Minutes
Central Davis Sewer District Board Meeting
April 7, 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 and Trustees, Carol Page, Mark Johnson, Sherm Cloward, and Steve Brough. Staff members attending were, District Manager Jill Jones and Assistant Manager Manjot Masson.

Minutes: The Board reviewed the minutes for March 10, 2022. Trustee Page moved to approve the minutes. Trustee Cloward seconded the motion and all Trustees 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 journal, Bank Reconciliation report and PTIF report was also presented. After review, Trustee Brough moved to approve the claims as presented. Trustee Johnson seconded the motion and all Trustees present voted aye.

2021 Pretreatment Annual Report: Chair Holmes invited Assistant Manager Masson to present the annual pretreatment report. Ms. Masson provided an overview of the report including the metal concentrations. Ms. Masson reiterated that the District has had no significant changes in the past years. Trustee Johnson moved to accept the 2021 Pretreatment Annual Report as presented. Trustee Cloward seconded the motion and all Trustees voted aye.

Municipal Wastewater Planning Program (MWPP): Chair Holmes invited Manager Jones to review the MWPP. Manager Jones explained this report is required by state regulation. This year’s report is a modified version due to EPA reinstituting the Clean Water Needs Survey, which is duplicative of portions of the MWPP. After Ms. Jones reviewed the report with the Board, Trustee Cloward made the motion to accept the Resolution approving the MWPP. Trustee Page seconded the motion and all Trustees voted aye.

NACWA Update: Chair Holmes presented information on NACWA information and provided thoughts on the Risk Conference put on by Olympus Insurance. Manager Jones and Assistant Manager Masson provided their thoughts on the Risk Conference as well.
**Electrical Update** – Chair Holmes asked Assistant Manager Masson to update the Board on the electrical issues. The two 600-amp breakers and the 400-amp breaker were all utilized. Overall, the installation went all although the trickling filter generator went down which required a rental generator to be delivered. Ms. Masson commended staff that was here from 6:00am to 10:00pm during the power shut down and installation. A special thanks to Kaysville Power that came out during off hours.

**Procurement – Trickling Filter Stand-by Generator:** Chair Holmes asked Assistant Manager Masson to provide information on the Trickling filter generator. Ms. Masson explained that the standby generator for the trickling filter side of the plant quit working during the power shut down and then a week later after repairs. An additional repair has been performed but this is a critical component of the operations of the plant and therefore staff recommends purchasing a new standby generator. A 350-kW Generac generator from Energy Management Corporation is on state contract for $72,724.00. Trustee Page made the motion to purchase a 350-kW generator for $72,724.00 on state contract. Trustee Cloward seconded the motion and all Trustees voted aye.

**Juneteenth Holiday:** Manager Jones explained Juneteenth was now a State and Federal holiday. It is up to the Board to determine if the District will recognize it as a holiday. Trustee Cloward made the motion to include Juneteenth as a recognized holiday. Trustee Johnson seconded the motion and all Trustees voted aye.

**Asset Management Bill Discussion:** Manager Jones provided information on HB 269 which requires service providers to prepare a Capital Asset Plan. Staff recommends utilizing the services of GSL Consulting to provide the level of review to meet the needs of the District. Depending on software and the time required the cost may be between $20,000-$30,000. Trustee Cloward made the motion to move forward with the Capital Asset Plan using GSL Consulting to direct and help staff. Trustee Page seconded the motion and all Trustees voted aye.

**Procurement – Transport Trailer:** Manager Jones explained that staff requests a transport trailer that does not have a steep incline to load equipment. Fleet manager Dave Barnes found one sold by Wasatch Trailer in Utah. It was the only one he could find that did not have an incline, which is a safer way to load the equipment. Trustee Johnson moved to approve the purchase of trailer for $19,530.00 from Wasatch Trailer. Trustee Brough seconded the motion and all Trustees voted aye.

**Personnel Policy Review:** The District’s Personnel Policy was reviewed in accordance with the 17B-1-802. Manager Jones pointed out a few minor changes, including the addition of the Juneteenth Holiday. After review Trustee Johnson motioned to approve the Personnel Policy with the recommended changes. Trustee Cloward seconded the motion and all Trustees voted aye. In addition, the Board approved the District Manager’s personal use of the District vehicle as allowed in the policy.

**West Davis corridor Update:** Construction is ongoing.
Minor Items: The following minor items were reviewed with the Board:

1. Expended vs. Budget
2. WEAU Conference
3. 950 North Sewer line update- the board recommended having the low bid provide soils testing
4. Possible Slug load
5. Misc. Articles of Interest

Public Input: There was no public input.

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

The meeting adjourned around 7:50 p.m.

Next regular meeting: May 12, 2022, at 6:00 pm.

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District Manager