

Minutes
Central Davis Sewer District Board Meeting
March 13, 2008

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 John Thacker, Carol Page, Sherm Cloward and Steve Brough. District Manager Leland Myers and Engineer Jill Houston were also in attendance. Citizens attending the meeting included Rob Cheney and Susan Gallegos from US Title, Andrew and Catherine Fresh from Sunset Stables and Doug Cromar from CRS Engineers.

Minutes: Chair Holmes asked if there were any corrections to the minutes for February 14, 2008. Minor corrections were made. Trustee Cloward moved the minutes of the meeting be approved as corrected. Trustee Brough seconded the motion and all Trustees voted aye.

Claims: Chair Holmes invited Manager Myers to review the claims list with the Board. After review, Trustee Page moved the claims as presented be accepted. Trustee Thacker seconded the motion and all Trustees voted aye.

Woodside Easement Request: A letter from Woodside Homes requesting the District vacate an abandoned easement was presented to the Board. Board members discussed the benefit and need for the easement. Ms. Susan Gallegos from US Title indicated that this easement vacation was needed for Woodside to sell a lot for construction of a church. Manager Myers reported that the line in the easement was replaced with a new trunk line several years ago. The old pipe is still in place, however. After review and discussion, the Board indicated they were not opposed to the possibility of vacating the easement, but wanted the actual wording of the document to include information that the pipe remains in place and the land owner accepts it "as is." Manager Myers was instructed to work with the Attorney on appropriate wording. Action on the final document will be at the April, 2008 meeting.

Charges for District Products: Chair Holmes welcomed Mr. And Ms. Fresh and invited them to address their request/concerns about sale of District hay. Mr. Fresh indicated that they were the owners of Sunset Stables, immediately north of the District's property. They are interested in purchasing some of the hay grown by the District. They stated they were aware of some hay brokers who wanted to purchase all the District's hay and they wanted to encourage the District to sell the hay locally.

Manager Myers reported on the price charged for hay the past several years and on the quality of hay grown by the District. The Manager also reviewed the history of hay production and sales approaches approved in the past. Board members discussed the possibility of changing the hay price and methods for setting a reasonable value. Multiple approaches were addressed. After discussion, the Board decision was to sell hay to the highest bidder based on a competitive bid process. Hay would be sold in bale wagon increments (69 bales) and a reasonably close delivery point would be required. Concerning the sales of compost and turf, the Board confirmed the continuation of the current pricing and marketing approach. It was generally accepted that the sale of compost was a valuable public relations program.

Strategic Plan Discussion: Chair Holmes stated that she had mentioned the District's Strategic Plan at the February, 2008 meeting and was pleased to see the documentation as part of this month's Board Agenda. Manager Myers was invited to review the documents with Board and Staff. The Manager explained that the documents represent the parts of a strategic plan already approved by the Board, but previously not compiled in a Strategic Plan Document. The documents include the mission and vision of the District, a strength, weakness, opportunity and threat diagram, and five cause and effect diagrams explaining the six strategies followed by the District. These strategies are

1. Implement in-house administrative and office operations.
2. Insure good science in the development of water quality standards.
3. Provide high quality cost effective treatment operations.
4. Provide cost effective collections maintenance with minimum backups and SSO's.
5. Insure cost effective operations by minimizing staff and maximizing contractor utilization.
6. Convey to the Public the District mission and mechanisms used to succeed.

The Board reviewed and evaluated the proposed strategic plan documents. Minor changes were made to the proposed plan. Trustee Page moved to adopt the plan as modified as the Strategic Plan for the District. Trustee Cloward seconded the motion and all Trustees voted aye.

Office and Garage Expansion: Manager Myers explained that the District has included in the 2008 Budget an allowance for expansion of office and garage facilities. Manager Myers recommended waiting until after the nutrient study is complete before determining a location for the expansion of the office. Since the development of the 2008 Budget, three higher priority items than the garage expansion have been identified which need attention. These items are

1. Replacement of the collection system line inspection camera. The current camera system is experiencing frequent repairs and needs

to be replaced.

2. Digester boiler system: The boiler has recently been identified as needing immediate repairs. These were not identified during the 2007 boiler inspection.
3. Wood waste grinding: The District currently contracts for grinding and re-grinding of wood waste used in the compost process. The speed of grinding has recently slowed down increasing the cost of the grinding. In addition, scheduling for grinding is becoming more difficult. While a new grinder and associated loading equipment is not cost effective, the Manager explained that a used unit may be able to be obtained within a reasonable budget. The Manager further explained that there is some risk associated with the purchase of used equipment. However, if it succeeds it will greatly improve operations.

The Board evaluated the proposals submitted by staff. The costs associated with the proposed changes are roughly equal to the cost of the garage expansion. Trustee Thacker moved the following:

1. Approve a delay in office design,
2. Begin an RFP process for supply of a collection system camera
3. Initiate repairs of the boiler system, and
4. Approve \$100,000 for the purchase of a used tub grinder and track hoe for tub grinder loading. Used equipment can be immediately purchased when a reasonable unit is identified.

Trustee Cloward seconded the motion and all Trustees voted aye.

MWPP Self Assessment Report: Chair Holmes stated that annually the Board must approve the MWPP Self Assessment Report required by the State Division of Water Quality. Staff has completed the report and included it for Board Review. Board members reviewed the report and asked several questions. Trustee Thacker moved to approve the report and adopt the Municipal Wastewater Planning Program Resolution 2008-03-01. Trustee Page seconded the motion and all Trustees voted aye.

Series 2003E Bond Refinancing: A proposal from George K. Baum and Company for refinancing the Series 2003E Bond was presented to the Board. Several weeks ago rates were favorable to achieve a possible \$100,000 plus savings over the remaining life of the Bond. However rates have changed dramatically in the past two weeks and a saving may no longer be possible. The Board instructed the Manager to monitor the Bond market and if a significant savings becomes possible in the future, to return the refinancing proposal to the Board.

Procurement - Maw Equipment Backhoe Upgrade: A proposal from Maw Equipment for trading in the District's current backhoe for a replacement was presented by the Manager. The cost of trade-in and replacement would be \$7,500. This amounts to about \$21 per hour of use. The District has been part of this program for about 20 years. Board members agreed this approach was cost effective. Trustee Thacker moved to approve the procurement. Trustee Brough seconded the motion and all Trustees voted aye.

Staffing Considerations: Manager Myers indicated that a closed session was appropriate to discuss the professional competence of an individual. Trustee Page moved to go into closed session. Trustee Thacker seconded the motion and all Trustees voted aye. After the discussion on professional competence, Trustee Page moved to go out of closed session, Trustee Thacker seconded the motion and all Trustees voted aye. Trustee Thacker made a motion to proceed with termination of an absent employee in accordance with the process outlined by the District's attorney. The position of lead collections operator is eliminated. Possible staffing changes will be discussed during the development of the 2009 budget. Trustee Cloward seconded the motion and all Trustees voted aye.

Minor Items: The following minor items were presented and discussed with the Board:

1. Article on succession planning.
2. News brief on earthworms and biosolids.
3. Information on changes to the Chemical Security Act.
4. Newspaper article on a possible sewer treatment upgrade.
5. Expended vs. Budget report.

Also, Board members complemented the District staff on recent EMS training presented to other wastewater entities and on a Water Users Conference presentation given by the Manager.

The meeting adjourned at 9:20 pm.

Next Regular Meeting: April 10, 2008.

District Manager