

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, MIDVALLEY IMPROVEMENT DISTRICT, HELD AT 160 EAST 7800 SOUTH, MIDVALE UTAH 84047 ON JANUARY 8, 2020 AT THE TIME OF 12:00 NOON, PRUSUANT TO NOTICE.

BOARD OF TRUSTEES PRESENT

**SONDRA SMITH – VICE-CHAIR
BLAKE ROEMMICH
RONALD SPERRY**

OTHERS PRESENT

**BRAD M. POWELL, DISTRICT MANAGER
CATHY KINGSBURY, TREASURER
BRENT E. CHRISTENSEN, CHIEF FINANCIAL OFFICER, DISTRICT CLERK
RICK CECALA, OPERATIONS SUPERVISOR
QUINN SPERRY – OUT GOING TRUSTEE**

Meeting was called to order at 12:05 PM by Vice-Chair Sondra Smith.

1. SWEARING IN OF NEW TRUSTEE

- a. Mr. Bell performed the duties of swearing in Ronald Sperry as the new Trustee. Mr. Powell informed Mr. Sperry that he has set up an email address for him: Rons@mvdst.com.

2. PUBLIC COMMENTS/CERMONIES/PRESENTATIONS

- a. No public in attendance.

3. MINUTES – APPROVAL

- a. **Upon motion** made by Mr. Sperry, seconded by Mr. Roemmich and passed unanimously, the Board approved the minutes of the Board Meeting held on December 11, 2019 as corrected.

4. ATTORNEY REPORT

- a. Mr. Bell stated he would like to schedule the District's Open Meeting training in the early spring; he would also like to conduct a Personnel Policy review meeting with the District's employees and update the Procurement Policy with Mr. Powell.

Mr. Bell handed out the "Ethics Disclosure Statement" and asked the Board to review it and have this item on the February agenda for discussion and approval.

Mr. Bell stated Mr. Sperry will need to complete the Trustees Training and it is available on line through the Association of Special Districts website.

5. GENERAL MANAGER/ENGINEER REPORT

- a. Mr. Powell reported on the vehicle status and stated the CCTV truck sold for \$80,000; the asking price was \$85,000.

Mr. Powell stated we received the new 2020 F150 Platinum and has put the 2019 Platinum up for sale on KSL. The asking price for the 2019 Platinum is \$48,500.

- b. Mr. Powell explained there was a mandatory pre-bid meeting January 7th for the 7200 S. Sewer Line Upgrade. The bid opening for the project will be Tuesday, January 14, 2020. One contractor in the pre-bid meeting suggested extending the construction contract out a month and the District could save \$500,000 to \$800,000. Mr. Powell would like to send an email to the Trustees with their approval on awarding the bid to the contractor after the bid opening. Mr. Powell stated we need to give the contractor an award and notice to proceed, as soon as, possible so that the canal crossing can be completed by February 28, 2020.
- c. The CIPP Lining Project will begin on January 14, 2020.
- d. Mr. Powell stated he has a meeting with Meridian Engineering to discuss the Parking and Drive Area Project. We will continue to work with Meridian on all changes and work with Midvale City to comply with their requirements.
- e. Mr. Powell stated several years ago, the Board authorized the General Manager to make small changes to the Employee Manual and bring the changes to the Board yearly for ratification:

Section 2.4 – added this section to clarify the roles of General Manager and Chief Financial Officer pertaining to Human Resources, to comply with Utah State regulations – June

Section 3.4 – added line concerning the conclusion of the “introductory period” – August.

Section 5.2 – expanded and added clarification to the Retirement Program- December.

Appendix G – clarified reimbursement procedure for education reimbursement.

Upon motion made by Mr. Roemmich, Seconded by Mr. Sperry and passed unanimously, the Board ratified the changes that were made to the Employee Manual in 2019:

Section 2.4 – added this section to clarify the roles of General Manager and Chief Financial Officer pertaining to Human Resources, to comply with Utah State regulations – June

Section 3.4 – added line concerning the conclusion of the “introductory period” – August.

Section 5.2 – expanded and added clarification to the Retirement Program - December.

Appendix G – clarified reimbursement procedure for education reimbursement.

- f. Mr. Powell informed the Board the District’s FedEx Account number was compromised and someone was using our account number and conducting mail fraud. FedEx has been contacted and Ms. Kingsbury is working with them on FedEx’s statement and has cancelled our account.

6. REVIEW, APPROVE AND RATIFY CASH DISBURSEMENTS

Upon Motion made by Mr. Roemmich, Seconded by Mr. Sperry and passed unanimously, the Board ratified the December 2019 cash disbursements for \$278,869.69.

Upon Motion made by Mr. Roemmich, Seconded by Mr. Sperry and passed unanimously, the Board ratified the December 2019 employee earnings for \$132,135.

7. OFFICE REPORT

- a. Ms. Kingsbury asked Mr. Sperry if he would be available to sign a signature card at Wells Fargo. Mr. Sperry said let him know when he can go and sign the card.

8. CHIEF FINANCIAL OFFICER

- a. Mr. Christensen stated the auditors have scheduled to come in for the audit the first week in April.
- b. Mr. Christensen also encouraged the Board members to call him if they have any questions.

9. SUPERVISOR’S REPORT

- a. Mr. Cecala reported that construction has slowed down mainly because of the weather.

Mr. Cecala stated CIPP will start next week with cleaning of the lines.

10. TRUSTEES

- a. The Trustees thanked Quinn Sperry for all he did for the District while he was on the Board.

Ms. Smith asked Mr. Powell to send her a paper copy of the employee manual.

11. CLOSED MEETING

- a. No Closed Meeting

ADJOURN Upon unanimous vote by the Board, the meeting was adjourned at 12:40 PM.