

SOUTH DAVIS SEWER DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING  
19 October 2023

The Board of Trustees of the South Davis Sewer District, Davis and Salt Lake Counties, met in regular session at 5:00 p.m. at the District Office located at 1800 West 1200 North, West Bountiful, Utah, with the following members present:

Howard Burningham	Chair (arr. 5:10 pm)(via videoconference)
Mark Preece	Vice-Chair
Len Arave	Trustee
Gina Hirst	Trustee
Brian Horrocks	Trustee
Kendalyn Harris	Trustee (exc. 7:00 pm)
Ryan Westergard	Trustee

Others meeting with the Board:

Matt Myers	General Manager/Treasurer
Mark Katter	Accounting Manager/Clerk
Lanese Hendrickson	Assistant General Manager
Susanne Monsen	Administrative Asst/Asst Clerk
Jacob Scott	Resident, Centerville
Ron Mortensen	Resident, Bountiful
Janet Jenson	Resident, Bountiful
Ashley Peck	Attorney, Holland & Hart

1. OPEN REGULAR MEETING:

The Vice-Chair called the meeting to order at 5:00 p.m.

2. APPROVAL OF MINUTES:

The Vice-Chair asked for comments of the regular Board Meeting held 21 September 2023. After consideration motion was made by Ryan Westergard seconded by Gina Hirst to accept the Minutes as presented. Motion carried with Trustees Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye". Brian Horrocks abstained from the vote as he was not present at the September meeting.

3. BUDGET REPORT:

A. SOUTH DAVIS SEWER DISTRICT.

The Budget Report ending September/2023 was presented for review. The combined Revenue Budget has received 80% in revenues; The Collection System is 62% expended; Treatment Plants are 84% expended; Industrial Pretreatment is 67% expended; Capital Expansion is 42% expended; Water Quality Group (JR/FB) is 64% expended; OU2 Remediation is 51% expended; Water Quality Group (Utah Lake) is 63% expended; and General & Admin is 41% expended. The budget ratio to calendar months is 75%.

B. WASATCH RESOURCE RECOVERY (WWR).

The Budget Report ending September/2023 for WRR was presented for review. The Revenue Budget has received 63% in revenues and is 64% expended. The budget ratio to calendar months is 75%.

4. INVESTMENT REPORT:

Current investments (September/2023) are maintained by Zions Bank, Public Treasurer's Investment Fund (PTIF) and Moreton Asset Management. Zions Trust held approximately \$6.6 million at an interest rate of 5.4301% (funds are with PTIF); PTIF held approximately \$7.2 million at an interest rate of 5.4301%; and, Moreton held approximately \$1.9 million at an interest rate of 4.6161%.

5. APPROVAL OF DISBURSEMENTS:

Trustees reviewed Zions Bank check numbers 34277, 34304, 34307, 34315 and 34324. After consideration and some review motion was made by Kendalyn Harris seconded by Gina Hirst to accept the Disbursements as presented. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

6. APPROVAL OF SEWER LINE AGREEMENTS:

A. TOWNS AT 400 - PROJECT NO. 5-23

Matt Myers recommended the Agreement for Towns at 400, located at 32 West 400 South in Bountiful, known as Project No. 5-23, be accepted.

Motion was made by Len Arave seconded by Ryan Westergard to accept the Agreement for Towns at 400. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

7. APPROVAL OF SEWER LINE DEEDS:

A. BELMONT FARMS SUBDIVISION - PHASE 1 - PROJECT NO. 6-22.

The Deed for Belmont Farms Subdivision-Phase 1, located in West Bountiful, has been received. The total sewer costs for this development are 84,436.00.

Motion was made by Gina Hirst seconded by Len Arave to accept the Deed for Towns at 400. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

8. CONSIDER REIMBURSEMENT ON BUILDING SEWER/LATERAL:

Lanese Hendrickson provided background on the District's lateral lining program for residential properties and then explained that staff had been contacted by Janet Jenson, owner of the property at 1044 E Center St, Bountiful, requesting reimbursement for part of the cost to line the property's lateral. The District had identified the property as a rental and, as such, it wasn't covered under the lateral lining program. In this case, however, the property owner was allowing a family to live in the home at no charge, but had paid the cost to line the lateral, including the portion in the street. Because the home is not owner-occupied, but the owner hasn't received any financial benefit from renting out the property, this request was brought before the Board. Ms. Jenson, who attended the meeting, provided additional information.

After discussion and consideration, motion was made by Len Arave seconded by Kendalyn Harris to authorize a reimbursement to Janet Jenson in the amount of \$3,000.00. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

9. UTAH ASSOCIATION OF SPECIAL DISTRICTS - APPOINT MEMBER AND ALTERNATE:

After consideration motion was made by Mark Preece seconded by Brian Horrocks to appoint Howard Burningham as Member and Ryan Westergard as Alternate Member. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

10. REVIEW RECOMMENDED REVISIONS TO 2023 BUDGET:

The revisions and adjustments to the 2023 Budget were reviewed previously in the Work Session. Several items were adjusted to reflect actual expenses to date and to balance the overall Budget. The majority of the revisions were housekeeping items. Other adjustments included the increases in the cost of chemicals for the plants and the purchase of the new file servers for the office.

11. CONSIDER RESOLUTION NO. 107-23 (1ST AMENDMENT) - 2023 BUDGET:

Budgeted expenditures may be moved from one line item to another without a public hearing as long as the adjustment does not increase the total expenditure of the entire budget. The proposed budget includes an overall increase and will require a public hearing.

Motion was made by Gina seconded by Brian Horrocks to table this item until the next meeting, in order to be advertised as a public hearing. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

12. WASATCH FRONT WATER QUALITY COUNCIL - DISCUSSION:

Matt Myers discussed the future of the Wasatch Front Water Quality Council. Salt Lake City has made the decision to withdraw from the Council, but there are no other withdrawals at present. There are several ongoing research studies that need to be concluded, but with the primary researcher expected to retire some time next spring and the fact that the Council is not getting a lot of traction with the State on the research, the intent is to retool the Council, possibly focusing less on research and more on permit renewal support. There would also be a pivot more toward policy engagement. Matt Myers recommended that the District continue to participate next year and then see what form the Council takes going forward to determine how to participate in the future and if the District remains the agent district.

13. CONSIDER ENGINEERING COMMITTEE RECOMMENDATIONS FOR THE PROPOSED 2024 TENTATIVE BUDGET:

After consideration motion was made by Gina Hirst seconded by Len Arave to adopt the Engineering portion of the proposed Budget for 2024 as presented and reviewed in the Work Session. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

14. CONSIDER PERSONNEL COMMITTEE RECOMMENDATIONS FOR THE PROPOSED 2024 TENTATIVE BUDGET:

The Personnel Committee reviewed the items as previously discussed, including a 5% COLA and merit raises as recommended by Management. After consideration motion was made by Ryan Westergard seconded by Mark Preece to adopt the Personnel portion of the proposed Budget for 2024 as presented and reviewed in the Work Session. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

15. REVIEW AND ADOPT TENTATIVE BUDGET FOR 2024:

After consideration motion was made by Gina Hirst seconded by Ryan Westergard to adopt the Tentative 2024 Budget as presented and reviewed in the Work Session. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

16. SET PUBLIC HEARING (12/7/23):

Motion was made by Kendalyn Harris seconded by Gina Hirst to authorize the Public Hearing to adopt the final 2024 Budget on 7 December 2023. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

17. CONSIDER RESOLUTION NO. 111-5 / PERSONNEL POLICIES AND PROCEDURES:

This is a complete re-write of Resolution No. 111-4 which was adopted in 1998 with few revisions since that time. The District has worked with legal counsel(s) for the past several months to ensure all impacted sections are current, up-to-date and comply with current State and Federal laws. The Personnel Committee met last week to review this updated Resolution and had a few questions regarding the section on personal use of public property. The template for this item was created by Mark Anderson for the Utah Association of Special Districts. We have forwarded those questions to Mark Anderson for further clarification. The other area of discussion included paid holidays, i.e., which to observe. Len Arave recommended the District's employees be allowed to vote on the holidays to observe, maintaining the current number of 12.

Motion was made by Brian Horrocks seconded by Mark Preece to table this item until the next meeting. Motion carried unanimously Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

18. CONSIDER RESOLUTION NO. 112-3 / BOARD OF TRUSTEES RULES AND REGULATIONS:

This is a complete re-write of Resolution No. 112-2 which was adopted 1983 with few revisions since that time. The District worked with legal counsel on this update to ensure compliance with the applicable State and Federal laws.

Motion was made by Ryan Westergard seconded by Gina Hirst to adopt Resolution No. 112-3 as presented. Motion carried unanimously via a roll call vote with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

19. GENERAL MANAGER'S REPORT:

A. NORTH PLANT TRICKLING FILTER.

Work to replace the bearing on Trickling Filter #2 at the North Plant has been completed and the trickling filter has been placed back in service. Damage and deterioration was more significant than initially expected. While the filter was offline, there was a significant impact to nitrification, resulting in violations of the District's daily maximum concentration of ammonia during the last week of September and first part of October.

B. WASATCH RESOURCE RECOVERY.

Plugging of the FOG (fats/oils/grease) feed lines at WRR resulted in the need for a complete shut-down and cleaning of the system, including the FOG reception pit and storage tank. We anticipate that we will start reintroducing FOG as early as tomorrow with additional requirements and procedures in place to help reduce the trash and other contaminants operations staff found.

20. APPROVAL TO CLOSE THE MEETING TO DISCUSS:

- A. POTENTIAL LITIGATION.
- B. SALE OF REAL PROPERTY.

Motion was made by Ryan Westergard seconded by Gina Hirst to go into closed session. Motion carried unanimously via a roll call vote with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

The Vice-Chair declared the meeting closed at 6:40 p.m.

Motion was made by Len Arave seconded by Ryan Westergard to return to the open session of the meeting. Motion carried unanimously with Trustees Burningham, Arave, Hirst, Preece, Horrocks, Harris and Westergard voting "aye".

The Chair declared the meeting opened at 7:38 p.m.

21. NEXT MEETING SCHEDULED:

The next meeting has been scheduled for Thursday, 16 November 2023, 5:00 p.m.

22. DISMISSAL:

The Chair declared the meeting adjourned at 7:39 p.m.



Clerk

  
Chair, Board of Trustees