

**Perry/Willard Wastewater  
Facility Board Meeting  
975 West 1000 North  
Willard Utah 84340  
February 9, 2015  
5:00 p.m.**

**Members Present:** Chairman Steven Pettingill, Board Member Bruce Howard, Board Member Paul Nelson, Board Member Bob Beebe

**Others Present:** Plant Manager Jeff Hollingsworth, Willard Council Member Dale Freede, Susan K. O Bray, Minutes Clerk

**Members Excused:** Board Member Rod Mund

**1. Welcome & Call to Order**

Chairman Pettingill welcomed and called to order the Perry/Willard Wastewater Board Meeting.

**2. Approval of the January 12 , 2015**

Board Member Howard moved to approve the December 8, 2014 minutes with the correction to add "over 2 year period of time" (Paul Nelson comments). Board Member Nelson seconded the motion. All in favor.

**3. Agenda Items**

**A. Approval of the Agenda**

Board Member Howard moved to approve the agenda as presented. Board Member Beebe seconded the motion. All in favor.

**B. Public Comments (if any)**

There were no public comments.

**C. Plant Manager Items**

- 12/9/14 Called Smith & Smith on switch station pm. He said they could come out and do a visual and be glad to charge me. Chuck said just watch screen for faults, it is running a self-check on switch station. Talked with Matt Garn he does know what State samplers are doing. Talked with Leland Myers on plant expansion, Leland said you can't out guess technology. Leland also mentioned the governing body can change technology process at any time.
- 12/10/14 Perry was down to get Vactor. Driver had engine light on, told driver where I had set up maintenance.
- 12/11/14 Discharge Monitoring Report sent for November. UV system failed, Reset.
- 12/13/14 Weekend no problem.
- 12/14/14 UV system sent and alarm on UV Intensity.
- 12/15/14 Cleaned UV system. Contacted Universal on temps of blowers, he said remove covers it is not helping blower equipment. UV system UVI sensor not working on East unit. Contacted Western Engineering they will replace on next system maintenance.

- Jim Judd from Westech was up with some cover drawings and wanted more data on IFAAS # 8 drive box.
- 12/16/14 Working on data for Westech.
- 12/17/14 Ford F550 lost hose on turbo boost, this is the second time. Sent date to Jim Judd at Westech. Digester plug valve is starting to leak like the north side. Contacted Rocky Mountain Valve to start on a spool and butterfly valve fit.
- 12/18/14 Replaced battery in forklift. Ford called F550 repaired under warranty. Power failure time 2040.
- 12/20/14 Plant ok 0900 1048 a.m. Grit system failure  
1749 p.m. Power loss, power back at 215 a.m. Generator used 120 gallons.
- 12/21/14 Plant ok weekend.
- 12/22/14 East compressor has kunkle valve starting to leak. Alum building had some ground water in Digester wall still seeping
- 12/23/14 Washed down UV system, checked alarms and phone lines.
- 12/24/14 Sent UPDES samples off. Power failure 0946 a.m.
- 12/25/14 No problems 1130 a.m.
- 12/26/14 UV failure 1506 p.m. reset by phone. Then at 1837 p.m. system would not reset from home, came out and modified programming to get running until Western Engineering can get out.
- 12/27/14 Weekend no problems.
- 12/28/14 Weekend no problems.
- 12/29/14 Grit system failed. Dirt in sensor, and water in vacuum pump.
- 12/30/14 Cold front hit valley, heat not working in UV room. Willard City enter by gate system to read meter.
- 12/31/14 Credit card audit by city. Heat out in UV room and shop, contacted comfort heating in Brigham for repairs.
- 1/1/15 Plant ok holiday.
- 1/2/15 Sludge to C/W
- 1/3/15 Plant ok weekend.
- 1/4/15 Plant ok weekend.
- 1/5/15 Blower 1211 running rougher than when we had them look at it. Called the said coupling bad and will be around \$2000.00 dollars. There is only two couplings in the US so I told them I wanted both couplings. If one is bad the other is not far behind.  
Talked with Matt Garn at State of Utah, ask him if we had an extreme emergency and lost our generator could we pump flow to lagoons to the south. He said if the State park gave us the ok. Option B would be to pump to our ditch or back to the front of plant. Van Mund and I have talked they can pump 1200 gallons a minute with their old pumper truck. This would eliminate Rain for rent
- 1/6/15 Credit card audit by city. Compressor pump and service recommended since we are waiting for parts to have motor re-bearinged. Contacted Skyline electric in SLC he said between 0-1500 dollars, a new motor is \$12,000  
Tried to contact Jim Judd on # 8 IFAS he is out. Contacted Golden Spike electric to unwire 1211 blower so we can pull motor out to be sent.
- 1/7/15 #8 IFAS brake system came on during operation stopping #8 dead faulting out VFD.

Contacted Matt Garn on DMR QA 35 to see if plant has to participate. Matt instructed me  
Contacted Westech they will call me back when they have a fix, put 10 amp fuse in to get it  
back up and running. Contacted Matt Garn on DMR QA 35 to see if plant has to participate.  
Matt Instructed me not to participate until EPA have meet there requirements the State has  
requested. This is to qualify our lab for e-coli and ph.

Vactor truck went to Perry. There was anti-freeze under the engine and hydraulic oil under  
pto.

Golden Spike out to unwire 1211 blower.

1/8/15 Dave Jankins from Westech called and told me to place a bolt in the #8 IFAS brake system to  
eliminate brake from spinning backwards.

1/9/15 Foggy, working 1211 blower motor.

Vactor truck to Willard.

Nate form Westech will be out tonight after hours to look at #8 IFAS electronics on motor  
brake system failures.

1/10/15 Plant ok.

1/11/15 Ops building upper level drains clogged.

1/12/15 Blower motor 1211 removed and hauled to SLC for re-bearing.

**D. Call Outs**

**E. Items to be Purchased**

(1) Lab Supplies

**F. Board Member Items**

There were no board member items.

**G. Discussion Regarding Inter-local Agreement**

Chairman Pettingill stated that Paul, Bruce, and himself had a meeting with Mayor Cronin.  
He said the jest of the meeting was the inter-local agreement, and was told that they needed  
to follow the document. He felt that because 3 member of the board were at the meeting  
(which is a quorum) he wanted to tell the Willard Board Members what took place at the  
meeting. Board Member Howard stated what he got out of it was that the inter-local  
agreement is in effect until it is amended, it is still in effect because it has not been amended.  
He said that is a political subject that does not belong at this board table. Board Member  
Howard stated that as long as Willard and Perry make their payments to keep the plant  
running that is all he is concerned with. Chairman Pettingill said that he can't operate for  
both cities but he has been asked to serve for both cities, and will continue to do so. He said  
last month he asked Susan to identify what Perry and Willard actions were on the Plan of  
Operations. Chairman Pettingill stated that both cities adopted the Plans of Operations. He  
said in affect they become a part of what we do here, so we cannot ignore the Plan of  
Operations.

Chairman Pettingill read from the inter-local agreement (page 7 section 4.2) "Duties of Sewer  
Facility Board". The conclusions, recommendations, and information emanating from a  
meeting of the Sewer Facility Board will govern the operation, maintenance and  
improvements of the Facility. The Sewer Facility Board is responsible for hiring qualified

personnel to operate, maintain and improve the Facility. The Facility manager shall report directly to the Sewer Facility Board and may serve on the Sewer Facility Board in the event the Facility manager is mutually selected by the Cities under paragraph 4.1(a). The Sewer Facility Board shall be responsible for developing and adopting protocols and procedures to operate the Facility as well as rules and regulations for Facility employee's etc. The Facility employees, including the Facility manager, shall be employees of Perry City. The Sewer Facility Board will establish policy for the Facility.

Page 8 (f) Collections. Each month the Sewer Facility Board and Facility manager will collect from Perry City, on a monthly basis, 66% or Perry City's proportionate share of the Operation and Maintenance Expenses, and will apply those payments against the Annual Budget. Each month the Sewer Facility Board and Facility manager will collect from Willard City on a monthly basis 34% of Willard City's proportionate share of the Operation and Maintenance Expenses, and will apply those payments against the Annual Budget. In the event the actual use of one City exceeds its proportionate ownership share of the capacity of the Facility, then in that event the City whose use exceeds its ownership share shall pay a larger proportion of the Operation and Maintenance Expenses to coincide with its greater use for the month(s) that its use exceeds its proportionate ownership share.

Chairman Pettingill stated what he got out of this document is that we are not doing it. He said we are not collecting the money, and we need to start doing it. He stated that it says in the document to do it. Steve said he wants to start next month. He explained that he want Perry to cut us a check and Willard to cut us a check according to their proportionate share in this document. He stated that we will set up an account and pay our bills from that.

Chairman Pettingill said that there are 2 sentences in there that give us the latitude "proportionate share of the Operation and Maintenance Expenses". He said the board will decide that. Chairman Pettingill explained that the board needs to understand that it is our decision, not the Mayor's of either City's. He said that he has had a hard time this year having Mayor's guide us. He stated that the Mayor's are not in our flow chart, we have never adopted another flow chart. He said he has never been instructed by another Mayor to do anything down here. Steve commented that the board is not under their direction, we are a board and we function here as a board. He reported that next month he is going to set up a financial plan so we can funnel our money through it and pay our bills and get rid of what we are doing because what we are doing is causing part of the problem. He said it does not require a vote because it the document has already been voted on and the document is in place. He said he is to blame too, his lackadaisical attitude about doing this has precipitated, I want to get along, and I don't want to be a bump in the road. He said it has come to the point where he can't do this anymore. Board Member Beebe asked for clarification, we are going to receive the money Perry and Willard; we are going to cut the checks, send out an accounting to each community. He asked who is going to do it. Chairman Pettingill stated we do it. Board Member Beebe asked if it becomes Jeff's job. Chairman Pettingill stated that it does. Board Member Beebe stated do two of us meet on Friday and go over it. Chairman Pettingill stated what he envisions he has talked to two different financial firms that do this. He said Wiggins in Brigham and Hal Allen & Associates in Perry, both gave him a monthly fee of around \$300.00. He said we are currently paying (if he looks at his budget) either \$7,200 or \$9,900 a year. He said the \$300.00 a month would be \$3,600. Board

Member Beebe stated that everything would be handled independent of the cities. He said instead of Willard City sending Perry City a check they would send it to the wastewater facility accounting entity. Chairman Pettingill stated that it would be sent to the accounting company. He said we will create a checking account and deposit the money in the checking account and/or give Jeff credit cards to do his purchasing. He said Jeff has expressed that he needs a little more latitude from what the financial agreement says. He explained that purchase orders are required before a purchase of \$100.00 or more to be signed by the board member. He said it probably needs to be increased. Jeff stated that most the people he does business with want to do credit cards business. He said it would eliminate a ton of paperwork, and it is easy to track a credit card and a receipt. He stated that he gets audited once to twice a month on his credit cards now. Jeff stated that he has never had a problem and thinks that in five years there may have been one receipt that he couldn't find. Jeff stated that the blower guys, and gear box people ask if he can do credit card business because they want to eliminate the paperwork. Chairman Pettingill stated the payments for \$2,000 should be raised. Jeff stated if he spends money he will call Steve and tells him and he will two of you on the board before he spends that kind of money. Board Member Beebe stated that Jeff has done a pretty decent job cutting deals with vendors (gear box motor). Jeff stated that we will be getting \$3,500 back on that. He said he is afraid to call him to cut a check, he said he fought for six months for the Rocky Mountain Power that came out of his budget money to pay for that and the check got divided to the two cities. He said the Board voted to have it go back into his budget.

Chairman Pettingill stated that the purchase orders need to be raised from \$100 to \$1,000. Chairman Pettingill asked if the board understood what the two sentences meant in the inter-local agreement that he talked about previously, "proportionate share of the Operation and Maintenance Expenses" for both cities. He said it doesn't say anything about ownership. Chairman Pettingill stated that it is up to us at this table to make that decision. Board Member Beebe stated the ownership maintenance costs are two different animals. Chairman Pettingill said the city is paying the ownership through the bonds they pay. Bob Beebe asked who was going to tell the Mayor's. Chairman Pettingill said he would be the one to tell them. Board Member Beebe asked when it comes to the inter-local agreement that falls to the board. He said we collect the money and we make the decisions. Board Member Nelson stated that once we open a bank account we start cutting checks we have to have an audit each year. Chairman Pettingill stated that it explains it in the inter-local agreement. He said each city can look at our books.

Paul said the audit will be an audit by an independent auditor. Board Member Beebe stated we are going to go to an outside entity to cut the checks, he would strongly urge to see how much they would charge in addition to an audit. Paul stated that they would not be able to do the audit to. Bob stated they would provide all the paperwork to the cities and then audited through the cities. Chairman Pettingill stated that Jeff's check would be cut by Perry City. He said this accounting firm will be able to get his hours, decide how much taxes will be withheld and have Perry City cut the check. He said it should not be a big nominal fee to do that. Bob Beebe said that part of the responsibility of the financial firm would be to cut a

check to Perry City showing how much Jeff earned and how much taxes would be taken out. Chairman Pettingill stated another one he has is Susan's responsibilities. He said either we figure it out per meeting basis; we are going to have to work something out. He commented that we will deal with her independently. Chairman Pettingill stated that she would be an independent contractor for the wastewater board.

Chairman Pettingill read from the inter-local agreement: "Records Maintenance. The Sewer Facility Board and Facility manager will maintain accurate and detailed records relating to the Facility, including without limitation flow-measuring records, materials, supplies, and payroll records for personnel employed in the operation and maintenance of the Facility. The Sewer Facility Board and Facility manager will make those records available for inspection at reasonable times to the Governing Body of each City."

Chairman Pettingill stated he has been told to follow what the document says and he intends to follow what the document says. He said we can decide at this table what the OEM consequences are for each City based on what we decide.

Bruce stated this is what he had envisioned in the beginning. Chairman Pettingill stated that the end result will be what both cities wanted. Board Member Howard stated this is what he saw going into this document that is the way it was written up. He said we collectively let it happen. Chairman Pettingill stated he wants to move forward and address Willard's and Perry's concerns. He said he was told to follow the document and now he is. Chairman Pettingill stated he will bring the information next month. He said we will probably go with one of the accounting firms that were mentioned previously, they both quoted the same price. Steve reported that he showed both firms the document and expects to have 15-20 transactions a month. He said at the end of the day it will probably save us a little bit of money.

Board Member Beebe stated that there is one person on the board that is an employee of Perry City; he said he just has a concern. Chairman Pettingill stated that Paul knows that there is a document here in place. Bob stated he did not want him to get a lot of the excess heat. Chairman Pettingill stated he was also told to follow the document. He said he wants to move forward with this, he does not want to wait until the end of the budget year. He said he wants to get this done as fast as possible. He said he would like the board to approve getting a checking account.

**MOTION:** Board Member Howard moved to get a checking account, an independent accounting firm (low bid) to handle the facilities transactions per the inter-local agreement. Board Member Beebe seconded the motion. All in favor.

Paul Nelson stated we need to have a written proposal from the independent account firm. Steve stated he will contact the board members during the month and tell them what the progress is rather than wait for the next meeting.

**H. Payment Approval**

All Board Members signed the payment approval.

**4. Action Taken**

- (1) Get a checking account
- (2) Get proposals for independent accounting firms

**5. Items for Next Agenda**

- (1) Inter-local Agreement
- (2) Independent Contractors

**6. Adjournment**

**MOTION:** Board Member Howard moved to adjourn. Board Member Beebe seconded the motion. All in favor.