Minutes
Central Davis Sewer District Board Meeting
June 9, 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, Sherm Cloward, and Steve Brough, Mark Johnson was excused. Staff members attending were, District Manager Jill Jones, Assistant Manager Manjot Masson, Noreen Barnes, and Mark Workman. Amy Davies with Childs Richards CPA and Advisors, Darrell Childs with Olympus Insurance and Matthew Dickerson with Yonutz were also in attendance.

Minutes: The Board reviewed the minutes for May 12, 2022. Trustee Brough moved to approve the minutes as amended. Trustee Page 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 Bank Reconciliation report were also presented. After review, Trustee Brough moved to approve the claims as presented. Trustee Cloward seconded the motion and all Trustees present voted aye.

Resolution 2020 Certified Tax Rate: Manager Jones presented the proposed County tax rate worksheets for Board consideration. The following forms were reviewed:

1. Resolution Adopting Final Tax Rates and Budgets Form PT-800
2. Tax Rate Summary Form PT-693

The proposed certified rate is 0.000115. This rate will generate tax revenue of $783,281.00. The current budget is consistent with the proposed review. Trustee Page moved to approve the certified tax rate and estimated revenue by adopting the proposed resolution. Trustee Cloward seconded the motion and all Trustees present voted aye.

Financial Audit: Chair Holmes welcomed Ms. Amy Davies from Child Richards CPA and Advisors and invited her to review the 2021 audit and findings with the Board of Trustees. Ms. Davies reported on the following items:

1. Report to Management Letter
2. Independent Auditor Letter
3. Statement of Revenue and Expenses and Changes in Net Position

4. Statement of Net Position

Ms. Davies thanked staff for their cooperation and support during the audit. In summary, there were no deficiencies identified and the report reflects fairly in all material aspects of the financial position of the District. The audit firm offered a clean opinion. There are two observations for improvement which staff have already implemented. After discussion with the board Trustee Cloward made the motion to accept the report as presented. Trustee Brough seconded the motion and all Trustees present voted aye.

Insurance Renewal – Olympus Insurance: Chair Holmes welcomed Mr. Darrel Child from Olympus Insurance and invited him to present the insurance renewal information. Mr. Child reviewed the insurance proposal with the Board. The cost for renewal is $155,251 an increase of $18,886. Mr. Child explained the slight increase and reviewed the District’s policy. The Board elected to renew the policy as is. Trustee Page moved to approve renewal of the proposed insurance policy, Trustee Brough seconded the motion and all Trustees present voted aye.

Pretreatment Variance Request – Yonutz: Chair Holmes asked Manager Jones to explain the requested variance. Manager Jones explained that a new business, Yonutz, is requesting a grease interceptor variance in a Station Park Office building. The building does not have an in the ground grease interceptor as required by the pretreatment policy. Since Yonutz is only leasing a unit and does not own the building, they are asking for a variance to install an under-the-sink grease trap in place of the larger under-ground grease interceptor. After discussion Trustee Cloward made the motion to approve the variance on the grounds the business will have minimal impact, the sewer lines and business will be inspected frequently to ensure no grease build up and Yonutz agrees to the conditions for under-the-sink grease trap presented by Manager Jones. Trustee Page seconded the motion and all Trustees present voted aye.

Emergency Procurement – Trickling Filter Electric Distribution Panel: Chair Holmes asked Assistant Manager Masson to provide an update on the trickling filter distribution panel. Ms. Masson reminded the board that the trickling filter generator distribution panel is unreliable with parts no longer available. If the distribution panel does not perform as required there is no power to trickling filter side of the plant in case of a power outage. Total Power provided an estimate of equipment needed and labor required to replace the panel while providing backup power. The estimate is:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Equipment procured by District</td>
<td>$60,000</td>
</tr>
<tr>
<td>Misc. Wiring procurement by District</td>
<td>$10,000</td>
</tr>
<tr>
<td>Rental of Standby Power and Misc. by District</td>
<td>$25,000</td>
</tr>
<tr>
<td>Electrical Contractor Labor and overhead</td>
<td>$42,750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$137,750</strong></td>
</tr>
</tbody>
</table>
Due to the critical nature of the repair, this is an emergency procurement. After discussion on the long lead times and uncertainty of availability, Trustee Cloward made the motion to approve $175,000 for the Emergency Procurement for the trickling filter generator distribution panel. Trustee Brough seconded the motion and all Trustees present voted aye.

**Procurement – 300 North Sewer Line Replacement:** Assistant Manager Masson provided two bids on a 6-inch main line replacement located on 300 North between 300 and 200 West in Kaysville. The bids were:

- Morley Excavation: $107,826.70
- Wasatch Valley Excavation: $216,900.00

Staff recommends the low bid. Trustee Brough made the motion to award the bid of $107,826.70 to Morley Excavation for the replacement of 6-inch sewer line in 300 North. Trustee Page seconded the motion and all Trustees present voted aye.

**West Davis Corridor Supplemental Agreement – CDSD Outfall:** Manager Jones presented the supplemental agreement but recommended added verbiage to ensure one of the sampling areas is useable at all times in addition to irrigation lines operational during watering times. Trustee Brough moved to approve the West Davis Supplemental Agreement with the added language. Trustee Cloward seconded the motion and all Trustees present voted aye.

**950 North Sewer Line Construction Update – Pay Request:** Chair Holmes invited Manager Jones to provide an update on the 950 North construction. Manager Jones presented the first and second pay request for payment. Ms. Jones explained the contractor, Red Pine, discovered the water was located within 5 feet of the where the sewer line was designed to be installed, not the 16 feet separation as provided by Farmington City. With the depth of the sewer line and the unstable soil conditions the probability of losing the water line is high. In a meeting with the contractor, District staff, JUB Engineers and Farmington City, all concluded the best course of action is to remove the water and replace it after the sewer line is installed. A change order to that effect will be coming soon. Manager Jones recommended approval of the pay requests and the upcoming change order. Trustee Cloward made the motion to accept the pay request and the change order. Trustee Page seconded the motion and all Trustees present voted aye.

**NACWA Update:** Chair Holmes directed the board to the information on NACWA’s 2021 Cost of Clean Water Index included in the board packet.

**Sewer Rate Survey:** Assistant Manager Masson presented information she compiled on sewer rates throughout the Wasatch Front, pointing out CDSD’s rate is less than the average. Chair Holmes thanked Ms. Masson for the information.
Poster Contest Winners: Assistant Manager Masson pointed out the framed posters adorning the walls of the conference room. Board members were impressed with the artwork and thanked Ms. Masson for her diligence and work in putting this together.

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

1. Expended vs. Budget
2. Misc. Articles of Interest
3. PFAS Guidance
4. Pool Party

Public Input: There was no public input.

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

The meeting adjourned around 7:45 p.m.

Next regular meeting: July 14, 2022, at 6:00 pm.

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District Manager