

*1 - Roueche
2 - Johnson*

**Minutes
Central Davis Sewer District Board Meeting**

August 8, 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, Trustees Carol Page, Mark Johnson, and Steve Brough. Trustee Mike Roueche attended electronically. Staff members attending were Manager Jill Jones, and Assistant Manager Manjot Masson and one member of the public was present.

Tour of the Treatment Facility: Board and staff toured the treatment facility. Manager Jones and Assistant Manager Masson pointed out areas where staff or contractors had repaired or upgraded and those areas needing repairs and upgrades. All board members thanked the operators and staff for their great work. Trustee Mike Roueche joined electronically after the plant tour, about 6:40 pm.

Minutes: The Board reviewed the minutes for July 11, 2024. Trustee Johnson moved to approve the minutes as presented. Trustee Page 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; Visa payments were reviewed with an explanation of \$500 or more. The cash receipts journal, cash disbursement journal and the Bank Reconciliation Report were also presented for review. After review, Trustee Page moved to approve the claims as presented. Trustee Brough seconded the motion and all Trustees present voted aye.

2024-25 Budget Considerations: Chair Holmes asked Staff to brief the Board on the provided Budget Information. Staff reviewed the following sections for the forecast 2024 and proposed 2025 Budget:

1. Labor Forecast
2. Revenue Analysis
3. Capital Projects Update

After review of the Labor Forecast, Trustee Johnson made the motion to move forward with the staffing recommendations and move forward with the 2025 budget. Trustee Roueche seconded the motion and all Trustees voted aye.

The 2024-2025 Revenue Analysis was discussed, Manager Jones pointed out interest income is uncertain for the next year. Impact fees are estimated to be decreased due to decreased building. The Board asked Manager Jones to move forward with the revenue projection for the 2025 budget.

Ms. Masson provided an update on Collection and Treatment Capital Projects to-date.

Trickling Filter Upgrade Discussion: Chair Holmes asked Assistant Manager Masson to proceed with the presentation on the trickling filter. Ms. Masson's presentation provided an overview of the aging trickling filter system and various options of maintaining and/or repairing the existing system, totally replacing the Trickling filter system or a phased approach. Ms. Masson also pointed out, the Discharge permit will be renewed in April/ May of 2025, which, although not anticipated, may have different limits, requiring an upgrade in the process to meet the new standards. After discussion, the Board instructed staff to look at the inexpensive phased approach but wait until the draft permit for a final decision.

Pretreatment Update – Cherry Hill: Chair Holmes asked Manager Jones to update the Board on the status of the Pretreatment permit and Cherry Hill. Ms. Jones explained staff met with Cherry Hill to discuss and clarify the permit. The meeting went well and Cherry Hill has submitted some of their reports. It is still an ongoing process.

Update / Clarification Language, Personnel Policy: Manager Jones explained there has been some confusion with the language in the personnel policy dealing with on-call status. Ms. Jones presented language to clarify when an employee is on-call they need to work to receive 1 hour of overtime. Trustee Page made the motion to include the additional language. Trustee Roueche seconded the motion and all Trustees voted aye.

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

- i. **Expended vs. Budget**
- ii. **Articles of Interest**
- iii. **UASD Annual Conference**

Public Input: There was no public input.

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

The meeting adjourned about 8:15 pm.

Next regular meeting: September 12, 2024.

District Manager

