

**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held August 11, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, August 11, 2022 at 6:00 p.m.

MEMBERS PRESENT: Joy Petro, Board Chair; Kent Bush, Treasurer; Stan Hamblin; Anna Stanton; Dave Maughan; Howard Madsen; Brian Vincent; David Hatch, District Manager; Angela Lupcho, Clerk. Joe Paul was excused.

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Ken Burgener, Lab Director; Jason Stansfield, Network Administrator; Brian Lamar, Plant Operations Lead; Jonas Reeder, Pretreatment Coordinator; Marianka Sochanska, Brown & Caldwell Engineering; Mitch Dabling, Jacobs Engineering; Steve Lamb and Tyler Barfuss attended electronically.

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 noted.

MINUTES OF THE MEETING HELD JULY 14, 2022

- Minutes of the meeting held July 14, 2022 were approved on motion by Mayor Maughan and seconded by Mayor Madsen. All were in favor.

PRESENTATION AND APPROVAL OF THE SECOND QUARTER 2022 FINANCIAL REPORT

**Ms. Angela Lupcho -**

- The Quarterly Transparency reporting, Deposit and Investment reporting, Audited Financial Report and the Impact fee report have been submitted to the State Auditor's office. District Cash and Cash Equivalents total \$9,038,688 and Restricted Cash and Cash Equivalents total \$37,493,491 which was a reduction from the 1<sup>st</sup> Quarter report. Total Capital Assets increased by \$11,077,272 from the 1<sup>st</sup> Quarter report. Current bonds payable of \$2,390,000 show the 2014 bond principal owing left out of the defeasance. Total long-term bonds payable were \$100,720,000. Total Change in Net Position was \$5,583,873. Operating Revenues totaled \$10,884,796 which is 50% of the budgeted revenue expected for the year. Property Tax revenue was reported at 10% of the budgeted amount and the majority will be received from the county after Real Property taxes are collected at year end. Impact fees received totaled \$4,237,208 which was high at 86% of the budgeted amount and will likely be over the current budget requiring an adjustment at year end. Operating expenses related to wages totaled \$2,645,243 or 44% of the budgeted amount. The accounts for polymer, chlorine, and chemical treatments were all tracking high due to inflation and will likely need to be adjusted at year end. Overall expenses total \$10,989,016 or 52% of the budgeted expenses. This also includes an unrealized loss on investments of \$747,678 which is not a budgeted account. Mr. Bush asked about the Laboratory Fees revenue account being high and it was attributed to higher lab costs for Pretreatment analyses. Mayor Vincent asked what the Supervisor's Bonus Program account was and Ms. Lupcho explained that it was a spot bonus program for employees distributed by their supervisors. Mr. Bush asked what types of projects the District is able to use impact fees for funding, the timeline allowed to spend them down and whether the District has any issues expending the amounts we are receiving. Ms. Lupcho responded that construction projects related to growth are identified in the IFFP (Impact Fee Facilities Plan) and only the portion of the projects attributed to growth of the District are allowed to use the funds. The District tracks and reports this on the Impact Fee Report due to the State Auditor each year and currently the impact fees received are funding past projects and there are no impact fees remaining to spend down. The time limit for spending impact fees collected is 5 years.



- Moved by Mayor Maughan and seconded by Mr. Hamblin to approve the Second Quarter 2022 Financial Report. All were in favor.

#### ENGINEERING AND CONSTRUCTION UPDATES – BROWN AND CALDWELL

##### **Ms. Marianka Sochanska -**

- **Hill Field Road Design:**

This project includes work from the Master Plan and will include the replacement and upsizing of the existing sewer line to 18- and 21- inch sewer mains and adjusting the flow splits to send all the flow south. The existing pipe is in poor condition and needs to be replaced as well as needing increased capacity for growth. 60% design submittal was completed on July 26<sup>th</sup>. Ongoing utility and entity coordination continues. Meetings with UDOT and Layton City are expected in August. 90% design submittal is expected in August/September with bids due from contractors in October in time for budget.

- **Mutton Hollow Replacement:**

This project includes work on the downstream portion of the “East Outfall Phase 4” project as detailed in the Master Plan. Kaysville City is planning to reconstruct Mutton Hollow Road from Main Street to Fairfield in 2022 so this portion of the project will upsize the sewer ahead of the Kaysville City work. The 21- and 24- inch sanitary sewer will be replaced with 30-inch line. Bypass setup is beginning on Main Street near Fairfield Rd. The section of the project on Mutton Hollow Road is nearing completion and bypass setup is beginning in Main Street.

- Change Order Number 01 for Mutton Hollow Replacement Project is a deductive change order reducing the contract by \$31,100.

Moved by Mayor Maughan to approve Change Order 01 for Mutton Hollow Replacement project for -\$31,100. Seconded by Mayor Madsen and roll call vote was taken: Kent Bush – yes; Dave Maughan – yes; Brian Vincent – yes; Howard Madsen – yes; Stan Hamblin – yes; Joy Petro – yes. Voting was unanimous.

- **CIPP 9 – Lining Project 9 Construction – 4000 West & 4500 West:**

This project includes lining up to 6,215 feet of 36-inch to 60-inch diameter piping along 4000 West and 4500 West using the UV cured CIPP method as well as manhole rehabilitations for all manholes in the project. There will be two sections. The manhole installation has been completed. The last 2 sections of 54” liner will be installed in the next 24 hours and then work will move towards Antelope for the next manhole. Completion of work on 4000 West in front of Plant is estimated for two weeks out. The 60” liner was installed on 8/10/2022.

- **CIPP 10 – Lining Project 10 Construction – 4000 West & Roy:**

This project includes lining high priority segments of the collection system with UVCIPP Liner and were identified as part of the Master Plan and recent CCTV conducted as part of the ongoing asset management plan. Work on the small diameter lining in Roy (Sections 3&4) has commenced. Work on Section 2 is nearing completion. Work on Section 1 at 4000 West above Antelope will coordinate with CIPP 9 project completion.

- **Manhole Rehabilitation Project 1 – Gordon Avenue:**

This project includes rehabilitation of 15 manholes in Gordon Avenue. Contractor mobilization has begun. Manhole inserts were approved and contractor can order. There will be a few more months before installation begins.

#### ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS

##### **Mr. Mitch Dabling-**

- All pipe has been delivered for the pipeline and a pressure test was completed of the Ogden Spur outlet. Preconstruction meeting for the pump station was held 8/3. Mayor Maughan asked whether the District and engineers are considering alternative discharge options proactively based



on the lowering water levels of the Great Salt Lake. Mr. Dabling mentioned that that discussion has already begun internally and discussion will progress to the state level, etc. if necessary. The state has mentioned considering pumping water in from other sources such as the ocean. A question was asked about the pump station stability if the water levels were to raise. Mr. Dabling explained that the pump station was designed with the ability for modification should previous higher water levels be restored.

#### MANAGER'S REVIEW

- Mr. Hatch identified Dave Maughan, Anna Stanton, Howard Madsen, and Kent Bush as board members that have committed to attending the WEFTEC conference in October. The last day to modify hotel reservations is September 29<sup>th</sup> so Mr. Hatch requested final commitments be made by any other board members wishing to attend by September 28<sup>th</sup>. Limits on number of Board Members allowed to attend the conference was brought up for discussion by Mayor Maughan.
- Bypass at the influent gates is underway by Plant staff. Mr. Hatch praised the Plant staff for their work ethic and how staff from all areas of the Plant are participating in the project and working side by side. Two of the four gates have been replaced. The project should be completed by next week. He estimated that doing the project internally has saved the District \$750,000 - \$1 million easily.
- Utah Association of Special Districts Conference is November 2<sup>nd</sup> in Davis County. There is an opportunity for board training for the Open Public Meetings Act if anyone wishes to attend.
- Mr. Hatch recognized Mr. Burgener for his 27 years of service and regretfully announced his anticipated retirement on August 31<sup>st</sup>. Mr. Burgener's work with schools and STEM and Science fairs and promoting the next generation of scientists and engineers was praised. The Board recognized Mr. Burgener's impact on the industry and the District and expressed their appreciation and sadness for his retirement. Mr. Hatch mentioned that interviews would be held on Monday for the position of Lab Director for three internal candidates. Mayor Maughan asked if the position was advertised externally and that he felt that was the best way to handle hiring. Mr. Hatch explained that there were three qualified candidates found at the District and that met his goal of having at least 3 interviews. Mayor Madsen explained that Sunset City hires internally first if they can and then open the job externally if the best candidate isn't found internally. Board Chair Petro mentioned the Layton City does hiring either internally or externally depending on the position and that she felt that the Board should support Mr. Hatch's decision to keep the hiring internally if he felt it was the best option.

#### CHAIRMAN'S REVIEW

- Board Chair Petro wished to discuss the electronic meetings requirements for the Board Members at the Board Meetings. Current District Ordinances allows Board members to attend a maximum of two board meetings per year electronically and states that a quorum must be reached in person. A discussion was also had regarding minimum attendance of board members. The Board members gave direction to Ms. Lupcho to propose changes for approval at a future meeting for a minimum 75% attendance limit for board members at board meetings and to expand the number of electronic meetings allowed for board members' meeting attendance to three meetings.

#### ADJOURNED

Moved by Mr. Hamblin and seconded by Mr. Bush to adjourn at 7:25 p.m. All were in favor.

Approved Angela Lupcho 9/8/2022  
Clerk of Board Date

