

**MINUTES OF THE TAYLORSVILLE-BENNION
IMPROVEMENT DISTRICT BOARD MEETING HELD FEBRUARY 19, 2014**

The regular monthly meeting of the Board of Trustees of the Taylorsville-Bennion Improvement District was held at 3:05 p.m. Wednesday, February 19, 2014 at the District office. Present were Trustees Behunin, Swensen and Russell. Also present were General Manager, Keith Lord; Assistant General Manager, Kevin Fenn; Controller, Mark Chalk; Attorney, Bill Gibbs arrived at 3:30 p.m.; Engineer, Paul Hirst; and Secretary, Tami Fullmer. A District customer, Kent Klein was present to address the Board. The prayer was offered by Trustee Swensen.

Common Consent Items Minutes Upon review and discussion of the January 15, 2014 Board Minutes the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve the January, 2014 Minutes. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Monthly Calendar The General Manager discussed the March Board meeting that will take place Monday, March 24, 2014 at 3:00 p.m. All Board members plan to attend. He reported that Trustees Swensen and Russell will be attending the upcoming Rural Water Conference scheduled February 24-28, 2014 in St. George. District employees Ron Dawson, Shawn Robinson, Brian Barnes and Marshall Crabtree will also attend.

Manager's Report Consider approval of Resolution #14-01 Board Meeting Policies and Procedures The General Manager discussed Resolution #14-01 that establishes guidelines for various types of meetings held by the District and outlines how Board meetings are to be convened, conducted and minutes recorded and prepared in order to comply with State requirements. The outline offers additional information for conducting a public hearing with public participation. The policies have been recommended by the Utah Association of Special Districts and compiled by Mark Anderson. The Board discussed the training involved and inquired if training could be done in-house as well as conference attendance. The General Manager will contact the State about training expectations and report next month to the Board. After a lot of discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To approve Resolution #14-01 Board Meeting Policies and Procedures as recommended by the General Manager and the State of Utah. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Update Redwood-Insituform sewer line relining project The General Manager discussed the sewer back up on Redwood Road that occurred in June, 2013. All the parties have settled with Insituform except the Midvalley Animal Clinic. A law firm sent a letter explaining that that the sewer back up caused extensive damage to their sewer lateral and is seeking restitution for the damage and subsequent repairs. The General Manager has spoken with the manager of the clinic and explained that it is very unlikely that the sewer backup caused damage to the sewer lateral. The Assistant General Manager has met with the sewer supervisor and determined the

sewer lateral is on private property and the responsibility of the property owner. If the claim is not paid the attorney threatened a lawsuit on behalf of Midvalley Animal Clinic and will list the District as one of the defendants. After discussion the Attorney explained that this is not the problem of the District. The General Manager added that Insituform has assured the District that if a lawsuit occurs that their company will handle any legal matters.

Sewer septic tank complaint at 1530 West 4920 South The General Manager reported that the District received a complaint regarding a property that had a deteriorating septic tank. Mr. Kent Klein, a neighbor who lives across the street, stated that he is representing the homeowners in the area, and is concerned about the failing septic system at this property. The neighbors to the west and east of the home are most affected by the odor emanating from the failing system. He asked if there was anything the District could do to help the surrounding property owners. The neighbors have also contacted Taylorsville City and the Salt Lake Valley Health Department for help and assistance. The Attorney explained that Taylorsville-Bennion Improvement District can require the property owner to hook to the sewer system but Taylorsville City has the authority to enforce. After discussion the Board authorized the General Manager to write a letter to the mayor of Taylorsville, the Salt Lake Valley Health Department, Mr. Klein, and the landlord.

Consider approval of office furnishings The General Manager has been considering purchasing some furniture for the Board Room which would consist of two credenzas; a small one on the west wall and a larger version on the east wall. Food and beverage items could be placed on the top when hosting board meetings, employee meetings or other functions, as well as store related items when not in use. At present, plastic tables are being used for beverages or food. The credenzas would create a more professional look to the room used for public events. The General Manager looked at various showrooms and found a wide range of prices. Business Interiors by Staples, is on the State contract and quoted the best price. He asked for the Board's approval to purchase the items. He indicated that there was a budget previously approved for this item. After discussion the Board gave their approval for the Manager to purchase the two credenzas under his procurement authority.

Consider approval of employees serving on local association committees The General Manager discussed that one of the District employees, Dan McDougal, had been invited to serve on the Intermountain section AWWA Safety and Security Committee, by Brian Callister, JVVCD Safety Manager. The committee meets for approximately one hour every other month to exchange ideas and resolve safety challenges. After discussion the Board agreed that this is a great opportunity for Dan as well as the District to serve on outside committees. The General Manager mentioned that he is serving on the Intermountain Section AWWA Education Subcommittee and Mark Chalk is taking part in the Intermountain Section AWWA Leadership Forum. The Board approved the employee participation in the various groups.

Discussion on use of District facilities by outside organizations The General Manager reported that he has been approached by another entity to use the District Board Room once a month for their meetings. The Board discussed the issue at length and it was the decision of the Board for the General Manager to draft a policy regarding the use of the Board Room and District facilities by outside groups for the Board to review at the next Board Meeting.

Consider approval of a contribution to the local AWWA Water Week, May 5-11 The General Manager reported that the Intermountain Section AWWA approached the District and asked for a contribution of \$500 to assist them with sponsoring Water Week during the week of May 5 – 11, 2014. It would help the entities throughout the state emphasize the importance of water as well as the wise use of water. After discussion motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To approve a contribution in the amount of \$500 to the Intermountain Section AWWA to assist with sponsoring Water Week May 5-11, 2014. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

The General Manager reported that employee Steve Longman gave notice and has found employment elsewhere. He has worked for the District for eight years and given valuable service. His last day will be February 19, 2014.

Financial Report Accounts Payable Discussed: construction/operation and maintenance vouchers 27951 – 28088 for a total of 138 vouchers, with a dollar amount of \$589,220.66; payroll vouchers 2014029 – 2014056 and 2014057 – 2014084 for a total of 56 vouchers with a dollar amount of \$151,778.92. After discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve the list of Accounts Payable included in the Board Book. The motion was passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Financials Report Controller, Mark Chalk reviewed the monthly financial report. Documents regarding the financial position of the District were reviewed and discussed. After a thorough review the reports were directed to be appended to the minutes.

Consider approval of certification of delinquent accounts to Salt Lake County Treasurer The Controller presented the certifications for the month of February, 2014. After discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve the certification amount of \$34, 805.40. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Operations Report Water Usage & New Connections Mr. Fenn reviewed and discussed the water usage report with the Board and directed the schedules to be appended to the minutes.

Projects Mr. Fenn discussed with the Board that the Engineer will report on some of the projects and he will comment on those remaining. He reported that the Sewer Line Rehab will start as soon as the Standard Specifications are reviewed and approved. Part of the 4100 S Sewer Replacement Project will be postponed for this year but the portion in the Grizzly Gulch condo area will be built and completed with the remaining to be completed next year, which

should make the project more manageable. Mr. Fenn noted that the Rawson Well Rehab has been on hold for several months anticipating the arrival of the motor from the factory. Mark Chandler, CRS Engineer, contacted the factory and was promised the motor should be here and ready to install shortly. The Sewer System Condition Study is being delayed and will be done when time permits. The 3900 S Lift Station Grating project is designed and ready to go but will be delayed until areas on the coated walls are repaired. The District contacted the manufacturer, who is willing to warranty his work but will not be available until Spring, 2014 to inspect the problem. Mr. Fenn reported that the Nelson Well Replacement is moving forward slowly. Bob Wirthlin, owner of the property has asked the District to give him a proposal. The 20 Year Plan Update is close to completion and waiting for CRS Engineers to review. Management is waiting for JVVCD for possible grant money for the HZ and LZ Landscaping. The Board thanked Mr. Fenn for the informative report.

Engineer's Report Consider approval of engineering consultant contract to prepare specifications for cast in place pipe (CIPP) The Engineer reported that District Management made the decision that in 2014 work on 4100 S Sewer Replacement Line Project would be delayed noting a more pressing need to do work on existing sewer mains. CRS Engineers prepared the necessary documents and a detailed plan for the District CIPP Project at the cost of \$14,474. This will allow qualified contractors to bid a fixed-price variable-scope contract which allows the contractor to indicate in their bid how much CIPP they can install for the price. Trustee Behunin questioned doing spot work instead of the entire sewer main. The Engineer explained that the "hot spots" need to be addressed and work is being done on a priority basis. After a lengthy discussion motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve engineering services to prepare specification for the CIPP slip line project. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider approval of engineering consultant contract to update District standard specifications The Engineer discussed the need to update the District's standard specification for developer's and district projects. CRS would review the current district standard specifications and details with respect to the most recent version of the APWA (American Public Works Association) criteria and provide input and identify deficiencies for needed updates. The proposed cost to do this work is \$19,000. CRS has been involved with previous updates and is familiar with the District's specifications and methods. After completion, CRS will present the information to the Board. After discussion motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To award CRS Engineers the contract to update the District standard specifications in the amount of \$19,000. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider approval of modification to the engineering contract for reservoir lid project The Engineer discussed observations made on the Middle Zone Reservoir lid after the surface coating was removed. There needs to be further evaluation to determine the severity of the cracking and the strength of the concrete lids. CRS Engineers would coordinate with NDT

Corporation to conduct testing using non-destructive ultrasonic equipment. This is a four day process that is set to begin April 7, 2014. Upon completion, the results will be compiled and recommendations presented to the District Management within three weeks. The Engineer proposed a cost of \$22,960 as their field support fee to assist in this project. Trustee Behunin inquired if the entire tank lid will be tested. The Engineer explained that the entire lid will be tested using a grid system. After a lot of discussion motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve the ultrasonic testing on the Middle Zone Reservoir lid at a cost of \$22,960 and authorize CRS Engineers and NDT Corporation to proceed on this project. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider award of construction contract for the Barker to Bridgeside Landing Waterline The Engineer reported to the Board that four contractors were invited to bid and four bids were received for the Barker to Bridgeside Landing Waterline Project. A waterline will be installed to connect the Barker Well waterlines directly to the water lines in Bridgeside Landing apartment complex which will provide an additional water source to this area and improve fire protection. Whitaker Construction was the low bidder for this project at a cost of \$89,834.86. After a lengthy discussion motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To award the construction contract for the Barker to Bridgeside Landing Waterline project to Whitaker Construction in the amount of \$89,834.86. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Legal Report Nothing to report.

Jordan Valley Water Conservancy District Report Trustee Swensen reported that as of today the State Senate approved the Governor's appointments for the four new Board members, including himself, for JVVCD.

He also reported that an agreement was drawn up that affects the contaminates from Kennecott. He said that the water from Kennecott that can't be safely treated will be pumped into the Great Salt Lake. This agreement is between Jordan Valley, Kennecott, the State of Utah Division of Water Quality and the Friends of the Great Salt Lake. It is a five year agreement and could be renewable.

He also noted that he, the General Manager and Mr. Fenn met with the new Taylorsville City Mayor, Larry Johnson and had a short, enjoyable visit. The General Manager discussed extending an invitation to the Mayor to visit the Board in the very near future. He will make arrangements and contact the Board members on the date and time.

Mr. Swensen was excused at 4:35 p.m.

Central Valley Water Reclamation Facility Report Trustee Behunin reported that there are four new Board members that will serve at Central Valley.

Utah Association of Special Districts Report Trustee Russell reported that the UASD Board has been tracking and paying close attention to the House and Senate legislation at the State Legislature.

Adjourn The following motion was made by Trustee Russell seconded by Trustee Behunin:

RESOLVED: To adjourn the February, 2014 Board Meeting. The time was 4:55 p.m. The motion passed with the following individuals voting in the affirmative: Trustees Behunin and Russell.

Action Items

- Training guidelines and expectations by the State for Board of Trustee Members
- Policy for use of District Facilities by outside groups