

MINUTES
CENTRAL VALLEY WATER RECLAMATION FACILITY
Wednesday, January 24, 2024
Central Valley Board Room
4:00 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 Jeff Monson	Kearns Improvement District
Member Keith Lord	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
LeAnn Dipo	HR Manager
Sharon Burton	Plant Superintendent
Kevin Gallagher	Construction Supervisor
Bryan Mansell	Chief Engineer
Navneet Prasad	Electric Controls Engineer
Cindie Foote	Employee Services Manager

Member Entity Representatives Present:

Cheryle Hatch	Kearns Improvement District
Riley Astill	Kearns Improvement District
Spencer Evans	Cottonwood Improvement District
Greg Neff	Cottonwood Improvement District
Jason Helm	Granger Hunter Improvement District
Stephen Rohwer	Mt Olympus Improvement District
Dean Ayala	Mt Olympus Improvement District
Ben Ford	Murray City
Brandon Richards	Murray City
Mark Chalk	Taylorsville-Bennion Improvement District

Visitors Present:

Esther Russell	
Neil Kunz	Brown and Caldwell Engineers

Visitors Present Electronically:

Dan Griffin	Department of Water Quality
Skylar 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. Don Russell led the Pledge of Allegiance.

WELCOME NEW BOARD MEMBER – KIM GALBRAITH

Debra Armstrong welcomed Kim Galbraith, representing Cottonwood Improvement District back to the Board.

APPROVAL OF MINUTES

Mr. Keith Lord asked why the amount on the Olympus Insurance approval were different from the proposal in the board packet. Mr. Justin Zollinger clarified that it was from an increase in our deductible which resulted in a decrease in premium.

With that clarification, Don Russell made a motion to approve the minutes of the December 21, 2023, Board meeting as presented.

MOTION: Don Russell

SECOND: Keith Lord

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, Keith Lord, LeAnne Huff, Jeff Monson, Brett Hales. Kim Galbraith abstained.

Graham Gilbert arrived at 4:06 p.m.

PUBLIC COMMENTS

No comments were received.

GENERAL MANAGER COMMENTS

- 1. OSHA 300 Report** – There were no recordable injuries in 2023. This is the third year running with no recordable incidents. The industry average for wastewater is 5.5 injuries per 100 workers, per year. Our safety program remains a very high priority for management and staff. This is demonstrated by our staff, especially during challenging times of construction, with zero recordable injuries.
- 2. Builders Risk Insurance Rebate** – CVWRF received a refund check yesterday for \$117k. This refund is a result of removing completed structures off the builder's risk portion of our insurance and placing them under the general liability policy. The general liability insurance is approximately one third of the cost of builder's risk insurance. There will be some future savings as we complete projects and move them from builder's risk to general liability. We will be getting quotes from Olympus Insurance for the new builder's risk policy for the dewatering building construction. We anticipate that it will be over \$200k. If this is the case, we will bring it back to the board for approval.
- 3. Arbinger Training** – This program is the backbone of CVWRF's culture in terms of communication and conflict resolution. We conduct semi-annual training. The end of

March/First of April is the next scheduled training. If any board members are interested in attending, please let Cindie Foote know and we will register you.

LEASE/EASEMENT FINALIZATION

MGH/FBM Lease

Dr. Heck stated that we have finalized the lease with MGH/FBM for the sheetrock distribution property next to the Facility on 900 West. The five-year lease is \$85,000/year with two (2) five-year renewal options. It also includes an escalation clause tied to the consumer price index. The lease formerly was \$27,000 per year. CVWRF completed a property lease evaluation and negotiated new financial terms. Other lease terms remain the same.

Fairfield Property Easement

We have been working to obtain an easement agreement on the road that is on the south side of the property. We have now completed and recorded the easement with Farm Training who owns the property on the southwest corner of our property.

Thanks to Graham Gilbert who worked through several different owners and entities to get the easement finally completed.

ELECT OFFICERS – CHAIR AND VICE-CHAIR

Mrs. Cindie Foote 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: Jeff Monson

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, Keith Lord, LeAnne Huff, Jeff Monson, Brett Hales, and Kim Galbraith.

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, LeAnne Huff, Jeff Monson, Brett Hales, and Kim Galbraith.

COMMITTEE ASSIGNMENTS

Mrs. Foote 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 1:00 p.m., on March 19, 2024. The Employee Services Committee meets on an as-needed basis for compensation and employee policy discussions that may come to the Board for approval.

Kim Galbraith volunteered to serve on the Retirement Committee, with Brett Hales volunteering as the alternate member.

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

2023 GRAMA REQUEST ANNUAL REPORT

Mrs. Foote presented the report which included one request. This request was for documents relating to the amount of water used on the golf course. The details of the request are in the report contained in the board book.

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	

INFORMATIONAL ITEMS

Debra Armstrong stated that there was a change to the financial report that was included in the board packet. A late bill was received which necessitated a change to the financials. The new financial report has been emailed out to the Entity Managers and the Board. The financial, performance/flow monitoring, and engineering projects reports are included in the board packet.

There were no further comments or questions.

ADJOURNMENT

LeAnne Huff made a motion to adjourn.

MOTION: LeAnne Huff

SECOND: Jeff Monson

The motion passed with the following individuals voting in the affirmative: Debra Armstrong, Don Russell, Keith Lord, LeAnne Huff, Jeff Monson, Brett Hales, and Kim Galbraith.

The meeting adjourned at 4:26 p.m.

Cindie Foote
Board Secretary