

**MINUTES**  
**CENTRAL VALLEY WATER RECLAMATION FACILITY**  
**Wednesday, January 22, 2025**  
**Central Valley Board Room**  
**3:00 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
Justin Zollinger	Chief Financial Officer
Graham Gilbert	Legal Counsel
Jake Crookston	IT Services Manager
Bryan Mansell	Chief Engineer
Sharon Burton	Facility Superintendent
Chris Reilley	Maintenance Manager
Navneet Prasad	Electrical Controls Engineer
Mike Lee	Controller
LeAnn Dipo	Human Resource Manager
Annie Jensen	Administrative Assistant

**Staff Present Electronically:**

Cindie Foote	Employee Services Manager
--------------	---------------------------

**Member Entity Representatives Present:**

Greg Neff	Cottonwood Improvement District
Spencer Evans	Cottonwood Improvement District
Giles Demke	Mt Olympus Improvement District
Stephen Rohwer	Mt Olympus Improvement District
Jason Helm	Granger Hunter Improvement District
Brandon Richards	Murray City
James Woodruff	Kearns Improvement District
Greg Anderson	Kearns Improvement District
Mark Chalk	Taylorsville-Bennion Improvement District

**Member Entity Representatives Present Electronically:**

Craig Giles	South Salt Lake
-------------	-----------------

**Visitors Present:**

Clark Burbidge  
Neil Kunz  
Ryan Overman  
Trevor Lindley

Codale Electric  
Brown and Caldwell  
Brown and Caldwell  
Brown and Caldwell

**Visitors Present Electronically:**

Skyler Davies

Department of Water Quality

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. Ben Ford led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Debra Armstrong requested a correction to the December 19, 2024 minutes on page one to remove Darrell Child and Brian Child from the Member Entity Representatives Present section to the Visitors Present section with their entity changed from Mt. Olympus Improvement District to Olympus Insurance Agency. Cheryle Hatch requested a correction on page two with a name correction to Cheryle rather than Cheryl in the motion to approve the minutes section. Cheryle also requested an additional correction on page five in the Approval of Proposed Board Meeting Schedule section in the last sentence for the schedule to be updated from October 8, 2025 to October 15, 2025; Kim Galbraith requested we add “, respectively” on end of the last sentence in the same section, to read “Cheryle Hatch made a motion to approve meetings 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”. With these corrections, Cheryle Hatch made a motion to approve the minutes of December 19, 2024 as amended.

MOTION: Cheryle Hatch

SECOND: Kim Galbraith

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. Reminder of Board Meeting times** – The next Board meeting will be on February 26, 2025 at 3:30 pm and two hours prior will be the Strategy Session at 1:30 pm.

- 2. Cindie Foote time off** – Advised Cindie Foote is still taking some time off due to personal reasons and Mike Lee, Central Valley’s Controller, will be sitting in in her absence. She will potentially be back prior to February’s Board meeting.

## **ELECT OFFICERS – CHAIR AND VICE-CHAIR**

Dr. Phil Heck conducted an election process for the two officers of the board.

Mr. Don Russell made a motion to re-appoint Debra Armstrong to the Chair position.

MOTION: Don Russell

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.

Debra Armstrong made a motion to re-appoint Don Russell to the Vice-Chair position.

MOTION: Debra Armstrong

SECOND: Keith Lord

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.

## **COMMITTEE ASSIGNMENTS**

Dr. Heck called for volunteers from the Board to serve on the Retirement Committee and the Employee Services Committee. The Retirement Committee meets once annually to review the investment lineup for the Facility’s retirement programs. The Retirement Committee meeting has been scheduled at 2:00 p.m., on March 13, 2025. The Employee Services Committee meets on an as-needed basis for compensation and employee policy discussions that may come to the Board for approval.

Don Russell volunteered to serve on the Retirement Committee, with no alternate member at this time.

Kim Galbraith volunteered to serve on the Employee Services Committee, with Debra Armstrong volunteering as the alternate member.

## **2024 GRAMA REQUEST ANNUAL REPORT**

Dr. Phil Heck presented the report which included one request. This request was made by David Cox requesting copies of the approved board minutes for the last 12 meetings prior to February 16, 2024. The details of the request are in the report contained in the board book.

### **AWARD OF DIGESTERS NUMBER 1, 2, AND 5 COVERS EQUIPMENT SUPPLY**

Mr. Brandon Heidelberg spoke about the digester covers for digesters 1, 2, and 5 as an equipment supply pre procurement for the covers for the secondary digesters. It was previously discussed and agreed to prioritize this item ahead of construction of the project due to potential increase in the cost to purchase stainless steel products in the future. The construction bids will likely take place in March 2025. Digester covers 3 and 4 have already been replaced. While the replacement of covers for Digesters 1 and 2 was already planned, the Digester Capacity Study identified the need for additional capacity, resulting in the addition of Digester 5 to the scope.

A bid packet went out mid-December and three suppliers submitted bids which were publicly opened on January 9, 2025. Brown and Caldwell along with Central Valley Water reviewed all three bids, with Ovivo submitting the lowest bid, approximately \$1.5 million below the capital estimate. Mr. Heidelberg reviewed the sales tax implications, confirming that since the contractor would be purchasing the stainless steel, the tax would apply.

Don Russell made a motion to award digester cover supply to Ovivo in the amount of \$4,340,826.00.

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.

### **DISCUSSION AND APPROVAL OF MEMORANDUMS OF UNDERSTANDING (MOU'S) WITH MEMBER ENTITIES ON COLLECTION SYSTEM OWNERSHIP BOUNDARIES**

Dr. Phil Heck explained that the interceptor system was built and connected into all the entities' systems through eight flow and meter stations. However, there are approximately 40 other connection points and, over time, the system has been changed without proper documentation. While former Central Valley Water employees were familiar with these locations, it is imperative to have accurate records for current and future use. To address this, Chief Engineer Bryan Mansell has been working on conducting surveys and determining the locations of the connection points.

Mr. Mansell discussed that he worked with the General Manager of each entity to determine the locations of all 40 connection points. Graham Gilbert and Mr. Mansell developed a Memorandum of Understanding (MOU) and created maps for each entity clearly defining ownership boundaries. These documents help ensure proper oversight of inspections, Blue Stakes, and other responsibilities associated with regular sewer system maintenance are taken care of. Each MOU will include a form amendment allowing future modifications to be made through an amendment to the original document.

Dr. Heck stated that each Memorandum of Understanding will be signed by both he and Debra Armstrong and subsequently sent out to the respective member entity.

Keith Lord made a motion to approve the Memorandums of Understanding with member entities on collection system ownership boundaries.

MOTION: Keith Lord

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.

### **CAPITAL PROJECTS UPDATE**

Mr. Brandon Heidelberger presented a drone video of the following projects showing the changes from 2024 to 2025:

BNR Basins Project

Thickening and Straining Building Project

Dewatering Building Upgrade Project

Digesters No. 1, 2, and 5 Cover Replacement Design Project

Digestion Process Temperature Phased Digestion Upgrade Design Project

84-inch Interceptor Slip Lining Construction Project

2025 Site Restoration Project

### **INFORMATIONAL ITEMS**

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

There were no comments or questions.

### **ADJOURNMENT**

LeAnne Huff made a motion to adjourn.

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.

The meeting adjourned at 3:35 p.m.

---

Annie Jensen  
Administrative Assistant