

1 - Brough  
2 - Roueche

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

**June 12, 2025**

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, was also in attendance. Two members of the public, Jarolen Brough and Noreen Barnes, were also attending.

**Public Hearing – Board of Trustees Compensation:** At 6:00 pm Trustee Page moved to open the Public Hearing. Trustee Brough seconded the motion, and all Trustees present voted aye. Chair Holmes invited Manager Jones to provide information on Board of Trustees Compensation. Ms. Jones explained the current Board compensation cap has been in place for about 20 years. In the 2025 Legislative session S.B. 50 passed, allowing Board compensation to increase after a Public Hearing about the increase. Ms. Jones showed that using the Federal CPI Inflation Calculator, \$5,000 in the year 2005 equates to \$8,428.55 today. There were no public comments. After discussion, Trustee Johnson moved to close the public hearing. Trustee Roueche seconded the motion, all Trustees present voted aye.

**Minutes:** The Board reviewed the minutes for May 8, 2025. Trustee Roueche moved to approve the minutes. Trustee Johnson 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, CR Journals and Bank reconciliation report were also presented. After review, Trustee Roueche moved to approve the claims as presented. Trustee Page seconded the motion,

and all Trustees present voted aye.

**Resolution 2025 Certified Tax Rate:** Manager Jones presented the proposed County tax rate worksheets for Board consideration. 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 0.000106. This rate will generate an estimated tax revenue of \$841,451. The current budget is consistent with the proposed revenue. Trustee Page moved to approve the certified tax rate and estimated revenue by adopting the proposed resolution. Trustee Johnson seconded the motion, and all Trustees present voted aye.

**Trustee Compensation Policy Review:** Chair Holmes invited Manager Jones to present the Trustee Compensation Policy. Ms. Jones reviewed the current policy and shared the updated IRS per diem and travel allowance rates for 2025. She recommended updating the Board compensation to \$8,500 per year, as proposed during the Public Hearing, to reflect inflation. Trustee Johnson moved to approve the Trustee Compensation Policy as presented, including the updated per diem and travel allowances, and setting Board compensation at \$8,500 per year, with annual increases tied to the employee Cost of Living Adjustment. Trustee Roueche 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, which included clarifying language for tuition reimbursement, and the possible increase in Maternity/Paternity leave. After review and discussion Trustee Page made the motion to accept the language clarifying tuition reimbursement. Trustee Brough seconded the motion, all Trustees present voted aye. Trustee Roueche moved to increase Maternity/Paternity leave to 120 Hours. Trustee Page seconded the motion, all Trustees voted aye. Trustee Roueche moved to accept the Personnel Policy with the approved changes. Trustee Johnson seconded the motion, and all Trustees voted aye.

**Pretreatment Audit Inspection Findings:** Chair Holmes asked Assistant Manager Masson to present the pretreatment audit inspection findings. Ms. Masson reviewed some of the recommendations and directed the Board to the attached updated boiler plate permit with changes recommended. Trustee Johnson moved to accept the report, and the changes presented. Trustee Roueche seconded the motion, and all Trustees present voted aye.

**Presentation on Permit and Future Upgrades:** Chair Holmes invited Assistant Manager Masson to begin the presentation. Ms. Masson went through a detailed presentation reiterating that District staff are still waiting for a response from DWQ for the District's permit. In addition, Ms. Masson discussed different considerations to be evaluated going forward regarding the permit and electrical upgrades. The Board thanked Ms. Masson for the information.

**Procurement – Electrical Upgrade:** Assistant Manager Masson explained that due to the uncertainty of the permit discharge limits, Staff is recommending considering getting a secondary power supply from Kaysville City to be installed on the South area of the plant. This would alleviate the electrical load going into the central MCC located in the main administration building, reducing the cost of the Electrical upgrade in the MCC,

and provide an additional source of power for any future expansion. A rough estimate of cost is about \$250,000. Funding is available in the budget for Electrical Pre-procurement items and in the Main Electrical MCC upgrade. After discussion, Trustee Johnson made the motion to allow staff to pursue the secondary power supply for the South end of the plant. Trustee Roueche seconded the motion, and all Trustees present voted aye.

**Procurement – RAS 1 Grinder:** Chair Holmes asked Manager Jones to explain. Ms. Jones explained the Return Activated Sludge pump station is having major ragging issues. Staff obtained a quote from Advanced Pump & Equipment (APE) for 2 Franklin Miller Super Shredder Grinders and Controllers for \$105,189.54 plus freight. Due to the space and configuration of the pump station, Franklin Miller grinders and the existing Volgelsang grinders are the only grinders that work in this space. The Volgelsangs are not performing as needed. Trustee page moved to approve the purchase of 2 Franklin Miller Super Shredder grinders from APE as a sole source due to configuration for \$105,189.54 plus freight. Trustee Roueche seconded the motion, and all Trustees present voted aye.

**I-15 Widening Project – Contracts:** Manager Jones explained that staff is waiting on UDOT to return the contracts and provide a site for the pump station to be located. In addition, for the South Farmington Pump Station Project, 3 bids were received for the RFP for the Geotech work. Staff selected the lowest bidder, CMT for the bid price of \$7,250.00. Staff have provided CMT's contract to UDOT for review as well and is waiting for a response.

**Election Update:** Manager Jones informed the Board that only three candidates signed up for the elections for the three seats available. The write-in deadline is the end of August. The District election cannot be canceled until the write in deadline has passed.

**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 on the changes for the upcoming year. The cost for renewal is \$306,264, about a \$16,000 increase, due to the rise in cost. Trustee Roueche moved to approve the proposed insurance policy. Trustee Page seconded the motion, and all Trustees present voted aye.

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

**Attorney Update on Lawsuit – Oversight on Environmental Aspects:** Chair Holmes asked how the lawsuit with Cherry Hill and residents is going. Manager Jones explained CSD's insurance counsel has been working with Cherry Hill's counsel and the residents' counsel. Due to the complexities of the Clean Water Act in the Pretreatment area and the Governmental Immunity laws, Staff is requesting Holland & Hart stay

involved on a minor level to provide information and guidance to the Insurance attorney on the environmental aspects of the two suits. Trustee Johnson made the motion to have Holland & Hart stay involved in the two lawsuits. Trustee Roueche seconded the motion, and all Trustee present voted aye.

**Fencing Encroachment Discussion and Direction:** Chair Holmes asked Manager Jones to explain about the fence encroachment. Ms. Jones explained the property owner east of the creek has installed a panel fence just back of the curb on District property. Staff sent a letter asking the property owner to move the fence. The property owner came to the office and indicated there had always been a fence at that location and that should be the property line, he also suggested the District contact an attorney. Staff disagreed about the fence and property location and reached out to Holland & Hart for their opinion. Their initial assessment is they agree with the District and wrote a demand letter if the Board wished to have it sent. After discussion, Trustee Johnson motioned to have Holland & Hart send a letter on behalf of Central Davis Sewer District demanding the fence be moved to the property line. Trustee Page seconded the motion, and all Trustees present voted aye.

**Flint Barber Contract:** Chair Holmes asked Manager Jones to explain. Ms. Jones explained that Mr. Flint Barber, the land expert the District contracted with to assist with the property acquisition of West Davis Corridor with UDOT, asked to be on the agenda to increase his contract. Mr. Barber sent a letter explaining the reasons he felt his fee should be increased. After discussion Trustee Roueche moved to deny the request, although he did appreciate Mr. Barber's work. Trustee Johnson seconded the motion, and all Trustees present voted aye. Manager Jones explained that in addition to the UDOT work Mr. Barber was contracted to help with acquiring property around some pumpstations. That has stalled and staff would like to move in a different direction and pay Mr. Barber out and claim the contract is finished. Trustee Roueche moved to approve the final payment of \$12,500 for the pump station work. Trustee Page seconded the motion, and all Trustees present voted aye.

**Sewer Easement Vacation:** Assistant Manager Masson explained a development going through the subdivision process, preemptively recorded a sewer easement before final layout. The layout has changed and now an easement vacation is required. Trustee Roueche moved to accept the easement vacation. Trustee Johnson seconded the motion, and all Trustees present voted aye.

**Procurement – Soil Removal and Grading:** Staff was directed to look at getting the dirt pile at north side of the roundabout removed and filling in the low spots in the south hay field. Morley excavation provided a quote of \$41,272.50. Trustee Johnson moved to approve the removal and filling of to a price not to exceed \$24,000. Trustee Page seconded the motion, and all Trustees present voted aye.

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

1. Expended vs. Budget
2. Poster Contest Winners

3. NACWA Update
4. Misc. Articles of Interest

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

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

The meeting adjourned around 8:10 p.m.

Next regular meeting: July 10, 2025, at 6:00 pm.

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District Manager

