

**Minutes**  
**Central Davis Sewer District Board Meeting**  
**April 14, 2011**

The Board of Trustees for Central Davis Sewer District met in regular session at 7:00 pm at the District office located at 2200 South Sunset Drive, Kaysville, Utah 84037.

**Present:** Attending the meeting were Chair Susan Holmes and Trustees Steve Brough, John Thacker, and Sherm Cloward. Trustee Carol Page was excused. Staff members attending were District Manager Leland Myers, District Engineer Jill Houston, Operations Manager Brent Justensen and Plant Superintendent Jon Hess. Also attending were Jim Goodley from JUB Engineers, Cody Cardon and Ryan Child both from Wood Richards and Associates.

**Minutes:** The Board reviewed the minutes for March 10, 2011. Trustee Cloward moved to approve the minutes as presented. Trustee Brough seconded the motion and all Trustees present voted aye.

**Claims:** Chair Holmes asked Manager Myers to review the claims list with the Board. After review, Trustee Thacker moved to accept the claims as presented. Trustee Cloward seconded the motion and all Trustees present voted aye.

**2010 Financial Audit:** Chair Holmes welcomed Ryan Child and Cody Cardon from Wood Richards and Associates and invited them to review the 2010 audit with the Board. Cody Cardon reviewed the audit with the Board including the management section, the financial sections and the audit notes. Ryan Child reviewed the opinion and compliance letters with the Board. The audit showed no inconsistencies, there were no material weaknesses, and a clean opinion was issued. Mr. Child congratulated the District on its strong financial position and on the quality of the audit documents. Mr. Child also reviewed the management letter with the Board. Mr. Child noted one item for Board consideration. This involved payroll records and the status of exempt vs non-exempt employees in compensatory time record keeping and the keeping of time records for exempt employees in general. The Board discussed this issue with the auditor and staff. The District Manager explained the current policy and the reasons for the current methodology. The Board instructed the Manager to work with the District's legal counsel and review the current policy for legal compliance and explore methods the District may use to resolve the past issues. After completion of the 2010 audit review, Trustee Thacker moved to accept the audit as presented. Trustee Cloward seconded the motion and all Trustees present voted aye.

**2010 Pretreatment Report:** Engineer Houston reviewed the 2010 Annual Pretreatment Report with the Board. The sections of the report were discussed. The report reflects the lack of both categorical and significant industrial users in the District. Several questions about the report were asked by Trustee Cloward and Engineer Houston gave answers. The Board expressed satisfaction with the quality of the report and thanked staff for their work on the preparation of the report.

**Operations Report:** Chair Holmes welcomed Brent Justensen and Jon Hess to the meeting and invited them to present their reports on the plant and collection system operation. The following presentations were made:

- ❖ Brent Justensen presented a report on the operation of the collection system and on staff achievements during 2010. This included the quantities of system cleaned, inspected or repaired. Also presented was information on the recent award the collection system staff received from Water Environment Association of Utah.
- ❖ Manager Myers reviewed the treatment plant performance indicators with the Board. This review included compliance with regulatory requirements and performance on nutrient reduction. There were no violations of the UPDES permit during 2010.
- ❖ Jon Hess presented the highlights of plant operations during the past year. This included a review of significant repairs and upgrades to the plant and a review of the maintenance activities performed by the operations staff. The District will be awarded a Platinum 12 Certificate by NACWA this year based on excellence in operations.

The Board commended the operations staff on the excellent achievements during the past year.

**Jordan River Draft TMDL:** Manager Myers reviewed the findings and recommendations of the draft TMDL report the District was recently provided. Many Board members also observed presentations by the State DWQ staff on this TMDL presented at the recently completed Water Environment of Utah Annual Conference. Manager Myers also reviewed a comment letter submitted to the DWQ on observed inadequacies of the TMDL prepared by District staff in conjunction with other POTW's in the Jordan River Farmington Bay Water Quality Council. Also discussed was the State DWQ response to the comment letter provided them.

**GSL Research:** Manager Myers discussed the current schedule of proposed research by the Jordan River Farmington Bay Water Quality Council. The Manager also pointed out the following research areas the State DWQ are now working on:

1. Impounded wetlands analysis
2. Willard Spur wetlands analysis
3. Multi-metric Index development
4. State-wide Nutrient proposals
5. Sheet flow wetlands analysis

The sheet flow wetlands analysis is the area of research that is furthest out on the group schedule, but the one that most directly impacts Central Davis Sewer District. There are several projects that improve the wetland analysis and would be beneficial in helping to direct further work. The Jordan River Farmington Bay Water Quality Council will not be funding these projects in the next two years. The Manager suggested that the District would greatly benefit from two specific projects proceeding immediately. They are:

- ❖ Analysis and comparison of vegetation in the sheet flow wetlands of the CDSD discharge and the Kayscreek discharge. Evaluating aerial photographs showing the progression of the wetlands over time.
- ❖ Evaluating the sediment chemistry in the sheet flow wetlands of the CDSD discharge and the Kayscreek discharge. Comparing and contrasting results based on water quality differences.

A proposed budget for this work would be \$50,000, which also includes some equipment. After review, Trustee Thacker moved to approve the research projects and provide budget for the work. Trustee Brough seconded the motion and all Trustees present voted aye.

**Procurement – Screw Compressor:** Chair Holmes indicated that the procurement of a proposed replacement screw compressor was discussed and agreed to via e-mail and needed to be confirmed by the Board. The following bids were received:

1. Ingersoll Rand - \$10,778
2. Sullair - \$11,579
3. Kaeser - \$11,212

Trustee Thacker moved to confirm procurement of the compressor from the lowest responsive bidder, Ingersoll Rand for \$10,778. Trustee Cloward seconded the motion and all Trustees present voted aye.

**Minor items:** The following minor items were reviewed and discussed among the Board:

- Thank you from Farmington City
- Thank you notes from school tour
- Report on Zim Industry Notice of Non-compliance
- Article on GSL Activist
- Expended vs. Budget Report

Chair Holmes thanked Board members and staff for continued efforts on behalf of the District.

Trustee Cloward moved to adjourn the meeting. Trustee Brough seconded the motion and all Trustees present voted aye.

The meeting adjourned at 9:45 pm.

Next regular meeting: June 2, 2011.

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District Manager