

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, MIDVALLEY SEWER DISTRICT, HELD AT 160 EAST 7800 SOUTH, MIDVALE UTAH 84047 ON NOVEMBER 20, 2024, AT THE TIME OF 4:00 PM, PURSUANT TO NOTICE.**

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**BOARD OF TRUSTEES PRESENT**

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

**OTHERS PRESENT**

**MARK BELL – ATTORNEY  
JARED SYME, GENERAL MANAGER  
CATHY KINGSBURY, TREASURER  
BRENT CHRISTENSEN, CHIEF FINANCIAL OFFICER, DISTRICT CLERK  
RICK CECALA – OPERATIONS SUPERVISOR**

Meeting was called to order at 4:05 PM by Chair Smith.

**1. PUBLIC HEARING 4:00 PM – 2024 OPERATING BUDGET**

- a. Ms. Smith opened the Public Hearing to discuss the 2025 Operating Budget.

Ms. Smith stated that there are no members of the public present.

Ms. Smith stated the Board and District staff will discuss the 2025 Operating Budget.

Mr. Christensen stated the tentative budget for 2025 was discussed in-depth at the October board meeting and was approved. Mr. Christensen presented the 2025 Budget form (that will be submitted to the Utah State Auditor’s Office). He said there were a few minor changes to the Tentative Budget that decreased the budgeted Net Income by \$45,000. There were also some minor changes to the Current Year Estimated 2024 numbers that increased the Net Income by \$2,467.

Mr. Christensen stated that, while not required by the State of Utah, the District has created a supplemental 2025 budget report that provides an in-depth analysis, discussion, and information about the budget. This report will be available on the District’s website.

Ms. Smith asked the Board if there were any questions on the 2025 Budget and both Mr. Roemmich and Mr. Sperry stated they did not have any questions.

Ms. Smith closed the Public Hearing and entered the Public Meeting.

**2. 2025 OPERATING BUDGET**

- a. Mr. Christensen stated that the District has complied with all laws, regulations, and posting requirements relating to the adoption of the 2025 operating budget. Mr. Christensen reminded the Trustees that the 2025 Budget can be changed or amended anytime up until December 31, 2025.

**Upon Motion** made by Mr. Roemmich, seconded by Mr. Sperry and passed unanimously, the Board approved to adopt 2024-11-20A, A Resolution of the Midvalley Sewer District Adopting its 2025 Budget.

	<u>YEA</u>	<u>NAY</u>	<u>Abstain/Absent</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

**3. PUBLIC COMMENTS/CERMONIES/PRESENTATION**

- a. No one in attendance.

**4. MINUTES – APPROVAL**

- a. **Upon Motion** made by Mr. Sperry, seconded by Mr. Roemmich and passed unanimously, the Board accepted the October 16, 2024, minutes as corrected.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

**5. ATTORNEY REPORT**

- a. Mr. Bell reported that he is waiting to hear back from Murray City’s Assistant City Attorney on the boundary adjustment.

Mr. Bell stated that he and the Mr. Syme are working on adjusting the ownership of the pipelines and the C-2 interceptor with South Valley Water Reclamation Facility, West Jordan City and Midvale City. Mr. Bell stated that he has reviewed the agreement and will give his changes to Mr. Syme.

Mr. Bell reported that there are changes to House Bill 80 that relates to disclosures which elected officials may need to provide to the public, be published on the District's website and filed with the State. Mr. Bell stated he will have the form at the next board meeting and will discuss the form before the Ethics Disclosure in January 2025.

Mr. Bell reported on a new legislative package that would support increasing the yearly amount paid to Trustees. The current amount that can be paid to trustees is \$5,000 a year.

Mr. Bell attended the Utah Association of Special Districts and was also a presenter. Mr. Bell presented two sessions on the Duties and Responsibility of District Clerks. Mr. Bell reported that approximately a quarter of Utah districts have the division of authority between clerks and treasurers correct; Midvalley Sewer District is complying.

Mr. Bell will evaluate the responsibilities of the General Manager and informed the Trustees that they have the authority to delegate power to the General Manager. Mr. Bell will bring this item back to a board meeting in the next couple of months.

Ms. Smith asked how long it has been since the employee manual has been updated. Mr. Bell will investigate the last time the employee manual was updated and bring this item back to a future board meeting.

## **6. GENERAL MANAGER REPORT**

- a. Mr. Syme reported that the 2024 CIPP Project was completed on schedule and within budget.
- b. Mr. Syme stated that the SaniStar pay system at the dump station has been fully operational since October 22, 2024. Mr. Syme reported that for the dump station to pay for itself the District would need 28 uses per month; to date the District has 120 uses.

The District will receive revenue reimbursement quarterly from SaniStar. The exact revenue figures will not be available until after the first quarter.

- c. Mr. Syme reported that in the past the District employees traditionally were given a half day off Christmas Eve and New Year’s Eve. This year both Christmas and New Years Eves fall on a Tuesday and Mr. Syme would like to propose to the Board that the employees be given full days off as bonus days December 24<sup>th</sup> and December 31, 2024.

**Upon Motion** made by Mr. Roemmich, seconded by Mr. Sperry and passed unanimously, the Board approved December 24 and December 31, 2024, as paid days off for all employees. Field staff, on a 4/10 schedule, will observe these as scheduled days off while office staff will have the option to take these days off later.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN/ABSENT</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

**7. SOUTH VALLEY WATER RECLAMATION FACILITY (Information & Update)**

- a. Mr. Syme reported the C-2 Interceptor ownership was discussed at the South Valley Water Reclamation Facility board meeting where they discussed revising the resolution and coming up with a legal description. Mr. Syme stated he is on the Tech Advisory Committee which has been very helpful; the committee has gone on project field trips to physically see the projects and see where and how the money is being spent for the different projects. The Financial committee, which Mr. Christensen is part of, has been very beneficial for Mr. Syme where he is able to discuss the project and the money side with Mr. Christensen.

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

**Upon Motion** made by Mr. Sperry, seconded by Mr. Roemmich and passed unanimously, the Board approved the October 2024 cash disbursements for \$368,355.24.

	<u>YEA</u>	<u>NAY</u>	<u>Abstain/Absent</u>
Ms. Smith	X		
Mr. Roemmich	X		
Mr. Sperry	X		

**9. OFFICE REPORT**

- a. Ms. Kingsbury presented the 2025 Monthly Trustee Meeting Schedule for Calendar Year 2025 with Resolution 2024-11-20B. The Board meetings will be held the third Wednesday of each month at 4:00 PM.

**Upon Motion** made by Mr. Roemmich, seconded by Mr. Sperry and passed unanimously, the Board approved Resolution 2024-11-20B; A Resolution Approving the Schedule of Monthly Trustee Meetings During the Calendar Year 2025.

<u>YEA</u>	<u>NAY</u>	<u>Abstain/Absent</u>
Ms. Smith	X	
Mr. Roemmich	X	
Mr. Sperry	X	

- b. Ms. Kingsbury reported the District’s holiday lunch will be at Bandit’s Restaurant on Wednesday, December 18, 2024, at Noon.

Ms. Kingsbury informed the Board that she will be retiring on February 15, 2025. Ms. Kingsbury stated that she has enjoyed working for the District the past 28 years and thanked everyone for their friendship and making the District a great place to work.

The Board expressed their appreciation to Ms. Kingsbury for her dedication to her job over the years. Mr. Syme stated he has appreciated her helping make his move into the General Manager’s position smooth. Mr. Christensen stated he appreciates everything she has done for the District; she will be missed.

**10. CHIEF FINANCIAL OFFICER REPORT**

- a. Fraud Risk Assessment Form

Mr. Christensen stated that once a year the State Auditor’s office requires the District to do a Fraud Risk Assessment, of the internal controls of the District, and report the results to the Board.

Mr. Christensen stated the District has very good internal controls and scored “very low” on the Fraud Risk Assessment form. These internal controls are audited and tested every year by the auditors. This assessment form is signed by the General Manager and the Chief Financial Officer and will be submitted to the State Auditor’s office.

Mr. Christensen stated that the District has redundant internal controls that double check and even triple check financial information and transactions in critical areas.

#### Third Quarter of 2024 Financial Statements

Christensen stated that the Board members have already received the quarterly financial reports by email, and they were also hand delivered to their homes.

**b. Balance Sheet as of September 30, 2024**

Mr. Christensen reported on the Balance Sheet as of September 30, 2024. He stated the “Balance Sheet” is everything the District owns and owes and the accumulation of current and prior year earnings. Mr. Christensen noted that the Balance Sheet shows a two-year comparison with a column showing the dollar change between years. Mr. Christensen stated there are no unexpected or unusual changes.

Mr. Christensen pointed out that PTIF Account (savings account) has substantially more money than the prior year due to a timing difference of when the pipelining and manhole projects are paid. This year’s projects are scheduled to be paid for in the fourth quarter of this year.

**c. Profit & Loss Year-to-Date Comparison to Prior Year as of September 30, 2024.**

Mr. Christensen reported on the Profit & Loss Year-to-Date Comparison to Prior Year as of September 30, 2024. Mr. Christensen stated the increase in sewer service fees revenue was expected as the District increased sewer service fees in January. Mr. Christensen pointed out that the pipelining and manhole rehabilitation expenses were lower as the current year projects are scheduled to be paid for in November. Mr. Christensen noted that the impact fee revenue was less than the prior year, which is beyond the control of the District. The interest earnings were up from the prior year as interest rates have remained relatively high.

**d. Profit & Loss Year-to-Date Budget vs Actual as of September 30, 2024**

Mr. Christensen reported on Profit & Loss Year-to-Date Budget vs Actual report as of September 30, 2024. The two major items that exceeded the budget were the impact fee revenue and the interest income. The District always likes it when there is more income than budgeted. Mr. Christensen stated that the District budgets conservatively for these two revenues as they are hard to predict. Most of the other items are in line with the budget.

## **11. SUPERVISOR'S REPORT**

- a. Mr. Cecala reported that construction in the District is moving along and will start to slow as the weather gets colder. Mr. Cecala reported that there is potholing going on at the intersection of 7500 S State Street in preparation of the District's 7500 South Project.

## **12. TRUSTEES**

- a. Mr. Sperry inquired on the status of the mailing machine that was approved for purchase at the October Board meeting. Mr. Syme stated that the existing mailing machine has been fixed and will see how it works during the December 2024 mailing. Mr. Syme stated that if the machine does not function properly, he will order a new machine.

## **13. CLOSED MEETING**

- a. No Closed Meeting

## **14. ADJOURN**

- a. Adjourn at 5:13 PM and the next Board meeting will be December 18, at 4:00 PM.