

**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held October 19, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Wednesday, October 19, 2022 at 7:00 p.m.

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

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Jason Stansfield, Network Administrator; Jonas Reeder, Pretreatment Coordinator; Tyler Weaver, Laboratory Director; Marianka Sochanska, Brown & Caldwell Engineering; Andrew Fugal, Brown & Caldwell Engineering; Mitch Dabling, Jacobs Engineering; Matt Millis, CapEx Planning; Dennis Byington, Brian Lamar, Curt Simmons, Kylee Nelson, Mark Leonard, Mike Andersen, Tyler Barfuss, Kendall Linton, Taylor Byrum 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 mentioned.

MINUTES OF THE MEETING HELD SEPTEMBER 8, 2022

- Minutes of the meeting held September 8, 2022 were approved on motion by Mayor Maughan and seconded by Mayor Madsen. All were in favor.

PRESENTATION OF IMPACT FEE ANALYSIS

**Mr. Matt Millis –**

- A review of the Impact Fee Analysis process was given. Mr. Bush asked about how inflation factored into the process and Mr. Millis responded that 3% estimated inflation was used for the 5 year analysis period.

The proposed impact fees are:

Single-family: \$3,297

Townhome: \$2,955

Multi-unit: \$2,521

TOD-type: \$2,005

Non-residential: \$621

Notice of public hearing published with copies of the analysis, IFFP, and resolution available for public inspection at the District office, and at each public library and city hall within the District on October 27<sup>th</sup> in accordance with noticing procedures. There will be a required 90 day waiting period for collection of new impact fees after adoption.

SET PUBLIC HEARING DATE FOR IMPACT FEE ANALYSIS AND IMPACT FEE FACILITIES PLAN ADOPTION FOR NOVEMBER 10, 2022 AT 6:00 PM

- Moved by Mayor Maughan to set the public hearing date for Impact Fee Analysis and the Impact Fee Facilities Plan adoption for November 10, 2022 at 6:00 p.m. and seconded by Mr. Bush. All were in favor.

The electronic connection with Mr. Paul was lost at 7:35 p.m.



CONSIDERATION OF APPROVAL OF ORDINANCE NO. 2022-D

**Mr. David Hatch –**

- Ordinance 2022-D is proposed to amend Title 5, Chapter 1 amending Section 5-1-27 to solicit architect/engineering firms to submit a statement of qualifications and performance data at a maximum of every five years and allow for the selection of a pool of engineering firms. It also adds Section 5-1-33 giving authorization of the use of contingency funds for projects to the District Manager up to 5% of the bid amount up to \$150,000 for a single instance. Board of Trustees shall be informed of contingency usage for single items greater than \$25,000. Mayor Maughan suggested soliciting the firms at a maximum every four years to mirror the terms of the board members.
- Moved by Mr. Bush and seconded by Mr. Hamblin to approve Ordinance 2022-D, “An Ordinance amending Title 5, Chapter 1 of North Davis Sewer District Ordinances – 2022 by amending Section 5-1-27 and adding a new Section 5-1-33 and providing an effective date.” Roll call vote was taken: Joy Petro – yes; Kent Bush – yes; Stan Hamblin – yes; Dave Maughan – yes; Howard Madsen – yes; Brian Vincent – yes. Vote was unanimous.
- Mr. Hatch asked for volunteers from the Board to be on the selection committee to review bids that will be received for the current SOQ. Mayor Maughan, Mr. Paul, Mr. Bush, and Mr. Hamblin requested to be considered. November 9<sup>th</sup> in the afternoon or after 4 p.m. was a recommended available date.

Mr. Paul was reconnected to the meeting at 7:50 p.m.

CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-10

**Mr. David Hatch –**

- Resolution No. 2022-10 proposed changes to Section 9 Fringe Benefits to update the health insurance premiums cost sharing and add the option for a Health Savings Account, adding a contribution to employee’s eligible retirement account if the employee chooses not to participate in the District sponsored group health benefit, as well as update the Annual and Sick Leave portions of the personnel policy. Mayor Vincent asked about the sentence disallowing certification from a nurse practitioner for sick leave usage exceeding five successive working days and suggested removing that from the policy.
- Moved by Mayor Vincent to adopt Resolution No. 2022-10, “A Resolution amending certain provisions of the Personnel Policies and Procedures Manual and providing for an effective date” and removing nurse practitioner exclusion under the Sick Leave section, paragraph 3 and was seconded by Mr. Bush. All were in favor.
- Mr. Hatch thanked the Board for approving the health benefit improvement for all employees which will help with future attraction and current retention of employees.

CONSIDERATION OF APPROVAL FOR COMPENSATION ADJUSTMENTS

**Mr. David Hatch –**

- Based on a salary survey conducted with all districts along the Wasatch Front, it was determined that the District’s compensation is low in a few positions. Mr. Hatch proposed a 4% wage budget increase to get NDSO in market value. It would fund a new Collections Operator position to assist in succession planning for our Project Inspector. The 4% would not include COLA or annual bonuses. The salary adjustments are not uniform. Some adjustments would be more than other based on market value.
- Moved by Mayor Maughan and seconded by Mr. Paul to table discussion for a closed meeting. All were in favor.



#### UPDATE ON MULTI-PURPOSE MEETING SPACE/IT CENTER

##### **Mr. David Hatch –**

- Three potential designs were presented to the Board. Modifications were made to try to decrease the construction cost. The Board questioned whether the proposal had been brought to the Board in the past and was voted down. Ms. Lupcho reviewed minutes from previous meetings and it had been presented in the Manager’s Review but no action had been taken other than funding the design by the architect for 2022. Chair Petro expressed that there was no appetite from the Board for the current proposals.

#### 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. This project is moving into bid phase with the bid opening on November 30<sup>th</sup> with a recommendation for award at the December meeting.
- **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. Paving is done on Main Street and work is moving towards the side of the highway. Change Order 04 has been withdrawn and contingency will be used.
- **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. Paving is complete. Substantial completion will be October 28<sup>th</sup>.
- **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. Lining in Roy City has been completed. Lateral connections need to be completed. Work continues on 4000 West north of Antelope Dr. in Syracuse.
  - Change Order 02 was presented for 12 additional lateral connections added after the design phase of the project and a time extension of 39 days. The change order totals \$52,134.52. Moved by Mr. Bush to approve Change Order 02 for Lining project 10 totaling \$52,134.52. Seconded by Mr. Hamblin and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Stan Hamblin – yes; Anna Stanton – yes; Dave Maughan – yes; Howard Madsen – yes; Brian Vincent – yes. Voting was unanimous.
- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue. Contractor mobilization has begun. Project has not begun.



ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS  
**Mr. Mitch Dabling-**

- **Pipeline Project:**  
25, 923 ft are complete or 79% of the project. A value engineering workshop was held earlier today. Engineers are working with regulatory entities to identify updates and protect the pipeline with minimal impact to the project. Channel discussions are ongoing with the State and Army Corp of Engineers. Photos were shown of pipeline progress.
- **Pump Station Project:**  
Site clearing continues. Bypass piping from Hobas has been received. Contractor is purchasing to proactively avoid supply chain issues.

MANAGER'S REVIEW

- The Utah Association of Special Districts conference is coming up. OPMA training will be offered if any board members are interested.
- The Board Chair was a speaker at the Great Salt Lake Summit and gave a presentation. A 10 minute video was shown.

CHAIRMAN'S REVIEW

- Mr. Hamblin asked about the dirt being hauled away and the cost to the District. Mr. Hatch responded that the Farmington Bay Constructors working on the West Davis Corridor project has been hauling away excess dirt at no cost to the District.
- The time for the earlier discussed proposed closed meeting to discuss the compensation adjustments was following the next board meeting on November 10.

CLOSED MEETING – DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL

- **Moved by Mayor Maughan to go into closed meeting at 9:15 p.m. and seconded by Ms. Stanton. All were in favor.**
- **Moved by Mayor Maughan to go out of closed meeting at 9:44 p.m. and seconded by Mr. Hamblin. All were in favor.**

ADJOURNED

Moved by Mr. Hamblin and seconded by Ms. Stanton to adjourn at 9:45 p.m. All were in favor.

Approved

  
Clerk of Board

11/10/2022  
Date

