

*1- Johnson*  
*2- Brough*

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

**August 10, 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 Trustees Carol Page acting as Chair, Mark Johnson and Steve Brough on site, Chair Susan Holmes and Trustee Mike Roueche attended electronically. Staff members attending were Manager Jill Jones, Assistant Manager Manjot Masson and HR/AP Noreen Barnes.

**Minutes:** The Board reviewed the minutes for July 13, 2023. Trustee Brough moved to approve the minutes as presented. Trustee Johnson seconded the motion and all Trustees present voted aye.

**Claims:** Acting Chair Page 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, and cash disbursement journal were also presented for review. After review, Trustee Brough moved to approve the claims as presented. Trustee Johnson seconded the motion and all Trustees present voted aye.

**2023-23 Budget Considerations:** Acting Chair Page asked Staff to brief the Board on the provided Budget Information. Staff reviewed the following sections for the forecast 2023 and proposed 2024 Budget:

1. Labor Forecast
2. Revenue Analysis
3. Detailed analysis
4. Capital Projects Update
5. Possible Job Opening – New Hire

After review of the Labor Forecast and recommended staffing, the Board asked Manager Jones to move forward with the staffing recommendations and move forward with the 2024 budget.

Revenue Analysis was discussed, Manager Jones pointed out interest income is projected to be higher due to increase in interest rates. Impact fees are estimated to be

decreased due to decreased building. The Board asked Manager Jones to move forward with the revenue projection for 2024 budget.

Trustee Mike Roueche joined electronically at this time. Assistant Manager Masson provided an update and explanation of the Detailed Analysis, explaining the rise in prices from last year. Ms. Masson provided an update on Collection and Treatment Capital Projects to-date.

Manager Jones presented the proposed job posting for an Operations Manager, since the current Operations Manager is taking over a Project Manager Position. Trustee Johnson moved to approve the posting and hiring of an Operations Manager. Trustee Roueche seconded the motion and all Trustees voted aye.

**Public Hearing – Capital Facility Plan Amendment/Update:** at 6:40 pm Trustee Brough moved to open the Public Hearing on the Capital Facility Plan Amendment, Trustee Johnson seconded the motion. All Trustees voted aye. Acting Chair Page asked Manager Jones and Assistant Manager Mason to present information on the Capital Facility Plan Amendment Update. Ms. Masson explained that in the 2021 Capital Facility Plan and Impact Fee Analysis one of the areas in the plan was for the expansion of the system for West Farmington. The area included the 950 North Sewer Trunkline and extension of the Park Lane Pressure line. This, however, did not include the 950 North Sewer Lift Station. At the time of establishing the 2021 CFP it was assumed the system would be able to flow by gravity. At the request of Farmington City and their engineers the sewer trunkline was installed deeper, causing it to be deeper than the main trunkline and unable to reach the District's Headworks, requiring a pump station. Staff is requesting to add 950 North Sewer Lift Station to the West Farmington Expansion Project.

There was no public in attendance. Trustee Johnson moved to close the Public Hearing. Trustee Roueche seconded the motion and all Trustees voted aye.

After discussion Trustee Johnson moved to approve the addition of 950 North Sewer Lift Station to the West Farmington Expansion Project and amend the CFP. Trustee Brough seconded the motion and all Trustees voted aye.

**Retirement Health Benefits:** Manager Jones explained the District currently offers no health benefits to employees retiring before Medicare coverage age. Various entities were contacted with their responses included. After discussion on the merits of this benefit the board directed staff to come back to the board with three options utilizing years served and accrued sick leave.

**950 N. P/S Update:** Assistant Manager Masson provided an update on the construction of 950 N pump station.

**950 N. Guarantee Maximum Price 2 – Update (GMP):** Assistant Manager Masson presented to the Board VanCon's guaranteed maximum price of \$1,393,000.00 for the remaining portion of the 950 N pump station and storage facility building that was not included in GMP 1.

**Procurement – 950 N Lift Station & Storage Facility Inspection and Submittal Proposal:** Acting Chair Page asked Assistant Manager Masson to present the proposal. Ms. Masson explained that JUB Engineering, the Design Engineer for the 950 N Lift Station and Storage Facility building, has provided a proposal for the submittal review, inspection fee and other administrative functions for the project. Staff feels it is in the best interest of the District to have the Design Engineer do the submittal review and inspections of the project. The fee is \$99,000. Trustee Roueche moved to approve the JUB Engineering’s proposal for \$99,000 for inspection, submittal review and administrative functions. Trustee Johnson seconded the motion and all Trustees voted aye.

**Procurement – 950 N Electrical Instrumentation and Control Management Services Proposal:** Acting Chair Page asked Assistant Manager Masson to present the proposal. Ms. Masson explained that SKM, the District’s integrator, has provided a quote for the Electrical, Instrumentation and control management services of \$15,620. Trustee Johnson moved to approve the quote. Trustee Roueche seconded the motion and all Trustees voted aye.

**Procurement – SKM Fiber and Network Upgrade:** Acting Chair Page asked Assistant Manager Masson to provide information on the fiber and network upgrade. Ms. Masson explained this would be Phase 4 of the Electrical Upgrade projects as discussed at the last Board meeting. New network switches, fiber patch panels, adapter plates, network cabinets in addition to servers are needed. Software integration to upgrade out of date programs is also needed. The quote is \$148,294, the quote does not include the electrician portion. After discussion Trustee Brough moved to approve the quote from SKM of \$148,294 for fiber and network upgrade. Trustee Roueche seconded the motion and all Trustees voted aye.

**Procurement – Electrician Network Upgrade Proposal:** Assistant Manager Masson provided a quote for \$65,000 from Total Power for the electrical portion of the fiber and network upgrade. Trustee Johnson moved to approve the quote from Total Power for \$65,000 for the electrician work on the fiber and network upgrade. Trustee Brough seconded the motion and all Trustees voted aye.

**Procurement – Vehicle:** Manager Jones presented information for a new vehicle due to the age, milage and possible maintenance issues of the existing Ford Edge. This would be for the 2024 budget due to the extended time between ordering and receiving vehicles. The anticipated price is less than \$54,875 although we are waiting on a firm quote. Trustee Brough moved to approve the purchase of a new vehicle in the price range of \$54,875. Trustee Roueche seconded the motion and all Trustees voted aye.

**NBP EMS Biosolids External Audit:** Manager Jones presented the proposed agreement from NSF for the NBP EMS Biosolids external interim audit for \$7,350.00. Trustee Brough moved to approve the agreement for the NBP EMS biosolids external audit. Trustee Johnson seconded the motion and all Trustees voted aye.

**Risk Assessment:** Manager Jones reminded the Board that the State Auditor requires each local government entity to complete an annual Fraud Risk Assessment before the end of each fiscal year. The completed assessment is included. Trustee Johnson moved to approve the fraud risk assessment. Trustee Brough seconded the motion and all Trustees voted aye.

**Drone Footage Update – Roads:** Assistant Manager Masson presented drone footage showing the progress of the roads under construction around the District.

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

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

- i. Expended vs. Budget
- ii. Articles of Interest

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

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

The meeting adjourned about 7:30 pm.

Next regular meeting: September 14, 2023.

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District Manager