

1 - Johnson
2 - Roueche

**Minutes
Central Davis Sewer District Board Meeting**

July 10, 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, Mark Johnson, Steve Brough and Mike Roueche. Staff members attending were General Manager Jill Jones, and Assistant Manager Manjot Masson. Public in attendance, Noreen Barnes and Jarolen Brough.

Minutes: The Board reviewed the minutes for June 12, 2025. Trustee Brough 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 and Cash Disbursement journals 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 – 2026: Manager Jones reviewed with the Board the proposed staffing considerations for 2026. 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 anticipated changes for the 2026 budget year.

Cost of Living Adjustment (COLA) – 2026: 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 2.4 percent for the 12 months ending May 2025. After discussion, Trustee Johnson moved to approve a 2.4% COLA for 2026. Trustee Roueche seconded the motion, and all Trustees present voted aye.

Salary Survey Information: Manager Jones presented the salary survey completed in 2025 for Board review and consideration. This information was presented in advance of

the 2026 Budget preparation. The salary review information comes from advanced comparison detailed reports extracted from the compensation wage survey database maintained by Technology Net. Where information was insufficient, 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 two exceptions. Manager Jones discussed the potential to adjust the salary range for Accounting Tech and Collection Operator II/ Truck Driver/ Pest Control positions. 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 present voted aye.

Procurement – Return Activated Sludge (RAS) 1 Pump: Chair Holmes asked Manager Jones for an explanation. Ms. Jones explained that due to the excessive ragging in the RAS#1 pump station the pumps have cavitated when rags wrapped around the pumps. Although the volutes and impellers are being repaired it is getting more challenging to repair them. Staff would like to purchase a new pump and obtained quotes for the following:

KSB model Sewabloc K cast iron impeller	\$24,157.00
KSB model Sewabloc D harden chrome impeller	\$26,622.00
Fairbanks Morris 6” Pump with cooling jacket	\$39,708.00

Staff recommends the KSB Sewabloc D, the D-max impeller is designed to cut and pass rags. It has a chrome impeller and plate. Staff feels this pump will last longer and perform better. All pumps will need some additional fitting and rewiring at an estimated price of \$7,000+.

After discussion Trustee Roueche moved to approve the purchase of the KSB model Sewabloc D harden chrome impeller for \$26,622.00, including the cost of installation. Trustee Brough seconded the motion, and all Trustees present voted aye.

CDSD Policy on Capitalization of Assets: Chair Holmes invited Assistant Manager Masson to explain the Draft Policy on Capitalization of Assets. Ms. Masson reminded the Board the current capital asset threshold of \$5,000 was set in 2005 and has not been adjusted for inflation or rising equipment and material costs. It is recommended the limit be raised to \$10,000, allowing staff to focus on the bigger-ticket items for long-term planning and budgeting. After discussion Trustee Johnson moved to approve the CDSD Policy on Capitalization of Assets with a \$10,000 threshold. Trustee Roueche seconded the motion, and all Trustees present voted aye.

Exempt Employee’s Vacation and Sick Leave: Vacation and sick leave hours for Manager Jones and Assistant Manager Masson were presented for Board review.

Policy Review – No-Fault Sewage Backup Program: Chair Holmes asked Manager Jones to present the information on the No-Fault Sewage Backup Program. Ms. Jones

reminded the Board that the current maximum payment is \$15,000 per individual or up to \$150,000 per incident, set in about 2007. With the cost of goods and services increasing Staff feels it is time to revisit the maximum amount. After discussion about the merits of having a No-Fault / Good Neighbor Policy Trustee Johnson moved to increase the maximum amount to \$25,000 per individual and \$250,000 per incident, in addition to language for receipt of payment or services. Trustee Roueche seconded the motion, and all Trustees present voted aye. Ms. Jones indicated that she would bring the revised Policy back to the Board.

I-15 Widening Contract Review: Chair Holmes asked Manager Jones to update the Board on the Contracts with UDOT for the work UDOT will be paying for due to the widening of I-15. Ms. Jones explained there are still negotiations going on with the contracts. Chair Holmes asked the Board if they had any suggestions for the contracts. Chair Holmes had some suggested changes. Ms. Jones thanked the Board and explained the Attorneys are still reviewing the most recent contract language.

Short Term Disability Option: Chair Holmes asked Manager Jones to explain about the Short-Term Disability. Ms. Jones explained that staff has been researching the benefits of Short-Term Disability Insurance and directed the Board to the options presented in the Board packet. After review and discussion, the Board asked Manager Jones to bring back a policy with more options, i.e. 7-day elimination period and immediate coverage upon hospitalization.

Permit Discussion: Manager Jones and Assistant Manager Masson gave their opinions on the meeting with DWQ's Executive Director Tim Davis.

Pretreatment Discussion: Chair Holmes asked Assistant Manager Masson to update the Board on pretreatment and Cherry Hill. Assistant Manager Masson went over the updated permit per the recommendations from the State pretreatment coordinator.

Chair Holmes asked to postpone the vote on the updated permit until she had a chance to go over it more fully. Trustee Johnson made the motion that the Board could vote via email to approve or disapprove the updated permit. Trustee Roueche seconded the motion, and all Trustees present voted aye. Trustee Johnson indicated he was OK with the permit. Trustee Roueche made the motion to accept the rental capacity for Cherry Hill. Trustee Page seconded the motion, and all Trustees present voted aye.

Property Use: Manager Jones explained that a while ago, a citizen inquired about using District property for storage, but no follow-up communication has occurred. The Board reaffirmed that allowing citizens to use District property is not in the District's best interest. As such, the District Manager is authorized to deny any similar requests in the future.

Procurement – Office Printer: Assistant Manager Masson explained the office staff is requesting a new printer for the office. This new printer would replace the current main printer, which would then be moved to serve as the backup unit in the workroom. The new printer is available through Les Olson Company, under State Contract for

\$9,598.81. Trustee Page moved to approve the printer from Les Olson for \$9,598.81. 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 Page moved to adjourn the meeting. Trustee Johnson seconded the motion, and all Trustees voted aye.

The meeting adjourned about 7:20 pm.

Next regular meeting: August 14, 2025.

District Manager