Minutes
Central Davis Sewer District Board Meeting
August 11, 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, Trustees Carol Page, Sherm Cloward, Mark Johnson and Steve Brough. Staff members attending were Manager Jill Jones, Assistant Manager Manjot Masson.

Minutes: The Board reviewed the minutes for July 14, 2022. Trustee Johnson moved to approve the minutes as presented. Trustee Cloward seconded the motion and all Trustees present voted aye.

Claims: Chair Holmes asked Manager Jones to review the claims with the Board. Manager Jones provided an explanation of all items over $1,000; Visa payments were reviewed with an explanation of $500 or more. The cash receipts journal, cash disbursement journal, Bank Reconciliation Report and PTIF statement of account were also presented for review. After review, Trustee Cloward moved to approve the claims as presented. Trustee Page seconded the motion and all Trustees present voted aye.

2023 Budget Considerations: Chair Holmes asked Staff to brief the Board on the provided Budget Information. Staff reviewed the following sections for the proposed 2022 Budget:

1. Labor Forecast
2. Revenue Analysis

After review of the Labor Forecast and recommended staffing, the Board asked Manager Jones to move forward with the staffing recommendations and move forward for the 2023 budget.

Revenue Analysis was discussed, Manager Jones pointed out interest income is projected to be higher due to increase in interest rates. Impact fees are estimated to be increased due to increased building. The Board asked Manager Jones to move forward with the revenue projection for 2023 budget.

Engineering Services – Shepard Lane: Manager Jones explained with the realignment and construction of the new Shepard Lane overpass, district sewer lines will be impacted. Staff recommends an agreement for plan review and on-site construction inspection by JUB Engineering. UDOT is reimbursing for work performed by the Engineering company. Trustee Cloward moved to approve the agreement for
professional services with JUB Engineers. Trustee Page seconded the motion and all Trustees voted aye.

**Shepard Lane – Outside Engineering Service Agreement Reimbursement:** Manager Jones presented the Shepard Lane Outside Engineering Services Reimbursement Agreement with UDOT. This reimbursement agreement is similar to other agreements with UDOT. Trustee Johnson moved to approve the Outside Engineering Service Agreement with UDOT for Shepard Lane reconstruction. Trustee Brough seconded the motion and all Trustees voted aye.

**950 North Pay Request:** Manager Jones presented the 4th pay request for the 950 North sewer line construction. Trustee Johnson moved to approve and pay the 4th pay request. Trustee Page seconded the motion and all Trustees voted aye.

**NBP-EMS Biosolids External Audit Contract:** Manager Jones presented the proposed agreement from NSF for the NBP EMS Biosolids external audit for $8,875.00. This audit is the re-verification audit for the District’s Biosolids EMS program, requiring a review of the entire EMS program. The Board recognizes the importance of maintaining certification of the EMS Biosolids program and the 3rd party audit verification. Trustee Page made the motion to approve the agreement for the re-verification audit for $8,875.00. Trustee Brough seconded the motion and all Trustees voted aye.

**Kaysville City Connector Road:** Chair Holmes invited Manager Jones to provide information on the Kaysville Connector Road draft agreement. Ms. Jones presented the Board with the draft agreement and explained that attorney Todd Godfrey is reviewing the agreement and may rewrite it to make it more understandable. Staff had a variety of edits to draft. Chair Holmes indicated she was concerned with many aspects of the agreement. Trustee Johnson moved to table the discussion until Attorney Godfrey comes back with a revised agreement. Trustee Cloward seconded the motion and all Trustees voted aye.

**Asset Management Plan:** Chair Holmes asked Assistant Manager Masson to present the Asset Management Plan. Ms. Masson, in collaboration with Mr. Leland Myers prepared a Capital Asset Management Plan to satisfy HB 269. A presentation detailing the plan and many of the assets was presented. The Capital Asset Management Plan was provided under separate cover. Manager Jones explained that additional information on potential funding methods for asset replacement will be provided in subsequent meetings.

**Procurement – Sodium Hypochlorite Tanks:** Assistant Manager Masson presented quotes for replacement of two storage tanks for Sodium Hypochlorite. The existing tanks are seven years old, and one has a small crack. Ms. Masson provided two quotes for the same amount, $8,110.00 per tank. Staff recommends purchasing from Plastic Mart. Trustee Brough moved to purchase two storage tanks from Plastic Mart for $8,110.00 each. Trustee Johnson seconded the motion and all Trustees voted aye.
Procurement – Sodium Hypochlorite Tank Insulation: Assistant Manager Masson explained that the new storage tanks will need to be foamed to help with outside exposure and insulate against the cold. Two companies were contacted, only one responded. TW Wilson Sprayed Urethane provided a bid of $9,867.00. Trustee Cloward moved to approve the bid of $9,867.00 to foam spray two storage tanks. Trustee Johnson seconded the motion and all Trustees voted aye.

GPS Units for Vehicles: Manager Jones presented information on three different companies that provided information and quotes for GPS tracking of vehicles. Trustee Brough moved to approve Verizon, as the low bid and on State Contract, for the GPS tracking units for District vehicles. Trustee Page seconded the motion and all Trustees voted aye.

Procurement – Roof Repair Foaming: Manager Jones explained the roof on the old dewatering building and the old garage are leaking and are in need of repair. Staff recommends foaming and sealing similar to what was done on the digester lids and welding shop. Two companies were contacted but only TW Wilson Sprayed Urethane provided a quote.

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<td>Old Garage</td>
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<td>Old Dewatering</td>
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Trustee Page moved to approve TW Wilson Sprayed Urethane to foam and seal the roofs of the Old Garage and Old Dewatering buildings. Trustee Cloward seconded the motion and all Trustees voted aye.

Procurement – Utility Water Pump Repair: Assistant Manager Masson explained the Utility Water Pump #1 is in need of repair. Ms. Masson pointed out the pumps are used throughout the plant and serve an essential function. Whip Industrial Machine LLC provided a quote for $11,115.00 to repair the pump. Trustee Johnson moved to approve the quote to repair the utility water pump. Trustee Page seconded the motion and all Trustees voted aye.

Great Salt Lake Hydro Mapper: Chair Holmes asked Assistant Manager Masson for a demo of the Hydro Mapper. Ms. Masson provided an interactive session on the information provided on the website. The Board thanked Ms. Masson for the informative demonstration.

2022 Board Compensation Policy: Manager Jones presented a policy to provide guidance on reimbursement of expenses and travel the Board participates in on behalf of the District. The policy follows State Code 17B-1-307 for compensation, per diem and travel expenses. Trustee Brough made the motion to accept the 2022 Board Compensation Policy as written. Trustee Cloward seconded the motion and all Trustees voted aye.
NACWA Update: Information from NACWA was presented.

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

1. Expended vs. Budget Report
2. Mission Statement for Wasatch Front Water Quality Council
3. Articles of Interest

Public Input: There was no public input.

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

The meeting adjourned about 7:45 pm.

Next regular meeting: September 8, 2022.

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District Manager