

1 - Johnson  
2 - Roueche

**Minutes**  
**Central Davis Sewer District Board Meeting**

**December 12, 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, Mark Johnson and Steve Brough. Staff members attending were District Manager Jill Jones and Assistant Manager Manjot Masson. There were no members of the public in attendance.

**Public Hearing: 2025 Fee Increase, 2025 Budget Review – 6:00 pm:** At 6:00 pm Trustee Page moved to open the Public Hearing. Trustee Roueche seconded the motion, and all Trustees voted aye. Chair Holmes invited Manager Jones to present a review of the proposed rate increase, draft Cost Recovery System and 2025 Tentative Budget. Manager Jones and Assistant Manager Masson presented such a review pointing out some of reasons for the rate increase are due to; increased chemical costs to meet State mandated regulation, increased cost for biosolids disposal due to property loss caused by West Davis Corridor, increased cost of Renewal and Replacement of aging infrastructure, in addition to ongoing operations and maintenance. Chair Holmes asked if there were any public comments on the Fee Increase, 2025 Budget. There was no public comment. Trustee Page moved to close the Budget Hearing. Trustee Roueche seconded the motion, and all Trustees voted aye.

Chair Holmes invited Board members to comment or provide input. Following a discussion, Trustee Roueche moved to approve the Cost Recovery System with a \$3.00 a month fee increase for 2025 and a possible increase of \$3.00 a month for 2026, 2027, and 2028 if needed, and execute Resolution 2024-12-1. Trustee Johnson seconded the motion, and all Trustees voted aye. Trustee Page moved to approve the Tentative 2025 Budget as presented as Final Budget and execute Resolution 2024-12-2. Trustee Johnson seconded the motion, and all Trustees voted aye.

**Minutes:** The Board reviewed the minutes for November 14, 2024. Trustee Johnson moved to approve the minutes. Trustee Roueche seconded the motion, and all Trustees voted aye.

**Claims:** Chair Holmes asked Manager Jones to review the claims with the Board. Ms. Jones reviewed the claims, cash receipt, cash disbursements, PTIF and the bank reconciliation. After review, Trustee Roueche moved to approve the claims as presented. Trustee Page seconded the motion, and all Trustees present voted aye.

**2025 Meeting Schedule:** Manager Jones presented the following public notice for Board consideration:

The Board for Central Davis Sewer District wishes to advise all Citizens of its 2025 meeting schedule. Public meetings will be held:

January 9, 2025  
February 13, 2025  
March 13, 2025  
April 10, 2025  
May 8, 2025  
June 12, 2025  
July 10, 2025  
August 14, 2025  
September 11, 2025  
October 9, 2025  
November 13, 2025  
December 11, 2025

Time: 6:00 p.m.

Location: District Office  
2200 South Sunset Drive  
Kaysville, Utah 84037

All citizens wishing to attend the meetings are invited to do so. Some meetings may be held electronically, please contact the office at 801-451-2190 for an access code at least 24 hours in advance. Anyone wishing to have an item placed on the agenda should contact the District at least ten days prior to the meeting by mail or in person at the address above, or by phone at (801) 451-2190. The office is handicapped accessible and accommodations can be made in advance for anyone needing it by contacting the District at the above phone number.

Trustee Roueche moved to approve and authorize publication of the annual board meeting schedule. Trustee Johnson seconded the motion, all Trustees voted aye.

**Conflict of Interest Disclosure:** All Board members filled out a Conflict of Interest statement.

**Procurement – Trickling Filter Arm Distributor:** Chair Holmes invited Assistant Manager Masson to present the bids for the Trickling Arm Distributor. Ms. Masson provided a brief overview of the three bids received:

1. OVIVO, REP: COOMBS HOPKINS - \$391,980
  - a. OPTIONAL ADDER: FOR 316 SS - \$56,400

2. CLEARSTREAM, REP: MISCO WATER - \$336,425
3. WESTECH, REP: GOBLE SAMPSON - \$280,677
  - a. 4 ARM OPTION - \$341,847

Ms. Masson explained District recommendation based on analysis of performance, maintenance costs, and purchase price was the lowest bidder, Westech Engineering.

After discussion, Trustee Johnson made the motion to award the Trickling Filter Arm Distributor to Westech Engineering as the low bid at \$280,677. Trustee Page seconded the motion, and all Trustees voted aye.

**Procurement – Flow Sampler:** Chair Holmes asked for information on the flow sampler. Assistant Manager Masson explained that Hach is currently discounting equipment through the end of the calendar year. The quote for a refrigerated flow sampler is \$13,704.24. Flow Samplers are used at the head of the plant to collect samples from the influent and at the end of the plant for collecting samples at the effluent. These are similar to what we currently have.

Staff feels this is a great price with about a \$6,000 discount and would like to have an extra for backup. Hach is on State Contract. Trustee Brough made the motion to purchase the refrigerated Flow Sample. Trustee Page seconded the motion, and all Trustees voted aye.

**Procurement – Chlorine Analyzer:** Chair Holmes asked for information on the Chlorine Analyzer. Assistant Manager Masson explained that Hach is currently discounting Chlorine Analyzers and controllers, \$11,148.80 for two analyzers and controllers. These are similar to what we currently have and since the current analyzers are at end of life it would be great to have these for the discounted price. Hach is on State Contract. Trustee Roueche made the motion to purchase the Chlorine Analyzers. Trustee Brough seconded the motion, and all Trustees voted aye.

**Procurement – Vehicle:** Chair Holmes asked Manager Jones to explain about the Vehicle purchase. Ms. Jones explained that the Operations Manager's truck is around 10 years old and recently has had mechanical and electrical issues. Due to these issues and age, it is recommended the purchase of a new Ford F250 for \$53,368.00, the dealer is on State Contract. Trustee Johnson moved to approve the purchase of the Ford F250 for \$53,368.00. Trustee Page seconded the motion, and all Trustees voted aye.

**Procurement – Phragmite Control FFSL:** Chair Holmes asked Manager Jones if this request was similar to past requests. Ms. Jones indicated that it was. The Utah Department of Natural Resources would like to continue their partnership with the District for phragmite control in 2025 for a District contribution of \$50,000 for herbicide, spraying etc. Trustee Roueche moved to approve the request for \$50,000 for the calendar year 2025. Trustee Brough seconded the motion, and all Trustees voted aye.

**Vacation Sick Leave Review:** Manager Jones provided a review of sick leave and vacation hours to the end of November 2024, for the Manager and Assistant Manager.

**Open and Public Meeting Policy and Training:** Chair Holmes asked Manager Jones to review the Policy and provide training on the Open and Public Meeting Act. Ms. Jones reviewed with the Board the Policies and Procedures Open and Public Meetings with minor changes to conform with the current State code. Trustee Johnson moved to approve the Policies and Procedures Open and Public Meetings with changes. Trustee Roueche seconded the motion, and all Trustees voted aye.

Manager Jones presented a slide presentation for training on Utah's Open and Public Meetings Act. All Board members thanked staff for the training.

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

1. Expended vs. Budget Report
2. Misc. Articles

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

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

The meeting adjourned around 7:00 p.m.

Next regular meeting: January 9, 2025, at 6:00 pm.

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District Manager