

AMENDED AGENDA

MIDVALLEY IMPROVEMENT DISTRICT will hold their monthly Board of Trustees meeting at **2:30 PM, Wednesday, December 12, 2018** at the District Office located at 160 East 7800 South. The following will be on the agenda:

1. PUBLIC COMMENT

2. MINUTES OF PREVIOUS MEETING

3. ATTORNEY REPORT

- a. Update: Pending Matters

4. GENERAL MANAGER/ENGINEERING REPORT

- a. September Board Meeting Conflict – Discussion/Approval
- b. Vehicle Status – Information Only
- c. Open House for Marc Jones – Discussion/Approval
- d. Insurance for Early Retirement – Discussion/Approval
- e. Resolution No. 2018-12-12 – A Resolution to Adopt the 2019 Budget – Discussion/Approval
- f. Update: Pending Matters

5. REVIEW, APPROVE AND RATIFY CASH DISBURSEMENTS

6. OFFICE REPORT

- a. Update: Pending Matters

7. CHIEF FINANCIAL OFFICER

- a. 2018 Budget Amendment – Discussion/Approval
- b. Financial and Accounting Matters

8. SUPERVISOR'S REPORT

- a. Construction in the District
- b. Update: Pending Matters

9. TRUSTEES

- a. Update: Pending Matters

10. CLOSED MEETING - Executive Session Pursuant to one or More Provisions of the Open and Public Meetings Act:

- a. Discussion of the character, professional competence, or physical or mental health of an Individual;
 - b. Strategy session to discuss collective bargaining;
 - c. Strategy session to discuss pending or reasonably imminent litigation;
 - d. Strategy session to discuss the purchase, exchange, or lease of real property including water rights or water shares;
 - e. Strategy session to discuss the sale of real property, including water rights or shares;
 - f. Discussion regarding deployment of security personnel, devices, or systems;
 - g. Investigative proceedings regarding allegations of criminal misconduct; and/or
 - h. Discussion of protected procurement issues, including protected trade secrets.
- Resume Open Meeting – Announcement of purpose(s) of closed meeting

ADJOURN

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, MIDVALLEY IMPROVEMENT DISTRICT, HELD AT 160 EAST 7800 SOUTH, MIDVALE UTAH 84047 ON November 14, 2018 AT THE TIME OF 12:00 Noon, PRUSUANT TO NOTICE.

BOARD OF TRUSTEES PRESENT

**QUINN SPERRY - CHAIRMAN
SONDRA SMITH
BLAKE ROEMMICH**

OTHERS PRESENT

**MARK BELL, ATTORNEY
BRAD M. POWELL, DISTRICT MANAGER
BRENT E. CHRISTENSEN, CHIEF FINANCIAL OFFICER, DISTRICT CLERK
MARC JONES, OPERATIONS SUPERVISOR
RICK CECALA – OPERATIONS SUPERVISOR (JANUARY 16, 2019)
JARED SYME – GIS SPECIALIST/ASSISTANT OPERATIONS SUPERVISOR (JANUARY 16, 2019)
JAY SHULAR - OPERATOR**

Meeting was called to order at 12:06 PM by Chairman Quinn Sperry.

1. PUBLIC COMMENTS

No one in attendance

2. EMPLOYEE INTRODUCTION

- a. Mr. Powell introduced Rick Cecala who will be taking over the Operations Supervisor job beginning January 16, 2019.
- b. Mr. Powell stated Jared Syme will be the new GIS Specialist/Assistant Operations Supervisor starting January 16, 2019 and Mr. Syme has already begun working with the GIS system.
- c. Mr. Powell introduced Mr. Jay Shular as the District's new Operator and he was previously employed by Midvale City Corp.

Mr. Sperry congratulated Mr. Cecala and Mr. Syme on the promotion and welcomed Mr. Shular to the District.

3. MINUTES

Upon Motion made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board approved the minutes of the Board Meeting held on October 10, 2018.

4. ATTORNEY REPORT

Mr. Bell reported in the past it was required a resolution be approved for the new board meeting schedule; that requirement is no longer necessary.

5. GENERAL MANAGER'S REPORT

- a. Mr. Powell presented the 2019 Board Meeting Schedule and requested a change to the April 10, 2019 date. Mr. Powell stated he has a conflict and would recommend the April 10th meeting be changed to April 17th at 4:00 PM.

Upon Motion made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board approved the 2019 Board Meeting Schedule with the change of the April 10th meeting change to April 17th at 4:00 PM.

- b. Mr. Powell presented the GIS Specialist-Assistant Operations Supervisor job description which the Trustees requested in the October Board Meeting.
Mr. Sperry asked Mr. Syme if he had any questions or concerns on the job description since he will be the one performing the job. Mr. Syme stated he was very anxious and looking forward to the opportunity to perform the job.

Upon Motion made by Mr. Roemmich, Seconded by Ms. Smith and passed unanimously, the Board approved the GIS Specialist/Assistant Operations Supervisor job description.

- c. Mr. Powell gave the Trustees an update on vehicle status stating the 2018 Silver F-150 Lariat is advertised on KSL Cars for the asking price of \$43,000 or best offer.
- d. Mr. Powell asked Mr. Syme to give an update on the CUES GraniteNet with ESRI. Mr. Syme's stated it is 4-steps to implement the process to have the software installed and we are on the schedule with CUES.
- e. Mr. Powell suggested moving the Board meeting back to December 12, 2018 and changing the District's luncheon to Bandits in Cottonwood Heights.

Upon Motion made by Mr. Roemmich, Seconded by Ms. Smith and passed unanimously, the Board approved to move the Board meeting and the luncheon back to December 12, 2018.

- f. Mr. Powell stated that traditionally the employees have received ½ day off, with pay, for Christmas Eve and New Year's Eve. This year, both Christmas and New Year's Day fall on

Tuesday. It would be convenient if the employees could have a full day off on each Christmas and New Year's Eve. It would work out so that all employees would have one of the days off.

Upon Motion made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board approved to give the employees full days off with pay on Christmas and New Year's Eves.

- g. Mr. Powell stated the District's employee's cell phones have been upgraded.

6. REVIEW, APPROVE AND RATIFY CASH DISBURSEMENTS

Upon Motion made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board ratified the October 2018 cash disbursements for \$201,573.58 and October 2018 employee earnings for \$73,147.

7. CHIEF FINANCIAL OFFICER'S REPORT

- a. Mr. Christensen reported the balance sheet has not significantly changed and the District's investments and the PTIF State investments are doing well.
- b. Mr. Christensen discussed the Profit & Loss Year-to-Date – Budge vs Actual report. He pointed out the lining of the pipes was over budget, as expected, because of bundling last year's and this year's projects together.
- c. Mr. Christensen discussed the Profit & Loss Year-to-Date – Comparison to Prior Year report and pointed out that impact fees are up this year more than was expected due to more construction projects than anticipated.
- d. Mr. Christensen stated the 2018 budget will need to be amended due to the lining of the pipes being higher than budgeted for 2018. This item will be done on December meeting.

8. SUPERVISOR'S REPORT

- a. Mr. Jones updated construction in the District:
 - There is new construction on 618-658 East 7200 South
 - 7150 South 700 East has a shear in the pipe and our camera equipment cannot go through; Mr. Jones received a bid for repair of the pipe.

9. TRUSTEES

- a. No Report

Upon Motion made by Mr. Roemmich, Seconded by Ms. Smith and passed unanimously, the Board approved to close the open meeting at 12:50 PM until 1:00 PM for the scheduled 2019 Budget Hearing.

Mr. Sperry reopened the open public meeting at 1:01 PM.

Upon Motion made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board approved to open the Public Hearing – 2019 Operating Budget.

10. 1:00 PM PUBLIC HEARING – 2019 OPERATING BUDGET

Mr. Sperry stated there was no one from the public in attendance and asked Mr. Christensen to discuss the 2019 Operating Budget.

Mr. Christensen stated in the October Board Meeting the Trustees approved the 2019 Tentative Operating Budget. Mr. Christensen stated there are a few changes from last year's but the District's budget has been very consistent over the years.

Upon Motion made by Mr. Roemmich, Seconded by Ms. Smith and passed unanimously, the Board approved to close the Public Hearing for the 2019 Operating Budget and go into the Open Meeting.

Upon Motion made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board approved to adopt the Tentative 2019 Operating Budget as the District's adopted budget for 2019.

ADJOURN 1:04 PM

**BOARD MEETING
ISSUE SUMMARY**

Date: 12-12-18

Subject: September 2019 Board meeting conflict



Background: The scheduled District Board meeting for September 2019 is on September 11th. I will be out of town that week. Therefore, I need to reschedule that meeting for the following week on the afternoon of September 18th.

Recommendation: I recommend that the 2019 September Board of Trustees meeting be rescheduled for Wednesday, September 18, 2019 at 4:30 pm.

Suggested Motion: "I move that we reschedule the 2019 September Board of Trustees meeting to Wednesday, September 18, 2019 at 4:30 pm."

**BOARD MEETING
ISSUE SUMMARY**

Date: 12-12-19

Subject: Vehicle Status



Background: On Friday, November 16, 2018, we sold the Silver F150 Lariat that we had for sale. The sale amount was \$43,000.00, the asking price.

We have three vehicles on order. Two of them should be here at the end of December or early January. The third one will be here in February or March. One of the ones we'll receive in early January is to replace the one that was sold in November. The other one will replace the "two-toned" pickup the operators use, which we will sell as soon as we receive the replacement. The third one is to replace the truck that Marc Jones is currently driving and intends to purchase when he retires.

Recommendation: None—information only

Suggested Motion: None—information only

Midvalley Vehicles Costs

Vehicle	Nickname	Number	Year	Date		Purchase price	Selling Price	Date Sold	Years		Vehicle cost	Cost/Month	Cost/Yr	Depreciation		Savings (Cost)	
				Purchased					Owned	Miles (Hrs)				Cost/Month	Allowable		Allowable
Gap Vax	Old Cleaning	710	2008	Oct-07		272,038	188,000	Mar-18	10.4	29,135.0	84,038	671.72	8,061				
Ford E450	Camera	1203	2012	Apr-12		160,000	100,000	Jun-18	6.1	30,000.0	60,000	816.02	9,792				
Vactor	Cleaning	1412	2015	Dec-14		400,000	250,000	Dec-19	5.0	20,000.0	150,000	2500.34	30,004				
Case 580SN	Backhoe	1411	2014	Nov-14		83,300	71,100	Aug-17	2.7	86.0	12,200	369.86	4,438				
F550	Dump Truck	1206	2014	Jun-12		48,561	50,000	Jun-18	6.0	6,000.0	(1,439)	-19.90	-239				
Case 580SN	Backhoe	1708	2017	Aug-17		87,800	90,000	Sep-18	1.1	30.0	(2,200)	-172.58	-2,071				
Vactor	Cleaning	1711	2017	Nov-17		419,526	250,000	Jan-23	5.1	20,000.0	169,526	2754.91	33,059				
F550	Dump Truck	1807-2	2018	Jul-18		59,972											
Silver F150 Supercrew XLT			2014	Jan-14		29,027	31,600	Mar-16	2.2		(2,573)	-97.41	-1,169	200	5,283	6452	
Ford F150 XLT	Operators		2015	Jul-15		30,102	30,000	Jan-17	1.5	11,000	102	5.50	66	200	3,706	3640	
Silver F150 XLT	Marc's Old	1602-1	2016	Feb-16		35,440	33,000	May-17	1.2	12,782	2,440	165.78	1,989	200	2,944	954	
Silver F150 Lariat	Pool	1606	2016	Jun-16		41,858	43,000	Jul-17	1.1	12,000	(1,142)	-88.00	-1,056	200	2,595	3651	
Magnetic F150 XLT	Operators'	1602-2	2016	Feb-16		35,440	35,500	Oct-17	1.7	8,648	(60)	-2.99	-36	200	4,008	4044	
Silver F150 Lariat	Pool	1701	2017	Jan-17		41,479	43,000	Mar-18	1.2	14,919	(1,521)	-109.70	-1,316	200	2,773	4089	
Silver F150 Lariat	Pool	1703	2017	Mar-17		42,992	40,000	Jun-18	1.3	10,100	2,992	197.99	2,376	200	3,023	647	
Magnetic F150 Lariat	Rick's	1706	2017	Jun-17		42,444	41,000	Aug-18	1.1	6,000	1,444	104.65	1,256	200	2,760	1504	
Silver F150 Lariat	Pool	1709-2	2018	Sep-17		42,194	43,000	Nov-18	1.2	11,839	(806)	-57.45	-689	200	2,806	3495	
White/Stone Gray F150 Lariat	Marc's	1709-1	2018	Sep-17		43,066	43,500	Jan-19	1.3	14,000	(434)	-26.89	-323	200	3,226	3549	
Silver F150 Lariat	Marc's	1804	2018	May-18		45,492	45,500	Jan-19	0.7	12,000	(8)	-0.99	-12	200	1,610	1622	
White/Stone Gray F150 Lariat	Brad's	1806	2018	Jun-18		42,684	43,000	Jun-19	1.0	12,000	(316)	-25.97	-312	200	2,431	2743	
White F150 Lariat	Rick's	1807	2018	Jul-18		44,139	44,500	Jul-19	1.0	10,000	(361)	-30.44	-365	200	2,372	2737	
White F150 Platinum	Brad's	1901-1	2019	Jan-19		47,405	47,500	Jan-20	1.0	12,000	(95)	-7.92	-95	200	2,398	2493	
Silver F150 Lariat	Rick's	1901-2	2019	Jan-19		43,817	44,000	Jan-20	1.0	12,000	(183)	-15.04	-181	200	2,431	2612	
Silver F150 Lariat	Jared's	1902	2019	Feb-19		44,891	45,000	Feb-20	1.0	12,000	(109)	-9.13	-110	200	2,398	2508	
Average cost of 2014 and newer pickups (sold)											97	13	158				
Total savings for pickups sold since 2016											\$	876				\$	28,477

Greyed information is not final

**BOARD MEETING
ISSUE SUMMARY**

Date: 12-12-18

Subject: Open house for Marc Jones



Background: Marc is retiring on January 15, 2019. We'd like to have a catered open house for him on that day from about Noon to 3:00 pm. We propose to have food brought in from a location of Marc's choice.

Recommendation: I recommend that we hold the open house for Marc Jones on January 15, 2019 and that we provide food for it.

Suggested Motion: "I move that we hold an open house for Marc Jones on January 15, 2019 and that we provide food for it."

**BOARD MEETING
ISSUE SUMMARY**

Date: 12-12-19

Subject: Insurance for early retirement



Background: As Midvalley Improvement District has fewer than 20 employees, the District falls under the Utah Mini-COBRA health insurance coverage rules in accordance with the Utah State Law (Utah Code 31A-22-722). The Utah Mini-COBRA allows for coverage to only be extended for a period of 12 months from the date of retirement. However, the Midvalley Improvement District Board can change this to be a longer period and to allow spouses of retired employees to continue to receive the insurance.

We have put together a draft policy that, upon approval, we will include in the Policy Manual. This "Insurance for Early Retirement" policy makes it possible for a retiring employee, younger than 65, to continue to be enrolled in our insurance, as long as he or she pays the full premium amount. In addition, the employee's spouse can continue to be covered even after the former employee no longer is insured, again as long as the former employee pays the premium.

This is no cost or very minimal cost to the District because the former employee will need to reimburse the District for the premium paid by the end of the following month. If there is a default, the insurance will be cancelled.

Recommendation: I recommend that the Board approve the attached policy for insurance for early retirement.

Suggested Motion: "I move that we approve the Insurance for Early Retirement policy."

Early Retiree Health Insurance Benefits

The purpose of the Early Retiree Health Insurance Benefit Policy (Policy) is to allow employees that retire before the age of 65 (age of Medicare eligibility) to elect to continue health insurance coverage (coverage) through the District's health insurance carrier. An early retiring employee has basically three options for coverage: 1.) Utah Mini-COBRA coverage, 2.) elect to stay on the District's coverage, or 3.) the Utah Healthcare Marketplace Exchange.

As the District has fewer than 20 employees, the District falls under the Utah Mini-COBRA health coverage rules in accordance with the Utah State Law (Utah Code 31A-22-722). The Utah Mini-COBRA allows for coverage to only be extended for a period of 12 months from the date of retirement.

This Policy allows retiring employee and their spouse to elect to continue to use the District's coverage until they turn 65 years of age.

The cost of the insurance premium will be paid 100% by the retiring employee. The District will pay the monthly insurance premium and the retired employee will reimburse the District by the end of the same month. If the retired employee's insurance reimbursement is not received by the last business day of the month, the District has the option to terminate the retired employee's coverage.

The District's current health insurance carrier is charging the following rates for coverage:

- First 12 months, the premium is 102% of the active employee rate
- Month 13 until the age of or age of Medicare Eligibility, the premium is 130% of the active employee rate

The Early Retirement Health Insurance Policy shall apply only to employees with at least 5 years of full time service to the District immediately preceding their retirement. The retiring employee must give notice to the District they are electing to continue their coverage at least 60 days before their retirement date unless otherwise approved by the General Manager.

The spouse of an early retiree that has reached age 65 or in the event of the early retiree's death, can elect to continue coverage at the same rates, as detailed above, until the spouse reaches age 65.

**BOARD MEETING
ISSUE SUMMARY**

Date: 12-12-18

Subject: Resolution 2018-12-12-A—Budget resolution



Background: The 2019 budget was approved in the November 2018 Board meeting but no resolution was approved.

Recommendation: I recommend that the Board approve Resolution 2018-12-12-A, adopting the 2019 Midvalley Improvement District working budget.

Suggested Motion: "I move that we approve Resolution 2018-12-12-A, adopting the 2019 Midvalley Improvement District working budget."

RESOLUTION NO. 2018-12-12-A

A RESOLUTION OF THE MIDVALLEY IMPROVEMENT DISTRICT ADOPTING ITS 2019 BUDGET

RECITALS

A. The Midvalley Improvement District (the “District”) is required by law to adopt a budget on an annual basis.

B. The Board of Trustees has considered the estimated revenues and expenditures of the District for the year 2019 and has reviewed and approved a tentative budget for the year 2019.

C. All notices have been given and public hearings have been held as required by law.

RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MIDVALLEY IMPROVEMENT DISTRICT, AS FOLLOWS:

Section 1. Budget Adoption. The District’s budget for the year 2019 is hereby adopted as set forth in Exhibit “A” attached hereto and incorporated herein by reference.

Section 2. Certification. The District shall certify and file a copy of the 2019 budget with the office of the Utah State Auditor as required by law.

Section 3. Severability. The provisions of this Resolution are severable. If any portion of this Resolution is held invalid or unenforceable, the remainder of the Resolution shall not be affected by said holding, and all sections, parts and divisions of this Resolution shall remain in full force and effect.

Section 4. Effective Date. This resolution and the budget for the year 2019 shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE MIDVALLEY IMPROVEMENT DISTRICT,
STATE OF UTAH, ON DECEMBER __, 2018.

MIDVALLEY IMPROVEMENT DISTRICT

By: _____
Chair, Board of Trustees

ATTEST:

District Clerk

RESOLUTION NO. 2018-12-12-B

A RESOLUTION OF THE MIDVALLEY IMPROVEMENT DISTRICT AMENDING ITS 2018 BUDGET

RECITALS

A. The Midvalley Improvement District (the "District") has previously adopted a budget for the year 2018.

B. The Board of Trustees has considered the revenues and expenditures of the District and desires to amend the budget for the year 2018.

RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MIDVALLEY IMPROVEMENT DISTRICT, AS FOLLOWS:

Section 1. Budget Amendment. The District's budget for the year 2018 is hereby amended as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

Section 2. Filing. The District shall maintain a copy of the amended budget in its offices and shall file copies thereof with other agencies as may be required by law.

Section 3. Severability. The provisions of this Resolution are severable. If any portion of this Resolution is held invalid or unenforceable, the remainder of the Resolution shall not be affected by said holding, and all sections, parts and divisions of this Resolution shall remain in full force and effect.

Section 4. Effective Date. This resolution and the amended budget for the year 2018 shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE MIDVALLEY IMPROVEMENT DISTRICT,
STATE OF UTAH, ON DECEMBER ____, 2018.

MIDVALLEY IMPROVEMENT DISTRICT

By: _____
Chair, Board of Trustees

ATTEST:

District Clerk

Seal:

EXHIBIT “A”

**MIDVALLEY IMPROVEMENT DISTRICT
AMENDED 2018 BUDGET**

Seal:

EXHIBIT “A”

**MIDVALLEY IMPROVEMENT DISTRICT
2019 BUDGET**

New Construction in the District

Name	Address/location	Total	Bonds and	Impact Fees	Connected	Comments
		Connections	Fees received	Paid		
North Pines Villas	789 E 7800 S	36	✓	36	36	
The Cottages at Levine Farms	601 E 8400 S	16	✓	9	8	
Revel Park fka Olsen Subdivision	7080 S 300 E	8	✓	4	4	
Hinton Subdivision	825 E 7800 S	4	✓	4		
The Cottages on 7th	7601 S 700 E	7	✓			
Union Manor	7265 S 1035 E	8	✓			
PK 7179	7179 S 150 E	2	✓	2		
HillCrest High School	HillCrest High School	1				
Zupan Subdivision	8327 S 1000 E	3	✓			
Ganesh Center	145 E Fort Union Blvd	1				
PinStripe Cove	139 E 8000 S	8				
Costa Vida	approx 745 E Ft Union	1				
	940 E 8600 S	2	✓	1		
Midvale Townhomes	626 E 8000 S					Torn down and capped
	7425 S 700 E	10				
Larsen Cove	618 to 658 E 7200 S	?				To be torn down
	192 E 8335 S	1	✓	1		Built-not hooked up
Lang Subdivision	157 E Forbush	2				
	6891 S 185 E	2				Laterals only

Other Construction