

# AGENDA

**MIDVALLEY IMPROVEMENT DISTRICT** will hold their monthly Board of Trustees meeting at **12:00 Noon, Wednesday, October 10, 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. Modification to Employee Manual to Add Verbiage Regarding “Introductory Period” – Discussion/Approval
- b. Status of Hiring and Promotion
  - i. Operations Supervisor – Discussion/Approval
  - ii. GIS Specialist/Assistant Operations Supervisor – Discussion/Approval
  - iii. New Operator – Interviews Pending
- c. Date of Holiday Luncheon/December Board Meeting – Discussion/Approval
- d. 2019 Tentative Operating Budget – Discussion/Approval
- e. Update: Pending Matters

**5. REVIEW, APPROVE AND RATIFY CASH DISBURSEMENTS**

**6. OFFICE REPORT**

- a. Update: Pending Matters

**7. SUPERVISOR’S REPORT**

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

**8. TRUSTEES**

- a. Update: Pending Matters

**9. 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 SEPTEMBER 12, 2018 AT THE TIME OF 4:00 PM, PRUSUANT TO NOTICE.**

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**BOARD OF TRUSTEES PRESENT**

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

**OTHERS PRESENT**

**MARK BELL, ATTORNEY  
BRAD M. POWELL, DISTRICT MANAGER  
CATHY KINGSBURY, TREASURER  
BRENT E. CHRISTENSEN, CHIEF FINANCIAL OFFICER, DISTRICT CLERK  
MARC JONES, OPERATIONS SUPERVISOR  
JULIE ASHBY – CITIZEN OF MIDVALE**

Meeting was called to order at 4:07 PM by Chairman Quinn Sperry.

**1. PUBLIC COMMENTS**

Julie Ashby attended the Board meeting for a Hillcrest High School class project. Ms. Ashby stated she is a senior at Hillcrest High and also attends Salt Lake Community College.

**2. 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 August 22, 2018.

**Upon Motion** made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board approved the minutes of the Board Meeting held on August 08, 2018.

**3. ATTORNEY REPORT**

- a. Mr. Bell handed out the Ethics Training Policy and discussed the basics of the policy. Mr. Bell stated he would like to conduct an Ethics Training for all the District employees. The purpose of the Act is to strengthen the faith and confidence of the people of Utah in the integrity of their government. Mr. Bell stated “perception matters” if our District is in the news, will it be reported unfairly.

Mr. Bell discussed a few possible violations of the Act:

- Improperly disclose private, controlled or protected information gained by reason of official position.
- Accepting employment or engage in any business or professional activity that would induce employee to improperly disclose controlled information gained by reason of official position.
- Gifts, Compensation & Loans; it is an offense for a public officer or public employee to knowingly receive, accept, take, seek, or solicit, directly or indirectly for himself or another a gift of substantial value or substantial economic benefit.
- There are exceptions: An occasional non-pecuniary gift, having a value of not in excess of \$50; an award publicly presented in recognition of public service, or any bona fide loan made in the ordinary course of business.

#### 4. GENERAL MANAGER'S REPORT

- a. Mr. Powell gave an update on vehicle status: The 2017 F-150 Lariat sold for \$41,000 on the day the bid closed.

Two Ford F-150's vehicles have been ordered to replace two 2018 vehicles that are more than 1 year old.

- b. Mr. Powell stated after reviewing the offerings by several software vendors for CCTV software, the District's operators have narrowed the choice to keeping CUES GraniteNet software and adding the GIP pages they offer.

Mr. Powell would recommend purchasing the GraniteNet software.

**Upon Motion** made by Mr. Roemmich, Seconded by Ms. Smith and passed unanimously, the Board approved to authorize the General Manager to issue a purchase order to CUES to purchase the CUES GraniteNet Web Portal software package as quoted for \$14,375.

- c. Mr. Powell stated on August 28, 29 and 30<sup>th</sup> the District employees went through the NASSCO training. In addition, two operators from South Valley Sewer District, one contractor affiliated with Sandy Suburban, and an engineer from PEC, Inc. attended the training. Everyone who attended passed the tests for certification in Pipeline Assessment Certification Program, Manholes, and laterals. Our operators are now using the NASSCO coding for all CCTV inspections.
- d. Mr. Powell reported in the past the proposed salary adjustment was done for each individual along with an overall recommendation for an increase.

Mr. Powell would like to do a Step & Grade with a five percent across the board increase for each step and grade. The present Step & Grade shows a two percent increase between steps and by adding an additional three percent between steps this would equal five percent between steps.

Mr. Powell reported South Valley Sewer District did a comprehensive wage study of all of the districts in Salt Lake Valley and several from Davis and Weber, and Utah countries. All the studies show that wages for sewer operators are increasing by about five percent or more per year.

Mr. Powell would recommend that all employees receive a five percent increase, based on employee reviews. This would be done by adjusting the Step & Grade sheet back to an overall three percent increase and with an increase in Step, equal five percent.

**Upon Motion** made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board approved to accept the Step & Grade 2019 as proposed by the General Manager with an average of 5% increase.

- e. Ms. Smith asked if agenda item 4.e, Personnel Issues, should be discussed in a closed door meeting. Mr. Bell stated it would be up to the Board but he saw no reason to go into a closed door meeting unless the Board was going to discuss qualifications.
  - 1. Mr. Powell reported Mr. Jones gave his notice of retirement on August 23, 2018, effective January 15, 2019 at 5:00 PM.
  - 2. With Mr. Jones retiring Mr. Powell stated he would like to promote Mr. Cecala to Operations Supervisor, Mr. Cecala is currently the Assistant Operations Supervisor.
  - 3. Mr. Powell stated he would like to change the Assistant Operations Supervisor position to GIS Manager/Assistant Operations Supervisor which would include GIS qualifications. GIS stands for Geographical Information System (mapping software) and the District has a need to bring our system up-to-date with a GIS expert.
  - 4. Mr. Powell informed the Board when Mr. Docter reached the end of his "provisional period" (September 2014) he did not receive his \$1,000/yr. raise. Mr. Christensen calculated the amount Mr. Docter would have received after the provisional period ended and gave Mr. Docter a check for \$4,660, minus taxes, FICA, etc.

At the present time there is nothing in the personnel manual that discusses the \$1,000 at the end of a provisional period. The Board requested the approval of the "provisional period" be brought back at the October meeting.

**Upon Motion** made by Mr. Roemmich, Seconded by Ms. Smith and passed unanimously, the Board approved to promote Mr. Cecala to the Field Operations Supervisor when Mr. Jones retires and create the position of GIS Manager/Assistant Supervisor, and that we let the District employees apply for that position.

- f. Mr. Powell would like to set the date for the December Holiday Luncheon. Mr. Powell suggested Market Street Grill in one of the private rooms downstairs. Market Street Grill has a set menu for downstairs dining.

**Upon Motion** made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board approved to have the annual Holiday Luncheon at Market Street Grill at Noon on December 12, 2018.

## **5. REVIEW, APPROVE AND RATIFY CASH DISBURSEMENTS**

**Upon Motion** made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board ratified the August 2018 cash disbursements for \$252,737.04.

**Upon Motion** made by Ms. Smith, Seconded by Mr. Roemmich and passed unanimously, the Board ratified the August 2018 employee earnings for \$65,450.

## **6. OFFICE REPORT**

Ms. Kingsbury reported she will certify the past due accounts with Salt Lake County on September 17, 2019. The amount to be certified is \$55,000 which is 210 accounts.

## **7. CHIEF FINANCIAL OFFICER**

Mr. Christensen reported the District's 2019 budget is coming up and he will have a preliminary budget ready for the October Board meeting. Mr. Christensen stated he is looking forward to having a GIS Specialist that can identify long term capital projects. The 2019 budget is scheduled to be adopted in November. If anyone has any questions on the preliminary budget be sure to call and discuss it.

## **8. SUPERVISOR'S REPORT**

Mr. Jones reported construction in the District has slowed.

- North Pines (7800 S) – All 36 Units are connected
- Cottages at Levine Farms (8400 S) 8 Units – Impact fees paid on 5 Units
- Revel Park – 8 Units (4 Units impact fees paid)
- Hinton Subdivision – 4 Units (825 E 7800 So)
- The Cottage on 7<sup>th</sup> – 7 Units
- Union Manner - 8 Units

- PK 7179 (7179 S 150 E) – 2 Units (Impact fees paid)
- Hillcrest High School – 1 Unit
- Zuppan Subdivision – 8325 So 1000 East (3 units)

Ms. Smith stated she would like to see addresses connected with the above Subdivisions.

**Adjourn** Upon unanimous vote by the Board, the meeting was adjourned at 5:17 PM.

**BOARD MEETING  
ISSUE SUMMARY**

**Date:** 10-10-18

**Subject:** Modification to Employee Manual to add verbiage regarding "Introductory Period"



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**Background:** Per the request of the Trustees in the September 12, 2018 Board meeting, I have added the following sentence the end of Paragraph 3.4 in the Employee Manual:

At the conclusion of the "introductory period(s)," the employee will receive a \$0.48 per hour (\$1000.00 per year) increase in pay.

Attached is a copy of the entire paragraph.

**Recommendation:** I recommend that the Board approve the inclusion of this sentence.

**Suggested Motion:** "I move that we approve of the addition of the sentence, 'At the conclusion of the "introductory period(s)," the employee will receive a \$0.48 per hour (\$1000.00 per year) increase in pay.' at the end of Paragraph 3.4 Introductory Period of the Employee Manual."



### 3.4. Introductory Period.

The first six (6) months of employment with the District shall be considered an “**introductory period**” which shall be used as a training and evaluation period for the District to observe and determine the employee’s ability to perform the various duties pertaining to the position, to observe and determine the employee’s ability to work effectively in a team setting and for the employee to determine whether or not the position adequately meets his or her own expectations and personal needs. When deemed necessary, the District may require additional “**introductory periods**” of up to six (6) months. When an additional “**introductory period**” is required, the District may make appropriate arrangements for the use and accrual of benefits and/or denial of the same. At the conclusion of the “**introductory period(s),**” the employee will receive a \$0.48 per hour (\$1000.00 per year) increase in pay.

**BOARD MEETING  
ISSUE SUMMARY**

**Date:** 10-10-18

**Subject:** Status of Hiring and Promotion



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**Background:** I. In the September 2018 Board meeting, the Trustees approved the promotion of Rick Cecala to become the Field Operations Supervisor when Marc Jones retires. I talked to Rick about this and he gratefully accepted the promotion.

II. I sent a memo to each of the operators inviting them to apply for the position of GIS Specialist/Assistant Operations Supervisor. A copy of the memo and job description is attached. I only received one response—from Jared Syme.

III. We have been advertising to hire an entry level field operator. I extended the date to receive applications to October 15, 2018. We have only received three applications so far. This seems to be the situation with other district who are trying to hire new operators. However, we will interview the three applicants so far.

**Recommendation:** I recommend that we promote Jared Syme to be the GIS Specialist/Assistant Operations Supervisor when Marc Jones retires.

**Suggested Motion:** "I move that we promote Jared Syme to be the GIS Specialist/Assistant Operations Supervisor when Marc Jones retires."

**MEMORANDUM**

**To:** Operators  
**From:** Brad  
**Date:** 9/18/18  
**Subject:** New position



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As all of you know, Marc Jones has announced his retirement effective at the end of the day on January 15, 2019. In preparation for his retirement, we are advertising to hire a new entry-level operator, hopefully to be starting near the end of October or first of November. In addition, I have talked to Rick Cecala and asked him to take over as Field Operations Supervisor when Marc retires. This leaves open Rick's current position as Assistant Field Operations Supervisor (Assistant).

In looking at our needs and looking into the future, I've decided to change the Assistant position to a new position and call it GIS Specialist/Assistant Operations Supervisor. While this person will continue to assist the Operations Supervisor as necessary, one of his primary assignments will be to work with our GIS system and make sure it contains the information we need and operates with all of our software. Attached is a copy of the job description for the GIS Specialist/Assistant Operations Supervisor.

I would like to open this up to all current operators. If you would like to have this position, please let me know by October 4, 2018. If you would like to recommend another person, let me know as well.

Please let me know if you have any questions.

**MIDVALLEY IMPROVEMENT DISTRICT  
JOB DESCRIPTION  
GIS SPECIALIST/ASSISTANT OPERATIONS SUPERVISOR**

**GENERAL DUTIES**

Maintains the District's Geographical Information System (GIS) by making sure the software and maps are current. Identifies and proposes information that should be shown on the maps. Works with CCTV software vendors to make sure all software is compatible with the District's GIS system and keeps CCTV software current. Assists General Manager in making sure the CCTV and Cleaning trucks have the proper equipment to run GIS.

Works with the Operation Supervisor to perform a variety of supervisory responsibilities over field operators in connection with cleaning, maintenance and inspection of the District's sewer and waste water collection system; performs a variety of skilled and certified duties relating to the cleaning, maintenance and inspection of the District's sewer and waste water collection system; assists Operations Supervisor in performing risk management functions such as assessing and maintaining compliance with safety standards and maintenance of equipment; works on special projects assigned by the Operations Supervisor and/or the General Manager; works under general supervision of the Operations Supervisor.

**SUPERVISION**

- Supervision Received. Works under general supervision of the General Manager for GIS and software issues and under the Operations Supervisor for all else.
- Supervision Exercised. Assists in providing general supervision over Field Operators.

**ESSENTIAL FUNCTIONS**

- Responsible for maintaining the GIS system and keeping the software up to date; makes sure that the CCTV software is current and compatible with the GIS system; identifies and implements information that should be shown on GIS mapping.
- Identifies capital projects, including CIPP lining and other needed enhancements for the District's system.
- Responsibility for inspecting lateral lines installed for new or existing construction; assists District engineer in inspecting larger lines in connection with any new or existing construction; oversees inspections conducted by Field Operators.
- Assists in the over sight of operations and functions of the Field Operators, including cleaning and maintenance of sewer system lines using the cleaning and television trucks; may participate in cleaning and maintenance activities as necessary.
- Assists the Operation Supervisor in performing risk management duties; including, but not limited to, analyzing and evaluating current safety programs and procedures to ensure

compliance with current rules and regulations; recommending amendments or additions to District policies and procedures regarding the same; implementing new risk management programs and procedures as directed; monitoring working environment, conditions and facilities and reporting status of the same to the District Manager.

- Coordinates closely with Operations Supervisor in conducting inspection, cleaning and maintenance of existing system and installation of new lines and extension of system; attends construction meetings, as directed by Operations Supervisor.
- Responsible for drawing new House Sheets and making them available to all Field Operators and office personnel.
- Responsible for maintaining all cleaning and inspection software.
- Performs other tasks as required by the Operations Supervisor and/or General Manager.

## **MINIMUM QUALIFICATIONS**

- Education and Experience. Requires a high school diploma (or G.E.D) plus five (5) years of progressively responsible experience in sewer and waste water collection system maintenance, including management of personnel; or an equivalent combination of education and experience.
- This person is required to have at the minimum a certificate of completion of GIS training from an accredited school.
- Special Qualifications. Must possess and maintain a minimum certification as a Class II sewer system operator and a Commercial Drivers' License. Must be able to lift 75 lbs.
- Knowledge. Requires thorough knowledge of current safety practices and principals involved in waste water collection and sewer systems, as well as modern practices and procedures for inspecting, cleaning and maintaining such systems, including confined space *entry* procedures. Requires working knowledge of principles of supervision.
- Skills. Requires skill in computer and video data collecting equipment, knowledge of the operation of GIS and CCTV software, and operating light and heavy equipment used for inspecting, cleaning and maintaining waste water collection and sewer systems.
- Ability. Requires the ability to plan, coordinate and supervise others; collect and maintain computer software, and video data for inspecting, cleaning and maintaining sewer system lines; operate heavy equipment of various kinds under varying conditions; establish and maintain effective working relationships with employees and the public.
- Must show leadership and motivational abilities in working with other operators.

**WORK ENVIRONMENT**

Tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting and reaching. Talking, hearing and seeing are essential to performing the required job functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance. Continuous exposure to weather extremes and traffic hazards associated with working in the public right of way. Occasionally works in confined spaces and is subject to possible contact with untreated sewage, biological and chemical wastes and toxic hazards.

**DISCLAIMER**

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

**FLSA DETERMINATION:** Non-Exempt

**BOARD MEETING  
ISSUE SUMMARY**

**Date:** 10-10-18

**Subject:** Date of Holiday Luncheon/December Board Meeting



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**Background:** Market Street Grill is already booked for Noon on December 12, 2018 so we had to move the date of our Holiday Luncheon to Thursday, December 13, 2018 at Noon.

**Recommendation:** I recommend that we move our December Board meeting to Thursday, December 13, 2018.

**Suggested Motion:** "I move that we move our December Board meeting to Thursday, December 13, 2018."

## New Construction in the District

Name	Total Connections	Bonds and Fees received	Impact Fees Paid	Connected
North Pines Villas 7800 S	36	✓	36	36
The Cottages at Levine Farms 8400 S	16	✓	5	5
Revel Park fka Olsen Subdivision	8	✓	4	4
Hinton Subdivision	4	✓		
The Cottages on 7th (7601 S)	7	✓		
Union Manor (by Robert Hale's)	8	✓		
PK 7179	2	✓	2	
HillCrest High School	1			
Zupan Subdivision	3	✓		