Minutes
Central Davis Sewer District Board Meeting

July 14, 2022

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, Sherm Cloward, Mark Johnson, and Steve Brough. Staff members attending were Manager Jill Jones, and Assistant Manager Manjot Masson

Minutes: The Board reviewed the minutes for June 9, 2022. Trustee Brough moved to approve the minutes with the minor changes from Chair Holmes. Trustee Cloward 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 journal and Bank Reconciliation report 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.

Staffing Considerations – 2023: Manager Jones reviewed with the Board the proposed staffing considerations for 2023. 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 changes for the 2023 budget year.

Cost of Living Adjustment – 2023: Manager Jones reviewed information from the Bureau of Labor Statistics, US Department of Labor consumer price index for all urban consumers. 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 8.6 percent for the 12 months ending May 2022, the largest 12-month increase since the period ending December 1981. After discussion, Trustee Cloward moved to approve an 8.6% COLA for 2023. Trustee Brough seconded the motion and all Trustees voted aye.
**Salary Survey Information:** Manager Jones presented the salary survey completed in 2022 for Board review and consideration. This information was presented in advance of 2023 Budget preparation. The salary review information comes from advanced comparison detailed reports extracted from the compensation wage survey database maintained by Technology Net. Where not enough information was available, the average of area entity staff was included. In general, the survey demonstrates that some of the salary ranges maintained by the District are somewhat below current expectations and wages offered by other entities, with a few exceptions. Manager Jones discussed the potential to adjust the salary range for; Operator/Biosolids, Lawn/Maintenance, Treatment Operator Trainee, Collections Operator Trainee, Collections Op. I/Truck Driver/Pest Control, Collections Op. II/Safety, Operator II/Pretreatment, Operator IV/Biosolids, Operator IV/GIS Tech, Lead Operator/Instrumentation Tech, Superintendent, Facilities Maintenance Manager, and Operations Manager. After discussion on the recommendations, Trustee Johnson made the motion to approve the salary ranges and step increases, as recommended by Manager Jones. Trustee Brough seconded the motion and all Trustees voted aye.

**Easement Relocation / Vacation:** Chair Holmes asked Manager Jones to explain the relocation and vacation of the easement. Manager Jones explained in 2008-2009 the Church of Jesus Christ of Latter-day Saints provided an easement to the District in the event they wanted to construct a building over an existing sewer line in Farmington requiring the line be relocated. The west property is being developed and the easement is in a building area. The developer is asking for a vacation of the portion of the easement that is in the building area and relocating the easement east into an open space. After discussion Trustee Cloward made the motion to vacate a portion of the existing easement and relocate to an open space area as presented. Trustee Page seconded the motion and all Trustees voted aye.

**PFAS Information:** Chair Holmes invited Assistant Manager Masson to present PFAS information. Ms. Masson explained new advisory limits have been released by the EPA for Per- and polyfluoroalkyl substances (PFAS) in drinking water. A draft document prepared by the Executive Director of the Wasatch Front Water Quality Council, Leland Myers was presented. The board thanked Ms. Masson for the information and commended staff for being progressive and in front of the any new regulations.

**Exempt Employee’s Vacation and Sick Leave:** Vacation and sick leave hours for Manager Jones and Assistant Manager Masson was presented.

**Fraud Risk Assessment:** Manager Jones reminded the Board the Fraud Risk Assessment is to be completed annually. During the review it was found the hotline was no longer available on the website. A fraud hotline was added to the District’s website as recommended by assessment. The board thanked staff.

**950 North Pay Requests – Change Order:** Manager Jones presented the 3rd pay request and the change order #2 approved at the June board meeting dealing with waterline removal and replacement cost. Ms. Jones presented information from Red Pine Construction requesting a change order due to the unprecedented rise in diesel prices. After discussion on the increased fuel costs Trustee Johnson made the motion
to pay the pay request, ratify the change order #2 and approve the change order for increased fuel costs. Trustee Page seconded the motions and all Trustees voted aye.

**Insurance Update – Cyber**: Manager Jones presented the Cyber Security Policy that is included in the Insurance policy, which was not available at June’s board meeting.

**NACWA Update**: Information from NACWA was presented.

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

1. Expended vs. Budget Report
2. Articles of Interest

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

Trustee Page moved to adjourn the meeting. Trustee Cloward seconded the motion and all Trustees voted aye.

The meeting adjourned about 7:30 pm.

Next regular meeting: August 11, 2022.

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District Manager