

SOUTH DAVIS SEWER DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING  
19 March 2026

The Board of Trustees of the South Davis Sewer District, Davis and Salt Lake Counties, met in regular session at 5:00 p.m. at the District Office located at 1800 West 1200 North, West Bountiful, Utah, with the following members present:

Howard Burningham	Chair
Ryan Westergard	Vice-Chair
Len Arave	Trustee
Ken Romney	Trustee
Brian Horrocks	Trustee (Arr. 5:10 pm)

Excused:

Gina Hirst	Trustee
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Absent:

Matt Murri	Trustee
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Others meeting with the Board:

Matt Myers	General Manager/Treasurer
Lanese Hendrickson	Assistant General Manager
Susanne Monsen	Asst Gen Manager/Asst Clerk
Candice Venn	Acting Accountant/Asst Clerk
Ron Mortensen	Resident, Bountiful
Jay Lisonbee	Resident, Bountiful

1. OPEN MEETING:

The Chair called the meeting to order at 5:01 p.m.

2. PUBLIC COMMENTS:

None.

3. APPROVAL OF MINUTES:

The Chair asked for comments of the regular Board Meeting held 19 February 2026. After consideration motion was made by Ken Romney seconded by Len Arave to accept the Minutes as presented. Motion carried with Trustees Burningham, Arave, Romney and Westergard voting "aye".

4. BUDGET REPORT:

The unaudited Budget Report ending February/2026 was presented for review. The combined Revenue Budget has received 36% in revenues. The Collection System is 18% expended; Treatment Plants are 14% expended; Industrial Pretreatment is 15% expended; Capital Expansion is 9% expended; Water Quality Group (JR/FB) is 6% expended; OU2 Remediation is 20% expended; Water Quality Group (UT LK) is 8% expended; and General & Admin is 19% expended. The budget ratio to calendar months is 16%.

5. INVESTMENT REPORT:

Current investments (February/2026) are maintained by Zions Bank, Public Treasurers Investment Fund (PTIF) and Moreton Asset Management. Zions Trust held approximately \$31.5 million at an interest rate of 3.8567% (funds are with PTIF); PTIF held approximately \$20.3 million at an interest rate of 3.8567%; and Moreton held approximately \$2.1 million at an interest rate of 3.9025%.

6. APPROVAL OF DISBURSEMENTS:

Trustees reviewed Zions Bank check numbers 37262, 37267 and 37281 . After further consideration motion was made by Ryan Westergard seconded by Brian Horrocks to accept the Disbursements as presented. Motion carried unanimously with Trustees Burningham, Arave, Romney, Horrocks and Westergard voting "aye".

7. APPROVAL OF SEWER LINE AGREEMENTS:

A. NORTH BENCH ESTATES - PROJECT NO. 1-26.

Matt Myers recommended the Agreement for North Bench Estates, located at 908 East Northern Hills Drive in Bountiful, be accepted.

Motion was made by Len Arave seconded by Ken Romney to accept the Agreement for North Bench Estates. Motion carried unanimously with Trustees Burningham, Arave, Romney, Horrocks and Westergard voting "aye".

8. GENERAL MANAGER'S REPORT:

A. 2026 LEGISLATION.

All bills on the wastewater watch list did not pass. There were many property tax bills introduced and most did not pass. It is possible that in future legislative sessions, stringent limits might be placed on the District's ability to levy a property tax.

B. PROJECTED SPEND DOWN ON NORTH PLANT CONSTRUCTION.

Matt Myers reviewed the projected spend down of 2025 construction bonds relative to when it might be necessary to pursue a final tranche of bonding. Under the current scenario we may not need to increase users fees until January/2027 or a tax increase effective 2027. Staff will put together information on a fee increase only, a tax increase only or a combination of the two for Board consideration possibly by the June or July Board Meeting.

9. FRAUD RISK ASSESSMENT - REPORT:

Candice Venn reviewed the annual Fraud Risk Assessment questionnaire for 2025 which will be sent to the Utah State Auditor's Office. The District scored 375 of 395, which puts us in the Very Low risk category.

10. CONSIDER EMPLOYEE ASSISTANCE PLANS:

Matt Myers reviewed quotes received from GBS, the District's benefit agent, on employee assistance plans and reviewed the coverages involved. Recently, there have been a few instances where this type of plan could be extremely helpful for District employees. These plans would cover the employee, spouse and dependents. Ryan Westergard stated his employer as well as Woods Cross City offer these types of plans and they have been utilized by those covered. He felt the plans were beneficial. The Board wanted to take a little more time to review this request.

Motion was made by Ken Romney seconded by Len Arave to table this item and review in the future, with more detailed information regarding the proposals. Motion carried unanimously with Trustees Burningham, Arave, Romney, Horrocks and Westergard voting "aye".

11. NORTH PLANT REHABILITATION AND NUTRIENT REMOVAL PROJECT - REPORT:

With the completion of the new administration building staff will be moving in on Friday, 3/20/26. The landscaping has been completed by the District's collection system crew. Security features are being installed. Progress continues on the dewatering building and conveyor system, as well as the MBBR building. With the lower water levels on the State Canal the contractor has completed approximately 75% of the new outfall line.

12. CONSIDER FUEL MANAGEMENT SYSTEM:

We currently have fuel stations at each plant and the collection system yard. The 2026 budget included addition of a fuel management system at the South Plant. After additional research it was found that the current software system at the North Plant and the Collections complex is outdated and no longer supported as the company is no longer in business. Upon review staff has determined the best course of action would be to replace the systems at all three locations (North Plant, South Plant, Collection System Shop) and match the new system being installed by Alder Construction where the future generators at the North Plant will be located. Quotes from the two vendors who offer this system include Westech and Eaton. The cost was essentially the same for both vendors. The cost will exceed what was budgeted for this year, however cuts to other items will make it a wash.

After further review motion was made by Len Arave seconded by Ken Romney to approve this purchase with Westech in the amount of 35,606.45. Motion carried unanimously with Trustees Burningham, Arave, Romney, Horrocks and Westergard voting "aye".

13. WASATCH RESOURCE RECOVERY (WRR) PROJECT - REPORT:

Opal Fuels has received plan approval from North Salt Lake to proceed with the parts storage building. The plans for the new hydrolysis facility are almost ready for submittal to the City. The District has set aside \$2 million as participation for the biofilter system and the hydrolysis facility. Office staff has been working towards turning over all the accounts receivables to Opal. Opal has not yet migrated the District's three employees to their system, but we have been assured this will happen soon. The next Project Management Committee meeting has been scheduled for 9:00 a.m. on Wednesday, April 1st.

14. RETIREMENT OF ACCOUNTING MANAGER/CLERK - REPORT:

Due to health issues, the District's Accounting Manager/Clerk, has submitted his notice of retirement which will be effective the end of May.

15. 2025 ANNUAL CONSOLIDATED FINANCIAL REPORT (ACFR):

Candice Venn has been working on the 2025 audit in the absence of Mark Katter. With the extra workload of the audit in addition to her regular assignments, Matt Myers requested the District not submit an ACFR for 2025 and just focus on the audit for this year. The ACFR is a nice report offering insight into District activities, but not something that is required. After some discussion the Board approved elimination of this report for 2025.

16. CONSIDER ASSISTANT CLERK APPOINTMENT:

It is a Board function to appoint the District Clerk and Assistant Clerk. With the retirement of Mark Katter Matt Myers recommended Candice Venn be appointed as an Assistant Clerk to fulfill the financial responsibilities of the Clerk role for the District. A review of statutory requirements as well as District requirements was reviewed. The intent would be to revisit this position upon final retirement of the current Clerk and make the appointment of Candice Venn as the official Clerk of the District at that time.

Motion was made by Ryan Westergard seconded by Ken Romney to appoint Candice Venn to the position of Assistant Clerk. Motion carried unanimously with Trustees Burningham, Arave, Romney, Horrocks and Westergard voting "aye".

17. INTERIM/ACTING DISTRICT ACCOUNTANT - DISCUSSION:

With the retirement of the District's Accounting Manager, Matt Myers discussed elevating Candice Venn to the role of "Acting District Accountant". Candice will see the District through the annual audit and work toward completing education relevant to the position of the District Accountant. She will not take over supervision of office staff, but rather focus on accounting and training exclusively. At some future point, Management will consider dropping the "Acting" from her title, and review with the Board again at that time.

18. ASSISTANT GENERAL MANAGER/HR - DISCUSSION:

To supervise the administration staff, Matt Myers proposes to promote Susanne Monsen to Assistant General Manager over Administrative and Human Resource affairs. Susanne already performs the majority of this work, but will add overseeing direct reports in the office to her duties.

19. APPROVAL TO CLOSE THE MEETING TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTALHEALTH OF AN INDIVIDUAL:

Motion was made by Len Arave seconded by Ken Romney to go into closed session with no intent to return to the Public Meeting. Motion carried unanimously via a roll call vote with Trustees Burningham, Arave, Horrocks and Westergard voting "aye".

The Chair declared the meeting closed at 6:24 p.m.

Motion was made by Brian Horrocks seconded by Ryan Westergard to close the meeting. Motion carried unanimously with Trustees Burningham, Arave, Romney, Horrocks and Westergard voting "aye".

20. NEXT MEETING SCHEDULED:

The next regular meeting has been scheduled for Thursday, 9 April 2026, 5:00 p.m.

21. DISMISSAL:

The Chair declared the meeting adjourned at 6:40 p.m.



Assistant Clerk

  
Chair, Board of Trustees