Minutes
Central Davis Sewer District Board Meeting

October 14, 2021

The Board of Trustees for Central Davis Sewer District met in regular session at 6:00 pm at the District office located at 2200 South Sunset Drive, Kaysville, Utah 84037.

Present: Attending the meeting were Chair Susan Holmes and Trustees, Sherm Cloward, Mark Johnson, and Steve Brough. Trustee Carol Page was excused. Staff members attending were, District Manager Jill Jones, Assistant Manager Manjot Masson and Engineering Manager David Hatch.

Minutes: The Board reviewed the minutes for September 9, 2021. Trustee Brough moved to approve the minutes. Trustee Johnson seconded the motion and all Trustees present voted aye.

Claims: Chair Holmes asked Manager Jones to review the claims, VISA, and cash receipts with the Board. After review, Trustee Brough moved to approve the claims as presented. Trustee Cloward seconded the motion and all Trustees present voted aye.

NACWA Update: Chair Holmes referred to the NACWA Annual Report included in the board packet.

Kaysville Connector Road Discussion: Manager Jones presented the first working draft of an agreement with Kaysville City for the connector road. After a brief discussion Trustee Brough made the motion to keep working with Kaysville and send the draft with staff recommendations to the attorney. Trustee Johnson seconded the motion and all Trustees present voted aye.

2022 Preliminary Budget Consideration: Chair Holmes asked Staff to brief the Board on the provided Budget Information. Manager Jones presented new information that included an additional operator. The Board reviewed all information in the Budget packet. After discussion, the board authorized staff to proceed with the Tentative Budget based on information presented at the past several Board meetings, with the addition employee. Manager Jones also asked that the two vehicles included in the 2022 budget be ordered now due to the supply issues caused by COVID. If ordered now they may be available before the end of 2022. Trustee Johnson made the motion to order the two vehicles that are included in the 2022 budget. Trustee Cloward seconded the motion and all Trustees present voted aye.

External Biosolids Audit Report: Assistant Manager Masson presented the draft 2021 external audit report for the NBP EMS third party audit. There were no major non-conformances, no minor non-conformances, four opportunities for improvement and
three positive observations/commendations. Trustee Brough move to accept the report. Trustee Cloward seconded the motion and all Trustees present voted aye.

Resolution for UASD Board – District Manager: Manager Jones explained the Utah Association of Special District’s requires a resolution from the entities for the nominees for the Board of UASD. Ms. Jones’s term on the UASD board is up and she would like to continue to serve if the District Board feels it is beneficial. Trustee Johnson move to approve the resolution of support for Manager Jones to serve on the UASD Board. Trustee Cloward second the motion and all Trustees present voted aye.

West Davis Corridor – Supplemental Agreement for 650 West, 1100 West, Shirley Rae: Manager Jones presented the Supplemental Agreement with edits from staff. Trustee Cloward made the motion to send the agreement with edits to the District’s Attorney for his recommendations. Trustee Brough seconded the motion and all Trustees present voted aye.

Health Insurance Renewal: Manager Jones presented the Health Insurance renewal packet from PEHP which has a 4.4% increase over last year. Trustee Cloward made the motion to stay with the current plan for health insurance for employees. Trustee Johnson seconded the motion and all Trustees present voted aye.

Health Insurance Staff Benefit Option: Manager Jones explained that some entities have a policy where if the employee has other insurance and opts out of the employer provided insurance, a portion of the saved cost would then be deposited into a 401K account or paid to the employee. After a brief discussion, the Board asked Ms. Jones to draft a policy for the District. Once the policy is written the Board will then decide.

Internal Biosolids Audit Report: Chair Holmes thanked Engineer Hatch for the Internal Biosolids Audit report and asked him to go over the report. Mr. Hatch as the lead auditor, provided information on the participants and findings from the audit. Trustee Brough made the motion to accept the report. Trustee Cloward seconded the motion and all Trustees present voted aye.

Procurement – Park Lane Pump Station Grinder: Assistant Manager Masson explained the grinder at Park Lane has been replaced leaving no redundant grinder when needed. It is recommended to purchase one to have on hand to avoid delays in shipping. A quote for a Super Shredder from Advanced Pump & Equipment is $20,764.13. This is a sole source procurement, the super shredder is the only equipment that will fit in the space and the piping configuration. Trustee Johnson made the motion to purchase the Super Shredder for $20,764.13 as a sole source procurement. Trustee Brough seconded the motion and all Trustees present voted aye.

Procurement – Siding and Roof: Engineering Manager Hatch explained the Trickling Filter Generator shed needs a new roof and the south facing wall on the lawn mower shed needs replaced. Mr. Hatch presented the following two bids:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakley</td>
<td>$9,900.00</td>
</tr>
<tr>
<td>R&amp;JL</td>
<td>$9,505.00</td>
</tr>
</tbody>
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Mr. Hatch pointed out Oakley could perform the work in 4 weeks opposed to 8 weeks for R&JL. Trustee Brough made the motion to go with the higher bid of $9,900.00 from
Oakley to ensure the repairs are completed quickly. Trustee Johnson seconded the motion and all Trustees present voted aye.

**Pretreatment Audit Report:** Assistant Manager Masson presented the findings of the Pretreatment Audit conducted by Jennifer Robinson and Sarah Ward from DWQ. Ms. Masson pointed out that an update of rules and regulations are needed as per the audit. Mr. Leland Myers is helping Ms. Masson with the required changes.

**Sewer Use Ordinance – Updated:** Assistant Manager Masson presented the Update Sewer Use Ordinance/ Rules as suggested by DEQ State Pretreatment Coordinator. Trustee Cloward made the motion to approve the Updated Sewer Use Ordinance/Rules with any suggestions from the attorney. Trustee Brough seconded the motion and all Trustees present voted aye.

**Interlocal Agreement – WFWQC:** Manager Jones reminded the Board of the District’s involvement with the interlocal group, Wasatch Front Water Quality Council. The group is updating the agreement. Staff feels the membership is beneficial to the District and recommends signing the Third Amendment to Interlocal Cooperation Agreement. Trustee Johnson Made the motion to approve and sign the agreement. Trustee Brough seconded the motion and all Trustees present voted aye.

**Jeppson Lane Pump Station Discussion:** Manager Jones explained there is a belly in the line coming into the wet well which has caused problems in the past. There are only two homes connected to this pump station. The choices are, do nothing and try to clean the line, dig down and attempt a repair, although the driveway will be impassable while the repair is being done, or purchase individual pumps for the two remaining residents and eliminate the pump station. The Board directed Manager Jones to work with the residents and Attorney Todd Godfrey to work toward individual grinder pumps.

**Minor items:** The following minor items were reviewed with the Board:

1. Expended vs. Budget
2. Updates on WDC and US89
3. WEAU Midyear Conference
4. Articles of Interest

**Public Input:** There was no input from the public.

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

Meeting Adjourned about 7:45 pm

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District Manager