

**MINUTES OF THE TAYLORSVILLE-BENNION
IMPROVEMENT DISTRICT BOARD MEETING HELD SEPTEMBER 21, 2015**

The regular monthly meeting of the Board of Trustees of the Taylorsville-Bennion Improvement District was held at 3:04p.m., Monday, September 21, 2015, at the District office. Present were Trustee Behunin, Trustee Swensen and Trustee Russell. Also present were General Manager, Keith Lord; Assistant General Manager, Kevin Fenn; Assistant General Manager, Mark Chalk; Engineer Paul Hirst; Attorney Todd Godfrey and Secretary, Tami Fullmer. Employee Shawn Robinson was also in attendance for a presentation. The prayer was offered by Trustee Behunin.

Approval of Common Consent Items August, 2015 minutes, calendar, upcoming events, and trustees expense report. The Board reviewed and discussed the August 19, 2015 Board Minutes. After discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To approve the August, 2015 Minutes. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Monthly Calendar The General Manager discussed the October Board Meeting which is scheduled for Wednesday, October 21, 2015 at 3:00 p.m. The Trustees plan to attend. He also reminded the Board of the CRS Luncheon that will be held Tuesday, September 22, 2015 at Sugarhouse Park.

Presentation of 10 year Service Award to Shawn Robinson Trustee Behunin recognized Shawn Robinson, who has been employed for 10 years with the District. The Board congratulated Mr. Robinson and presented him a certificate acknowledging his service and dedication to the District.

Administrative Policies and Procedures Consider approval of Resolution 15-09, Sick Leave and Sick Leave Bank Policy The General Manager reported that he had directed Attorney Godfrey to develop a policy that could help employees who have a major illness or injury and are unable to work for an extended amount of time. The Attorney explained that the policy is for employees desiring to contribute accrued sick leave hours to the District's Sick Leave Bank could do so. The proposed policy included employee eligibility for use of the Bank and approval from the General Manager for an employee to be placed on the Sick Leave Bank Program. It would be used on a case by case basis. Following a discussion, Assistant General Manager Mark Chalk suggested another solution. He asked that the Board look at Policy #18.4, The Early Retirement Incentive Pay Policy, in the Employee Personal Policy Handbook, and possibly modify the policy that is already in place. The Board could consider some changes to Policy #18.4 in order to help an employee who is terminally ill or facing other serious issues. Following a lengthy discussion, the Board tabled this item until the Attorney and District Management could arrive at the best solution and present it at a later Board Meeting.

Consider approval of surplus property: 2008 Chev 3/4 T pick-up The General Manager proposed that the District sell the 2008 Chevrolet truck in the near future. The District is keeping their trucks longer with good maintenance, but now is the time to sell this particular

vehicle. After discussion the following motion was made by Trustee Russell seconded by Trustee Behunin:

RESOLVED: To approve the sale of surplus property, the 2008 Chevrolet 3/4 T Truck. The motion passed with the following individuals voting in the affirmative: Trustees Behunin and Russell. Trustee Swensen abstained.

Engineering and Construction Consider approval of contract for engineering services for Taylorsville East Well Rehabilitation The Engineer presented the contract for engineering services for design and administrative services for the Tay East Well Rehabilitation in the amount of \$22,500. It will be done in two phases; Phase 1) Review well data and prepare specifications, and Phase 2) Provide dosing and cleaning procedures for the well plus provide a maintenance plan following its completion. After a discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve and award the contract to CRS Engineers for design and administration for the Taylorsville East Well Rehabilitation in the amount of \$22,500. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider approval of contract for engineering services for CIPP Trunk Line Phase 3 Project The General Manager proposed that the Board approve CRS Engineers for the CIPP Trunk Line Phase 3 Project in the amount of \$40,275. Phase 1 of the project will update the specifications, including modifications from the previous CIPP project. Phase 2 of the project will be the actual construction, observations and reviews up to its completion. After discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To approve and award the contract for engineering services to CRS Engineers for the CIPP Trunk Line Phase 3 in the amount of \$40,275. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider award of contract for Phase 1 High Zone Tank Site Upgrade Project The Assistant General Manager, Kevin Fenn, proposed that the Board award and approve the contract for Phase 1 High Zone Tank Site Upgrade Project to Dad's Tree Service in the amount of \$24,650. Phase 1 includes the removal of trees and other unwanted plant growth. After discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To approve and award the contract for Phase 1 High Zone Tank Site Upgrade Project to Dad's Tree Service in the amount of \$24,650. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider approval of contract for Well Rehabilitation for the Taylorville East Well The Engineer proposed that the Board award Widdison Turbine Services the contract for the Well Rehabilitation for the Taylorsville East Well in the amount of \$188,200. He explained that the bid amount is a little high but this is due to the well depth, that the contractor can mobilize at short notice and can complete the job within 90 days. After discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To approve and award the contract for Well Rehabilitation for the Taylorsville East Well to Widdison Turbine Services in the amount of \$188,200. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Financials Consider approval of certification of delinquent accounts to Salt Lake County Treasurer Assistant General Manager, Mark Chalk, presented the certifications for September, 2015 in the amount of \$55,167.45. After discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve the September, 2015 certification in the amount of \$55,167.45. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider approval of accounts payable Discussed: construction/operation and maintenance vouchers 30876 – 31130, for a total of 255 vouchers, with a dollar amount of \$1,495,648.09; payroll vouchers 2015417 – 2015446 and 2015447 – 2015476 for a total of 60 vouchers with a dollar amount of \$162,110.62. After a discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

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

Consider approval of Layne Inliner Invoice The General Manager presented the final invoice to the Board from Layne Inliner, the contractor for the CIPP Sewer Rehabilitation Project on 4100 South, in the amount of \$677,332.45. He recommended the Board approve the amount, holding out 5% retainage as per contract, and \$15,000 to settle any homeowner liability that occurred as a result of the project. After discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve the final payment to Layne Inliner in the amount of \$677,332.45 as recommended by the General Manager. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Discussion on Preliminary Capital Construction Budget 2016 The General Manager reviewed the preliminary Capital Construction Budget for 2016 and highlighted some of the major expenses for the District. He reported that the vector truck scheduled for purchase in 2016 is available now and will be included in the 2015 budget. In addition, the District is on schedule to purchase three new trucks. The General Manager discussed an estimate for the CIPP project, sewer rehabilitation trunk lines, that will be ongoing, as well as proposed Taylorsville City projects. He reported that two new wells are planned to be drilled in 2016, the Wirthlin and Millrace wells. Re-landscaping of the High Zone Reservoir site is scheduled for 2016 which will make the area more water efficient. The District will be approaching Jordan Valley Water Conservancy District regarding a grant that could assist in paying for the project. The Middle Zone Reservoir Rehab involves the need for the lid to be repaired. The General Manager proposed a rate study for the District in 2016. Central Valley Water Reclamation Facility needs to bring their facility up to new EPA standards. There will be a large cost attached to this project

and each entity associated with Central Valley will need to pay a share of that cost. The General Manager outlined the project and acknowledged that the costs will need to be passed on to the customer. There was much discussion with regards to suggestions of how to assess these costs and educate the public. At present, the total of the preliminary Capital Construction Budget is \$5,845,396, with added changes before Board approval.

Reports & Miscellaneous

Report: June financials, graphs Assistant General Manager, Mark Chalk, presented 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. Mr. Chalk directed the Board to a new report called Effective Utility Management Dashboard. He noted that this report will be included each month for the Board's review.

Report: August water usage, new connections, graphs and projects Assistant General Manager, Kevin 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 that the CIPP is 100% complete. The Engineer is working with the contractor regarding any allegations. The 4100 South Sewer Replacement Project is complete. The Nelson Replacement Well is progressing. The land purchase with the owner is moving forward. The Millrace and Wirthlin Test Wells are in the preliminary design phase. The LZ landscaping is approximately 99% complete and the final walk through will occur this week. The HZ landscaping is being designed and will be done in two phases. The District is seeking grant money from Jordan Valley Water Conservancy District to assist in the financing of the project. The 3900 S Lift Station-Grating/Odor Control Project is progressing and is on schedule for an October completion date. He referred the Board members to other Projects in the Board book for their review. The Board thanked Mr. Fenn for his report.

Report: Administration – The General Manager referred the Board to a letter contained in the Board Book that was sent to Salt Lake County regarding the upcoming elections. It stated that both Trustees, Gary Swensen, in District #1 and Don Russell, in District #3, are running unopposed. Therefore, Taylorsville-Bennion Improvement District will not hold elections and they are cancelled.

Report: Engineering Nothing to report

Report: Legal Nothing to report.

Jordan Valley Water Conservancy District Report Nothing to report.

Central Valley Water Reclamation Facility Report Nothing more to report.

Utah Association of Special Districts Report Trustee Russell noted that the Annual UASD Conference will be held November 4-6, 2015 in Provo, Utah.

Closed Session No closed session was needed.

Adjourn The following motion to adjourn the September, 2015 Board Meeting was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To adjourn the September, 2015 Board Meeting. The time was 5:05 p.m. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Action Items

- Sick Leave Policy