Minutes
Central Davis Sewer District Board Meeting

January 13, 2022

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 via Zoom and Trustees, Carol Page, Mark Johnson, Steve Brough, and Sherm Cloward in person. Staff members attending were, District Manager Jill Jones, and Assistant Manager Manjot Masson.

Minutes: The Board reviewed the minutes for December 9, 2021. Trustee Cloward 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 with the Board. Ms. Jones provided an explanation of all items over $1,000, and an explanation of credit card purchases over $500. The cash receipts, and PTIF fund balance were also presented. After review, Trustee Brough moved to approve the claims as presented. Trustee Page seconded the motion and all Trustees present voted aye.

NACWA Update: Information from NACWA was included in the board packet.

Farmington City CRA#3 Agreement: Chair Holmes asked Manager Jones to explain. Manager Jones reminded the board both the District and Farmington City use the same attorney therefore we asked Attorney Jamey Blakesley to review the agreement, he provided a minor revision. After a short discussion Trustee Cloward moved to sign the Interlocal Agreement between the Redevelopment Agency of Farmington City and Central Davis Sewer District. Trustee Brough seconded the motion and all Trustees voted aye.

Bid Award of 950 North Sewer Trunk Line: Chair Holmes asked Manager Jones to present the bids. Ms. Jones presented bids from six construction companies that provided a bid. There were four alternate pipe materials for the project; 1A) PVC SDR-35, 1B) Lined HDPE RCP, 1C) RCP, 1D) FRP. JUB Engineering reviewed the bids and checked on references for the company that provided the low bid. Staff and JUB recommended Red Pine Construction as the lowest responsive bid with 1B) Lined HDPE RCP pipe the chosen alternate for a bid of $1,817,062.00 to construct the 950 North Sewer Trunk line. Trustee Johnson made the motion to award the bid to Red Pine Construction using lined HDPE RCP pipe. Trustee Page seconded the motion and all Trustees voted aye. The Board thanked JUB for the quick review of the bids.

Farmington City RCA report for 2021: Chair Holmes thanked Farmington City for providing the report.
**New Employees – Updated Staffing and Org Chart:** Manager Jones provided pictures of the new employees that included a part-time laboratory tech Adam Isaac, collection operator Kyle Moyes, and treatment operator Torrey Hansen. An updated staffing level and revised organization chart was provided due to Engineering Manager David Hatch’s resignation in December.

**Priority Pollutant Scan:** Chair Holmes invited Assistant Manager Masson to explain the priority pollutant scan. Ms. Masson explained this is a test performed once a year on the influent and effluent flow. All organic pollutants tested are either non-detect or relatively low concentrations. After a few questions, Board thanked Ms. Masson for her work and explanation.

**Procurement – Expert Property Consultant for Pump Stations:** Manager Jones pointed out the areas where pumpstation upgrades may be needed to adequately service the projected growth in the service areas. Staff is requesting the professional services of Mr. Flint Barber, who help the District with UDOT’s offer to buy district property. Due to the long-term impacts to the District and the time needed for this, staff is requesting $25,000.00 for Mr. Barber, half now and the remainder upon completion. After discussion on the benefits of enlisting a professional, Trustee Johnson moved to approve the request. Trustee Cloward seconded the motion and all Trustees voted aye.

**Procurement – Audit Professional:** Manager Jones explained it was time for the annual financial audit. Staff asked if the Board wanted to continue using Child Richards CPA or solicit bids from other firms. After last year’s audit staff reached out to various entities for recommendations on financial auditors. One of the most positive recommendations was for Child Richards CPA. Staff feels Child Richards does a good job and with more over site the audit will be completed in a timely manner. Trustee Brough motioned to continue using Child Richards CPA for the 2021 financial audit. Trustee Cloward seconded the motion and all Trustees voted aye.

**Joint Phragmite Control Agreement with Fire Forestry and State Lands:** Manager Jones pointed out that after the fire this past fall staff reached out to the Department of Natural Resources Division of Forestry, Fire and State Lands to work together on keeping phragmites from growing back. A Cooperative Agreement and the commitment of up to $50,000.00 for phragmite control was presented. There were minor corrections needed on the document. Trustee Page made the motion to approve the agreement with the corrections. Trustee Johnson seconded the motion and all Trustees voted aye.

**Grant Funding for Wastewater COVID Testing:** Assistant Manager Masson explained the State had received one time funding to help offset the cost of sample collection for the wastewater COVID testing the district is participating in. The Board thanked Ms. Masson.

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

1. Legislative Update
2. Expended vs. Budget – December 2021
3. Misc. Articles
Public Input: There was no public input.

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

The meeting adjourned around 7:00 p.m.

Next regular meeting: February 10, 2022 at 6:00 pm.

________________________________________
District Manager