

**Perry/Willard Wastewater Treatment
Facility Board Meeting
975 West 1000 North
Willard, Utah 84340
May 9, 2012
5:00 PM**

Members Present: Steven Pettingill, Rod Mund, Jay Aguilar, Paul Nelson, Bruce Howard

Others Present: Jeff Hollingsworth, Tyson Knudsen, Sunrise Engineering; Shanna Johnson,
Minutes Clerk

Welcome and Call to Order

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

Approval of the March 14, 2012 Minutes

MOTION: Bruce Howard moved to approve the April 11, 2012 Minutes. Jay Aguilar seconded the motion. All in favor.

Approval of the Agenda

MOTION: Bruce Howard moved to approve the agenda. Jay Aguilar seconded the motion. All in favor.

Public Comments

None

Lead Operator Items

1. DMR sent out for April
2. No out of compliances to report for April
3. Vactor truck was not used by Perry or Willard for the month of April
4. 101 ton of sludge, processed for April
5. Generator was tested for April (no problems)
6. Second order of polymer arrived
7. Ordered lab supplies
8. Reseeded areas has been fertilized by contractor
9. Contacted Alpine Gardens on two dead trees, 5 broken sprinklers. No response
10. Are all contractors settled up with the Alum building? (Sunrise needs to contact Boyd)
11. Infinity finished float in digester vault
12. ICTech had to come up and reset our SCADA after finishing their punch list. (Have not received a bill)
13. Ordered DMR 32 testing kit for EPA lab testing. Completed samples, need to send in results to EPA.

14. Lost seal and outer bearing on East gear box of IFAS system. Contacted Westec 5/9/12 at 10:32. At 14:55 Gear Company called they will be out tomorrow for pictures.
15. Contacted Central Weber Management they are still good with us bringing sludge. 5/9/2012 at 14:45 hours. They have not heard from anyone complaining about us bringing sludge.
16. State sampling crew came out 5/8/2012 for the next set of Willard spur sampling. State used our ranger for sampling.
17. Need to get across to flow meters for calibration, with equipment. Paul asked what Perry's flow is. Jeff stated it is 350. He stated that the flow in total is 550 a day.

Construction Progress by Tyson Knudsen with Sunrise Engineering

Tyson announced that on May 17th a pre-construction meeting with the project Stockholders, impacted landowners, Engineers, and Contractor will be held at the Willard City Hall at 2:00 PM. The meeting will allow the project team to meet and discuss the contractual requirements, visit the site, and to introduce the landowners to the Contractor. Tyson stated they notified Tom Hall about the meeting since he is a landowner. The landowners include: Arnell Wells, Tom Hall, Willard Bay State Park, The Heinigs, The Lovelands, Weber Basin, Bureau of Reclamation, Willard Bay Gun Club, Willard Gun Club, Pintail Duck Club, Ogden Gun Club. Tyson stated he will notify the Airboat Association about the meeting. He stated the Contractor is coordinating all pre-construction requirements with the Army Corps of Engineers (ACOE). It is anticipated that at a minimum the Contractor will need to submit to the ACOE the proper documentation prior to the commencement of construction activities. The Contractor has returned the originals of the agreements, bonds and insurance certificates. He stated they have reviewed the bond to verify they are rated at a minimum of a grade "A" for financial holdings and stability according to www.ambest.com. He stated they are working with the contractor to make some corrections to the liability insurance policies, the policy states " Shall be covered under general liability he stated it should say "Shall be covered under all liability". Tyson stated the Board is covered under this insurance. Tyson stated the Board needs to make a motion to authorize Steve Pettingill, Board President to execute the agreement form and also a motion to authorize Steve to execute the Notice to Proceed and establish a start date with the Contractor. Also attached to the progress report is the preliminary construction schedule. Tyson stated the overall project is currently \$45,000 under budget. (both reports will be attached to the minutes). Tyson stated five copies of the Storm Water Plan have been delivered to the Board for review. He asked that the Board continue review of the document during the month of May after which Sunrise will schedule an appointment to receive and address the comments and then re-submit the final document. Tyson stated that the Storm Water Plan is required to be retained on-site and modified according to the changes in the current operations. Tyson said the current permit requires the facility to submit a final optimization report for the removal of phosphorus and nitrogen from the plant effluent. Sunrise Engineering is currently scoped to review the sampling data and to make final report by June 30m 2012. He stated by June 15th Sunrise will need to receive a copy of all applicable sampling data gathered after January 1, 2012. Tyson stated his last day with Sunrise Engineering will be June 1, 2012. He is taking a job in Pocatello. Scott Archibald will be the project manager.

MOTION: Rod Mund moved to authorize Chairman Steve Pettingill to execute agreement. Paul Nelson seconded the motion. All in favor.

MOTION: Bruce Howard moved authorize Chairman Steve Pettingill to execute the Notice to Proceed and establish a start date with the Contractor. Jay Aguilar seconded the motion. All in favor.

Items to be purchased

None

Board Member Items

None

Discuss pay options for WWTP Lead Operator

Shanna Johnson stated she handed out a sheet with the pay increase model for Jeff Hollingsworth. The pay model showed 3% (\$22.51), \$2(\$23.64), \$3(\$24.64) and \$4(\$25.64) increase and the cost of benefits (\$25,893.58). Steve stated he gave Jeff his annual review and stated Jeff is doing a good job. He has done a good job on the reports to the state and has kept us in good standing with everyone.

MOTION: Rod Mund moved to approve a \$2.00 increase for Jeff Hollingsworth. Bruce Howard seconded the motion. All in favor.

Call Outs

None

Review FY 2013 Proposed Budget

Shanna handed out the budget. She stated the wage might increase but still fits the budget. She stated it will bring the wage number up to \$1,800 on the budget. Chairman Pettingill stated he talked to the Mayor's from both cities about an increase for Jeff Hollingsworth, and both were aware there would be an increase. Shanna stated the benefits increased 9.9%. Shanna stated she did not get any feedback from Board member other then Steve concerning Jeff's wage increase. Steve stated the budget looks good other than if there is an increase in the sludge disposal, it might change.

MOTION: Bruce Howard moved to approve the FY 2013 budget at \$319,851.32 and to include the adjustment for Lead Operator wage. Jay Aguilar seconded the motion. All in favor.

Sign Payment Approval

The Board members signed the payment approval. Jay Aguilar asked if it was possible to get the payment approval in advance.

Discussion

None

Action Taken

None

Items for Next Agenda

Next meeting will be June 13th

Adjournment

MOTION: Bruce Howard moved to adjourn. Jay Aguilar seconded the motion. All in favor.