

MINUTES
CENTRAL VALLEY WATER RECLAMATION FACILITY
Wednesday, July 23, 2025
Central Valley Board Room
3:30 p.m.

Board Members Present:

Chair Debra Armstrong	Granger-Hunter Improvement District
Vice Chair Don Russell	Taylorsville-Bennion Improvement District
Member Kim Galbraith	Cottonwood Improvement District
Member Keith Lord	Mt Olympus Improvement District
Member Cheryle Hatch	Kearns Improvement District
Alternate Member Ben Ford	Murray City
Member LeAnne Huff	City of South Salt Lake

Staff Members Present:

Phil Heck	General Manager
Brandon Heidelberger	Assistant General Manager
Graham Gilbert	Legal Counsel
Nick McKinney	Database Administrator
Cindie Foote	Employee Services Manager/Board Secretary
Kevin Gallagher	Construction Supervisor
Sharon Burton	Facility Superintendent
Chris Reilley	Maintenance Manager
Michael Earl	Biosolids

Staff Members Present Electronically:

Navneet Prasad	Electrical Controls Engineer
Jake Crookston	IT Manager

Member Entity Representatives Present:

Greg Neff	Cottonwood Improvement District
Spencer Evans	Cottonwood Improvement District
Giles Demke	Mt Olympus Improvement District
Stephen Rowher	Mt Olympus Improvement District
Jason Helm	Granger Hunter Improvement District
James Woodruff	Kearns Improvement District

Member Entity Representatives Present Electronically:

Craig Giles	City of South Salt Lake
Bruce Hicken	Taylorsville Bennion

Visitors Present Electronically:

Dan Griffin	Division of Water Quality
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A complete copy of each exhibit referred to in these minutes is filed in the official Central Valley Water Reclamation Facility Board Book. Chair Debra Armstrong conducted the meeting. LeAnne Huff led the Pledge of Allegiance.

APPROVAL OF MINUTES

Kim Galbraith made a motion to approve the minutes as presented of the May 28, 2025 board meeting.

MOTION: Kim Galbraith

SECOND: Don Russell

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, Keith Lord, Ben Ford, LeAnne Huff, and Kim Galbraith. Cheryle Hatch abstained.

PUBLIC COMMENTS

No comments were received.

GENERAL MANAGER COMMENTS

1. Reminder of the upcoming CVWRF Golf Tournament to be held August 11, 2025 at West Ridge Golf Course. There are still some open team slots remaining.

BIOSOLIDS DEPARTMENT PRESENTATION

Mr. Michael Earl, Biosolids Supervisor, introduced the biosolids team to the Board. He gave a PowerPoint presentation outlining Central Valley's Biosolids process including screenings and grit disposal, biosolids transport and land application, composting, and rehabilitation and preparation of the Fairfield land application site. A copy of the presentation is attached to these minutes and incorporated by this reference.

REVIEW/APPROVE ADMINISTRATIVE POLICY AMENDMENT FOR PAST DUE ASSESSMENTS

Dr. Phil Heck stated in the last Board meeting the Board discussed changing the Administrative Policy to add policy language relating to Member Entity late assessment payments.

A draft of the changes is included in the board book. The title of the chapter will be changed from Budget to Finance. The first sections of the chapter, 4.1 through 4.6 will remain unchanged. A new section 4.7, Member Entity Assessment Payment Policy has been added as shown in the board book.

Additional language was drafted after the board book was distributed, a copy of which was handed out during the meeting. The changes from what was in the board book included rearranging the language of 4.7.10 regarding suspension of voting rights of the past due Member Entity, and adding another section entitled Notice. This section relates to CVWRF's responsibility to notify the Board of any late assessment. Also, if the assessment has not been paid by the next scheduled board meeting, the past due Member Entity will be required to present a repayment plan for the past due assessments and any accrued interest for Board approval.

In the last board meeting, there was discussion on forgiveness for one late assessment payment. It was unclear from the meeting recording as to whether or not South Salt Lake's recent late assessment should be considered as their first forgiveness in a five-year period. A discussion ensued from those board members present at the last meeting, and varying understandings were expressed as to whether South Salt Lake had already received their "forgiveness" for the last payment.

Debra Armstrong called for a roll call vote on a motion to adopt the policy and for the purposes of evaluating forgiveness eligibility to date the policy as of March 2025, effectively taking away South Salt Lake's late payment forgiveness for the next five years, or dating the policy July 2025, making all entities eligible for one late payment eligibility.

LeAnn Huff voted March 2025
Kim Galbraith voted July 2025
Cheryle Huff voted March 2025
Ben Ford voted March 2025
Keith Lord voted March 2025
Don Russell voted March 2025
Debra Armstrong voted March 2025

Cheryle Hatch made a motion to approve Chapter 4 policy changes as outlined using the March 2025 date for the change.

MOTION: Cheryle Hatch
SECOND: LeAnne Huff

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, LeAnne Huff, Cheryle Hatch, Ben Ford, and Keith Lord. Kim Galbraith voted nay.

Ben Ford asked whether all entities use direct ACH or PTIF transfers for their assessment payments. This may help in avoiding late payments. Dr. Heck indicated that Justin Zollinger could have individual discussions with those entities.

NEW PUBLIC PLANT TOUR SCHEDULE

Mr. Bryan Mansell discussed recent changes to how the Facility manages the public tour schedule. Historically tours were scheduled randomly as requested. Due to an increase in tour requests and in an effort to use CVWRF resources more efficiently, a more structured approach has been implemented. On the first and third Tuesday of each month, from 1:00 – 3:00 p.m., an open tour is available. Through CVWRF's website, interested people can sign up for a time slot by filling out the registration form. Tours are limited to ten people. Special accommodation can be arranged for larger groups. Twelve years old is the minimum age to attend a tour.

UPDATE ON COMMERCIAL REAL ESTATE ADVISORY AND BROKERAGE SERVICES PROCUREMENT

Mr. Brandon Heidelberger stated that at the last board meeting Justin Zollinger brought a proposal from a real estate agent to help with the sale of our Tempo Road property. At that time, we reached out to four different firms. Last month the Board approved the brokerage agreement with CBRE, contingent upon looking at a possible conflict of interest and review of the procurement policy.

Since that meeting, Graham Gilbert, legal counsel, has reviewed the policy and determined that removing Justin Zollinger from the selection committee would resolve the potential conflict of interest. Also, CBRE would need to remove Bruce Zollinger from the CBRE team. Mr. Gilbert also recommends that given the large potential fee generated by the sale of the property, CVWRF should go through a more formal Request for Proposal process, using selection criteria and selection committee to make a recommendation for award to the Board.

CVWRF put together an RFP and sent it out to four firms on July 17, 2025, and have put the RFP on our CVWRF website. The scope of the document was structured to include other items such as the potential property purchase in Tooele County to accommodate a Biosolids land application site, and the potential sale of the Fairfield property in the future. Real Estate firm selection criteria includes overall experience, local staff qualifications, comparable projects such as large land deals in Salt Lake, Utah, and Tooele counties, and fee structure. Proposals are due August 12, 2025.

Mr. Heidelberger asked for volunteers from the Board to be on the selection committee. It is anticipated to have a selection committee meeting August 13 - August 19, to make a recommendation. Don Russell and Cheryle Hatch volunteered.

CAPITAL PROJECTS UPDATE

Kevin Gallagher presented a drone video for the following projects:

- BNR Basins Project
- Blower Building Project
- Thickening and Straining Building Project

- Dewatering Building Upgrade Project
- Site Restoration Project – Administration Building Area

Mr. Bryan Mansell showed a map depicting the area where the 84” Interceptor Slipline project will be performed. This is located on the north side of Central Valley Rd, just east of 900 West. It is about 80 feet in length. The existing concrete pipe is 84-inch diameter. The pipe on either side of the designated 80 feet has already been rehabilitated, and this will complete the entire line.

New Hobas® pipe will be slip lined inside the existing 84-inch concrete pipe, during live flow. This is the same approach we have used with the rehabilitation of the rest of the interceptor system.

The Board approved this project in February and notice to proceed was given in March after contracts were in place. A preconstruction meeting is scheduled for August 6, 2025. Construction will begin after Labor Day to help minimize the impact on the Golf Course. Construction should be completed by the end of 2025. Construction will impact Central Valley Road, but the contractor will be required to keep two lanes of traffic open.

Mr. Brandon Heidelberger gave a brief overview of some milestones and critical path items as we move toward start-up and completion on some of the construction projects.

BNR Project – We anticipate the process to be up by end of October.

Side-stream Nitrogen Project – Both reactors are up and running on temporary power. We are getting over 80 percent removal of ammonia. We are still waiting for the transformer to arrive to allow for final completion on permanent power.

Straining and Thickening – The temporary transformer has arrived for the project and will be in place until receipt of the permanent transformer. The permanent transformer is expected to arrive at the end of the year. The temporary power will allow us to continue construction by taking the gravity belt thickeners offline and installing the new thickening centrifuges.

Digesters 1, 2, and 5 Covers – A construction kick off meeting was held July 17, 2025. Archer Western is the contractor. Operations Department has been draining and cleaning Digesters 1 and 5 in preparation for handing them over to the contractor.

Site Restoration – Asphalt and concrete in parking areas around the Administration Building should be completed by the end of August.

INFORMATIONAL ITEMS

Debra Armstrong stated that the Financial, Performance/Flow Monitoring, and Engineering Progress reports are included in the board packet.

There were no other comments or questions.

ADJOURNMENT

Keith Lord made a motion to adjourn.

MOTION: Keith Lord

SECOND: LeAnne Huff

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, Keith Lord, Ben Ford, LeAnne Huff, Kim Galbraith, and Cheryle Hatch.

The meeting adjourned at 4:34 p.m.

Cindie Foote
Board Secretary