

1- Page  
2- Brough

## Minutes Central Davis Sewer District Board Meeting

**May 9, 2024**

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, Mike Roueche, and Steve Brough. Staff members attending were, District Manager Jill Jones and Assistant District Manager Manjot Masson. Members of the public; Jace Woodrow, Terence Hansen and Noreen Barnes.

**Minutes:** The Board reviewed the minutes for April 11, 2024. Trustee Roueche moved to approve the minutes. Trustee Page 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. Trustee Brough moved to approve the claims as presented. Trustee Johnson seconded the motion and all Trustees present voted aye.

**CFO Designation:** Manager Jones explained that the District currently does not have a designated Chief Financial Officer (CFO) and recommended Assistant Manager Masson. Trustee Page made the motion to appoint Assistant Manager Masson as the District's CFO. Trustee Brough seconded the motion and all Trustees voted aye.

**Financial Audit:** Chair Holmes welcomed Ryan Childs and Corey Urie with Child, Richards CPA & Advisors and invited them to review the 2023 audit and findings with the Board of Trustees. Mr. Childs and Mr. Urie 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

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 two observations for improvement which staff have already implemented. After discussion with the board Trustee Page made the motion to accept the report as presented. Trustee Brough seconded the motion and all Trustees present voted aye.

**Procurement – Belt Press Roller:** Chair Holmes asked Manager Jones to explain about the belt press. Ms. Jones reminded the Board one of the rollers on the Andritz belt press had a split in it that could lead to catastrophic failure. Staff temporarily repaired the split while the vendor, Andritz, tried to find a refurbished roller. There were no rollers in their inventory, therefore a new roller is needed. Cost is \$32,519.97, possibly 24 weeks before delivery. Trustee Johnson moved to approve the purchase of

the Andritz belt press roller. Trustee Roueche seconded the motion and all Trustees voted aye.

**Procurement – West Farmington Pressure Line Isolation Valve Installation:** Chair Holmes asked Manager Jones to provide information about the isolation valve. Ms. Jones explained the West Farmington pump station discharge line has a gate valve that is old and does not completely shut allowing wastewater to backflow when operators are working on a pump. Staff would like to replace the valve but there is no way to block the flow while working on the valve. Staff researched installing an isolation valve outside the building. Two contractors provided pricing to dig up the pipe, by-pass pump the pressure line and install a 14" isolation valve. Both vendors had concerns about the by-pass pumping and would not guarantee the price, one vendor, Corrio Construction would not provide by-pass pumping. Staff is concerned about the long by-pass pumping needed. Maintenance manager Dave Barnes found a company that can install the valve while the pressure line is operational, similar to a 'hot tap' used in water lines.

Advanced Valve Technologies (hot tap)	\$37,899.60
Corrio (by-pass pumping not included)	\$22,471.22
VanCon (by-pass concerns)	\$64,200.00

After reviewing a video on how the installation works, Trustee Page moved to approve Advanced Valve Technologies for the installation of the isolation valve for \$37,899.60. Trustee Roueche seconded the motion and all Trustees voted aye.

**Procurement – Self Contained Breathing Apparatus (SCBA):** Manager Jones explained that the District's SCBAs were reaching their useful life and new ones were needed. Weidner provided a State contract price of \$19,439.00 for 5 new SCBAs. Trustee Johnson moved to approve the purchase. Trustee Brough seconded the motion and all Trustees voted aye.

**Procurement – Flow Meter:** Chair Holmes asked Assistant Manager Masson to explain about the flow meter. Ms. Masson explained the flow meter is used for flow monitoring in the collections system to get a better understanding of what kind of flow patterns sewer lines are seeing. The State contract for the flow meter through HACH / McCrometer is \$18,225.50. Trustee Page moved to approve the flow meter. Trustee Brough seconded the motion and all Trustees voted aye.

**Entity Registration:** Manager Jones explained the Entity Registration required by the State has been completed.

**Procurement – Digester Mixer Repair:** Assistant Manager Masson explained the digester mixer is in need of repair, the lower bearing is completely gone, and the shaft is loose. Two vendors were contacted, R&R Machine Service and RhinoPumps. R&R was the only one to provide a quote which is \$32,587.00. Trustee Johnson moved to accept the quote from R&R Machine Service for \$32,587.00. Trustee Brough seconded the motion and all Trustees voted aye.

**Procurement – Utility Water Upgrade:** Assistant Manager Masson provided an updated and more defined estimate for the project cost for the Utility water upgrade. Project costs are expected to be approximately \$400,000.00 which is higher than previously estimated. Due to the urgency and need of this project, Staff recommended approval of the project, using the existing contracts with the System Integrator and Electrician. Trustee Roueche move to approve the Utility Water Project for \$400,000.00. Trustee Brough seconded the motion and all Trustees voted aye.

**Poster Contest Update:** Chair Holmes asked Assistant Manager Masson about the poster contest, remarking on the success of the contest. Ms. Masson explained that all but one school's posters had been picked up and the judging would start next week.

**Use of Dirt Pile:** Manager Jones inquired what the Board wanted to do with the large pile of dirt left from the construction of the Kaysville connector road. It was pointed out that the pile had weeds growing and was not screened with rocks and debris in the pile. Trustee Roueche moved to allow staff to dispose of whatever the District can't use, as it is surplus property not worth much. Trustee Page seconded the motion and all Trustees voted aye.

#### **Policy Review:**

**Use of District Facilities** – Staff presented two minor edits to the policy. Trustee Roueche moved to accept the Use of District Facilities Policy with the edits. Trustee Brough seconded the motion and all Trustees voted aye.

**Open and Public Meetings** – Staff had no changes to the policy. Trustee Johnson moved to accept the Open and Public Meetings Policy. Trustee Page seconded the motion and all Trustees voted aye.

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

- i. Expended vs. Budget
- ii. NAWCA update
- iii. 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 7:25 p.m.

Next regular meeting: June 13, 2024, at 6:00 pm.

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District Manager

