

SOUTH DAVIS SEWER DISTRICT
BOARD OF TRUSTEES
WORK SESSION
17 October 2024

The Board of Trustees of the South Davis Sewer District, Davis and Salt Lake Counties, met in a work session at 3:00 p.m. at the District Office located at 1800 West 1200 North, West Bountiful, Utah, with the following members present:

Howard Burningham	Chair
Mark Preece	Vice-Chair
Len Arave	Trustee
Gina Hirst	Trustee
Brian Horrocks	Trustee
Kendalyn Harris	Trustee

Excused:

Ryan Westergard	Trustee
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Others meeting with the Board:

Matt Myers	General Manager/Treasurer
Mark Katter	Accounting Manager/Clerk
Lanese Hendrickson	Assistant General Manager
Candice Venn	Accounting Clerk

1. OPEN COMMITTEE MEETING WORK SESSION:

The Chair called the meeting to order at 3:05 p.m.

2. REVIEW ENGINEERING COMMITTEE RECOMMENDATIONS FOR THE PROPOSED 2025 TENTATIVE BUDGET:

The capital budgets were reviewed as follows:

<u>Collection System</u>	
Buildings & Facilities	\$ 35,000
Outfall/Sewer Lines	\$ 700,000
Operating & Support Equipment	\$ 78,000
Mobile Equipment	\$ 1,003,000
Miscellaneous Office Equipment	\$ 5,000
Sub-Total	\$ 1,821,000

<u>Treatment Plants</u>	
Buildings & Facilities	\$33,000,000
Operating & Support Equipment	\$ 100,000
Mobile Equipment	\$ 512,000
Office Equipment	\$ 10,000
Major Equipment & Materials	\$ 100,000
Engineering	\$ 3,070,000
Sub-Total	\$36,792,000

<u>General & Administration</u>	
Mobile Equipment	\$ 75,495
Office Furniture & Equipment	\$ 250,000
Sub-Total	\$ 325,495

GRAND TOTAL \$31,345,000

The capital budget for treatment plant buildings & facilities includes the estimated funding needed for the North Plant upgrades for 2025. Matt Myers reviewed the design plan for new facilities to be constructed for this upgrade including new headworks, chemical feed building, primary clarifier, moving bed biofilm reactor (MBBR), blower building, outfall line, digester, administration building and dewatering facilities. He also identified those facilities which will need to be constructed first to meet the District's compliance schedule for ammonia.

3. REVIEW PERSONNEL COMMITTEE RECOMMENDATIONS FOR THE PROPOSED 2025 TENTATIVE BUDGET:

The personnel/payroll budgets were reviewed as follows:

- A. Salaries: The Personnel Committee recommends a 3.5% marketplace adjustment to the District's salary schedule. The Committee further recommends merit raises be authorized with the Board approved salary evaluation guidelines and based on individual employee evaluations.
- B. Health Insurance: Budget for a 3.3% increase in medical insurance.
- C. New Hires: We may be looking for one additional new hire for the North Plant. We will be assessing the need for another maintenance technician after the retirement of Mike Bradshaw.
- D. Summer Temporaries: Continue with part-time, hourly help for office and assisting on the CCTV and Jet Washer crews.
- E. Health & Safety Officer: Continue with in-house Health & Safety Officer and training. This training is supplemented with various outside sources such as the Workers Compensation Fund and the Utah Safety Council. We will use additional outside consulting to update some manuals and programs.
- F. Wasatch Front Water Quality Council: Continue to be a member of and to administer the operations of the Council on behalf of the other Publicly Owned Treatment Works (POTW's) in Davis, Salt Lake and Utah Counties. Funding for the group comes from contributions from its members. Continue with District contribution.
- G. Operating Unit 2 (OU2): Continue to operate and maintain the EPA Superfund site treatment facility on behalf of the Office of the State of Utah Division of Environmental Response. Funding for this work comes from the DER.
- H. Wasatch Resource Recovery. Continue to operate and maintain WRR during operations transition. It is unclear at present what a transition will look like. However, we will necessarily adapt as the situation changes.
- I. Market Adjustments. We have conducted a thorough compensation evaluation. The result has been to adjust pay scale steps for 10 out of 23 position descriptions. The pay scale step adjustment will coincide with recommended merit increases for several employees. For other employees on their highest step, it makes room for future increases if earned.
- J. Proposed Merit Increases. 2.9% (Includes merit raises, promotions and market adjustments.)

4. CLOSE COMMITTEE MEETING WORK SESSION/DISMISSAL:

The Committee Meeting Work Session ended at 4:42 p.m.



Clerk



Howard B. Bennett
Chair, Board of Trustees