

**MINUTES OF THE TAYLORSVILLE-BENNION  
IMPROVEMENT DISTRICT BOARD MEETING HELD APRIL 15, 2013**

The regular monthly meeting of the Board of Trustees of the Taylorsville-Bennion Improvement District was held at 3:05 p.m. Monday, April 15, 2013 at the District office. Present were Trustee Behunin, 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. Tom Holstrom, General Manager of Central Valley Water Reclamation Facility was in attendance for a presentation. The prayer was offered by Tami Fullmer.

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

**Common Consent Items** Minutes Upon review and discussion of the March 25, 2013 Board Minutes motion was made by Trustee Russell seconded by Trustee Swensen.

RESOLVED: To approve the March, 2013 minutes The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Monthly Calendar of Events The General Manager noted that Board Meeting will be held on Wednesday, May 15, 2013 and will begin at 3:00 p.m. Trustees Swensen and Russell will be in attendance and Trustee Behunin will be excused from the May board meeting.

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

Accounts Payable Discussed: construction/operation and maintenance vouchers 26448 - 26584, including voided voucher #26451; for a total of 137 vouchers with a dollar amount of \$1,174,000.79; payroll vouchers 2013139 - 2013166 and 2013167 - 2013194 for a total of 56 vouchers with a dollar amount of \$148,972.05. After a 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 passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Financial 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.

Trustee Swensen addressed the Board regarding the District increasing their revenue and cash flow for the future. He voiced his concern about the amount of money the District would need in an emergency or for construction costs. The General Manager reported that he and the managers will meet with the District Engineer to evaluate and comprise a list of possible needs in the near future and present it to the Board.

Certification of delinquent accounts to Salt Lake County Treasurer The General Manager presented the Certifications for the month of April, 2013. After discussion the following motion was made by Trustee Russell seconded by Trustee Swensen.

RESOLVED: To approve the Certification amount of \$27,606.88. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

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

**Consider approval of an Amendment to the Interlocal Agreement at Central Valley Reclamation Facility re Allocation of capital replacement and plant or process enhancement asset ownership** Tom Holstrom, General Manager of the Central Valley Water Reclamation Facility was invited to the Taylorsville-Bennion Board Meeting to explain a proposed amendment to the Inter-local Agreement among the entities that comprise Central Valley.

Mr. Holstrom distributed a hand-out that showed the ownership percentages of each entity comprising Central Valley. He explained that the capacity and ownership of assets at Central Valley are different. Member entities own and have paid for the bricks and mortar, but pay on a monthly basis for actual plant usage. This concept is working well for now, but one entity is approaching the limit of their usage capacity. He explained that the plant has plenty of capacity to accommodate all member entities adequately at this time.

When the time comes to replace or expand the plant, the member who is causing the plant to exceed its capacity will be charged for the capital improvements based on their actual usage over the last twelve months. The purpose of this amendment is to clear up and formalize this concept.

The Central Valley plant has been constructed in five different phases, each entity owning a percentage of the particular plant asset. The percentages in the categories will not change when an enhancement to the plant is constructed. He explained that when an improvement is made the cost will be assessed according to the usage but the entity will be given credit according to the original ownership percentage.

Mr. Holstrom also explained that Central Valley is working hard to be cost effective in various ways. With efficient use of electricity and natural gas, rebates have saved the plant and each entity money. Other Districts are interested in Central Valley's surplus machinery and treatment capacity that could also help reduce costs.

After a lengthy discussion in which was mentioned some of the entities had asked for some wording changes to the amendment presented to the Board, and upon making those changes, Mr. Holstrom said he will return for the signatures of the Chairman and Attorney. Motion was made by Trustee Swensen seconded by Trustee Russell.

RESOLVED: To approve the amendment outlined by Central Valley's General Manager Tom Holstrom subject to approval of the changes by the attorney for the District.

**Recognition Award for 15 years of service: Karl Slade and Joe Jensen** Trustee Behunin and the Board recognized and thanked Karl Slade and Joe Jensen for their individual commitment and dedication as employees for the District for the past fifteen years.

**Manager's Report** Consider adoption of Employee Policy #37 re Uniforms and Clothing The General Manager reported that a uniform and clothing committee was formed, with Dan McDougal as the chair; and Tom Gordon, Ron Stock, Brian Barnes, Curtis VanWagoner and Tami Fuller comprising the members. They researched, discussed and worked to form a policy that would clarify and eliminate confusion as to what was acceptable for the uniformed employees to wear on the job.

The committee found that the uniformed employees want to look clean, sharp and represent the District as professionals in the field but they also want to feel safe, warm and comfortable. Included in the policy is the choice to wear jeans. The color of clothing, outer wear or shirts will remain the color blue. Employees in the field will wear their identification on their outer most piece of clothing to identify themselves to the public. In addition, the men can buy District logo T-shirts from the vendor that can be worn in the hot summer months when working. Rubber boots will be supplied by the District to each uniformed employee. Supervisors are responsible to monitor the clothing of their respective employees. Dan McDougal will communicate between the District and the clothing Vendor, ALSCO. The clothing replacement time-line was included in the policy and the committee suggested some adjustments be made. It was determined that the water crew needs replacement clothing sooner than the sewer crew. The Board reviewed the policy and discussed the suggestions of the clothing committee at length. The Board thanked the General Manager for the effort taken to produce a quality policy. After much discussion motion was made by Trustee Swensen seconded by Trustee Russell.

**RESOLVED:** To approve the adoption of Policy #37 - Uniforms and Clothing as outlined by the General Manager and committee. The motion was passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider a proposal to change office hours The General Manager discussed the option of changing the office hours from 7:30 a.m. to 5:00 p.m. to 7:30 a.m. to 4:30 p.m. Monday through Friday. He researched the customer traffic and transactions made in the late afternoon and found minimal customer calls or payments made. Business is the heaviest between 9:00 a.m. to 3:00 p.m. answering phones and serving office walk-ins and window payments. Much of the District's business is now handled over the phone or on the internet with customers calling to make payments and signing up for service. The General Manager felt that this would be a boost to the morale in the front office as the servicemen leave at 4:00 p.m. and the office remains until 5:00 p.m. The new schedule would also better accommodate morning meetings and lunches. There will be a notice sent in each bill as well as signs at the office advertising the change effective June 1, 2013. After a lengthy discussion the Board gave the General Manager permission to change the hours of operation at his discretion. No motion was made.

Consider Salt Lake County Election services for upcoming Trustee election The General Manager reported to the Board that Lance Fisher attended a meeting at the County where they offered to manage all the election costs for the District, the handling of the polling ballots and those by mail for \$46,313.10. The cost seemed high so Lance researched and received quotes from Carr Printing and Salt Lake Printing which costs were considerably lower. If no one files to run against Chairman Behunin no ballots will need to be printed. The period to file for candidacy is between June 3<sup>rd</sup> and June 7<sup>th</sup>, 2013. After discussion the Board will make a decision when there is more information in the coming months.

Consider approval of engineering services for the 2013 Waterline Replacement Project The General Manager stated that this project had been approved in the February, 2013 Board Meeting and was mistakenly placed on the agenda again.

**Legal Report** Nothing to report.

**Engineers Report** Nothing to report

**Construction and Operations Report** Mr. Fenn reported that the Atherton West Well is very close to completion, and the asphalt for the 2012 waterline replacement project will soon be placed. He asked that the Board refer to the report included in the Board Book for further review.

**Jordan Valley Water Conservancy District Report** Nothing to report.

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

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

**Adjourn** Motion was made by Trustee Swensen seconded by Trustee Russell.

RESOLVED: To adjourn the April, 2013 Board Meeting at 4:52 p.m. The motion was passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

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## **ACTION ITEMS**

- Trustee elections