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## Minutes Central Davis Sewer District Board Meeting

July 11, 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, Mark Johnson, Steve Brough and Mike Roueche. Staff members attending were General Manager Jill Jones, and Assistant Manager Manjot Masson. Public in attendance, Greg Nelson with Millstream Partners, Kaysville.

**Minutes:** The Board reviewed the minutes for June 13, 2024. Trustee Page moved to approve the minutes. Trustee Roueche seconded the motion and all Trustees present voted aye.

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

**Staffing Considerations – 2025:** Manager Jones reviewed with the Board the proposed staffing considerations for 2025. Specific items discussed included the following:

1. Staffing levels by department
2. Use of part time employees
3. Use of seasonal employees

There were no changes for the 2024 budget year.

**Cost of Living Adjustment (COLA) – 2025:** Manager Jones reviewed information from the Bureau of Labor Statistics, US Department of Labor consumer price index for all urban consumers (CPI-U). The Manager indicated that this index has been used in the past for maintaining any COLA changes to the salary grades. The all-items index increased 3.3 percent for the 12 months ending May 2024. After discussion, Trustee

Roueche moved to approve a 3.3% COLA for 2025. Trustee Brough seconded the motion and all Trustees voted aye.

**Salary Survey Information:** Manager Jones presented the salary survey completed in 2024 for Board review and consideration. This information was presented in advance of the 2025 Budget preparation. The salary review information comes from advanced comparison detailed reports extracted from the compensation wage survey database maintained by Technology Net. Where not enough information was available, the average of area entity staff was included. In general, the survey demonstrates that a majority of the salary ranges maintained by the District are somewhat above current expectations and wages offered by other entities, with one exception. Manager Jones discussed the potential to adjust the salary range for Treatment /Pretreatment Operator. After discussion of the recommendations, Trustee Johnson made the motion to approve the salary ranges, and step increases, recommended by Manager Jones. Trustee Roueche seconded the motion and all Trustees voted aye.

**Exempt Employee's Vacation and Sick Leave:** Vacation and sick leave hours for Manager Jones and Assistant Manager Masson was presented.

**PFAS Presentation:** Assistant Manager Masson showed the Board the presentation Ms. Masson and Mr. Myers gave at the PFAS symposium put on by The State of Utah DWQ. Board members thanked Ms. Masson for her participation and keeping the District in the forefront of the PFAS/PFOS challenges.

**Cherry Hill Permit / NOV Update:** Manager Jones and Assistant Manager Masson provided an update on the meeting with Cherry Hill owners and their engineer pertaining to the Pretreatment Permit issued to them on April 18, 2024. The pretreatment program was explained in better detail to them. They seemed very appreciative and were working on the required items.

**Thank You Notes from Students:** Included in the Board packet were a few example Thank You Notes from students in regards to the presentation Mr. Myers and staff presented at Holbrook Elementary School.

**Closed Session as allowed in 54-4-205 (1)(c):** Trustee Johnson moved to go into closed session. Trustee Page seconded the motion and all Trustees voted aye.

Trustee Page moved to close the Closed session and return to the open meeting. Trustee Roueche seconded the motion and all Trustees voted aye.

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

1. Expended vs. Budget Report
2. NAWCA
3. Articles of Interest
4. Pool Party

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

Trustee Johnson moved to adjourn the meeting. Trustee Roueche seconded the motion and all Trustees voted aye.

The meeting adjourned about 7:15 pm.

Next regular meeting: August 8, 2024.

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District Manager

