

**MINUTES OF THE TAYLORSVILLE-BENNION  
IMPROVEMENT DISTRICT BOARD MEETING HELD JUNE 23, 2011**

1. The regular monthly meeting of the Board of Trustees of the Taylorsville-Bennion Improvement District was held Thursday, June 23, 2011. Present were Trustee Swensen and Trustee Russell. Also present were General Manager, Keith Lord; Assistant Manager, Kevin Fenn; Controller, Mark Chalk; Attorney, Bill Gibbs; Engineer, Paul Hirst; and Secretary, Tami Fullmer. Trustee Behunin was excused. Mike Swallow, President of Personnel Systems and Services was in attendance as a presenter. The prayer was offered by Tami Fullmer.

2. **Public Comments** No public was in attendance.

3. **Common Consent Items** Minutes Upon review of the May 18, 2011 Board Meeting minutes motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved the May, 2011 minutes. The motion passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

Monthly Calendar of Events Trustee Swensen discussed the July Board meeting which is scheduled for Wednesday, July 20, 2011. Both Trustees Swensen and Russell plan to attend. The General Manager invited the Board to the Company Summer Party that will be held Monday, August 1, 2011 at Hidden Village Park at 5:30 p.m. There will be a dinner and activities.

Trustee Expense Report The General Manager explained that the enclosed forms were for their review.

Accounts Payable Discussed: construction/operation and maintenance vouchers 23565 - 23714, for a total of 150 vouchers; including voided vouchers 23647 - 23652; with a dollar amount of \$1,377,914.99; payroll vouchers 2011243 - 2011269 and 2011270 - 2011296 for a total of 54 vouchers with a dollar amount of \$142,332.19.77. Motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved the accounts payable. The motion passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

Financial Report Documents regarding the financial position of the District were reviewed and discussed for June, 2011. After a thorough review of the report as contained in the Board Book, it was directed to be appended to the minutes.

Water Production, Water Cost and Water Usage Reports The Board reviewed and discussed the reports and directed the schedules to be appended to the minutes.

4. **Approve Certification** The General Manager discussed the Certification amount for the month of June. Motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved the Certification amount of \$25,673.37. The motion passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

5. **Consider adopting asset capitalization policy** Mark Chalk discussed with the Board that the State of Utah requires the District to have an Asset Capitalization Policy. Capital assets are defined as District assets with an initial, individual cost of more than \$1,000.00 and an estimated useful life in excess of two years. An area of concern are the life of the wells, landscaping and enclosures at the well sites. Mr. Fenn explained that it would be beneficial to amend the policy schedule to include costs and maintenance of the wells from fifty years to twenty-five years to capture a more realistic expense. After much discussion motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved to adopt the Asset Capitalization Policy as

amended and outlined. The motion passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

6. **Salary Study Presentation - Consider adopting new compensation management policy No. 9.1** The General Manager introduced Mike Swallow, President of Personnel Systems and Services to the Board. Mr. Swallow explained an overview of the compensation study provided by his company. This included job analysis, job classification, labor market analysis, model compensation management policies and a recommended pay plan. After much discussion between Mr. Swallow and the Board he was thanked for his presentation and his work. Adoption of the study was postponed until the next Board meeting and further discussion.

7. **Legal Report** The Attorney had nothing to report but will comment on the upcoming elections.

8. **Manager's Report** a. **Election information** The General Manager discussed the upcoming Trustee Elections for the District. There have been some changes regarding the voting laws, with an emphasis on ballot mailing. Salt Lake County has proposed to handle the Trustee elections for the District as well as Special Districts throughout the county for a fee. After much discussion between the Board members motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved the contract to allow Salt Lake County to handle the 2011 Trustee Elections for the District for the outlined amounts. The motion passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

b. **Discuss Account set-up process** The General Manager explained to the Board that some office staff are spending a disproportionate amount of time handling tenant collections, duplicate billing accounts, return mail and problems that result from landlord/ tenant accounts. He recommended that the Board consider assigning additional costs to landlord/ tenant accounts. After much discussion the Board agreed to allow the General Manager to prepare a proposal and bring it back to the Board for their evaluation and possible approval. The Attorney suggested that the proposal be sent to LeGrande Bitter, Executive Director, Utah Association of Special Districts, for his review and consideration to be implemented on a multi-district basis.

c. **Consider credit to customers for participation in lead and copper sampling program** Mr. Fenn explained to the Board that the District is required by the Environmental Protection Agency to do lead and copper sampling every three years. Samples must meet specific criteria and include homes that were constructed between 1982 and 1986 where lead soldering and copper piping was used. The management would offer the thirty homeowners/customers participating an incentive or credit in the amount of 5,000 gallons or \$7.00. After much discussion motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved to allow the District to credit the homeowners participating in the lead and copper sampling an amount of 5,000 gallons or \$7.00. The motion was passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

d. **Resolution to adopt certified tax rate for tax year 2011** The General Manager discussed with the Board Resolution #11-01 to adopt the certified tax rate for the tax year 2011. The proposed certified tax rate of .000168 is a small increase from the previous year. The dollar amount is \$419,611.00. Motion was made by Trustee Swensen seconded by Trustee Russell and unanimously approved Resolution #11-01 to adopt the certified tax rate of .000168 for the tax year 2011. The motion was passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

e. Consider amending Budget 2011 - Property Tax Revenue The General Manager discussed with the adoption of the 2011 certified tax rate he proposed that we amend the 2011 Budget Property Tax Revenue from \$408,000 to \$419,611.00 Motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved to amend 2011 Budget Property Tax Revenue in the amount of \$419,611.00. The motion was passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

9. **Engineer's Report** The Engineer discussed the proposed change order that involves the new Middle Zone Reservoir but the work is being done at the Valley Well site. The Valley Well site needs to be brought up to grade and leveled in order to build the pump house. Ten thousand yards of soil was removed from the Middle Zone site and will be transported to the Valley Well site, compacted and brought up to grade. The Engineer recommended that the Board approve the change order in the amount of \$157,407.79 to Build, Inc. After much discussion motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved to accept the change order from Build, Inc. in the amount of \$157,407.79. The motion was passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

10. **Jordan Valley Water Conservancy District Report** Trustee Swensen reported on the Water Availability Study. The motion was approved to do nothing at the present time with the exception to focus on what to do with lands outside the District proper. Also, an informational handout was given to each Board member showing comparisons to each water district and their dependence on JWCD water. Trustee Swensen commended the District and their planning for the future.

11. **Central Valley Water Reclamation Facility** Nothing was reported.

12. **Construction and Operations Report** 2011 Waterline Replacement Mr. Fenn reported that the waterline replacement project is almost complete in the first phase and phase two of the project will begin within the next week.

Flooding The Big Cottonwood and Little Cottonwood Rivers are ready to peak this weekend and are being closely monitored. Sorenson businesses and the Callaway Apartments are exhibiting some high water levels caused by full storm drains but they are able to pump this water back to the Jordan River.

Canal Street at 1300 West John Taylor, Taylorsville City Engineer reported to the District that the road is starting to slip into the North Jordan Canal. It is a District concern because if the slipping reaches the road's center line major problems could involve the District's thirty inch (30") water line. The road is closed to all traffic at the present time to eliminate any further problems until a solution can be reached.

13. **Closed Meeting - Discuss competency and character of District Employees**  
There was no Closed Meeting held.

14. **Adjourn** Motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved to adjourn the June, 2011 Board meeting. The motion was passed with the following individuals voting in the affirmative: Trustees Swensen and Russell.

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## **ACTION ITEMS**

- Salary Study
- Account Set-up