

1 - Johnson
2 - Brough

Minutes
Central Davis Sewer District Board Meeting

June 8, 2023

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, Steve Brough, and Mark Johnson. Staff members attending were District Manager Jill Jones, Assistant Manager Manjot Masson, and Noreen Barnes. Residents Trav Bowen, Guy Carpenter, and Michael Roueche, along with Darrell Childs with Olympus Insurance were also in attendance.

Minutes: The Board reviewed the minutes for May 11, 2023. Trustee Page 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 Journal was 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 2023 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
3. Tax Rate History

The proposed certified rate is 0.000117. This rate will generate an estimated tax revenue of \$809,187.00. The current budget is consistent with the proposed review. Trustee Cloward moved to approve the certified tax rate and estimated revenue by adopting the proposed resolution. Trustee Johnson seconded the motion and all Trustees present voted aye.

Financial Audit: The Financial Audit report was not completed for the Board meeting. Due to the need to submit the Audit to the State before the next Board meeting, Trustee Johnson made the motion to allow District Manager Jones to upload the report to the State. Trustee Brough seconded the motion and all Trustees voted aye. District Manager Jones will send out the report as soon as it is available.

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 \$182,362 an increase of \$22,047. Mr. Child explained the slight increase and reviewed the District's policy. The Board elected to renew the policy as is. Trustee Cloward moved to approve renewal of the proposed insurance policy, Trustee Page seconded the motion and all Trustees present voted aye.

Procurement – Composite Sampler: Chair Holmes asked Assistant Manager Masson to explain the procurement request. Ms. Masson explained the sampler is used for permit compliance and a backup composite sampler would provide redundancy. The Hach sampler is on State Contract for \$8,282.11. Trustee Johnson moved to approve the purchase of the Composite Sampler for \$8,282.11. Trustee Cloward seconded the motion and all Trustees voted aye.

Easement Variance: Chair Holmes asked Manager Jones to provide information on the Easement Variance. Ms. Jones explained that Farmington City and a Landscape contractor had reached out in regard to an easement in a resident's backyard who wanted to landscape over the easement. The resident did not want to come to the Board, but since all property matters fall under the Board's purview staff felt this issue would be coming up more often with building becoming more dense. The purpose of an easement is to protect the District in the event a replacement, or repair of the sewer line is needed. The Board thanked staff for the information.

Connector Road Traffic Detour: Chair Holmes thanked District Manager Jones for the update on the detour to the Plant due to the Kaysville connector road. Ms. Jones assured the Board of all updates.

Trickling Filter Emergency Electrical Update: Chair Holmes asked Assistant Manager Masson for an update. Ms. Masson provided pictures and an explanation of the ongoing upgrade for the emergency repair of the Trickling Filter side of the plant.

VANCON Max Price: Chair Holmes invited Assistant Manager Masson to proceed with all of the 950 North information. Ms. Masson explained she thought it would be less confusing if all of the information were presented together. Ms. Masson presented the Guaranteed Max Price for just the wet well portion of the pumpstation from VanCon, the CMGC for the 950 North Pump Station. The price came in at \$1,092,200.00. Ms. Masson reminded the Board that since the original estimate the building has been expanded to include a storage area. The recommendation of continuous dewatering from the Engineer has also increased the price. After discussion Trustee Page moved to approve the Guaranteed Maximum Price of \$1,092,200.00 for the wet well portion of the pump station. Trustee Cloward seconded the motion and all Trustees voted aye.

Procurement – Metal Building: Assistant Manager Masson presented information on the Metal Building. Only one bid was obtained, after a two-day extension for \$359,573.00 from CO Building Systems. Upon further discussions on possible cost savings an updated quote of \$303,599.00 was obtained, a savings of \$55,974.00.

Trustee Brough made the motion to award the metal building procurement to CO Building Systems for \$303,599.00. Trustee Johnson seconded the motion and all Trustees voted aye.

Procurement – 950 N Electrical Items: Assistant Manager Masson presented information on the equipment and instrumentation required at the recommendation of the District's Integrator. They recommend custom assemblies with the long lead items being ordered as soon as possible. The Integrator recommends sole source procurement of PLCs, 3 VFDs and other instrumentation for \$78,146.00. Labor cost for engineering is \$31,510.00. Trustee Page moved to approve the sole source procurement as per the recommendations from SKM, the District's Integrator. Trustee Cloward seconded the motion and all Trustees voted aye.

950 N. Pump Station Cost Update: Assistant Manager Masson provided an update on the committed costs for the 950 North Pump Station. To date, the total committed cost is \$2,064,076.59. Actual paid to-date is \$26,777.92. The Board thanked Ms. Masson for all the information and work.

Procurement – Digester Mixer Electrical Repair: Assistant Manager Masson explained electrical work for a digester mixer panel is old and corroded. This is part of maintenance with budget available and can be performed by Total Power for \$13,950.00. Trustee Johnson moved approve the Digester Mixer electrical repair. Trustee Brough seconded the motion and all Trustees voted aye.

Capacity Allocation / Impact Fee – Lifetime Gym: Assistant Manager Masson explained that a proposed business in Farmington, Lifetime Gym, is showing an anticipated peak flow of 860 gallons per minute. Ms. Masson explained that one of the District's small pump stations discharges between 250 to 350 gallons per minute and serves a maximum of 400 residents per pump station. Ms. Masson went through the calculations and flow information from Lifetime Gym. The Board has the ability charge an impact fee on residential equivalent based on fixture units which would be \$86,400, or charge based on anticipated discharge and the capacity in the sewer line the discharge would be taking. The calculated impact fee based on flow is \$576,840. After discussion Trustee Cloward made the motion to charge the impact fee based on flow and the capacity in the sewer line the business would be consuming. Trustee Brough seconded the motion and all Trustees voted aye.

Procurement – Generator Maintenance Contract: Assistant Manager Masson provided information on a generator maintenance contract she is working on. She has received two bids and is waiting on a third. This is information only with price from Precision Power between \$342 and \$580.00 for a generator. The Power Systems West price per generator was \$670.00 plus parts. Although this is below the amount required for Board approval, staff wanted to keep the Board informed.

NACWA Update: Information from NACWA was included in the Board Packet.

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.

2024 Election update: District Manager Jones informed the Board that three residents have signed up for the upcoming election in November.

Midterm Trustee Vacancy Applications and Possible Appointment: Chair Holmes reminded the Board that due to Trustee Cloward moving outside the District a new Trustee needs to be appointed. Two residents, Michael Roueche, and Travis Bowen Jr. submitted a declaration of candidacy and a summary of interest that the Board has read. Trustee Cloward made the motion to appoint Mr. Michael Roueche to the Board of Trustees for Central Davis Sewer District. Trustee Brough seconded the motion and all Trustees voted aye. Chair Holmes thanked both gentlemen for applying.

Procurement – Utility Electrical Upgrade: Assistant Manager Masson explained the utility water instrumentation and Controls are old and outdated and parts are no longer available for replacement. The Utility Water is the second phase of the electrical upgrade. A letter from SKM, the District's integrator recommends sole source for custom work and shorter lead time of the VFD Panel Assemblies for \$48,900.00. Trustee Page moved to approve the 3 VFD Panel Assemblies for \$48,900.00 sole source to Electro Power. Trustee Brough seconded the motion and all Trustees voted aye.

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

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

Public Input: There was no public input.

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

The meeting adjourned around 7:35 p.m.

Next regular meeting: July 13, 2023, at 6:00 pm.

District Manager