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

**February 13, 2025**

**Special Meeting Recognizing Retiring Employee:** Board members thanked Brent Justensen for 39 years of exceptional service and welcomed family members that were attending.

**Regular Board Meeting**

The Board of Trustees for Central Davis Sewer District met in regular session at 6:05pm at the District office located at 2200 South Sunset Drive, Kaysville, Utah 84037.

**Present:** Attending the meeting were Chair Susan Holmes and Trustees, Mark Johnson, Mike Roueche, Carol Page and Craig Thompson. Staff members attending were General Manager Jill Jones and Assistant Manager Manjot Masson.

**Minutes for January 8, 2026:** The Board reviewed the minutes of January 8, 2026. Trustee Johnson moved to approve the minutes, Trustee Roueche seconded the motion, and all Trustee present voted aye.

**Claims:** Chair Holmes asked General 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 CR journal and bank reconciliation report were also presented. After review, Trustee Roueche moved to approve the claims. Trustee Page seconded the motion, and all Trustees present voted aye.

**2025 Biosolids Report and Resolution:** Chair Holmes invited Assistant Manager Masson to present the Biosolids report. Ms. Masson provided an in-depth presentation providing information on Metals concentrations, Pathogen Reduction, Vector Attraction Reduction, in addition to the cost of land filling and land application. Ms. Masson pointed out that the addition of alum for phosphorous control has caused an increase of Aluminum and Phosphorus in the biosolids.

After an overview of the report and discussion, Trustee Page made the motion to approve the 2025 Biosolids Report and Resolution 2026-02-01. Trustee Thompson seconded the motion, and all Trustees present voted aye.

**CMGC Selection for Pumpstation Relocation, Pumps and other long lead items:** Chair Holmes asked Assistant Manager Masson to provide information on the Selection process and the recommended Contractor. Ms. Masson provided the Board with the scoring sheets for the three contractors that provided a bid: Gerber Construction, VanCon Inc. and Whitaker Construction. Ms. Masson explained that all three contractors are capable of performing the work, VanCon had the highest score from the evaluation criteria.

Trustee Johnson made the motion to award the Construction Management General Contractor Services for the relocation of the South Farmington Pump Station to VanCon Inc. Trustee Thompson seconded the motion, and all Trustees voted aye.

Assistant Manager Masson explained that after posting requests for bids for three pumps for the South Farmington pump station, only one bid was received, W-Cubed for \$233,853.00 including a \$19,132.00 Tariff surcharge which is subject to change. Trustee Roueche moved to approve the bid for the three pumps from W-Cubed. Trustee Johnson seconded the motion, and all Trustees voted aye.

Manager Jones asked the Board how they would like to proceed with the approval process of the long lead items for the South Farmington Pump Station relocation. After discussion, the Board decided that in an effort to keep the process moving forward, and get the project underway more quickly, the Board direct staff to email bids to the Board and ratify at the Board meetings if waiting for the Board meeting would delay ordering the long lead items needed for the relocation of the pump station.

**Biosolids Disposal Work Group:** District Manager Jones explained that numerous wastewater facilities along the Wasatch Front have been interested in forming a group to deal with biosolids disposal by purchasing property. Land application sites for many facilities will be going away in a few years, composting is now under attack for air quality, and with the PFAS/PFOS concerns landfills can shut down dumping at any time.

A few POTW's met with landowners in the Promontory / Corinne area in Box Elder County and will be doing a small-scale pilot. The District will be coordinating with Central Valley Water Reclamation Facility to spread biosolids on a small portion of property in the area.

**Roth 457 and 401K Update:** Chair Holmes asked Assistant Manager Masson to provide information on the Utah Retirement System (URS) Roth accounts. Assistant Manager Masson explained URS is in the process of updating its software and beginning after March 2026 will allow employees to participate in a Roth 457 and Roth 401(k). Staff is requesting Board approval to offer these options to employees. There would be no cost to the District and participation would be voluntary and elected by individual employees. Trustee Thompson moved to approve participation in the Roth 457 and Roth 401(k) when it becomes available. Trustee Roueche seconded the motion, and all Trustees voted aye.

**Haight's Creek Election:** It is time for the Annual Stockholder's Meeting of Haight's Creek Irrigation Company. There are two candidates for two positions. Per their attorney, the two individuals will be presented for election by acclamation at the annual meeting. If no one will be able to attend the Stockholders meeting, they are requesting a Proxy form. Trustee Roueche moved to approve Rodney Hill as proxy for the election meeting. Trustee Thompson seconded the motion, and all Trustees voted aye.

**No Fault Policy Discussion:** Chair Holmes thanked staff for the numerous drafts of a No-Fault Policy, asking board members their thoughts. After discussion on the merits of having a Policy, the Board directed staff to bring back a document to review.

**Update to .gov emails:** Chair Holmes invited Assistant Manager Masson to explain about the .gov emails. Ms. Masson explained all District employees and the Board now have

.gov emails and offered to help set up the new emails for the Board. She mentioned the website is also changed to [www.cdsewerut.gov](http://www.cdsewerut.gov).

**PTIF Resolution:** Chair Holmes asked Manager Jones to provide information on the Resolution. Ms. Jones recommends the District's accounting clerk, Rebecca Mortensen, be included on the online PTIF account management platform. Currently Manager Jones and Assistant Manager Masson are the only authorized people having access to the account. Trustee Thompson voted to approve adding Rebecca Mortensen to the PTIF account. Trustee Roueche seconded the motion, and all Trustees voted aye.

**Retirement Benefits Protection:** Chair Holmes ask Manager Jones to provide an explanation about the benefits protection. Ms. Jones explained there are instances where retirement benefits do not accrue when the employee is off work. Currently if an employee is on Workers' compensation leave, the District does not pay into the retirement fund and the time off work does not count toward time work for retirement purposes. Staff recommends the Board approve a Benefit Protection Contract Request with URS for Employees that are off work due to a Workers compensation claim that will provide retirement protection through URS after their approval.

Trustee Roueche moved to approve. Trustee Johnson seconded the motion, and all Trustees voted aye.

Board asked Manager Jones to bring back information on Long Term Disability Protection for Tier 2 members.

**Minor Items:** The following minor items were discussed:

- Expended vs. Budget
- WEAU Annual Conference St George
- Olympus Spring Risk Conference
- Legislative Update
- Misc. Articles

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

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

The meeting adjourned at approximately 8:00 p.m.

Next regular meeting: March 12, 2026, at 6:00 pm.

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District Manager

