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**Minutes
Central Davis Sewer District Board Meeting**

May 11, 2023

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, Sherm Cloward, and Steve Brough. Staff members attending were, District Manager Jill Jones, Assistant District Manager Manjot Masson and Ms. Noreen Barnes from the accounting department.

Minutes: The Board reviewed the minutes for April 13, 2023. Trustee Brough moved to approve the minutes. Trustee Johnson seconded the motion and all Trustees 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 cash receipts journal and Bank reconciliation were also presented. After review, Trustee Page moved to approve the claims as presented. Trustee Brough seconded the motion and all Trustees present voted aye.

Election Notice: Chair Holmes invited Manager Jones to present the 2023 Election Notice. Ms. Jones reviewed the new noticing requirements for this year, a draft notice and the Declaration of Candidacy form. It is recommended that District Manager Jones and Assistant District Manager Masson be appointed filing officers. Trustee Cloward moved to approve notice and the filing officers. Trustee Johnson seconded the motion and all Trustees voted aye.

Personnel Policy Review: Chair Holmes expressed thanks to Manager Jones for the personnel policy and recommended changes. Ms. Jones explained most of the changes were included to provide clarity. After review Trustee Page moved to accept the changes to the personnel policy. Trustee Brough seconded the motion and all Trustees voted aye.

Trickling Filter Electrical Upgrade Update: Chair Holmes asked Assistant Manager Masson to provide an update. Ms. Masson reminded the Board the electrical components on the Trickling Filter side of the plant are in a failure state. The new generator has arrived and scheduling with the electrician is being discussed. During the changeover, three generators will be rented to ensure continued operation of the plant. It is anticipated the work will start the first of June. The Board thanked Ms. Masson for the update and expressed their support of the upgrade.

Procurement. – Valves for 950 N Pump Station: Ms. Masson presented a bid for nine valves needed in the new 950 N pump station at a cost of \$17,458. Each valve is less

than \$2200. These valves have proven reliable in other pump stations. Ms. Masson explained that although the valves are included in the overall cost of the pump station, she wanted the Board to see the cost. Although not required, Trustee Johnson moved to approve the purchase of the nine valves for a total cost of \$17,458. Trustee Page seconded the motion and all Trustees voted aye.

Board Vacancy Noticing: Chair Holmes asked Manager Jones to explain about a board vacancy due to Trustee Cloward moving outside the District. Ms. Jones reviewed the noticing requirements, a draft notice about the vacancy and a declaration of candidacy form for the vacated position. The board recommended adding wording to include a short summary in the notice. Trustee Cloward moved to approve the notice. Trustee Brough seconded the notice and all Trustees voted aye. The board and staff thanked Trustee Cloward for his years of service and commitment to the District.

Entity Registration: Manager Jones explained the Entity Registration required by the State has been completed.

Legal Issue Update: Manager Jones provided an update on the Litigation Settlement. The district's insurance attorneys counter claimed for legal fees. An offer of \$2,500 was proffered. We could counteroffer or go to court but that would cost more money. The Board agreed to accept the \$2500 and let the insurance attorneys have it to offset their fees.

NACWA Update: Information from NACWA was included.

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

- i. Misc. Articles of Interest
- ii. Expended vs. Budget
- iii. Construction impacts of 200 North in Kaysville
- iv. Legislative Update

Public Input: There was no public input.

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

The meeting adjourned around 7:05 p.m.

Next regular meeting: June 8, 2023, at 6:00 pm.

District Manager