

**MINUTES**  
**CENTRAL VALLEY WATER RECLAMATION FACILITY**  
**Thursday, November 20, 2025**  
**Central Valley Board Room**  
**3:30 p.m.**

**Board Members Present:**

Vice Chair Don Russell  
Alternate Member Jason Helm  
Member Kim Galbraith  
Member Keith Lord  
Member Cheryle Hatch  
Alternate Member Ben Ford  
Member LeAnne Huff

Taylorsville-Bennion Improvement District  
Granger-Hunter Improvement District  
Cottonwood Improvement District  
Mt Olympus Improvement District  
Kearns Improvement District  
Murray City  
City of South Salt Lake

**Staff Members Present:**

Phil Heck  
Brandon Heidelberger  
Justin Zollinger  
Jake Crookston  
Cindie Foote  
Navneet Prasad  
Kevin Gallagher  
Sharon Burton  
Chris Reilley

General Manager  
Assistant General Manager  
CFO  
IT Manager  
Employee Services Manager/Board Secretary  
Electrical Controls Engineer  
Construction Supervisor  
Facility Superintendent  
Maintenance Manager

**Staff Members Present Electronically:**

Graham Gilbert  
Bryan Mansell

Legal Counsel  
Chief Engineer

**Member Entity Representatives Present:**

Greg Neff  
Spencer Evans  
Giles Demke  
Stephen Rowher

Cottonwood Improvement District  
Cottonwood Improvement District  
Mt Olympus Improvement District  
Mt Olympus Improvement District

**Member Entity Representatives Present Electronically:**

Mark Chalk

Taylorsville-Bennion Improvement District

**Visitors Present:**

Neil Kunz

Brown and Caldwell Engineers

**Visitors Present Electronically:**

Dan Griffin  
Skyler Davies

Division of Water Quality  
Division 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. Vice-Chair Don Russell conducted the meeting. Jason Helm led the Pledge of Allegiance.

### **APPROVAL OF MINUTES**

Cheryle Hatch made a motion to approve the both the minutes of the October 29, 2025 meeting as presented.

MOTION: Cheryle Hatch

SECOND: LeAnne Huff

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

### **PUBLIC COMMENTS**

No comments were received.

### **GENERAL MANAGER COMMENTS**

1. Reminder of the CVWRF Annual Christmas Party to be held December 11, 2025, at the West Valley City Cultural Center. Happy hour is at 6:00 p.m., dinner is at 7:00 p.m. Please RSVP to Annie Jensen
2. Reminder that the December Board meeting will be the holiday luncheon. The meeting will begin at noon.
3. Candace Hasenyager is the new director of the Utah Division of Water Quality. A meeting has been facilitated with her on November 21, 2025 here at the Facility. We will conduct a plant tour and get to know her.

### **STATE AUDITOR FRAUD CHECKLIST**

Mr. Justin Zollinger stated that it is a state requirement that we bring our fraud risk assessment to the Board once a year. Our assessment policies have not changed. We do not have an internal audit function due to the size of our organization. We have had discussion with entity managers about pooling resources to create this function for each other. Because of the lack of internal audit capability, we are reduced by 20 points in the assessment, and our score is 375 out of 395 total points. Scores greater than 355 are considered very low risk.

Keith Lord made a motion to accept the State Auditor Fraud Checklist as presented by Mr. Zollinger.

MOTION: Keith Lord

SECOND: LeAnne Huff

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

## **QUARTERLY FINANCIAL REPORT**

Mr. Zollinger reported that the seasonally adjusted budget target through October 2025 is 83 percent. All departments report under budget for an overall percent of budget expended of 74.21 percent. Capital budgets using bond funding are at 56 percent and Pay-Go Capital is at 66 percent.

Other information presented was that revenues in compost are higher year to date than last year at this time due to all compost products being fully available all year. Septage revenue is down due to completion of large construction projects such as the airport. The 2026 adopted budget has been uploaded to the State Auditor's office. We are engaging arbitrage consultants to review and test the 2024A Bond to plan for any arbitrage payments that may be required.

## **SOCIAL SECURITY OPT-IN/OPT-OUT RETIREMENT OPTION**

Mr. Zollinger gave background on the Facility's current retirement plan and the direction that management was given from the Retirement Committee to explore additional retirement income options. After reviewing annuities, it was determined that this was not a feasible solution. Later research uncovered the potential ability to opt-in and opt-out of social security.

Mr. Zollinger asked our legal counsel to provide a legal reference to help us understand if this option was possible. Staff met with Mr. John Walch, and he provided a written opinion confirming that a lawful path appears to exist for CVWRF to offer employees the option to opt in or out of Social Security on an annual basis. This option would allow employees who are not fully vested in the Social Security system to gain additional credits needed to have a retirement income from the Federal Social Security program.

Discussion ensued regarding the CVWRF's contribution amounts into the Retirement Plan and the related history, as well as how the funds are self-managed and directed. CVWRF conducts training to help employees understand how to manage these funds, and the effects of making sound financial choices in investing and spending.

Cheryle Hatch made a motion to approve moving forward with engaging an attorney to draft the necessary legal basis, conducting costs analyses ensuring the overall feasibility, and drafting a plan amendment to the Facility's Retirement plan.

**MOTION:** Cheryle Hatch

**SECOND:** Ben Ford

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

**CONSIDERATION/APPROVAL OF BROWN AND CALDWELL CONSTRUCTION MANAGEMENT SERVICES TO 2026**

Mr. Brandon Heidelberger stated that the construction activity in 2026 will consist of construction, start-up and commissioning of major projects directly related to the nutrient removal project and other projects in CVWRF's Capital Improvement Plan. Brown and Caldwell is the engineer of record for most of these projects and we recommend that they continue to provide construction management services to confirm projects are built in accordance with contract documents and specifications. Projects that will be included in this task order are Blower Building; BNR Basins/PEPS; Thickening Building; Dewatering Improvements; Digester Improvements (Covers 1, 2, 5 and TPAD); Fire Alarm Improvements; Site Restoration. The funding for this task order is included in the 2026 Adopted Budget.

Cheryle Hatch made a motion to approve the task order not to exceed the amount of \$2,043,500 to Brown and Caldwell for 2026 Construction Management Services.

MOTION: Cheryle Hatch

SECOND: Kim Galbraith

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

**CONSIDERATION/APPROVAL OF POWER GENERATION BUILDING HVAC ENGINEERING SERVICES – WHW ENGINEERING**

Mr. Heidelberger presented a PowerPoint depicting the current HVAC system in the Power Generation Building.

Earlier this year, the Board approved a contract with WHW to perform a condition assessment of the Power Generation Building's HVAC systems. In July of this year, they issued a report outlining the deficiencies in the system. There were several findings of the report that found deficiencies throughout the building in the system sizing, ducting, temperature control system, boilers, chillers, and air handling units. The system itself was designed and constructed in the early 1980's and is outdated, inefficient, and difficult to operate and maintain.

WHW prepared a preliminary cost estimate for replacing the critical components of the system in the building at approximately \$5.5 Million. These HVAC upgrades have been budgeted for in the CIP and will be completed over several years starting in 2026 using Pay-Go capital funding.

The budget for developing bid documents for replacement of the Power Generation Building HVAC systems is \$370,000.

Cheryle Hatch made a motion to approve the task order in the amount of \$370,000 to WHW Engineering for Design Services for the HVAC system in the Power Generation Building.

MOTION: Cheryle Hatch  
SECOND: Ben Ford

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

### **CAPITAL PROJECTS UPDATE**

Mr. Kevin Gallagher presented a drone video for the following projects:

- BNR Basins Project
- Thickening and Straining Building Project
- Dewatering Building Upgrade Project
- 84” Interceptor Slipline Project

Mr. Brandon Heidelberger gave an update on some of the projects and their milestones as we are focusing on BNR startup on December 2<sup>nd</sup>. We have been holding meetings with our Engineers and staff to plan day-by-day and hour-by-hour sequence of startup events over the first few weeks to ensure a smooth transition from our existing processes and startup of the new BNR system.

### **INFORMATIONAL ITEMS**

Don Russell stated that the Performance/Flow Monitoring and Engineering Progress reports are included in the board packet.

There were no other comments or questions.

### **ADJOURNMENT**

LeAnne Huff made a motion to adjourn.

MOTION: LeAnne Huff  
SECOND: Ben Ford

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

The meeting adjourned at 4:32 p.m.

---

Cindie Foote  
Board Secretary