

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.

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 30th 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 7th – 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.