

**MINUTES**  
**TAYLORSVILLE-BENNION IMPROVEMENT DISTRICT**  
**Board Meeting**  
**Wednesday, September 20, 2017**  
**Taylorsville-Bennion Board Room**  
**2:00 p.m.**

**Board Members Present**

Ben Behunin	Chairman
Gary Swensen	Trustee
Don Russell	Trustee

**Staff Members Present**

Keith J. Lord	General Manager
Kevin Fenn	Assistant General Manager
Mark Chalk	Assistant General Manager
Todd Godfrey	Legal Counsel
Paul Hirst	Engineering
Tami Fullmer	Secretary
Dora Dominguez	Secretary

**Visitors**

Matt Millis	Zions Public Finance
Ron Stock	District Employee
Chad Thurgood	District Employee

The Board Chair, Ben Behunin opened the meeting at 2:00 p.m. and welcomed everyone to the monthly Board Meeting. The Invocation was offered by Kevin Fenn.

**Approval of Common Consent Items**

Minutes Trustee Behunin reviewed and discussed the August 16, 2017 minutes. After discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve the August 16, 2017 Board Meeting minutes. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Presentation of employee service awards: Ron Stock (20 yrs), Chad Thurgood (5 yrs)  
The Trustees and District Management recognized Ron Stock and Chad Thurgood and thanked them for their years of dedicated service to the District.

Calendar The General Manager reviewed the October calendar and asked if the Board members would be in attendance for the October 18, 2017 Board Meeting. Trustee Russell indicated that there was a conflict in the time with his schedule. The Board members and District Management agreed on rescheduling the October Board Meeting on October 18, 2017 to 9:00 am. Trustee Russell also confirmed that he will be attending the AWWA Intermountain Conference in October. The General Manager invited the Board Members to attend an Employee Luncheon on October 3, 2017 at 12:00 pm to celebrate his 9<sup>th</sup> yr. anniversary as a General Manager.

Presentation of New Rate Study The General Manager introduced Matt Millis from Zions Public Finance to make a presentation on the rate study that his team will be directing for the District. Mr. Millis stated his purpose was to discuss several important points that needed to be decided at the beginning of the study as they will have impact as the study progresses. Mr. Millis recommended 5 user rate classes to be considered: Single Family Residential, Multi-Family Residential, Mobile Home Park, Non-Residential and users served by TBID that are in the boundaries of GHID and vice-versa. The Engineer inquired about a different user rate class for Town Homes. Mr. Millis remarked that it would depend on how the Town Homes are served. If the Town Homes are on a master meter they would fall into the Multi-Family Residential Class and if they have individual meters they would fall into the Single Family Residential Class. Mr. Millis noted with regards to conservation the District has already achieved the State Conservation goal and it should be considered when setting the limits for each tier group. Mr. Millis referenced his work with other entities on establishing a tiered rate structure with residential water use but leaving the non-residential use in uniform billing structure. He gave some examples of how he would propose to set the rates and tiers. Trustee Russell inquired if the District is mandated to have a tier structure on all user classes. Mr. Millis stated that the law does not specify that all user classes need to include a tier structure. The Attorney agreed with Mr. Millis. Mr. Millis emphasized the need for public awareness and understanding. He indicated that the district may use several different media channels such as Social Media, TBID Website, Newsletter and/or Utility Bill Insert. Trustee Swensen and the Attorney inquired if the decision for the media channels to be used could be made at the October Board Meeting. Mr. Millis will prepare a proposal regarding their strategy to disseminate the rate study information to the public and will present it at the October Board Meeting for approval. Mr. Millis will move forward with the user classes recommended.

## **ACTION ITEMS**

### **Administrative Policies and Procedures**

Consider El Camino Well property surplus property The General Manager informed the Board that El Camino Well has been demolished and capped, it is now a bare piece of property. The District would like to declare El Camino Well surplus property. The property appears to be under lot size requirements for single family residential development and may not be able to be developed as a standalone parcel without

assemblage with adjacent parcels. The General Manager noted that this deficiency may cause the price to drop 10-80% of the market value. He stated that the people next door to the Well house has shown interest in buying the property. Trustee Swensen inquired if Taylorsville City had been contacted regarding their interest in possibly buying the property for purpose of building a small park. The Attorney suggested to the General Manger to make contact with the City before any decisions are made. Assistant General Manager, Kevin Fenn, also suggested to contact SLCC regarding interest in this property as possible access to the college. The General Manager will contact Taylorsville City and SLCC. No motion was made.

Consider approval of professional training costs The Assistant General Manager, Mark Chalk, reported that the Global Information Systems (GIS) has quickly become one of the critical data centers for the operations of the District. It serves the purpose of gathering, maintaining, and utilizing data throughout the District to assist in everything from creating regular maintenance schedules to identifying critical infrastructure needs. Mr. Chalk noted that management is considering a \$60,000 upgrade to District's GIS system for next year and that there is a need to either hire a professional in GIS to maximize the software capabilities or train Joe Jensen to become this professional. Mr. Chalk stated that Joe has been working with the District's GIS software for many years but would need some formal training with ESRI to assist him in becoming ESRI certified. Assistant General Manager, Kevin Fenn added that currently the GIS has been used as a mapping tool for the District but with the upcoming upgrade and having a professional in GIS, the District will make better use of the system capabilities. Mr. Chalk remarked that it is the District's recommendation to train Joe Jensen to become this GIS professional. The cost of the training could cost up to \$10,754. Trustee Russell noted that Joe's knowledge of the District will be enhanced with his additional training. Trustee Behunin inquired if there would be a time limitation for voluntary separation from the District once the training has been completed. The Attorney stated that it is something that could be factored in. After discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To approve the Assistant Manager's, Mark Chalk, recommendation for professional training costs in the amount of \$10,754. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider Approval of Resolution 17-03 "Credit of Existing Connection Policy" The General Manager presented Resolution 17-03 "Credit for Existing Connection Policy" to the Board for approval. This Resolution is in regards to the credit for connection fees and impact fees that may be applied towards the construction of a new building or connection at the same location, based on verification of the previous account information. In no case will a refund be issued if the credit from the old connection exceeds the cost of the new connection. In that case, there will be no charge for the new connection. Both meter and meter facilities remain the property of the District.

After discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve Resolution 17-03 "Credit of Existing Connection Policy". The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider Approval of Resolution 17-04 "Adoption of Water Rules and Regulations"

The General Manager introduced Resolution 17-04 "Adoption of Water Rules and Regulations" to the Board for approval. He stated that the last time the Water Rules and Regulations were updated was in 1987. The General Manager referenced a few points from the proposed Water Rules and Regulations: Landlord/Tenant accounts, would have an additional fee for managing the accounts. The Attorney agreed with this fee. Termination of Service for non-payment, as allowed under the law clarifies the methods of contacting individuals before termination. Private Fire Protection Systems, this section clarifies the difference and responsibilities of the public fire protection system and the private system and enumerates the penalties for violations of such. Service Connections and Extensions, this section includes the future method where the District will allow contractors/developers to make the service connections. Rate and Fee Schedule, this term is used several times in the document so that it can be managed as fees change rather than having to adopt a new version of Rules and Regulations. There will be several changes to current fees as well as new fees that all will require a public hearing to adopt. This is proposed to take place at the new user rate public hearing in January. After discussion the following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To approve Resolution 17-04 "Adoption of Water Rules and Regulations". The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Engineering & Construction

Consider approval of award for engineering services for the rehabilitation of Tay West Well The Engineer indicated that time has come to rehabilitate the Taylorsville West Well. He presented a proposal for engineering services that would include project specifications and bidding documents, coordinate submittals with regulatory agencies, obtain a formal bid from contractor, evaluate bid and contract execution, construction management, contract administration and prepare a project summary report. The General Manager recommended to the Board that CRS be awarded the engineering services contract for the rehabilitation of the Taylorsville West Well in the amount of \$19,500. After discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve the General Manager's recommendation and award of contract to CRS Engineers for the rehabilitation of the Taylorsville West Well in the amount of

\$19,500. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Consider approval of new UDOT agreement for Bangerter and 5400 South Project The Engineer presented the UDOT agreement for Bangerter and 5400 South project to the Board. After a short discussion the Attorney recommended to go into Closed Session:

Closed session for the purpose of discussing the purchase, exchange, or lease of real property; and to discuss pending or reasonably imminent litigation The following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: Approval to go into closed session for the purpose of discussing the purchase, exchange or lease of real property; and to discuss pending or reasonably imminent litigation. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.

Come out of closed session: The following motion was made by Trustee Swensen seconded by Trustee Russell:

RESOLVED: To return to the regular Board Meeting from the closed session. 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 The Assistant General Manager, Mark Chalk, presented the certifications for the month of September, 2017 in the amount of \$67,086.50. After discussion the following motion was made by Trustee Russell seconded by Trustee Swensen:

RESOLVED: To approve the September, 2017 Certification amount of \$67,086.50. 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 35138-35312, for a total of 175 vouchers, with a dollar amount of \$1,182,732.42; payroll vouchers 2017474– 2017506 and 2017507 – 2017539 for a total of 66 vouchers with a dollar amount of \$186,825.03. 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.

## REPORTS AND MISCELLANEOUS ITEMS

Report: General Manager Nothing to report.

Report: Assistant General Manager CAO: August financials, graphs, EUM Documents regarding the financial position of the District were directed to be appended to the minutes.

Report: Assistant General Manager COO: August water usage, new connections, graphs, projects Documents regarding several projects of the District were directed to be appended to the minutes.

Report: Engineer – Nothing to report

Report: Attorney – Nothing to report

Report: Trustee – Central Valley Water Reclamation Facility Nothing to report

Report: Trustee - Jordan Valley Water Conservancy District – Nothing to report.

Report: Trustee – Utah Association of Special Districts Trustee Russell reported that he attended the Great Salt Lake Preservation presentation held at Jordan Valley. He felt it was a great presentation.

Adjourn: The following motion was made by Trustee Russell seconded by Trustee Behunin:

RESOLVED: To adjourn the September 20, 2017 Board Meeting. The time was 4:23 p.m. The motion passed with the following individuals voting in the affirmative: Trustees Behunin, Swensen and Russell.



Don Russell, Chair of the Board of Trustees

## Action Items

- General Manager to contact Taylorsville City and SLCC regarding their interest in possibly buying El Camino Well property.