

**MINUTES**  
**TAYLORSVILLE-BENNION IMPROVEMENT DISTRICT**  
**Board Meeting**  
**August 26, 2024**  
**Taylorsville-Bennion Board Room**

**Board Members Present**

Don Russell	Board Chair
Matthew Swensen	Trustee
Kelton Kleinman via Teams	Trustee

**Staff Members Present**

Mark Chalk	General Manager/Clerk
Bruce Hicken	Director of Finance & Information/Treasurer
Tammy North	Director of Engineering & Development
Shawn Robinson	Director of Operations & Maintenance
Dan McDougal	Director of Risk & Asset Management
Dora Dominguez	Executive Assistant & Office Supervisor

The Board Chair opened the meeting at 2:07 p.m. and welcomed everyone. Kelton Kleinman offered the invocation.

**Public Comments**

There were no public comments.

**Approval of Common Consent Items**

The Board Chair discussed the approval of common consent items including Minutes for the Board meeting held on July 18, 2024, expense report, accounts payable, and electronic fund transfers report. The next Board meeting was confirmed for September 16, 2024, at 2:00 pm. The Strategic Planning Meeting was confirmed for October 2<sup>nd</sup> at 8 am. The General Manager remarked that the Strategic Planning Meeting is expected to be half a day.

The accounts payable report included in the board book contains construction, operation, and maintenance vouchers #22714-22843 for a total of 130 vouchers, with a dollar amount of \$914,104.44. The accounts payable report also includes electronic fund transfers with a dollar amount of \$411,225.46. The Board Chair inquired about check #22714 for \$23,200 to Murray City. The engineer explained that the check was paid for the easements needed for the 1130 West Waterline Replacement. The following motion was made by Trustee Swensen, seconded by Trustee Russell:

RESOLVED: To approve the common consent items. The motion passed unanimously with the following votes:

Trustee Russell	Yes
Trustee Swensen	Yes

Trustee Kleinman      Yes

**Administrative Matters**

**Consider signing the Ownership and Maintenance Memorandum of Understanding (MOU) between CVWRF and TBID**

The General Manager remarked that CVWRF is delineating ownership with all sister entities. He explained that the MOU between CVWRF and TBID delineates respective ownership and maintenance responsibilities. The following motion was made by Trustee Swensen, seconded by Trustee Kleinman:

RESOLVED: To approve for the Board Chair to sign the MOU between CVWRF and TBID. The motion passed unanimously with the following votes:

Trustee Russell      Yes

Trustee Swensen      Yes

Trustee Kleinman      Yes

**Finance and Information Matters**

**Discussion on Administrative Policies and Procedures Manual section 4.8 “Reserves/Contingency”**

Mr. Hicken indicated that reserve funds are divided into three categories. The Emergency Reserve Fund, the Capital Construction and Central Valley Reserve Fund, and the Accrued Liability Reserve Fund. According to the rate study, the District will be able to resume funding the reserves in 2027. It is anticipated that reserves will be fully funded by 2032. The reserve fund’s goal is \$15M. There is \$11.7M currently funded.

Mr. Hicken remarked that the District performed a detailed review of each reserve fund goal. The review included eliminating redundancies, updating amounts, and factoring in risk exposure after insurance. After the review, the Executive Management Team recommends combining the Emergency Reserve Fund with the Capital Construction Reserve Fund and setting the reserve goal at \$8.5M. The \$4M reserve fund goal for Accrued Liability was recommended to remain the same. The estimated liability between the purchase of future service years and retirement contribution through 12/31/2025 is about \$5M. The Executive Management Team considers that the District should maintain 80% of the accrued liability in reserves. The total reserve fund's goal would drop from \$15M to \$12.5M.

The Board indicated agreement with the staff recommendation. The General Manager noted that policy revision would be prepared for the Strategic Planning Meeting.

**Discussions and Reports**

**General Manager – Annual Strategic Planning Meeting Oct 2**

The General Manager confirmed the Strategic Planning meeting for October 2<sup>nd</sup> at 8 am. He indicated that the meeting is expected to be a half day. The Customer Service Team will be the focus of the In-Depth review of the District’s different departments this year.

The General Manager indicated that the Water Users Summit will take place on October 15, 2024, at the Davis Convention Center. The registration deadline is August 31.

#### Director of Engineering & Development – Projects and development updates

The Engineer reported on the following projects:

Cyprus Cove – This is a 12-lot townhome project on 4700 S and East of Bangerter. The contractor is planning on starting on August 28<sup>th</sup>.

Wasatch Canyons – The contractor continues to install the water and sewer main.

Legacy Plaza – The contractor has installed all meters and laterals.

Kessimakis – Waiting for final testing on the hydrants.

State Fleet Building – The District must raise a sampling manhole and the grease interceptor.

Take Five – The contractor is working on punch list items.

Meadowbrook Plaza Fire Line – Project has been completed.

#### Director of Finance & Information – July financials, EUM

Mr. Hicken indicated that interest rates are at about 5.5%. Cash available for operations minus outstanding capital cash projects is \$6.5 million which is within the District's goal range of \$4-8M. Water sales were \$212K over budget for the month and \$416K over budget year to date. Expenses are \$1.2M under budget. Most of the difference is due to Central Valley's delayed projects. Interest income is at \$1.1M for the year compared to the budgeted amount of less than \$400K. The budget overall is about \$2.6M better than expected year to date.

Mr. Hicken remarked that the CPI for July was 2.6%, the lowest it has been since 2021. The July CIP is the rate that will be used for budgeting purposes.

#### Operations & Maintenance – July water reports

Mr. Robinson indicated that July had high temperatures and minimum precipitation. The total water pumped and purchased was 2419-acre feet which is comparable to the years before conservation efforts began. Year-to-date total water sources are 7,643-acre feet. Due to the higher demand, the District was able to run a couple of wells that had not been run in a few years.

Mr. Robinson remarked that The District has been more vigilant in preventing sewer backups. Earlier this month, there was an ongoing overlay project at Settlers Point. A contractor had begun dumping asphalt into a manhole. A District sewer employee was TVing the lines and noticed a piece of asphalt in the sewer line. The sewer level had already begun to rise. The contractor was contacted, and the issue was resolved before it became a sewer backup.

#### Risk & Asset Management - July customer water usage reports

Mr. McDougal reported that Tier 3 usage increased 7% and Tier 4 usage increased 8% compared to July of 2024. The District purchased marketing materials for conservation and applied for a grant from Jordan Valley to receive a 40% reimbursement on that expense.

#### Trustees – Updates, discussions, or reports

The General Manager noted that the District is still working with the properties owned by two different people, and it has a single water and sewer line.

Adjourn – The following motion was made by Trustee Swensen, seconded by Trustee Kleinman:

RESOLVED: To adjourn the Board meeting at 2:58 p.m. The motion passed unanimously with the following votes:

Trustee Russell        Yes

Trustee Swensen       Yes

Trustee Kleinman      Yes

A handwritten signature in cursive script that reads "Donald Russell". The signature is written in black ink and is positioned above a horizontal line.

Donald Russell, Chair of the Board of Trustees



## Resolution of the Board of Trustees

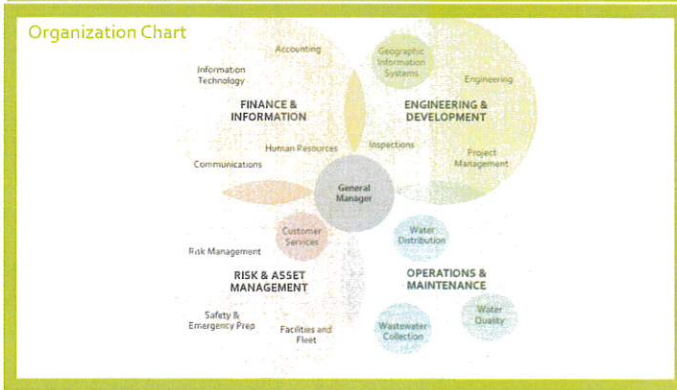
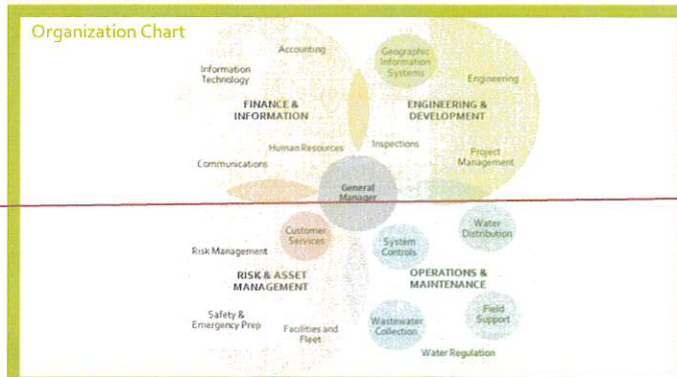
### RESOLUTION # 24-12

#### EMPLOYEE HANDBOOK AMENDMENT

IT IS HEREBY RESOLVED by the Board to amend the current Employee handbook as follows:

#### 2 ONBOARDING

##### 2.5 ORGANIZATION CHART



PASSED, APPROVED AND ADOPTED this 2<sup>nd</sup> day of October, 2024.

  
Don Russell, Board Chair

  
Mark Chalk, District Clerk



## Resolution of the Board of Trustees

### RESOLUTION # 24-10

#### WATER AND WASTEWATER RULES & REGULATIONS AMENDMENT

IT IS HEREBY RESOLVED by the Board to amend the current Water and Wastewater Rules & Regulations as follows:

#### A. General Provisions

##### 13.3 Accessing, Tampering or Destruction of Assets or Equipment

"Unauthorized access to or interference with any components of the District's infrastructure, including but not limited to meter boxes, valve covers, manhole covers, meter box lids, or metering antennas, is expressly prohibited. The removal, tampering, or alteration of these appurtenances is a violation of these regulations. It is unlawful for any person to access, break, injure, damage, destroy, uncover, deface, or tamper with any structure, equipment or appurtenance which is a part of the District's water or sewer system. Each violation thereof shall be charged a fee, as stated in the Rate and Fee Schedule. The provisions of this Rule shall not be deemed to waive any criminal liability otherwise established by law.

#### B. Water Provisions

##### 6.2 Multi-Unit Metering Requirement

A single service line with a meter may be allowed to a residential or mixed-use multi-unit structure (of eight or more units) or a nonresidential multi-unit structure, provided that:

- a) All units within the single structure are owned by a single owner and the owner has agreed in writing to assume and be responsible for the payment of the total water bill without any deductions for vacancies or other reasons; and
- b) all residential units in the structure are accessed through a single common entry; and
- c) The District, in its sole discretion, considers it in the best interest of the District that the residential, mixed-use or nonresidential multi-unit structure be served by a single service line and meter.



Notwithstanding the foregoing, each individual structure shall obtain service through a separate service connection and meter.

## C. Wastewater Control Provisions

### 2.2 Separate Lateral Connections Required

Except as provided below, each unit in a residential, mixed-use, or nonresidential multi-unit structure shall have its own. Each unit shall have a separate direct connection to the District's wastewater main line, unless the District determines that a separate connection is impossible, impracticable or in the best interest of the District and. Each owner will bear and pay for the maintenance and repair of their wastewater lateral on their property.

#### 2.2.1 Multi-Unit Wastewater Lateral Connection Requirement

A single lateral may be allowed to a residential or mixed-use multi-unit structure (of eight or more units) or a nonresidential multi-unit structure, provided that:

- d) All units within the single structure are owned by a single owner and the owner has agreed in writing to assume and be responsible for the payment of the total sewer bill without any deductions for vacancies or other reasons; and
- e) all residential units in the structure are accessed through a single common entry; and
- f) The District, in its sole discretion, considers it in the best interest of the District that the residential, mixed-use or nonresidential multi-unit structure be served by a single lateral.

Notwithstanding the foregoing, each individual structure shall obtain service through a separate lateral. Exceptions for non-dwelling accessory structures located on the same parcel with the same owner will be considered on a case-by-case basis and at the sole discretion of the District.

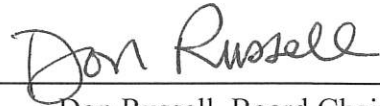
#### 4.9.1 Grease, Oil and Sand Interceptors

- a) A sampling manhole shall be installed where it will be permanently accessible and as determined by the District.
- b) Grease, oil, and sand interceptors, as described by the current plumbing code, shall be required of any user when, in the opinion of the District, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients. All establishments with potentially elevated BOD, TSS, FOG, or acidic levels will be required to use a grease interceptor. All interceptors shall be of a capacity as designed by a certified professional and of a type approved by the District. The location shall be approved by the District.
- c) All grease, oil, and sand interceptors shall be constructed and

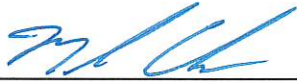
installed according to District standards.

- d) All grease, oil, and sand interceptors shall be privately owned and maintained in continuous efficient operation at all times by the user at their sole expense.
- e) Grease interceptors may be placed on dedicated lines specifically intended for grease management, but they shall not be installed on common sewer laterals used for regular sewage. ~~Grease interceptors shall not be placed on common laterals.~~ Information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or other governmental agency in accordance with the provisions of the Utah Government Records Access and Management Act. Under no circumstances will effluent data be considered confidential. All effluent data shall be available upon request to the public, State and U.S. EPA personnel.

PASSED, APPROVED AND ADOPTED this 2<sup>nd</sup> day of October, 2024.



Don Russell, Board Chair



Mark Chalk, District Clerk