

AGENDA

MIDVALLEY IMPROVEMENT DISTRICT will hold their monthly Board of Trustees meeting at **Noon, Wednesday, May 8, 2019** at the District Office located at 160 East 7800 South. The following will be on the agenda:

1. PUBLIC COMMENT

2. AUDITOR'S REPORT – STEVE ROWLEY CPA (AUDIT PARTNER)

- a. Report on the Audit of the District
- b. Audited Financial Statement for 2018
- c. Supplemental Reports (on Compliance and Internal Controls) for 2018

3. MINUTES OF PREVIOUS MEETING

- a. April 17, 2019

4. GENERAL MANAGER/ENGINEERING REPORT

- a. Vehicle Status
- b. Wage Adjustment for Jay Shular—Discussion/Approval
- c. Bowen Collins Study—Discussion/Approval
- d. Ethics Training Date--Approval
- e. First Aid/CPR Training--Notification
- f. Update: Pending Matters

5. REVIEW, APPROVE AND RATIFY CASH DISBURSEMENTS

6. OFFICE REPORT

- a. Update: Pending Matters

7. CHIEF FINANCIAL OFFICER

- a. Balance Sheet Report for March 31, 2019 – Discussion
- b. Profit & Loss – Comparison to Prior Year Report for 1st Quarter 2019 – Discussion
- c. Profit & Loss – Budget vs Actual Report for 1st Quarter 2019 - Discussion
- d. Financial and Account 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 APRIL 17, 2019 AT THE TIME OF 4:00 PM, PRUSUANT TO NOTICE.

BOARD OF TRUSTEES PRESENT

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

OTHERS PRESENT

**MARK BELL - ATTORNEY
BRAD M. POWELL, DISTRICT MANAGER
CATHY KINGSBURY, TREASURER
RICK CECALA, OPERATIONS SUPERVISOR**

Meeting was called to order at 4:03 PM by Sondra Smith.

1. PUBLIC COMMENTS

No one in attendance

2. MINUTES

- a. **Upon motion** made by Mr. Roemmich, Seconded by Ms. Smith and passed unanimously, the Board approved the minutes of the Board Meeting held on March 13, 2019.

3. ATTORNEY REPORT

- a. Mr. Bell reported on the final session of the Utah 2019 Legislative session and bills that could impact local Districts.

HP163 – Offenses Against Admin of Government – This legislation is the latest in a series of bills that address misuse of public money and property; and includes definitions of “authorized personal use” of public property, e.g., where the primary purpose of the personal use is to fulfill public duties; written policy of agency required; “incidental use” allowed in some circumstances.

HP441 Sales Tax – Notable effects of this bill would be to tax retail sales of water (culinary or re-use) and to impose a tax on local districts’ service fees. Mr. Bell and Mr. Powell will follow this closely of any proposed legislation, and if needed, advise of any steps that may be taken to protect the interests of the District and it patrons.

HP162 – Damage to Underground Facilities (Blue Stakes) – This bill would have expanded the liability of “operators” of underground systems (such as the District). The bill was held by its sponsor due to significant opposition to proposed amendments. Mr. Bell will attend the April 24, 2019 meeting and will keep the District apprised of proposed changes.

- b. Mr. Bell would like to postpone the Ethics Act Training until all three Trustees are present. Mr. Bell will bring this item back to the June meeting; Mr. Bell stated he will not be able to attend the May Board meeting.
- c. Mr. Bell stated he would like to schedule the Ethics Act Training for the District employees. Mr. Powell suggested having the Trustees and employees meeting at the same time. Mr. Bell will schedule the meeting when the Trustees and employees are all available.

4. GENERAL MANAGER/ENGINEERING REPORT

- a. Mr. Powell stated he created a table on commercial impact fees back on May 11, 2016 but did not include a fee for anything greater than a 4-plex. Mr. Powell has added a “Multi-Family Unit” (greater than 4) to the existing Commercial Impact Fees. Mr. Powell stated he has always estimated the population of multi-family units as 2/3 the population of a single family dwelling. The added Multi-Family Unit fee is based on a multi-family unit is equal to 2/3 one Equivalent Residential Unit.

Mr. Bell recommended that a resolution be approved and he will have a resolution for the next board meeting.

Upon motion made by Ms. Smith, seconded by Mr. Roemmich and passed unanimously, the Board authorizes the added category of Multi-Family units, meaning greater than four units, to the Impact Fee Table.

- b. Powell stated in 2016 Bowen Collins completed an Impact Fee Facility Analysis for Midvalley Improvement District as well as a rate study. Bowen Collins recommendation in 2016 was to change the impact fee to \$1,426 and to increase the fee every year; the District has not raised the fee since 2016, staying at \$1,426.

Bowen Collin report in 2016 also showed the District should raise the sewer service charge from \$10 to \$18.20 a month; the District raised the rate to \$18.20. The study showed the sewer service should be raised again in 2019 to \$18.90, we have not raised the sewer service rate this year. Mr. Powell suggested raising the sewer service rate to \$20 in 2020.

Mr. Powell went over the engineering fees the District collects for review. Mr. Powell believes if we collect the \$500 Engineering Review Fee plus the 6 percent Engineering fee when the bond is collected, the funds will be sufficient to cover our cost, including some extra inspection when needed. Below is a breakdown of significant “extra” engineering reviews and inspection, we need to add the following hourly rates to our

Standards with a minimum of 2 hours each when needed:

Additional engineering review (redlines)	\$100
Inspection	\$ 65
CCTV Truck 2/2 operator	\$265
Jet/Vac truck w/2 operators	\$260

Upon motion made by Ms. Smith, seconded by Mr. Roemmich and passed unanimously, the Board authorize the District to add the hourly rates for additional Engineering review and inspections to the Midvalley Improvement District Design Standards and Construction Specifications and add verbiage saying that we will add the \$500 Engineering Review fees to the amount collected before construction can begin.

Upon motion made by Ms. Smith, seconded by Mr. Roemmich and passed unanimously, the Board authorizes hiring Bowen Collins to re-evaluate our Impact Fee Analysis and our User Fees to make a recommendation for any changes that should be made.

- c. Mr. Powell stated each year the Division of Water Quality (DWQ) asks us to complete a Municipal Wastewater Planning Program (MWPP) which was completed within a day of receiving.

Upon motion made by Ms. Smith, seconded by Mr. Roemmich and passed unanimously, the Board approves the Municipal Wastewater Planning Program as it has been completed by the General Manager.

- d. Mr. Powell reported the 2018 Ford F-150 sold today for \$40,000.
- e. Mr. Powell stated Jay Shular’s 6 months “Introductory period” will be up soon and Mr. Powell would recommend Mr. Shular be moved to the next step. Mr. Shular has worked out very well in his operator position with the District.

This item will be put on the May agenda.

Mr. Powell reported that Mr. Shular just received his Bachelor’s Degree from the University of Columbia.

5. REVIEW, APPROVE AND RATIFY CASH DISBURSEMENTS

Upon Motion made by Mr. Roemmich, seconded by Ms. Smith and passed unanimously, the Board ratified the March 2019 cash disbursements for \$220,864.20.

Upon Motion made by Mr. Roemmich, seconded by Ms. Smith and passed unanimously, the Board ratified the March 2019 employee earnings for \$69,542.

6. OFFICE REPORT

- a. No Report

7. SUPERVISOR'S REPORT

- a. Mr. Cecala stated new construction in the District is going well. Mr. Roemmich asked what was going on with the 1000 East project, Zupan Subdivision. Mr. Cecala stated there has not been any activity. Also, Mr. Cecala reported the Levine Farms project has a property dispute so things have slowed on that project.
- b. Mr. Cecala stated there was an emergency manhole removal/repair on Cox Lane on April 5, 2019; the removal/repair is complete.

Adjourn Upon unanimous vote by the Board, the meeting was adjourned at 4:55 PM.

**BOARD MEETING
ISSUE SUMMARY**

Date: 5-8-19

Subject: Vehicle summary



Background: Not much is happening with the vehicles. We are expecting two new vehicles by the end of this month. They are intended to replace vehicles 1806 (white/stone gray) and 1807 (white).

Attached is a copy of the vehicle costs spreadsheet for your information. Let me know if you'd like to see different information.

Recommendation: information only

Suggested Motion: Information only

Midvalley Vehicles Costs

Vehicle	Nickname	Number	Year	Date Purchased	Purchase price	Selling Price	Date Sold	Years		Vehicle cost	Cost/Month	Cost/Yr	Depreciation		Savings (Cost)
								Owned	Miles (Hrs)				Cost/Month	Allowable lifetime cost	
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
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	Marc's	1709-1	2018	Sep-17	43,066	40,000	Apr-19	1.6	16,731	3,066	160.09	1,921	200	3,831	1910
White/Stone Gray F150 Lariat	Pool	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	Operators	1807	2018	Jul-18	44,139	44,500	Jul-19	1.0	10,000	(361)	-30.44	-365	200	2,372	2737
Silver F150 Lariat	Jared's	1901-1	2019	Jan-19	43,817	44,000	Jan-20	1.0	12,000	(183)	-15.04	-181	200	2,431	2612
White F150 Platinum	Brad's	1901-2	2019	Jan-19	47,405	47,500	Jan-20	1.0	12,000	(95)	-8.05	-97	200	2,359	2456
Silver F150 Lariat	Ricks	1902	2019	Feb-19	45,686	45,000	Feb-20	1.0	12,000	686	58.94	707	200	2,326	1619

Average cost of 2014 and newer pickups (sold)

358 25 303

Total savings for pickups sold since 2016

\$ 3,934

\$ 32,009

Greyed information is not final

**BOARD MEETING
ISSUE SUMMARY**



Date: May 8, 2019

Subject: Wage adjustment for Jay Shular

Background: Jay Shular started work for Midvalley Improvement District on November 5, 2018 and had successfully completed his “introductory period” and is therefore eligible for a \$1000 per year increase in salary (\$0.48 per hour). In addition, Jay has completed a Bachelor of General Science degree and graduated on May 4, 2019. Jay also is certified as a Level 4 operator with DWQ. His current Grade and Step is O1-7. A \$1000.00 increase in salary will put him just below O1-8 in our Step and Grade spread sheet. He was making more than this at his previous employment. I feel that he deserves to be moved up to Grade O2, Step 2 at \$4625.08 per month. The \$0.48 per hour increase would amount to just under a 2 percent increase. A raise to O2-2 would equal 4 percent raise.

Recommendation: I recommend that we give Jay the \$1000 per year increase in salary plus the additional raise by moving him to Grade O2, Step 2 at \$4625.08 per month (\$26.68 per hour).

Suggested Motion: “I move that we give Jay the \$1000 per year increase in salary plus the additional raise by moving him to Grade O2, Step 2 at \$4625.08 per month (\$26.68 per hour) for a total of a 4 percent increase in salary.”

MIDVALLEY IMPROVEMENT DISTRICT
Grade/Step Wage Rates
 2019

STEP	GRADE											
		Zeth	Fred Collin Jared	Rick	Marc				Cathy	Brent		Brad
		O	O1	O2	O3	O4	A	A1	A2	A3	F	M
1	3428.65	3942.95	4534.39	5214.55	5996.73	3197.85	3821.35	4566.56	5566.61	7800.59	8410.17	10251.95
2	3497.22	4021.81	4625.08	5318.84	6116.67	3261.81	3897.78	4657.89	5677.94	7956.60	8578.37	10456.99
3	3567.17	4102.24	4717.58	5425.22	6239.00	3327.05	3975.73	4751.05	5791.50	8115.73	8749.94	10666.13
4	3638.51	4184.29	4811.93	5533.72	6363.78	3393.59	4055.25	4846.07	5907.33	8278.04	8924.94	10879.45
5	3711.28	4267.97	4908.17	5644.40	6491.05	3461.46	4136.35	4942.99	6025.48	8443.60	9103.44	11097.04
6	3785.51	4353.33	5006.33	5757.28	6620.88	3530.69	4219.08	5041.85	6145.99	8612.48	9285.50	11318.98
7	3861.22	4440.40	5106.46	5872.43	6753.29	3601.30	4303.46	5142.69	6268.91	8784.73	9471.21	11545.36
8	3938.44	4529.21	5208.59	5989.88	6888.36	3673.33	4389.53	5245.54	6394.28	8960.42	9660.64	11776.26
9	4017.21	4619.79	5312.76	6109.67	7026.13	3746.80	4477.32	5350.45	6522.17	9139.63	9853.85	12011.79
10	4097.55	4712.19	5419.02	6231.87	7166.65	3821.73	4566.87	5457.46	6652.61	9322.42	10050.93	12252.03
11	4179.51	4806.43	5527.40	6356.51	7309.98	3898.17	4658.20	5566.61	6785.67	9508.87	10251.95	12497.07
12	4263.10	4902.56	5637.94	6483.64	7456.18	3976.13	4751.37	5677.94	6921.38	9699.05	10456.99	12747.01
13	4348.36	5000.61	5750.70	6613.31	7605.30	4055.65	4846.39	5791.50	7059.81	9893.03	10666.13	13001.95
14	4435.32	5100.62	5865.72	6745.57	7757.41	4136.76	4943.32	5907.33	7201.00	10090.89	10879.45	13261.99
15	4524.03	5202.64	5983.03	6880.49	7912.56	4219.50	5042.19	6025.48	7345.02	10292.71	11097.04	13527.23
16	4614.51	5306.69	6102.69	7018.10	8070.81	4303.89	5143.03	6145.99	7491.92	10498.56	11318.98	13797.77
17	4706.80	5412.82	6224.75	7158.46	8232.23	4389.97	5245.89	6268.91	7641.76	10708.53	11545.36	14073.73
18	4800.94	5521.08	6349.24	7301.63	8396.87	4477.77	5350.81	6394.28	7794.60	10922.70	11776.26	14355.20
19	4896.96	5631.50	6476.23	7447.66	8564.81	4567.32	5457.83	6522.17	7950.49	11141.16	12011.79	14642.30
20	4994.90	5744.13	6605.75	7596.61	8736.10	4658.67	5566.98	6652.61	8109.50	11363.98	12252.03	14935.15

Step increases are approximately 2%

Yellow fill indicates ranges of other Utah District's **2015** equivalent employee monthly wages, not including Midvalley Improvement District

Numbers indicate a 3% estimated increase over the comparable positions from 2017 to 2018

Red numbers indicate approximate **current** Grade and Step.

O=Operator

A=Administrator/Office Manager

F =Finance Officer

M=General Manager

**BOARD MEETING
ISSUE SUMMARY**

Date: May 8, 2019
Subject: Bowen Collins study



Background: In the April Board meeting we discussed the need for updated Impact Fee Facility Plan (IFFP), Impact Fee Analysis (IFA), Sewer Rate review, and recommendations for Engineering and Inspection fees for developments.

In a meeting with Bowen Collins, they told us that the overall effort will be similar to the original studies they did.

They have put together a Proposal with fees. (attached).

Recommendation: I recommend that we approve this proposal and have them begin as soon as possible.

Suggested Motion: "I move that we approve the Proposal from Bowen Collins to update our Impact Fee Facility Plan, Impact Fee Analysis, Sewer Rates, and Engineering and Inspection fees, and direct the General Manager to sign an Engineering Services Agreement for the project."

Exhibit A
Midvalley Improvement District
Masterplan, Impact Fee Facility Plan, Impact Fee Analysis, and Rate Study
Scope of Services

PROJECT UNDERSTANDING

Midvalley Improvement District (MID or District) is seeking assistance to prepare an updated Wastewater Master Plan, Impact Fee Facility Plan, Impact Fee Analysis, and Rate Study. These studies were last completed in 2016 by Bowen, Collins & Associates (BC&A) and the District is planning to update them. Even though the District is primarily built out, redevelopment is occurring in the District with higher densities. The District wants to determine if existing facilities will be adequate to handle future redevelopment or would like to plan improvements necessary so that it can accommodate future redevelopment. The District also would like to update their impact fees and rates based on recent costs at the District's wastewater treatment plant and for any redevelopment infrastructure needed.

SCOPE OF SERVICES

The following is a summary of the major tasks we propose to complete as part of this project.

PHASE 1 – MASTER PLAN UPDATE

Objective: Identify system deficiencies from the calibrated sewer model provided by the District and develop a capital facilities plan.

Task 1.1 – Collect and Review Existing Information from the District. BC&A will meet with the District in a kick-off meeting to collect and discuss existing information provided by the District. We will review the project schedule and associated deliverables. We will collect and review any new information that changed since 2016 from the District such as:

- Recent District Annual Reports
- Updated existing sewer system maps and attributes in GIS format including pipe location, age, material, and locations and sizes of existing manholes and flow monitors, etc.
- Digital files containing aerial mapping and topographic data of the sewer system service area
- GIS shape files of current District boundaries, sewer system service area, collection system sub-basins, and parcel boundaries with required attributes
- Historic flows and patterns collected from the wastewater treatment plant and District flow meters
- Existing InfoSewer Model
- Past District Residential Equivalent (RE) calculations
- Recent development within the District

Task 1.2 – Collect and Review Information from the Cities within the District and SVWRF (Stakeholder Engagement). BC&A will contact each of the entities (Midvale City, Murray City, Sandy City, Salt Lake County) within the District boundary to collect the following information:

- Population projections
- Land Use and Zoning Maps
- Future development and/or redevelopment area (especially to understand where higher densities are planned to occur)

- 7200 South Development
- Hillcrest High changes
- Traffic Analysis Zones (TAZ) density projections published by the Wasatch Front Regional Council to compare and include with the data.
- Salt Lake County Assessor's office to obtain property values. This is to assist in identifying potential areas for redevelopment.

We will prepare a database to collect and organize data received from each city. A draft map of areas of redevelopment will be delivered to the District and affected cities to obtain feedback on redevelopment areas and densities. A summary of the results will be included in the final masterplan report.

Task 1.3 – Identify Existing and Future Sewer Collection System Deficiencies. BC&A will use the computer model provided by the District to simulate operating conditions of the existing sewer system. We will review computer output from the existing condition model simulations to determine if the existing collection system meet recommended operating capacity criteria. Recommended operating criteria will be based on minimum State criteria and our recommendations based on experience with other sewer systems. We will identify which pipelines that do not meet the desired operating criteria.

BC&A will revise the projected sewer flows in the sewer system model to include future sewer system demands at 10 year and 40 year intervals. We will use the computer model to simulate operating conditions of the existing sewer collection system under projected future wastewater production. We will review computer output from the model simulations and identify pipelines that do not meet desired operating criteria. We will provide a list of existing sewer pipelines that will need to be improved in order to meet desired operating criteria for projected future sewer production under various demands, variables, and scenarios listed above.

Task 1.4 – Prepare Capital Facilities Plan. Based on the results of the analysis, we will develop a capital facilities plan for budgeting and planning purposes. This will include consideration of growth, maintenance, and asset management (rehabilitation and replacement) issues. Improvements in the plan will be prioritized based on criteria established by the District. Cost estimates will be assembled for all projects and a detailed implementation plan will be assembled for projects needed in the next ten years. The capital facility plan and all results of the master planning activities will be documented in a final masterplan report.

Task 1.5 – Meetings. BC&A will meet with District staff to collect information, review analysis results, report progress, and to receive draft report review comments. It is estimated that 3 meetings will be needed to complete the Masterplan Development phase of the project.

PHASE 2 – IMPACT FEE FACILITIES PLAN

Objective: To develop a sewer system facilities plan that can be used by District personnel both for budgeting and planning purposes and for the calculation of impact fees and service charges.

Task 2.1 – Assemble Existing Facilities Inventory and Determine Excess Capacity. We will work with District staff to assemble a system inventory. We will coordinate between master plans to develop a consistent methodology for calculating excess capacity in existing infrastructure. We will then use this methodology to calculate the excess capacity in each utility.

Task 2.2 – Calculation of Capacity in Future Improvements. From the recommended list of improvements in each system master plan, we will identify which projects are needed within the allowable 10-year planning window of the IFFP. For the improvements within the 10-year planning window, we will use the methodology developed in the 2016 study for dividing projects between expenses eligible for impact fees and expenses not eligible for impact fees. This will include consideration of capacity used by

growth within the 10-year planning window and capacity used by growth beyond the 10-year planning window.

Task 2.3 – Document Results. We will document the results of the CFP and IFFP evaluation in a report containing all elements required in Utah Code 11-36a. To facilitate District review and most cost effectively complete the required documentation, we have assumed that we will follow the same general approach and format that was developed with the District in 2016 (for both the IFFP and the IFA as described in the next section). Included in this report will be a written certification of the IFFP in accordance with the requirements of the law. We will present results and conduct required public hearings prior to the adoption of the IFFPs in accordance with State law.

Task 2.4 – Meetings. BC&A will meet with District staff to review analysis results, report progress, and to receive draft report review comments. It is estimated that 2 meetings will be needed to complete the Impact Fee Facility Plan phase of the project.

PHASE 3 – IMPACT FEE ANALYSIS

Objective: To prepare an impact fee analysis based on selected funding alternative in accordance with Utah Code.

Task 3.1 – Develop Impact Fee Analysis. With the development of a defensible IFFP and other data contained in the master plans, BC&A will have the information necessary to develop an IFA subsequently. This will include identifying the impact of anticipated development, considering the method of financing existing and future facilities, determining the cost of existing capacity that will be recouped, determining the cost of system improvements that are related to new development activity, and calculating an appropriate and defensible impact fee. We are proposing to use BC&A staff to author and prepare the IFA ourselves (i.e. we will not be bringing in a separate financial subconsultant). However, we will need to work with your current financial advisor to collect some of the important financial data to be included in the plan. Included in this task will be coordination as necessary with the District’s financial advisor. This is the same approach that was used in 2016.

Task 3.2 – Document Results. We will document the results of the first task in an IFA report. Included in this chapter will be a written certification of the IFA in accordance with the requirements of Utah Code 11-36a. We will present results and conduct required public hearings prior to the adoption of the IFAs in accordance with State law.

Task 3.3 – Coordination with Stakeholders. We will distribute copies of the draft IFFP and IFA to stakeholders identified by the District, and will organize, prepare for and attend a meeting including stakeholders to obtain comments.

Task 3.4 – Meetings. BC&A will meet with District staff to review analysis results, report progress, and to receive draft report review comments for both the Impact Fee Analysis and Rate Analysis. It is estimated that 2 meetings will be needed to complete this task.

PHASE 4 – RATE ANALYSIS

Objective: The objective of this task is to prepare a report that provides the necessary support services to adopt and implement new rates for the District.

Task 4.1 – Rate Analysis. We will meet with District stakeholders to review your existing rates, discuss policy objectives, and collect financial and system data (O&M costs, billing data, use trends by customer class, etc.). Based on the information gathered and direction from stakeholders, we will develop a rate approach tailored to meet the unique needs of the District. This analysis will be based on cost-of-service

principles and Utah law to establish legal, fair, and equitable rates that will provide the District with the revenue required to run the system, while still providing good value for its customers. Based on our understanding of the District's needs, we have assumed that this rate study (as well as the previous impact fee studies) will not include a detailed re-examination of RE classifications.

Task 4.2 – Fee Update. We will review the District's existing fee schedule and do a survey of other City or service district fees to determine the average fees charged for various services such as development review, lateral hookups, and construction inspection. Recommendations for updates to the District's fee schedule will be included as part of the rate analysis report.

CERTIFICATION OF BC&A

BC&A shall execute the certification required under state law (the "Certification") that the analyses, plans, and impact fees and charges were prepared and enacted according to the law in effect on the date of the Certification.

FEE

BC&A proposes to complete the scope of work described above based on time and expenses for \$34,674 (see attached Exhibit B, Engineering Fee Estimate).

SCHEDULE

We understand that the District desires to implement the new District Impact Fees and Rates by January 1, 2020. BC&A proposes to complete the scope of work described above per the attached schedule, Exhibit C.

Exhibit B
Midvalley Improvement District
Wastewater Masterplan, Impact Fee Facility Plan,
Impact Fee Analysis, and Rate Study
Engineering Fee Estimate

Last Updated 5/7/19

		Office/Support		Technicians			Engineers		Subtotal Hours	Subtotal Labor	Subtotal Expenses	Total Cost
Labor Category		Office	Editor	Tech 3	Eng. 2	Eng. 3	PM	QA/QC				
Staff		LL	MH	SR	WA	AM	BP	KL				
2019 Labor Rate		\$60	\$89	\$107	\$107	\$119	\$165	\$175				
Task No.	Phase 1 - Masterplan Development											
1-1	Collect and Review Existing Information from the District				12		2		14	\$ 1,614.00	\$98	\$ 1,712.00
1-2	Collect and Review Information from the Cities within the District & SVWRF				16		2		18	\$ 2,042.00	\$126	\$ 2,168.00
1-3	Identify Existing & Future Sewer Collection System Deficiencies				20	4	2		26	\$ 2,946.00	\$182	\$ 3,128.00
1-4	Prepare Capital Facilities Plan	4	6		24	4	2	4	44	\$ 4,848.00	\$308	\$ 5,156.00
1-5	Meetings (3)					6	6		12	\$ 1,704.00	\$306	\$ 2,010.00
	Phase 1 Subtotal	4	6	0	72	14	14	4	114	\$ 13,154.00	\$1,020	\$ 14,174.00
Task No.	Phase 2 - Impact Fee Facilities Plan											
2-1	Assemble Existing Facilities Inventory and Determine Excess Capacity				10		2	2	14	\$ 1,750.00	\$98	\$ 1,848.00
2-2	Calculation of Capacity in Future Improvements				10				10	\$ 1,070.00	\$70	\$ 1,140.00
2-3	Document Results	2	4		10	4	2	4	26	\$ 3,052.00	\$182	\$ 3,234.00
2-4	Meetings (2)					4	4		8	\$ 1,136.00	\$156	\$ 1,292.00
	Phase 2 Subtotal	2	4	0	30	8	8	6	58	\$ 7,008.00	\$506	\$ 7,514.00
Task No.	Phase 3 - Impact Fee Analysis											
3-1	Develop Impact Fee Analysis					12		2	14	\$ 1,778.00	\$98	\$ 1,876.00
3-2	Document Results	2	4			12	2	2	22	\$ 2,584.00	\$154	\$ 2,738.00
3-3	Coordination with Stakeholders					8			8	\$ 952.00	\$56	\$ 1,008.00
3-4	Meetings (2)					4	4		8	\$ 1,136.00	\$156	\$ 1,292.00
	Phase 3 Subtotal	2	4	0	0	36	6	4	52	\$ 6,450.00	\$464	\$ 6,914.00
Task No.	Phase 4 - Rate Analysis											
4-1	Rate Analysis	4	6			18	4	6	38	\$ 4,626.00	\$266	\$ 4,892.00
4-2	Fee Update					8	1		9	\$ 1,117.00	\$63	\$ 1,180.00
	Phase 4 Subtotal	4	6	0	0	26	5	6	47	\$ 5,743.00	\$329	\$ 6,072.00
	Total Cost (Phases 1-4)	12	20	0	102	84	33	20	271	\$ 32,355.00	\$2,319	\$ 34,674.00

Mileage reimbursement at \$0.75/mile
Computer/Communications Charge at \$7/labor hour
10% markup-subcontractors and project expenses
Rates shown are 2019 rates

**BOARD MEETING
ISSUE SUMMARY**

Date: May 8, 2019

Subject: First Aid/CPR Training



Background: As part of our ongoing safety measures, we keep our employees current in First Aid and CPR training. Our last training was on June 1, 2017 and expires after two years.

Doug Folsom from the Utah Local Governments Trust has agreed to come and repeat the training on May 14, 2019. All employees are invited and urged to attend. In addition, one Trustee could attend without violating the Open Meetings laws.

Recommendation: Information only

Suggested Motion: Information only

New Construction in the District

Name	Address/location	Total Connections	Bonds and Fees received	Impact Fees Paid	Connected	Comments
The Cottages at Levine Farms	601 E 8400 S	16	✓	9	9	
7th Avenue Cottages	7601 S 700 E	7	✓			Piping complete-no connec
Union Manor	987 E 7240 S	8	✓			Piping complete-no connec
PK 7179	7179 S 150 E	2	✓	2		
HillCrest High School	HillCrest High School	1				On-going
Zupan Subdivision	8327 S 1000 E	3	✓			Should start about May 8th
Ganesh Center	145 E Fort Union Blvd	1				
PinStripe Cove	139 E 8000 S	8	✓			Piping complete-no connec
Midvale Costa Vida	approx 745 E Ft Union	1				
Jason & Jen Anderson	626 E 8000 S	10				Torn down and capped
	620 E 8000 S	5				To be torn down--no plans
Midvale Townhomes	7425 S 700 E	10	✓			
Yorktown Twinhomes	618 E 7200 S	12	✓			Connected to main in 7200
Lang Subdivision	6891 S 185 E	2				Laterals only
7-Eleven	185 W 7200 S	1				Lateral only (NW Corner)

Other Construction