

**MINUTES OF THE TAYLORSVILLE-BENNION  
IMPROVEMENT DISTRICT BOARD MEETING HELD SEPTEMBER 17, 2014**

The regular monthly meeting of the Board of Trustees of the Taylorsville-Bennion Improvement District was held at 3:07 p.m. Wednesday, September 17, 2014, at the District office. Present were Trustees Swensen and Russell. Trustee Behunin arrived at 3:10. Also present were General Manager, Keith Lord; Assistant General Manager, Kevin Fenn; Attorney, Bill Gibbs; Engineer, Paul Hirst; Controller, Mark Chalk; and Secretary, Tami Fullmer. The prayer was offered by Kevin Fenn.

**Common Consent Items** Minutes The Board reviewed and discussed the August 20, 2014 Board Minutes and the Special Board Meeting Minutes, held September 4, 2014. The General Manager referred to a correction in the Special Board meeting minutes regarding the 20 year plan. After discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To approve the August, 2014 Minutes and Special Board Meeting Minutes with the noted correction to the Special Board Meeting Minutes. The motion passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

**Monthly Calendar** The General Manager discussed the October Board meeting that will take place Wednesday, October 15, 2014 at 3:00 p.m. Trustee Behunin, Swensen and Russell plan to attend. He also invited the Board to the Employee Breakfast that will take place Wednesday, October 1, 2014 at 7:30 a.m. in the Board Room.

**Financial Report** Accounts Payable Discussed: construction/operation and maintenance vouchers 28959 - 29202, including voided voucher 28973, for a total of 244 vouchers, with a dollar amount of \$939,686.33; payroll vouchers 2014418 – 2014445 and 2014446 – 2014473 for a total of 56 vouchers with a dollar amount of \$151,455.09. Trustee Russell inquired about the physicals for selected employees that are paid by the District. Mr. Fenn explained that the required physicals are in conjunction with the CDL licenses for employees that drive specific District vehicles. After a discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

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

**Financials Report** The Controller 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.

**Manager's Report** Consider approval of additional landscape design fees The General Manager presented one additional task on the landscaping project. He discussed the additional fees needed to conduct the bidding process and administration of the contract in regards to the landscaping at the Low Zone property. Management recommends that the Board award

ArcSitio the additional \$8,200 for preparation and supplemental information and designs. After discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To award an additional amount of \$8,200 to ArcSitio for preparation and supplemental information and designs for the District in regards to the landscaping at the Low Zone Property. The motion was passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

The General Manager noted that the bid opening will be held Monday, September 22, 2014, at 1:00 p.m. He will conduct a telephone poll with the Board members following the bid opening to approve the bid, award the project, and the work can begin.

Consider approval of contract for new cleaning and janitorial services The General Manager reported that the janitorial services contract currently held by Dan McDougal will expire at the end of 2014. Management has been pleased with the services provided by Dan McDougal and family (DMF). Outside bids were received by American Housekeeping and Jani-King, as well as DMF. After consideration and discussion of the bids the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To award janitorial services to Dan McDougal and family (DMF) for the years 2015 through 2019 in the amount of \$19,200 a year with cost of living adjustments each year. The motion was passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Presentation of the preliminary 2015 Capital Construction Budget The General Manager presented the preliminary 2015 Capital Construction Budget to the Board. He reviewed the projects and equipment that need to be upgraded or repaired. After a lengthy discussion and review of the critical needs of the District in 2015 the General Manager explained that these items will be revisited in the coming months.

Consider award of damages for sewer back up at 4209 W 5855 S The General Manager reported to the Board that the damages have been assessed and the District received the bill from Utah Disaster Kleenup for the sewer back up that occurred August 9, 2014. The homeowners have been good to work with and conservative in their estimates of property damage. After much discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To pay the total damages for restoration to Utah Disaster Kleenup and the total for property damage to the home owners at 4209 W 5855 S for a grand total of \$8,800.54. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Report on AWWA Intermountain Section Conference The General Manager reported that the conference was insightful and acknowledged that the District is moving in a positive direction.

Legal Report Nothing to report.

**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 reported regarding the Standard Specifications that the District staff has received documents from CRS and are continuing the review process. The CIPP/ Slip Lining project is set to begin in October with Layne Inliner as the contractor. The proposed completion date is the end of the year. The 4100 S Sewer Replacement – Grizzly Gulch Project has progressed and the pipe has been laid. The road has been completely replaced and costs will be split with Taylorsville City. District Management will meet with Nolan and Sons. The 4100 S Sewer Replacement project is in the investigative design stage. The Rawson Well Rehab project remains the same. The Tank Lid Monitoring and Evaluation Change Orders will be reported by the Engineer. The Sewer Condition Study is close to completion. The 3900 S Lift Station Grating project is waiting for the contractor to begin coating the walls which has been delayed until the end of September, 2014. The Nelson Replacement Well project has encountered a snag. The General Manager received Mr. Wirthlin’s revised agreement and there were several items that conflicted with their previous understanding. The General Manager will address these with Mr. Wirthlin. The Barker-Bridgeside Waterline project is complete and waiting for the grass seed to grow before a final payment is made. The HZ and LZ Landscaping bid opening will be September 22, 2014. The Board thanked Mr. Fenn for his report.

**Engineer’s Report** **Impact fee update** The Engineer explained that he delayed the impact fee plan so that he would be able to gather the more data and information needed to make the best possible decision for the District. He met with Matt Millis during the AWWA Conference and was able to talk about specifics regarding the impact fee facilities plan. The General Manager anticipates the impact fee facilities plan will be presented to the Board at a Public Hearing at the October Board meeting.

The Engineer reported that the Tank Lid repair is progressing but the warm weather has caused a complication in the application of the XYPEX. The contractor will work at night to ensure that the XYPEX can be applied and set properly.

**Jordan Valley Water Conservancy District Report** Trustee Swensen attended the AWWA Conference with Jordan Valley and said it was an excellent event. He also stayed until the end of the Strategic Planning Meeting with Management and Staff and enjoyed learning more about the staff and their personalities.

**Central Valley Water Reclamation Facility Report** Nothing to report.

**Utah Association of Special Districts Report** Nothing to report.

**Adjourn** The following motion to adjourn was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To adjourn the September, 2014 Board Meeting. The time was 4:35 p.m. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

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## **Action Items**

- Impact fee facilities plan completed