

**SOUTH VALLEY WATER RECLAMATION FACILITY  
BOARD MEETING  
Wednesday, December 20, 2023  
7495 South 1300 West  
West Jordan, Utah 84084**

<b>Attendance</b>	Board Chairman	Jerry L. Knight, Sandy Suburban Improvement District
	Board Member	Jared Syme, Midvalley Improvement District
	Board Member	Joel Thompson, South Valley Sewer District
	Board Member	Glen Kennedy, Midvale City
	Board Member	David Murphy, City of West Jordan (excused)
	Attorney for South Valley	Tracy S. Cowdell
	General Manager	Lee Rawlings
	Facility Engineer	Taigon Worthen
	Finance Director	Gary Dunn
	Facility Clerk	Belinda Patterson
	Alternate for City of West Jordan	Greg Davenport

**Call to Order** Chairman Knight called the meeting to order at 10:30 a.m. and welcomed those in attendance.

**Roll Call** Roll call vote was as follows:

Mr. Syme	“here”
Mr. Kennedy	“here”
Mr. Davenport	“here”
Mr. Thompson	“here”
Chairman Knight	“here”

**Ceremonies/  
Presentations/Public  
Comments** None

**Board Elections** Chairman Knight announced his retirement in April, 2024. He suggested the board elect a new board chairman.

Mr. Cowdell provided each Board member with a ballot to elect a Board Chairman for the years 2024 and 2025. The ballots indicated Mr. Glen Kennedy has been elected as Board Chairman.

Mr. Cowdell provided each Board member with a ballot to elect a Board Vice Chairman for the years 2024 and 2025. The ballots indicated Mr. Joel Thompson has been elected as Board Vice Chairman.

**Resolution 12-20-  
2023(A) Approve Year  
End Transfers in 2023  
Budget**

**Mr. Kennedy moved that the board approve Resolution 12-20-2023(A) approving the adjustments to the 2023 annual budget as shown in Exhibit A. Mr. Davenport seconded the motion. Roll call vote was as follows:**

Mr. Syme "yes"  
Mr. Kennedy "yes"  
Mr. Davenport "yes"  
Mr. Thompson "yes"  
Chairman Knight "yes"  
All were in favor, motion carried.

**Approve Board Meeting Schedule 2024**

Mr. Davenport moved that the board approve the proposed schedule for the South Valley Water Reclamation Facility Board Meetings for the calendar year 2024. Mr. Syme seconded the motion. All were in favor, motion carried.

**Approve Writing-off Uncollectable Debit from Pretreatment Department**

Mr. Syme moved that the board approve the general manager's recommendation to write off the debt for the accounts listed in the letter from Express Recovery Services for a total of \$2,603.88. Mr. Thompson seconded the motion. All were in favor, motion carried.

**Approve Amended Job Description for Pretreatment Inspector II**

The change in this job description removes all references to supervising other pretreatment personnel.

Mr. Davenport moved that the board approve the proposed revisions to the Pretreatment Inspector II job description. Mr. Kennedy seconded the motion. All were in favor, motion carried.

**Approve Annual Fraud Score Card 2023**

Each year the State Auditor's office sends out a Fraud Risk Assessment to local governments across the state. South Valley Water Reclamation Facility's score for 2023 is 325, which is in the low risk category.

Mr. Kennedy moved to approve the 2023 Annual Fraud Risk Assessment. Mr. Syme seconded the motion. All were in favor, motion carried.

**2024 Pretreatment YDM Sampling Schedule**

Staff gave the board the 2024 pretreatment YDM sampling schedule. Should there be any future projects around these sampling dates, staff asked to be notified.

**Consent Calendar**

Items included on the consent calendar are as follows:

- Ratify Check Register: November, 2023
- Approval of Minutes: November 15, 2023
- Next Board Meeting Date: January 17, 2024 at 12:30 p.m.

Mr. Kennedy moved to approve the consent calendar. Mr. Thompson seconded the motion. All were in favor, motion carried.

**General Manager Report**

Mr. Rawlings shared samples of stone, tile colors, etc. for the new administration building. Mr. Worthen added that the plans will be submitted to the City of West Jordan very soon.

**Project Updates**

Mr. Worthen gave a brief project update.

Diesel fuel tank has been delivered and anchored in place. Spackman Enterprises should have this wrapped up the first week in January.

Gerber Construction is continuing their work on the day tank. There is some delay on delivery of additional parts. As a result, their contract has been extended. This should be wrapped up first part of February.

**Closed Meeting**

There was no closed meeting.

**Other Business**

Mr. Rawlings asked the board for authorization to payout vacation to an employee who was unable to use their vacation time, due to increased workload and being short staffed. Chairman Knight asked if there is a policy for situations like this. Mr. Rawlings said that there is not. We do have a maximum of 160 hours that can be carried over to the new year and this vacation payout will take this individual to the 160 hours. Normally at the end of each year the unused vacation is lost. We are in the process of updating the personnel policy and this is included. The board had some discussion about what they do at each of their entity's. Mr. Davenport asked how this affects other employees and wanted to make sure all employees are being treated fairly and this will not cause any problems. Mr. Kennedy asked if there is anyone else losing vacation time this year. Mr. Rawlings responded that we will need to look. We're usually pretty good about pushing employees to use their time. Mr. Kennedy had no issue with this particular circumstance and suggested putting a policy in place. The rest of the board agreed.

Mr. Rawlings asked the board their thoughts in offering a sell back of approximately 20 hours of vacation each year before Christmas. The board had no problem as long as it is consistent across the board. Mr. Davenport added that you need to be careful doing this because you do need your employees to use vacation to re-charge.

**Adjournment**

Chairman Knight adjourned the meeting at 11:00 a.m.

---

Jerry Knight, Board Chairman

---

Belinda Patterson, Facility Clerk