

MINUTES
CENTRAL VALLEY WATER RECLAMATION FACILITY
Wednesday, October 25, 2023
Central Valley Board Room
4:00 p.m.

Board Members Present:

Chair Debra Armstrong	Granger-Hunter Improvement District
Vice Chair Don Russell	Taylorville-Bennion Improvement District
Member Wesley Fisher	Cottonwood Improvement District
Member Jeff Monson	Kearns Improvement District
Member Giles Demke	Mt Olympus Improvement District
Member Brett Hales	Murray City
Member LeAnne Huff	City of South Salt Lake

Staff Members Present:

Phillip Heck	General Manager
Brandon Heidelberger	Assistant General Manager
Justin Zollinger	Chief Financial Officer
Graham Gilbert	Legal Counsel
Jake Crookston	IT Manager
Sharon Burton	Plant Superintendent
Kevin Gallagher	Construction Supervisor
Navneet Prasad	Electric Controls Engineer
LeAnn Dipo	Human Resources Manager
Annie Jensen	Administrative Assistant

Staff Members Present Electronically:

Cindie Foote	Employee Services Manager
Bryan Mansell	Chief Engineer
Chris Reilley	Maintenance Manager

Member Entity Representatives Present:

Greg Neff	Cottonwood Improvement District
Spencer Evans	Cottonwood Improvement District
Kerry Eppich	Mt Olympus Improvement District
Keith Lord	Mt Olympus Improvement District
Ben Ford	Murray City
Brandon Richards	Murray City
Greg Anderson	Kearns Improvement District
Jason Helm	Granger Hunter Improvement District

Visitors Present:

Trevor Lindley	Brown and Caldwell Engineers
Brittany Sorenson	Brown and Caldwell Engineers

Visitors Present Electronically:

Dan Griffin	Department 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. Don Russell led the Pledge of Allegiance.

APPROVAL OF MINUTES

Brett Hales made a motion to approve the minutes of the September 27, 2023 and October 11, 2023, Board meetings as presented.

MOTION: Brett Hales
SECOND: Don Russell

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, Giles Demke, LeAnne Huff, Jeff Monson, Brett Hales, and Wes Fisher.

PUBLIC COMMENTS

No comments were received.

GENERAL MANAGER COMMENTS

1. **Reminder of Dates for November and December Board Meetings** – Because of the holidays in both November and December, the Board Meeting dates and times are as follows: Thursday, November 16, 2023 at 4:00 p.m.; Thursday, December 21, 2023 at 12:00 noon – with a luncheon.
2. **WEFTEC Operations Challenge Team Results** – Two teams from Utah participated in the challenge. CVWRF's team, Wasted Gas, and the composite team, Wasatch All Stars, competed. There were 55 teams competing. There are competition divisions and CVWRF completed 13th overall out of 23 teams in their division. The Wasatch All Stars placed 5th place out of 23 teams in the same division. We are very grateful to the Board for allowing staff to gain the skills, leadership opportunities and networking this challenge provides.

DISCUSSION AND ADOPTION OF THE 2024 FINAL BUDGET

Mr. Justin Zollinger stated that the budget has not changed since the adoption of the Tentative Budget. No comments were received during the public hearing on October 11, 2023. Staff performed an analysis of bringing janitorial services in-house and it was determined that it would not be cost effective to do so. As such, no budget changes were made.

Wes Fisher made a motion to adopt the 2024 Final Budget as presented.

MOTION: Wes Fisher
SECOND: Jeff Monson

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, Giles Demke, LeAnne Huff, Jeff Monson, Brett Hales, and Wes Fisher.

DISCUSSION AND APPROVAL OF BELT FILTER PRESS CONTRACT – ALFA LAVAL

Mr. Brandon Heidelberger stated that we will be adding two new belt filter presses as part of the dewatering building improvements project. The recommendation from the review committee was to match the same equipment already in use, primarily because of existing building/roof clearance requirements and CVWRF's familiarity with the operation and maintenance of the existing presses.

The bid from Alfa Laval was reviewed and verified by the bid committee and was found to be in compliance with the proposal requirements and aligned with expected pricing.

Mr. Giles Demke asked if spare parts were included in the bid. Dr. Heck answered there are spare parts including two sets of belts.

Don Russell made a motion to approve the purchase of belt filter presses from Alfa Laval in the amount of \$2,048,064.

MOTION: Don Russell

SECOND: Brett Hales

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, Giles Demke, LeAnne Huff, Jeff Monson, Brett Hales, and Wes Fisher.

DISCUSSION OF CHANGES TO MEMBER ENTITY FLOW METER CALIBRATION FREQUENCY

Brandon Heidelberger gave an overview of the issues that CVWRF staff found in the previous way flows were monitored. In October 2020, the Board approved the Interceptor Meter Maintenance and Calibration Protocol SOP which required a six-month calibration of entity flow meters. A more frequent calibration on a quarterly frequency was initially suggested to be conducted to improve confidence in the recently replaced meters. Additionally, a third-party consultant was hired to help verify the calibration process. Since Q1 of 2021, CVWRF has performed the quarterly calibration of all eight entity flow meters.

The expected accuracy of the meters with open channel flow measure is $\pm 5-6\%$ of measured values. CVWRF has used $<5\%$ difference as the minimum standard for calibration. Redundant checks are completed and are witnessed by both CVWRF staff and the third-party consultant to ensure a high degree of confidence with the meter accuracy. Calibration reports are generated each quarter and are made available to all member entities. A chart, included in the board book, includes a summary of calibration adjustments and flow difference made for the last seven quarters (2022 to present). The results of which indicate that calibrations have all been within expected accuracy/tolerance ranges with only minor adjustments being made. CVWRF staff reviewed the information with the Member Entity managers in October. The group supported changing from a quarterly to semi-annual

calibration due to the documented accuracy and overall improved confidence in the meters. This would comply with the Board adopted Interceptor Meter Maintenance and Calibration Protocol SOP.

Mr. Demke took issue with changing to a semi-annual calibration citing that equipment could fail and it would cause problems in monthly billing to entities. He believes best practice would be quarterly.

Mr. Wes Fisher asked what costs are involved. Mr. Heidelberger stated the costs primarily are in CVWRF labor costs, which include seven people for a full day and equates to a few thousand dollars. The consultant costs are between \$4k - \$4.5k per quarter.

Ms. LeAnne Huff asked if there were inaccuracies in the process when it was being performed semi-annually. Mr. Heidelberger responded that the inaccuracies were with different and older meters. Since new meters were installed and in order to regain confidence that the meters were performing correctly, we calibrated quarterly. It has been established that they are performing correctly and as such moving to semi-annual calibration seems appropriate. Dr. Heck stated that with the old meters, there was no SOP in place to calibrate meters on a consistent basis, have entities flush the lines, or make calibration adjustments.

Mr. Fisher asked how the SOP was developed. Dr. Heck responded that when we discovered the calibration issues in 2020, Bryan Mansell researched alongside a consultant and the meter and flume manufacturers to create a procedure and Standard Operating Procedure that incorporated those recommendations. Based on these recommendations, it was decided to perform the calibration semi-annually. However, to gain confidence that the meter changes and change in protocols were producing a good result, we have been performing these calibrations quarterly and now are confident in the results.

Mr. Demke objected to moving away from quarterly calibrations stating they are the basis of Member Entity monthly billing.

Mr. Jeff Monson stated that if the data is shown to be accurate, then next year when revisiting we should look at a cost-benefit analysis as well.

Mr. Heidelberger stated that we can continue for the next year with quarterly calibrations and revisit it next year at this time.

CAPITAL PROJECTS UPDATE

Mr. Kevin Gallagher presented a drone video of the following projects:

Blower Building Project	BNR Basins Project
Side-Stream Phosphorus Removal Project	Side-Stream Nitrogen Removal Project
Thickening and Straining Building Project	

Mr. Brandon Heidelberger stated that the Dewatering Design Project went out to bid and the pre-bid meeting was held October 12, 2023 with the onsite prequalified contractors. We received a request to push the bid due date out to December 12, 2023. We anticipate a bid award recommendation in the December Board meeting.

Dr. Heck stated that on the Side-stream Nitrogen project, a portion of the drone video showed the recently purchased media in the channel. The dark red-brown color indicates the anammox bacteria working and growing on the media. We are getting 85 to 90 percent ammonia removal right now. The specification calls for 75 percent ammonia removal, so we are ahead of the specification. This shows that it is fully operational and working well and better than anticipated. We will be adding a section into the monthly performance report with regard to this key part of the Facility's process.

CLOSED SESSION TO DISCUSS THE LEASE OF REAL PROPERTY

At 4:40 p.m. LeAnne Huff made a motion to go into closed session to discuss the lease of real property.

MOTION: LeAnne Huff

SECOND: Don Russell

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, LeAnne Huff, Giles Demke, Wesley Fisher, Ben Ford, Jeff Monson, and Don Russell.

At 4:51 p.m. LeAnne Huff made a motion to come out of closed session.

MOTION: LeAnne Huff

SECOND: Brett Hales

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, LeAnne Huff, Giles Demke, Wesley Fisher, Ben Ford, Jeff Monson, and Don Russell.

INFORMATIONAL ITEMS

Debra Armstrong stated that the financial, performance/flow monitoring, and engineering projects reports are included in the board packet.

There were no further comments or questions.

ADJOURNMENT

Jeff Monson made a motion to adjourn.

MOTION: Jeff Monson

SECOND: Don Russell

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, Giles Demke, LeAnne Huff, Jeff Monson, Brett Hales, and Wes Fisher.

The meeting adjourned at 5:00 p.m.

Cindie Foote
Board Secretary