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Minutes
Central Davis Sewer District Board Meeting

July 13, 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, Steve Brough and new Board member Mike Roueche attended electronically. Staff members attending were General Manager Jill Jones, and Assistant Manager Manjot Masson.

New Board Member Oath of Office: Manager Jones presented the Oath of Office form from Mr. Roueche. Trustee Johnson made the motion to accept the Oath of Office and Mike Roueche as the new Trustee. Trustee Brough seconded the motion and all Trustees present voted aye. Chair Holmes welcomed Mike Roueche as the new Board member.

Bank Signature: Manager Jones reminded the Board that with Trustee Cloward moving out of the District boundary, staff would like the new Board member to be available to sign checks. Trustee Brough made the motion to remove Trustee Sherm Cloward from the Bank and add Trustee Mike Roueche as a signature. Trustee Johnson seconded the motion and all Trustees present voted aye.

Minutes: The Board reviewed the minutes for June 8, 2023. Trustee Johnson moved to approve the minutes. Trustee Brough 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 Brough moved to approve the claims as presented. Trustee Page seconded the motion and all Trustees present voted aye.

Staffing Considerations – 2024: Manager Jones reviewed with the Board the proposed staffing considerations for 2024. 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 2024 budget year.

Cost of Living Adjustment – 2024: 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 4.0 percent for the 12 months ending May 2023, the smallest 12-month increase since the period ending March 2021. After discussion, Trustee Page moved to approve a 4.0% COLA for 2024. Trustee Roueche seconded the motion and all Trustees voted aye.

Salary Survey Information: Manager Jones presented the salary survey completed in 2023 for Board review and consideration. This information was presented in advance of the 2024 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 a majority of the salary ranges maintained by the District are somewhat above current expectations and wages offered by other entities, with a few exceptions. Manager Jones discussed the potential to adjust the salary range for; HR/Accounting/Payroll, Superintendent, and Operations Manager. After discussion of the recommendations, Board members commented on the unique talents of The Facilities Maintenance Manager and the Operations Manager. The Board recommended an increase for the Facilities Maintenance Manager one step to better align with other districts. The Board discussed the Operations Manager position and recommended a range increase. The Board also recommended staff start looking for a replacement for the Operations Manager due to the potential of retirement in the near future. The General Manager range was also recommended to increase.

Trustee Johnson made the motion to approve the salary ranges, step increases, and the new person as discussed by the Board and recommended by Manager Jones. Trustee Brough seconded the motion and all Trustees voted aye.

Capital Facility Plan Discussion: Chair Holmes asked Assistant Manager Masson to provide information on the Capital Facility Plan. A public hearing will be held at the next Board Meeting for public input.

Rate Deferral – Farmington: Chair Holmes asked Manager Jones to explain. Ms. Jones explained she was approached by Farmington City who is researching the possibility of deferral of payments for residents that are in the military or other reasons to be away from their homes for an extended time. After discussion Trustee Page made the motion to leave the billing as is, with a decision on a case-by-case basis if a resident requested something different. Trustee Brough seconded the motion and all Trustees voted aye.

Electrical Projects Phasing: Chair Holmes asked Assistant Manager Masson to proceed with the discussion. Ms. Masson provided an in-depth presentation and discussion on the phasing of the ongoing electrical projects. The Board thanked Ms. Masson for the presentation and the work involved with the projects.

State Inspection Report: General Manager Jones explained that the District's permit writer performed an inspection of the plant, but no report has been received as of the board meeting.

Utah Retirement Systems Audit: Manager Jones pointed out the one finding in the Utah Retirement Systems audit was the payment for the Healthy Living Cash Incentives was not included as retirement eligible composition. This has now been changed. Trustee Johnson moved to accept the Audit report. Trustee Page seconded the motion and all Trustees voted aye.

Financial Audit Report: Chair Holmes thanked Staff for helping with the Financial Audit. The auditor recommended a better way to reconcile the new timekeeping system with the compensatory time written in the comp time book. Manager Jones explained how staff now reconciles the timekeeping software with the compensatory time written down as recommended by the auditor. Ms. Jones assured the Board the report was uploaded to the State Auditors before the deadline. Trustee Brough moved to accept the audit report. Trustee Roueche seconded the motion and all Trustees voted aye.

Contract Extension Request – Skyview Construction: Manager Jones explained that the construction company, Skyview, would like to extend the timeline under the License Agreement due to the delay in construction caused by the harsh winter and spring. After discussion Trustee Roueche moved to have Manager Jones work through the conditions with one possibility of extending the asphalt overlay to the second main gate. Trustee Page seconded the motion and all Trustees voted aye.

Easement from UDOT: Staff have not received an updated easement.

Litigation Release: Manager Jones explained that this is the result of the Bell property backup in 2019 and subsequent suit between the Bells and SCI which also included the District and Fruit Heights City. The suit between Bell's and Sorensen Construction Inc was settled and money for attorney fees was awarded to the District. In exchange for the money SCI required the Litigation Release. District staff have TV'd the line and feel the repair is still in good shape. Trustee Johnson moved to approve the Litigation release. Trustee Roueche seconded the motion and all Trustees voted aye.

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

950 N Pump Station Update: Assistant Manager Masson provided an update on the 950 N Pump Station. The Board thanked Ms. Masson for the great work.

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
3. Thank You Notes from Students

4. Pool Party

Public Input: There was no public input.

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

The meeting adjourned about 8:00 pm.

Next regular meeting: August 10, 2023.

District Manager