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Minutes
Central Davis Sewer District Board Meeting

August 14, 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, Trustees Mark Johnson, Trustee Mike Roueche attended electronically, Chair Holmes determined a quorum was present and preceded with the meeting. Trustee Page arrived a few minutes late. Trustee Brough passed away a few days before the meeting. Staff members attending were Manager Jill Jones, and Assistant Manager Manjot Masson and one member of the public was present.

Chair Holmes changed the order of the agenda to accommodate Trustee Roueche.

Board Vacancy: Chair Holmes asked Manager Jones to provide information on how to fill the board vacancy. Ms. Jones provided the noticing requirements, a Draft notice and the Declaration of Candidacy for the vacated position. After reviewing Trustee Johnson moved to approve the Notice of Midterm Vacancy on Board of Trustees. Trustee Roueche seconded the motion, and all Trustees present voted aye.

Travel Policy – Draft Update: Chair Holmes asked Manager Jones to review the revised Travel Policy. After review Trustee Roueche moved to approve the Travel Policy. Trustee Johnson seconded the motion, and all Trustees present voted aye.

Short Term Disability – Draft Policy: Chair Holmes invited Manager Jones to present the Short-Term Disability Policy. Ms. Jones explained that as instructed by the Board at the last Board meeting, staff included the cost of Short-term Disability insurance with three options; 14-day elimination period, 14-day elimination period with immediate coverage if hospitalized or 7-day elimination period from two different Carriers. After discussion, Trustee Johnson moved to approve the Policy with 14-day elimination period with immediate coverage if hospitalized from Renaissance, at 66.67% up to \$3,000 Max Weekly STD. Trustee Roueche seconded the motion, all Trustees present voted aye.

Succession Planning – Draft Policy: Chair Holmes thanked Manager Jones for introducing the topic of succession planning and invited her to present the draft policy. Manager Jones explained that, as she approaches retirement, she believes it is important to establish a plan for continuity of leadership. She noted that Assistant Manager Masson has been a valuable asset to the District and expressed concern that the District could risk losing her to a neighboring organization without a clear succession strategy.

Following discussion, Trustee Johnson moved to approve the Succession Planning Policy. Trustee Roueche seconded the motion, and all Trustees present voted aye.

State Auditor Risk Assessment: Manger Jones presented the State Auditor's Fraud Risk Assessment form for review. There were no questions, the Board thanked staff for all they do.

UDOT Contracts – Outside Engineering Agreement and Master Agreement: Chair Holmes asked Manager Jones to review the Agreements. Ms. Jones explained that Staff and the District's Attorneys have recommended several edits to the Master Agreement. She requested Board authorization to sign the Agreements once the Attorneys and Staff are satisfied with the revisions. Trustee Roueche moved to approve having Manager Jones sign the Agreements following Attorney and Staff review. Trustee Johnson seconded the motion, and all Trustees present voted aye.

Minutes: The Board reviewed the minutes for July 10, 2025. Trustee Johnson moved to approve the minutes as presented. 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; Visa payments were reviewed with an explanation of \$500 or more. The cash receipts journal, cash disbursement journal, the Bank Reconciliation Report and PTIF were also presented for review. After review, Trustee Page moved to approve the claims as presented. Trustee Johnson seconded the motion, and all Trustees present voted aye.

2026 Budget Considerations; Chair Holmes asked Staff to brief the Board on the provided Budget Information. Staff reviewed the following sections for the forecast for 2025 and proposed 2026 Budget:

1. Labor Forecast
2. Revenue Analysis

Manager Jones explained the forecast labor for 2025 is close to Budget amount. The 2025 labor forecast may or may not materialize should we have any significant issues requiring call out of staff.

The 2025-2026 Revenue Analysis was discussed, Manager Jones pointed out interest income will decrease for the next year as money is withdrawn for capital projects. Impact fees are estimated to be decreased due to decreased building. The Board asked Manager Jones to move forward with the labor and revenue projection for the 2026 budget.

Report on Dechlorination – Kimball J. Myers: Chair Holmes invited intern Kimball Myers to proceed with his presentation and report. After the presentation, the Board thanked Mr. Myes for his presentation and information.

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

- i. **Expended vs. Budget**
- ii. **Articles of Interest**
- iii. **Olympus Insurance Risk Conference**
- iv. **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 at about 7:00 pm.

Next regular meeting: September 11, 2025.

District Manager

