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## Minutes Central Davis Sewer District Board Meeting

June 13, 2024

The Board of Trustees for Central Davis Sewer District met in regular session at 6:00 pm at the District office located at 2200 South Sunset Drive, Kaysville, Utah 84037.

**Present:** Attending the meeting were Chair Susan Holmes and Trustees, Carol Page, Mike Roueche, Steve Brough, and Mark Johnson. Staff members attending were District Manager Jill Jones, and Assistant Manager Manjot Masson. Darrell Childs with Olympus Insurance and Terence Hansen, a member of the public, was also in attendance.

**Minutes:** The Board reviewed the minutes for May 9, 2024. Trustee Page moved to approve the minutes. Trustee Brough seconded the motion and all Trustees present voted aye.

**Claims:** Chair Holmes asked Manager Jones to review the claims with the Board. Ms. Jones provided an explanation of all items over \$1,000, and an explanation of credit card purchases over \$500. The CD and CR Journals were also presented. After review, Trustee Brough moved to approve the claims as presented. Trustee Johnson seconded the motion and all Trustees present voted aye.

**Resolution 2024 Certified Tax Rate:** Manager Jones presented the proposed County tax rate worksheets for Board consideration. Assistant Manager Masson provided a presentation from the County. The following forms were reviewed:

1. Resolution Adopting Final Tax Rates and Budgets Form PT-800
2. Tax Rate Summary Form PT-693
3. Tax Rate History

The proposed certified rate is 0.000111. This rate will generate an estimated tax revenue of \$825,337. The current budget is consistent with the proposed revenue. Trustee Johnson moved to approve the certified tax rate and estimated revenue by adopting the proposed resolution. Trustee Roueche seconded the motion and all Trustees present voted aye.

**Insurance Renewal – Olympus Insurance:** Chair Holmes welcomed Mr. Darrel Child from Olympus Insurance and invited him to present the insurance renewal information. Mr. Child provided information from three different insurance carriers, each one meets or exceeds the minimum rating criteria for placement of coverage on behalf of the District. Mr. Child reviewed the insurance proposal from Munich Re which had the better

pricing. The cost for renewal is \$290,288, the increase is due to the updated asset evaluation and rise in cost. The Board elected to go with Munich RE. Trustee Roueche moved to approve the proposed insurance policy. Trustee Johnson seconded the motion and all Trustees present voted aye.

**Personnel Policy Review:** Chair Holmes invited Manager Jones to review the proposed changes. Ms. Jones went through the draft changes, including the addition of the Project Manager job category, deletion of job categories no longer staffed, clarification of funeral leave and maternity leave. In addition to possible changes to the use of accrued sick leave in excess of 720 hours at retirement, along with minor grammatical changes. After review and discussion Trustee Roueche moved to approve the Personnel Policy as presented with changes. Trustee Brough seconded the motion and all Trustees voted aye.

**Procurement – Utility Water Electrical:** Chair Holmes asked Assistant Manager Masson to explain the Utility Water upgrade. Ms. Masson reminded the Board of their approval of the Utility Water Project, as part of the project staff recommends the procurement of Total Power and Controls as part of the Electrical Maintenance Contract. This will expedite the process due to the urgent need for the project. Trustee Johnson moved to approve Total Power and Control for the Utility Water Electrical upgrade, electrical contractor for a not to exceed price of \$70,000. Trustee Page seconded the motion and all Trustees voted aye.

**Professional Services – Land Acquisition Update:** Staff had nothing to bring to the Board on this subject at this time.

**Policy Review – Board and Management Guidelines/Policies:** Chair Holmes asked Manager Jones for a review. Ms. Jones went through a few minor changes. Trustee Page moved to approve the policy with the changes. Trustee Roueche seconded the motion and all Trustees voted aye.

**URS Tier 2 Update:** Chair Holmes asked Manager Jones for an update on the URS Tier 2 increase. Ms. Jones reminded the Board the Tier 2 Public Employee Hybrid system will require member contribution of 0.7% starting in July 2024. The cost to provide all employees with a 0.7% raise is \$1102/month. The cost for only the employees in Tier 2 is an increase of \$608/month. Trustee Roueche moved to approve a 0.7% increase for all employees. Trustee Johnson seconded the motion and all Trustees voted aye.

**Flow Update:** Chair Holmes turned the time over the Assistant Manager Masson for a flow update. Ms. Masson presented flow graphs for Lagoon and Cherry Hill. Ms. Masson pointed out that Cherry Hill has violated their flow limitation from their pretreatment permit twelve times since the permit was issued, resulting in a Notice of Violation (NOV) and a fine up to \$12,000. The Board thanked Ms. Masson for the information.

**950 North GMP Update:** Assistant Manager Masson provided an update on the total cost of the 950 North Pump Station and Storage Facility.

**Poster Contest Winners:** Assistant Manager Masson pointed out the framed posters adorning the walls of the conference room. Board members were impressed with the artwork and thanked Ms. Masson for her diligence and work in putting this together.

**West Davis HWY Update – Outside Consultant:** Manager Jones gave an update and timeline on the issues surrounding the easement documents and payment UDOT owes for District property acquired for the West Davis corridor. Mr. Flint Barber the outside consultant hired to ensure the District received fair compensation for the property has been working on a resolution and pushing to get everything resolved.

**Possible Closed Session as allowed in 52-4-205 (1)(c):** Trustee Page made the motion to move into Closed Session as allowed in 52-4-205(1)(c). Trustee Roueche seconded the motion all Trustees voted aye. Members of the public were asked to leave the room.

Trustee Roueche made the motion to move out of closed session. Trustee Page seconded the motion and all Trustees voted aye.

**Minor Items:** The following minor items were reviewed with the Board:

1. Expended vs. Budget
2. NACWA Update
3. Misc. Articles of Interest
4. Pool Party

**Public Input:** There was no public input.

Trustee Page moved to adjourn the meeting. Trustee Brough seconded the motion and all Trustees present voted aye.

The meeting adjourned around 8:00 p.m.

Next regular meeting: July 11, 2024, at 6:00 pm.

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District Manager

