

1 - Brough  
2 - Roueche

## Minutes Central Davis Sewer District Board Meeting

November 9, 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, Mike Roueche, Mark Johnson and Steve Brough. Staff members attending were District Manager Jill Jones, Assistant Manager Manjot Masson, and AP/HR assistant Noreen Barnes. Members of the public included Jeff Lund, Ronnie Williams, Dean Bannon, Paul Naylor and Terence Hansen.

**Minutes:** The Board reviewed the minutes for October 12, 2023. Trustee Page moved to approve the minutes. Trustee Roueche seconded the motion and all Trustees present voted aye.

**Claims:** Chair Holmes asked Manager Jones to review the claims with the Board. The cash receipts, visa and bank reconciliation were also reviewed. After review, Trustee Brough moved to approve the claims as presented. Trustee Johnson seconded the motion and all Trustees voted aye.

**Easement Encroachment – Bannon/Naylor Property:** Chair Holmes changed the order of the agenda to discuss the Easement Encroachment.

Manager Jones presented pictures showing the position of the Bannon/Naylor home's deck within the sewer easement. Mr. Bannon and Mr. Naylor are having issues with their deck separating from the house, one of the support posts for the deck has been settling. The settling support post is in the existing sewer easement and has been installed over the sewer pipe zone or trench. Their contractor, Mr. Ronnie Williams, provided a detail showing a support beam and helical pier bridging the sewer line and easement. The Board discussed possible issues with the deck support being installed above, bridging the easement. After discussion Trustee Page made the motion to approve the proposal; installing the support pier outside the easement with the deck bridging over the easement, on the condition that the District's attorney provides specific language delineating responsibilities and liabilities, ensuring that if there's any future need for repairs or replacement of the sewer line within the easement the District won't be held accountable for removing or replacing the deck or concrete slab.

The new easement language will be recorded with the property. Trustee Roueche seconded the motion and all Trustees voted aye.

**2024 Tentative Budget – Proposed Public Notice:** The proposed public notice for 2024 Budget Hearing was presented for Board consideration. After discussion Trustee Johnson made the motion to set the Budget Hearing and publish the proposed notice. Trustee Roueche seconded the motion and all Trustees voted aye.

**2024 Preliminary Budget:** Chair Holmes asked Manager Jones to review the proposed Tentative Budget for 2023. Manager Jones presented information on the Tentative 2024 Budget. This information has been updated from the Preliminary Budget. Trustee Roueche moved to approve and move forward with the Tentative Budget for the public hearing in December. Trustee Brough seconded the motion and all Trustees voted aye.

**Possible Rate Increase – Information:** Ms. Jones presented information used in the past few months showing that expenses are outweighing the revenue stream from inflation, capital expenses and renewal and replacement costs. The Board discussed raising user rates to address the deficit.

Trustee Roueche made the motion to move forward with the Public Hearing recommending a \$10.00/connection/month (residential rate) increase for 2024, with the possibility of an additional \$3.00/connection/month increase annually for the next four years. Trustee Johnson seconded the motion and all Trustees voted aye. The Board directed Manager Jones and Assistant Manager Masson to draft a letter outlining the reasons behind the proposed rate increase. This letter will be available to anyone interested in the rationale behind the decision.

**Policy – CDSD fiscal Reserve Policy:** Manager Jones presented an updated Fiscal Reserve Policy for the Board to review. Trustee Page moved to approve the CDSD Fiscal Reserve Policy. Trustee Roueche seconded the motion and all Trustees voted aye.

**Health Insurance Renewal Options:** Chair Holmes asked Manager Jones to review the health insurance options. Ms. Jones presented various options for employee health care coverage. After discussion Trustee Johnson moved to continue with the existing coverage with PEHP. Trustee Page seconded the motion and all Trustees voted aye.

**Procurement – Chlorine Contact Basin OD Gates:** Assistant Manager Masson explained the Oxidation Ditch Chlorine Contact Basin gates are corroding and will need replacing soon. The lead time is 4-5 months. Due to the need for the gates to fit the current configuration of the frame this is a sole source procurement to W-Cubed for \$12,072.00 for two gates. Trustee Roueche moved to approve the sole source procurement of two chlorine contact basin oxidation ditch gates for \$12,072.00. Trustee Brough Seconded the motion and all Trustees voted aye.

**Procurement – Farm Tractor Trade-in:** The District has been renting a tractor from Brigham Implement with the option to buy. This tractor would replace the 2002 tractor.

With the rental payment and trade in for the 2002 tractor the cost is \$84,600.00. Trustee Johnson moved to approve the purchase of the tractor for \$84,600.00 from Brigham Implement. Trustee Roueche seconded the motion and all Trustees voted aye.

**Priority Pollutant Scan 2023:** Assistant Manager Masson provided the results of the Priority Pollutant Scan and gave a brief explanation. The Board thanked Ms. Masson for the information.

**2023 Internal Audit Report:** Manager Jones presented the 2023 Internal Audit Report. The shows no major non-conformances, no minor non-conformances, 11 opportunities for improvement and a request for 2 Corrective Action Reports. The Internal Audit Response report was also included from Management. There were minor corrections to the report that was not materially different to the one presented. Trustee Page moved to approve the report and response. Trustee Roueche seconded the motion and all Trustees voted aye. The Board thanked everyone involved.

**State Auditor Alerts:** Manager Jones directed the Trustees' attention to the included Draft alerts from the State Auditor dealing with public notices and annual impact fee report requirements.

**UPDES Permit Update Request – DWQ:** Manager Jones presented information about the possible modification of the District's UPDES permit for percent removal of BOD and TSS. Staff sent a written response back to the Division of Water Quality on the reasoning behind the 80% removal found in the permit. No additional communication has been received by DWQ as of the Board meeting.

**Workers Compensation Fund (WCF) Insurance:** Manager Jones presented the last three years of premium cost for WCF insurance, showing the increasing costs.

**950 North Pump Station Update:** Assistant Manager Masson provided an update on the 950 North Pump Station.

**Davis County Local Emergency Planning Committee:** Manager Jones and Assistant Manager Masson have met with Davis County's new Emergency Manager.

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

1. Expended vs. Budget Report.
2. NACWA Update

**Public Input:** Mr. Jeff Lund complimented the Board on a well-run meeting.

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

The meeting adjourned around 7:30 p.m.

Next regular meeting: December 14, 2023.

---

District Manager