

**MINUTES OF THE TAYLORSVILLE-BENNION
IMPROVEMENT DISTRICT BOARD MEETING HELD JULY 20, 2011**

1. The regular monthly meeting of the Board of Trustees of the Taylorsville-Bennion Improvement District was held Wednesday, July 20, 2011. Present were Trustee Behunin, Trustee Swensen and Trustee Russell. Also present were General Manager, Keith Lord; Assistant Manager, Kevin Fenn; Office Manager, Lance Fisher; Attorney, Bill Gibbs; Engineer, Tammy North; and Secretary, Tami Fullmer. Also in attendance was Reed Fisher, General Manager of Central Valley Water Reclamation Facility. The prayer was offered by Keith Lord.

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

3. **Common Consent Items** Minutes Upon review of the June 23, 2011 Board Meeting minutes motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved the June, 2011 minutes. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Monthly Calendar of Events Trustee Behunin discussed the Board Meeting scheduled for Wednesday, August 17, 2011. He is unable to attend and suggested the Board Meeting be held Tuesday, August 16, 2011 at 1:00 p.m. It was agreed by the Board to meet on August 16, 2011. 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 23715 - 23843, for a total of 129 vouchers with a dollar amount of \$544,627.93; payroll vouchers 2011297 - 2011323 and 2011324 - 2011350 for a total of 54 vouchers with a dollar amount of \$138,970.83. Trustee Russell requested more information regarding check #23741 on payment for raising manholes and Kevin Fenn explained the process. Motion was made by Trustee Swensen seconded by Trustee Russell and unanimously approved the accounts payable. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Financial Report Documents regarding the financial position of the District were reviewed and discussed for July, 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. **Consider board meeting changes** The General Manager discussed the need to schedule a time for the Board meeting November 16, 2011 that would include a Public Hearing for the proposed rate increase and the budget hearing at the December board meeting. The rate increase will be advertised in the newspapers and Salt Lake County will advertise the budget hearing on the tax notices. After much discussion motion was made by Trustee Swensen seconded by Trustee Russell and unanimously approved to hold the November 16, 2011 Board meeting at 4:00 p.m. with the Public Hearing to follow at 6:00 p.m. and the December 21, 2011 Board meeting to start at 3:00 p.m. with the Budget Hearing to follow at 4:00 p.m. The motion was passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

5. **Discussion of Water Study on Jordan River - Reed Fisher** Mr. Fisher, General

Manager of Central Valley Water Reclamation Facility, was invited to attend the Board meeting and explain about a five year study that the Department of Environmental Quality (DEQ) implemented to protect the Great Salt Lake and its potential impact upon CVWRF and the District. He explained to the Board that the State of Utah is proposing to add new regulations that would affect all the wastewater treatment facilities that deposit into the receiving waters of the Great Salt Lake. The State hired engineers and other professionals to test the water and report their findings. Based on these findings the wastewater entities hired their own professionals to refute the data. The preliminary report showed that the State's findings of the contaminants was not a problem emanating from the treatment plants but rather the Jordan River. The DEQ has concluded to postpone a decision to add new regulations to the treatment facilities for seven years. The wastewater entities will continue to gather data and submit the results on a regular basis to the DEQ.

6. **Approve Certification** The General Manager discussed the Certification amount for the month of July. Motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved the Certification amount of \$26,501.15. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

7. **Legal Report** The Attorney reported that he has approved the final draft with the General Manager regarding Salt Lake County and the upcoming Trustee elections. He also discussed that he has been in lengthy meetings dealing with pending legislation concerning all Special Districts and the final draft should be completed next month.

8. **Manager's Report** **Discussion of company vision statement** The General Manager discussed that the District Management has made an effort to capture the vision of the District and presented a draft of a proposed statement. After much discussion and additional suggestions by the Board, the General Manager will make changes and present the revised statement at the August Board Meeting.

Consider Service Award policy The General Manager discussed the current Service Award Policy #26. He explained that the policy has been in place since 1998 with no changes and recognizes employees working up to twenty-nine years. He proposed that the Board consider the policy he has drafted for all employees up to forty years length of service. Kevin Fenn will have been employed by the District thirty years and this is a good time to review the policy and make the appropriate changes for an updated and revised service award. The manager indicated that he had discussed the proposed changes with Dale Westenskow, a consulting CPA, and crafted the changes to comply with the IRS code. After much discussion motion was made by Trustee Swensen seconded by Trustee Russell and unanimously approved to adopt the proposed Service Award Policy #26. The motion was passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider policy to allow equal payment for customers The General Manager and Lance Fisher discussed the proposal of equal payment for customers. He explained that there has been an increasing number of calls over the years from customers wanting this payment method. They explained that customers can enroll for the plan online, by fax, and mail and have until the end of October to sign up for this optional service. It will start with the November 2011 bill with enrollment due by the end of each October. The General Manager wanted to make the Board aware of the administration's decision to implement this plan.

Report on Trustee election Lance Fisher reported to the Board on the upcoming Trustee

Election that the only two candidates to file were Trustee Swensen and Trustee Russell. He indicated that if no others file as write-in candidates the District does not have to hold a formal election.

9. **Engineer's Report** Refer to item #12. Engineer Tammy North, representing CRS Engineers, commented on the construction projects along with Kevin Fenn.

10. **Jordan Valley Water Conservancy District Report** Trustee Swensen gave each Board member informational material regarding the various special districts and their dependency on JWWCD water. He also noted that a vote for the Water Availability Study has been delayed for several years. There will be no comments from the floor at future JWWCD Board Meetings unless the person has signed up to speak.

11. **Central Valley Water Reclamation Facility** Recognize Lyle Ford's passing, Trustee, SLCSS District #1 Contained in the Board Book information was a thank you note from the Ford family for the flowers and sympathies expressed by the District. Trustee Behunin noted Lyle Ford's passing and expressed his admiration for his sage advice and professionalism.

12. **Construction and Operations Report** 5 MG Reservoir Mr. Fenn reported that the 5 MG Reservoir is moving along as scheduled.

39th South Lift Station Mr. Fenn explained that this project is in the beginning stages with the Pre-construction meeting scheduled for August 1, 2011. The high water levels at the Jordan River are of a concern but the contractor plans to have the project completed by November, 2011.

Valley Well A change order was approved by the Board last month for additional fill material moved to this site. The building and the water line is being reviewed by Salt Lake County and the Engineers will begin the pre-qualification process for contractors with separate bids on both the building and water line.

Justin Perkins project The Justin Perkins project is moving forward.

Waterline Replacement 2011 The water line replacement is 100% complete in the Shorland Subdivision and RDJ Construction is now working in the Southridge Subdivision, the second phase of the project. The work is progressing nicely and the contractor keeps the site clean for the affected customers.

Callaway Apartments Mr. Fenn reported that Callaway's insurance provider has proceeded with the restorations and remodeling of the apartment units affected by the sewer back up that occurred earlier this year. All the affected tenants have been relocated within the complex.

An additional problem was recently discovered in the collection system in this same area. TV inspections indicated that the top of one pipe was completely gone. An emergency repair was completed but the District is aware that this pipe may need to be viewed by additional technology, such as sonar, to evaluate the extent of the problem.

Report on water line break - 1130 West Mr. Fenn referred to the enclosed pictures of the 24" water line break. There was ten thousand gallons of water per minute running down the street that had to be diverted and several employees worked non-stop to repair this large pipe. Trustee Swensen commented that he was extremely happy with the physical efforts and public relations response of the District crews.

13. **Consider new Compensation Management policy #9.1** The General Manager explained he is presenting the policy to the Board again after last month's discussion. The outlined job descriptions will help identify where new employees should be placed and salaries set. The

attorney commented on the policy and offered some additional changes. The Attorney and General Manager will work together to make the needed changes on the policy and bring it back to the Board at the August, 2011 Board Meeting.

14. **Closed Meeting - Discuss competency and character of District Employees**

Motion was made by Trustee Russell seconded by Trustee Swensen and unanimously approved to go into Closed Session. The motion was passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

15. **Adjourn**

Motion was made by Trustee Swensen seconded by Trustee Russell and unanimously approved to come out of Closed Session and adjourn the July 2011 Board meeting. The motion was passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

ACTION ITEMS

- Company Vision Statement
- Compensation Management Policy #9.1