhole #880-894), (Trustee Gertsch inquired about how long ago the Soldier Hollow line was cleaned –Engineer Kettle mentioned that it had been a number of years, possibly 2008) Engineer Kettle also discussed the Valais trunk line had a lot of gravel in it;

recommend that the line be cleaned. Raised and repaired manholes on saddle drive. Trustee Gertsch asked that a tickler be put on the GIS system of when lines should be cleaned as part of a rotation schedule. He reminded the board that we have a legal obligation to take care of the lines. The board discussed “red-flagging” issues in the managers’ report and/or on the GIS system to keep track of issues and fixes and a notice of when cleaning may be needed again in the future. Engineer Johnson asked the board if they would like to have Eric from Horrocks Engineers come and give a run through of the GIS system to show the board how the system works. Trustee Gertsch indicated that the system is no better than the people using it. He pointed out that Becky needs to check they system and report to the board. Mayor Bonner indicated that she would like a list of significant problems to be reported at the next meeting such as (as an example) the Wilson property manhole being raised, soldier hollow lines cleaned with a note that they will need cleaned again in 5 years, but we will monitor often, etc.

The lines behind the Aspen Hollow cul-de-sac, near Creek Place could be cleaned as well. Manhole Issues: 892 & 895 buried, needs raised. No other issues reported on Swiss Oaks lines as reported last month. Collection Issues: Quarterly Billing going out 1st part of April. Current/Upcoming Activities & Training: Certification Training Aug 7-9, Certification Test on April 14. Grease Trap Issues: Focusing on Tarahumara, Blue Boar Inn & Ridley’s for potential issues. Document Procedures (as contained in the Managers report): Month-end and Quarter-end forms to state and Federal 941’s, Quarterly job service reports, out of pocket billings for Engineering fees, Caselle monthly financial reports, working with Alan McEwan on Audit-Prep Adjusting Entries, updating Impact Fee amounts along with PTIF and Zion’s bank balances & Bank reconciliations, filing 2013 records into Archives.

Insurance Issues: as previously reported and discussed MSD’s insurance coverage is through Moreton & Company only (previously reported that we may be with URMMA through affiliation with Midway City). Mayor Bonner recommended Kent Kohler of the City Council look over the coverage and provide a summary of our coverage and if it was adequate for our needs. She asked the board if they were willing to compensate Mr. Kohler and the board verbally agreed to compensate Mr. Kohler for his time. Trustee Gertsch indicated that no one brought up an insurance policy when there was an issue with the Brigg’s. Engineer Kettle mentioned that he believed that the insurance had taken care of the issues with the Brigg’s or may have close to the deductible, but either way the insurance company had been consulted. Mayor Bonner recommended having Kent Kohler come to the next meeting to discuss the current insurance. The Soldier Hollow Maintenance Fund Account Separation: In Process (see spreadsheet of amounts in Statements Section and in supplemental file). MSD Newsletter: Cleaning of lines and District contact information for the district residents. Would like to be included with City newsletter again if possible if the board approved. MSD Timesheet: (see copy in supplemental file) Trustee Gertsch indicated that the hours worked needed to be more consistent. Trustee Gertsch asked how we go about getting Jason his 20 hours per week. Mayor Bonner indicated that she had discussed this with Cory Lott, Public Works Supervisor and recommended

dedicating one day per week or two days, etc. Trustee Gertsch indicated that we needed to be sure that we are getting our bang for the buck in regards to the amount of work getting done. Manager Wood presented a cost sheet and multiple vehicles for sale nearby including insurance costs, etc. She asked the board to consider purchasing a company vehicle. Trustee Gertsch noted that MSD was willing to reimburse her for her mileage. Mayor Bonner asked if MSD paid any portion of the City's vehicle costs. Trustee Gertsch mentioned he thought it was a flat fee that MSD paid to the City and may need to be revisited under the services agreement. Trustee Gertsch noted that although he appreciated what Manager Wood was doing, as discussed in a previous meeting, that MSD not over-utilize the services of Engineers, he was surprised that she was in the field as much as she was. Trustee Gertsch indicated that it was not his understanding and the general understanding of the board at the time that Manager Wood would not do so much physical labor, and as previously discussed wanted to know about things like electronic billing and accounts receivable. He noted that he has not seen what was asked for on the accounts receivable past years delinquent accounts and what options there are to recuperate the losses. Mayor Bonner indicated that it would be okay to work out of the office with Jason periodically. There was a short discussion in regards to safety and a one man crew vs. having two men on a job.

Trustees Reports:

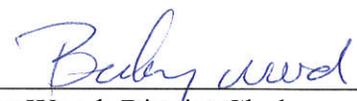
There were no Trustees Reports at this time.

Adjourn:

Mayor Bonner made a motion to adjourn the meeting at 8:30 p.m. Trustee Gertsch seconded the motion that carried with all members voting aye.



Alan Cluff, Chairman



Becky Wood, District Clerk