

MINUTES
CENTRAL VALLEY WATER RECLAMATION FACILITY
Thursday, December 19, 2024
Central Valley Board Room
12:00 p.m.

Board Members Present:

Chair Debra Armstrong	Granger-Hunter Improvement District
Vice Chair Don Russell	Taylorville-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
Justin Zollinger	Chief Financial Officer
Graham Gilbert	Legal Counsel
Jake Crookston	IT Services Manager
Kevin Gallagher	Construction Supervisor
Bryan Mansell	Chief Engineer
Sharon Burton	Operations Superintendent
Chris Reilley	Maintenance Manager
Navneet Prasad	Electrical Controls Engineer
Mike Lee	Controller
LeAnn Dipo	Human Resource Manager

Member Entity Representatives Present:

Greg Neff	Cottonwood Improvement District
Spencer Evans	Cottonwood Improvement District
Giles Demke	Mt Olympus Improvement District
Jason Helm	Granger Hunter Improvement District
Brandon Richards	Murray City
James Woodruff	Kearns Improvement District
Riley Astill	Kearns Improvement District
Mark Chalk	Taylorville-Bennion Improvement District
Bruce Hicken	Taylorville-Bennion Improvement District

Visitors Present:

Dan Griffin	Department of Water Quality
Darrell Child	Olympus Insurance Agency
Brian Child	Olympus Insurance Agency

Visitors Present Electronically:

Skyler Davies	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. Cheryle Hatch led the Pledge of Allegiance.

APPROVAL OF MINUTES

Ben Ford requested a correction to the November 21, 2024 minutes to remove Brett Hales and add Ben Ford on the motion passed sections. With these corrections, Cheryle Hatch made a motion to approve the minutes of November 21, 2024 as amended.

MOTION: Cheryle Hatch

SECOND: Don Russell

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.

PUBLIC COMMENTS

No comments were received.

GENERAL MANAGER COMMENTS

- 1. Cindie Foote's time off** – Announced Cindie will be taking some time off due to personal reasons and Mike Lee, Central Valley's Controller, will be sitting in in her absence. Her daily tasks have been spread throughout our administrative staff.

DISCUSSION AND ACTION ITEMS

Storm Drainage Pipe Easement on Tempo Road Property

Rob Reynolds, a representative of Reynolds Construction which owns the landfill located to the north-east of CVWRF's Tempo Road property, approached CVWRF with a proposal to install a storm drainpipe across the South side of CVWRF's property to convey stormwater from West Valley City directly to Kersey Creek that is located to the west of CVWRF's property. The stormwater currently crosses both CVWRF and landfill property to the north of CVWRF property via a drainage channel and shallow playa on its way to the creek. Piping the storm water directly to the creek would potentially eliminate the drainageway through CVWRF's property and the landfill property. This would free up four to five acres of usable land on CVWRF property that may otherwise be designated as wetlands. Removing potential wetland designation would increase the property value on land owned by CVWRF.

Central Valley would like to enter negotiations with Reynolds Construction to discuss terms for granting an easement across our property for this storm drainage pipeline. Reynolds is

working with an environmental consultant and an engineering firm to design and construct the pipeline and would pay for any costs associated with constructing the pipeline and other drainage structures needed to intercept and convey the stormwater. If terms favorable to CVWRF can be negotiated, CVWRF management will bring the issue back to the Board in the future for further discussion and consideration.

Collective Biosolids Land Application Site

Dr. Phil Heck provided an update on the concept of establishing a biosolids land application site on land owned by Utah State Institutional Trust Lands Administration (SITLA) and the Bureau of Land Management (BLM) west of the Salt Lake Valley. SITLA and BLM own suitable land along the I-80 corridor west of the Salt Lake and Tooele Valleys that is large enough for land application. The concept is for a centralized land application site for biosolids from Central Valley and other wastewater treatment plants in Utah. CVWRF, on its own, has discussed this concept with SITLA over the past several months but has not received much response. Dr. Heck would like to organize and lead a larger group of wastewater treatment plants to start educating and lobbying state government officials and state and national legislative representatives regarding the need for long-term land application sites for disposal of biosolids.

Approval of Changes to Cash Reserve Policy

Mr. Justin Zollinger proposed a change to the Cash Reserve Policy. The new policy was presented in the Board meeting and was included in the Board book. The main change in the new policy was increasing the amount of allowable cash reserves from 135 days of operating expenses to 150 days of operating expenses. In addition, the 150-day cash reserve amount was split into two categories: 1) 75 days for emergency response, and 2) 75 days for operations.

Cottonwood Improvement District also asked that Non-Member Entity Revenue be listed first as a source for replenishing cash reserves followed by Member Entity Assessments. This change was included in the policy presented to the Board but not in the text included in the Board book since this change was proposed in Entity Manager's Meeting that occurred after the Board books has been sent out.

Keith Lord made a motion to approve the policy change from Cash Account Policy to Cash Reserve Policy, and 135 days operating expenses to 150 days.

MOTION: Keith Lord

SECOND: Ben Ford

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

Award of Master Services Agreement – Jacobs Engineering

Mr. Brandon Heidelberger spoke about the digestion process upgrades project. Jacob's Engineering developed a microbial hydrolysis process (MHP) technology using *Caldicellulosiruptor bescii* (*C. bescii*), that breaks down inert cellulose materials such as toilet paper into volatile fatty acids (VFA's) which can then produce biogas in the anaerobic digestion process. Cellulose is not currently broken down in the digestion process and is discharged as part of the biosolids. Implementing MHP would reduce the amount of biosolids that need to be disposed, allow more capacity in the digesters, and produce additional biogas that can be used to generate electrical energy in the co-generation system.

CVWRF desires to hire Jacobs Engineering to conduct a study on the application of MHP to CVWRF's digestion process. The first step is to approve a Master Service Agreement (MSA) for the work. After the MSA is approved, Task Orders that include scope, cost and schedule will be developed and approved for the individual study components. The first two tasks are proposed as follows:

Task 1- Feasibility Study to evaluate how the MHP technology would be implemented and incorporated into the existing digestion process at CVWRF, the estimated cost, and if it would be economically beneficial.

Task 2- If Task 1 proves the process to be feasible and beneficial, a preliminary design of the reactor system that would house the *C. bescii* bacteria would be conducted along with an updated cost estimate.

Don Russell made a motion to approve Master Service Agreement for Jacobs Engineering.

MOTION: Don Russell

SECOND: LeAnne Huff

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

Award of Task Order 2025-02 for Engineering Design Services

Mr. Brandon Heidelberger spoke about the upcoming engineering services to be provided by Brown and Caldwell in 2025. The main projects are the design of replacement covers for Digesters 1, 2, and 5 and upgrade of the digestion process to Temperature Phased Anaerobic Digestion (TPAD). A prepurchase bid will take place in mid-January 2025 to procure the covers from three manufacturers of digester covers. Following procurement of the covers, Brown and Caldwell will complete the final design for the cover replacement installation and the project will be bid to the three prequalified contractors working on-site. Brown and Caldwell will also complete the design for the upgrades to the facility for TPAD including the pumping, piping, mixing and heating systems to convert the first stage digesters to thermophilic operation. This work will be in tandem with Jacobs Engineering's evaluation of MHP Technology addition to the digestion process.

LeAnne Huff made a motion to approve the Task Order for the Brown and Caldwell Engineering Services for 2025 in the amount not to exceed \$699,591.

MOTION: LeAnne Huff
SECOND: Cheryle Hatch

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

Approval of Proposed Board Meeting Schedule for February 2025 – January 2026

A change of time has been requested to move from 3:00 pm to 3:30 pm for all Board meetings except for the Budget Hearing and December's meeting. October's Budget hearing has been requested to move from October 8, 2025 to October 15, 2025 and October's Board Meeting has been requested to move from October 22, 2025 to October 29, 2025. Cheryle Hatch made a motion to approve meeting times to be moved to 3:30 pm rather than 3:00 pm and October's Budget Hearing and Board Meeting to be moved to October 15, 2025 and October 29, 2025, respectively.

MOTION: Cheryle Hatch
SECOND: LeAnne Huff

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

Property Insurance Proposal Approval

Mr. Darrell Child from Olympus Insurance presented an insurance market update along with a summary of the current coverage program. These include property insurance; liability insurance; financial and cyber liability; fiduciary liability; pollution liability; and workers compensation. Darrell spoke on the insurance adjustments needed for Central Valley Water due to changes in construction, employment, change in infrastructure value due to expenditures for plant upgrades, and the overall operations. During the presentation the excellent Experience Modification rating of 0.55 achieved by CVWRF was noted. The industry average rate is 1.0. This rating is used to determine the workers compensation premium, and the low number resulted in a savings of about \$79,000.

LeAnne Huff made a motion to approve the insurance proposal from Olympus Insurance in the amount of \$1,057,018.

MOTION: LeAnne Huff
SECOND: Kim Galbraith

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

CLOSED SESSION TO DISCUSS GENERAL MANAGER PERFORMANCE REVIEW

At 2:22 p.m., LeAnne Huff made a motion to go into closed session to discuss the General Manager's performance review.

MOTION: LeAnne Huff
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, and Cheryle Hatch.

At 3:46 p.m., Don Russell made a motion to come out of closed session.

MOTION: Don Russell
SECOND: Ben Ford

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

APPROVAL OF CHANGES TO GENERAL MANAGER COMPENSATION

Cheryle Hatch made a motion to approve the increase to the General Managers compensation to Schedule A as presented in the closed session.

MOTION: Cheryle Hatch
SECOND: LeAnne Huff

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

INFORMATIONAL ITEMS

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

There were no comments or questions.

ADJOURNMENT

Keith Lord made a motion to adjourn.

MOTION: Keith Lord
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, and Cheryle Hatch.

The meeting adjourned at 3:48 p.m.

Annie Jensen
Administrative Assistant