

NORTH DAVIS SEWER DISTRICT
Minutes of Board Meeting held February 9, 2023

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, February 9, 2023 scheduled for 6:00 p.m. A work meeting was held at 5:00 p.m. to interview applicants for the vacant Board of Trustees position for unincorporated Davis County.

MEMBERS PRESENT: Joy Petro, Board Chair; Joe Paul, Vice Chairman; Kent Bush, Treasurer; Anna Stanton; Dave Maughan; Brian Vincent; David Hatch, District Manager; Angela Lupcho, Clerk. Howard Madsen attended electronically.

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Jason Stansfield, Network Administrator; Tyler Withers, Jacobs Engineering. Attending virtually were Mitch Dabling, Jacobs Engineering and employees, Dennis Byington and Scott Vineyard.

DECLARATION OF CONFLICTS OF INTEREST

- Board Chair Petro asked whether any board members had any potential conflicts of interest on any of the agenda items. None were mentioned.

MINUTES OF THE MEETING HELD JANUARY 12, 2023

- Minutes of the meeting held January 12, 2023 were approved on motion by Mr. Bush and seconded by Mayor Maughan. All were in favor.

CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2023-03

- Moved by Mayor Maughan to adopt Resolution No. 2023-03, "A Resolution appointing a new Board Member to fill the vacancy of the board position representing the unincorporated area of Davis County and providing for an effective date" and appointing Lance Hamblin as the new board member. Seconded by Mr. Paul and all were in favor.

OATH OF OFFICE – DAVIS COUNTY UNINCORPORATED

- Oath of office was given to newly appointed Davis County Unincorporated member, Lance Hamblin.

CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2023-04

Mr. David Hatch -

- Resolution No. 2023-04, "A Resolution ratifying District Manager goals for the 2023 calendar year and providing for an effective date." Mr. Hatch presented his goals for 2023 which included increasing stakeholder understanding and support, improving employee engagement, ensuring financial viability, and other special projects and assignments. Several supporting goals were listed to achieve these goals.
- Moved by Mr. Paul to adopt Resolution No. 2023-04 and was seconded by Mr. Hamblin. All were in favor.

ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS

Mr. Mitch Dabling -

- **Pipeline Project:**
Project is still progressing slowly due to weather. Conversations are ongoing with the State about upcoming construction and road traffic to Antelope Island. A vigil for the Great Salt Lake was held and was a good public relations opportunity to educate about the project.
- **Pump Station Project:**



583 cu ft of concrete was poured the previous week. If board members are interested in visiting the pump station site, a visit can be arranged.

AWARD CONTRACT FOR COLLECTIONS ENGINEERING TASK ORDERS

Mr. Mitch Dabbling –

- An overview was presented of the Master Service Agreement with Jacobs Engineering. It is up to a 4-year agreement, renewable every year and is organized into tasks. Initial tasks are for 2023, amended for additional projects and future years.
- Task Order 01 was presented for General Engineering and includes Collection System modeling and on-call engineering support. The amount for Task Order 01 for approval is \$115,000.
- Task Order 02 was presented for Construction management. Currently includes Hill Field Road Replacement Project. Will be amended for future projects, including those with UDOT. The amount for Task Order 02 for approval is \$346,208.
- Moved by Mayor Maughan to approve the Collection System task orders. Seconded by Mr. Vincent and roll call vote was taken: Joy Petro - yes; Joe Paul – yes; Kent Bush – yes; Lance Hamblin – yes; Anna Stanton – yes; Dave Maughan – yes; Brian Vincent – yes. Voting was unanimous.

Mayor Madsen joined the meeting electronically.

PRESENTATION AND APPROVAL OF THE 2022 PRELIMINARY YEAR END FINANCIAL REPORT

Ms. Angela Lupcho –

- Cash and Cash Equivalents reported as of December 31, 2022 totaled \$2,982,102. Restricted Assets totaled \$77,622,786. The current cash and restricted cash and investments total was reduced by \$48.7 million from 2021 year end. Fixed assets increased by \$35.6 million. Current bonds payable for 2023 were reported as \$10,470,000 with total bonds payable down by \$6,015,000 from year end 2021. Total change in net position totaled \$19,395,383 which meant that assets increased and liabilities decreased. A status review of revenues and expenses as of December 31, 2022 was reported with revenues totaling \$40,737,416 and expenses totaling \$21,342,034.
- Moved by Mr. Bush to approve the 2022 Preliminary Year End Financial Report. Seconded by Ms. Stanton and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Lance Hamblin – yes; Anna Stanton – yes; Dave Maughan – yes; Howard Madsen – yes; Brian Vincent – yes. Voting was unanimous.

AWARD CONTRACT FOR DISTRICT JANITORIAL SERVICES

Mr. David Hatch –

- The bid opening for the custodial services contract was held on February 2, 2023 and there were 7 bids received. The apparent low bidder was SWAV for a monthly total of \$1,248. Discussion was had about the current contracted company, Vanguard, and how they have performed. Mr. Hatch reported that the District's experience with Vanguard was positive and they were outbid by approximately \$50 by the apparent low bidder.
- Moved by Mr. Paul to award the contract to Vanguard based on experience and past performance. Seconded by Mr. Hamblin and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Lance Hamblin – yes; Anna Stanton – yes; Dave Maughan – yes; Howard Madsen – yes; Brian Vincent – yes. Voting was unanimous.



MANAGER'S REVIEW

Mr. David Hatch-

- WEAU conference dates are April 25 – April 28. Board members are invited to attend and to RSVP by the March board meeting. Mr. Paul indicated that he would be attending. Mr. Bush asked if the District had a challenge team for this year. Mr. Hatch reported that yes there is and they have been practicing. The team members are Tyler Barfuss, Brian Lamar, Shawn Bosen, and Kendal Linton with an alternate just in case.
- The annual Pretreatment awards luncheon is scheduled to be held on February 23 to acknowledge industries that have done a good job meeting permit requirements.
- The award ceremony recognizing Whitaker Construction went well. Mr. Bachman attended on behalf of the District. He reported that there was a prestigious video and the Pipeline project earned very positive comments and was the most cheered award of the lunch. Whitaker won several awards at the luncheon.
- Mr. Bush asked about lining project status. Mr. Hatch reported that there has not been much progress to report since last meeting. Lining Project 10 had punch list items waiting for better weather to complete. Lining Project 11 scope will be determined next week after a meeting with Whitaker and C&L Water Solutions. After a visit to the lining manufacturer, projects may need to be rearranged due to limitations on lining for 72" pipe.

BOARD CHAIR REVIEW

- Board Chair Petro coordinated with other board members to plan a retirement dinner for Mr. Stan Hamlin who resigned from the Board in December. February 24 was proposed. Board members, their spouses, and Mr. Hatch will be invited.

ADJOURNED

Moved by Mr. Paul and seconded by Ms. Stanton to adjourn at 6:51 p.m. All were in favor.

Approved


Clerk of Board


Date



