

**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held September 8, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, September 8, 2022 at 6:00 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. Kent Bush joined electronically.

**ALSO PRESENT WERE:** Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Jason Stansfield, Network Administrator; Jonas Reeder, Pretreatment Coordinator; Marianka Sochanska, Brown & Caldwell Engineering; Andrew Fugal, Brown & Caldwell Engineering; Trevor Lindley, Brown & Caldwell Engineering; Mitch Dabling, Jacobs Engineering; Dennis Byington, Kylee Nelson, Mark Mudrow, Jennifer Christensen, Kendall Linton, Rick Woodward, Mike Andersen, and Brian Lamar 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. Board Chair Petro noted that there is an item on the agenda dealing with Layton City but there should be no conflict. No other conflicts were mentioned.

**MINUTES OF THE MEETING HELD AUGUST 11, 2022**

- Minutes of the meeting held August 11, 2022 were approved on motion by Mr. Hamblin and seconded by Mayor Madsen. All were in favor.

**CONSIDERATION OF APPROVAL OF ORDINANCE NO. 2022-C**

**Ms. Angela Lupcho -**

- Section 2-2-13 of the District Ordinances are proposed to be amended to limit electronic participation by Board Members at board meeting to three times in a calendar year instead of two based on the discussions at last meeting.
- Moved by Mayor Madsen and seconded by Mr. Paul to approve Ordinance 2022-C, “An Ordinance amending Title 2, Chapter 2 of North Davis Sewer District Ordinances by amending section 13-6 pertaining to electronic meetings and providing for an effective date.” Roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Stan Hamblin – yes; Dave Maughan – yes; Howard Madsen – yes; Brian Vincent – yes. Vote was unanimous.

Ms. Stanton arrived and joined the meeting at 6:05 p.m.

**CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-08**

**Ms. Angela Lupcho –**

- Resolution No. 2022-08 proposes adding a minimum 75% annual attendance requirement for Board Members at board meetings based on discussions at last meeting.
- Moved by Mayor Vincent to adopt Resolution No. 2022-08, “A Resolution amending certain provisions of the Personnel Policies and Procedures Manual and providing for an effective date” and was seconded by Mayor Madsen. All were in favor.

**CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-09**

**Ms. Angela Lupcho –**

- Resolution No. 2022-09 proposes amending the Annual Meeting Schedule for 2022 by rescheduling the October 2022 meeting from Thursday, October 13, 2022 at 6:00 p.m. to



Wednesday, October 19, 2022 at 7:00 p.m. due to travel conflicts for staff and board members for the WEFTEC Conference.

- Moved by Mayor Vincent to adopt Resolution No. 2022-09, “A Resolution amending the annual meeting schedule by changing the date and time of the October 2022 meeting of the Board of Trustees and providing for an effective date” and was seconded by Ms. Stanton. All were in favor.

#### CONSIDERATION OF APPROVAL OF MEMO OF UNDERSTANDING WITH LAYTON CITY

##### **Mr. David Hatch –**

- An agreement is proposed between the District and Layton City for a sewer line on 3200 West with approximately 2,100 feet of sewer line that needs to be repaired. After the repairs are completed, Layton City would take ownership of the section of sewer line. The cost to the District is estimated to be \$200,000 and would be budgeted for completion in 2023.
- Moved by Mayor Maughan to approve the memo of understanding agreement with Layton City and seconded by Mr. Hamblin. All were in favor.

#### DISCUSSION OF PROPOSED CHANGES TO EMPLOYEE HEALTH BENEFITS

##### **Mr. David Hatch –**

- A presentation was given outlining current employee health benefits and proposed changes. Currently, the District pays 85% and the employee pays 15% of the health care premium costs. The proposal would change the current offering to pay 100% of the premium. The healthcare plans would also change to include a high-deductible/HSA option along with the current low-deductible option offered and add a wellness and improved prescription coverage. An option for uninsured employees to have money deposited into a 401k plan in lieu of health care coverage was also presented. Mayor Madsen supported the proposal. Chair Petro and Mayor Maughan had questions but supported the change as long as employees support the proposal.

#### CONSIDERATION OF APPROVAL OF CREATION OF NEW EMPLOYEE POSITION TITLED PLANT DRC TRAINER

##### **Mr. David Hatch –**

- The District has a gap between senior supervisors and junior employees and the District needs more Grade 4 Operators. Mr. Hatch would like to create a new position called the Plant DRC/Trainer which would assist with training newer staff. The District currently has a program called NDU (North Davis University) to help train current employees to get to Grade 4. This position would report to the Plant Superintendent.
- Moved by Mayor Maughan and seconded by Mayor Madsen to approve the addition of the Plant DRC Trainer position. 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. All were in favor.

#### DISCUSSION OF CONTINUED USE OF CASH ALLOWANCE FOR CONSTRUCTION PROJECTS

##### **Mr. David Hatch –**

- The cash allowance is a small percentage added to the bids for construction projects. The District Manager has authorization to approve unforeseen construction costs with the contingency funds but the authorization limit is not clear in the current purchasing policy. Unspent contingency funds are given back to the District. Mr. Hatch would like to modify the current purchasing policy to clarify the amounts the District Manager is authorized to approve since many change orders are time sensitive. The District Manager would report any approved change orders authorized using contingency in the Manager’s Review. After much discussion between Board Members, they



gave direction that the District Manager should be able to authorize change orders up to 5% of the project costs with a limit of \$150,000. Mr. Hatch will have the policy changes drafted for approval at the next Board meeting.

#### PRESENTATION OF IMPACT FEE FACILITIES PLAN

##### **Mr. Andrew Fugal and Mr. Trevor Lindley-**

- A brief review of impact fee eligible expenses was given and a review of both Plant and Collection System projects and the percentage of those projects that are growth related were presented.

#### 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. Meetings with UDOT and Layton City are scheduled for next week. 90% design submittal is expected in September with anticipated bid advertisement in October.

- **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. Work is progressing on Main Street, moving towards Mutton Hollow Road.

- Change Order Number 02 for the Mutton Hollow Replacement project is for costs related to an unmarked underground telephone lines conflict totaling \$27,840 and Change Order Number 03 is for costs related to an underground power conflict incurred for installation of a new conduit for Rocky Mountain Power to allow completion of the sewer line installation totaling \$27,393.

Moved by Mayor Maughan to approve Change Order 02 and Change Order 03 for Mutton Hollow Replacement project for \$27,840 and \$27,393, respectively. Seconded by Mayor Madsen and roll call vote was taken: Joe Paul – yes; Kent Bush – yes; Dave Maughan – yes; Brian Vincent – yes; Howard Madsen – yes; Stan Hamblin – yes; Joy Petro – yes; Anna Stanton - 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. Final paving is being completed in front of the Plant tonight. Mr. Hamblin asked about a leak that has affected one of the District’s tenant and requested that it be added to the punch list for project completion. Ms. Sochanska made note and will make sure it gets added.

- **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 has several sections of lining left which will be done following the completion of the CIPP 9 Lining Project. Section 1 on 4000 West will be coordinated with CIPP 9.



- Change Order Number 1 for CIPP Lining Project 10 requested a 30 day contract extension due to a fire at a SAERTEX lining facility which damaged liners in production. Mayor Maughan moved to approve Change Order Number 1 for CIPP Lining Project 10 and was seconded by Mr. Hamblin. All were in favor.
- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue. Contractor mobilization has begun. Manhole inserts are expected to be delivered in September with construction beginning shortly after.

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

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

- **Pipeline Project:**  
62% of the line has been installed. Estimate completion Spring/Summer 2023. Value Engineering workshop will be held in mid-October to discuss the outfall location to the Great Salt Lake and the greater than expected distance from the current outfall location. Currently 4,000 additional feet from outfall location. Engineers are working with the State to keep the District within regulations and are exploring cost-effective solutions. Construction is anticipated to cross the causeway in November. Mayor Maughan expressed his appreciation to the contractor for keeping a clean and safe worksite and that work is fast and efficient.
- **Pump Station Project:**  
Demolition of the drying beds has begun. The State has approved the construction permit. 16 pay applications have been received since the project began. 8 have been approved, 2 need revision and resubmittal, and 6 are in review.

#### MANAGER'S REVIEW

- The District will be soliciting an RFP for engineering services which has not been done in over 10 years. A proposed change to purchasing policy will change the RFP frequency for engineering from one year to five years. Mr. Hatch gave a reminder to avoid a conflict of interest and limit discussions with engineers to scope of work. RFP process will begin in 1-2 weeks with a 30 day advertisement period and a review period of 1 week before selection is made by the board with utilization of staff input as needed. Board can decide to interview or make selection and proceed. A master service agreement will be made and can be reviewed annually.
- Board members were emailed an attributes ranking survey from Mr. Hatch requesting they complete and return it to Mr. Hatch which would rank different attributes by importance and would give the District information on what board members find important and what should be funded by priority.
- A reminder to RSVP for attendance to WEFTEC. Currently, District is planning on attendance from Stan Hamblin plus one, Howard Madsen, Dave Maughan plus one, Anna Stanton plus one, and Kent Bush. Itinerary will be sent via email. One District employee will take part in the Operators' Challenge composite team.
- A work meeting is scheduled for Board Members to be held on Thursday, September 22 at 6 p.m. Dinner will be served.

#### CLOSED MEETING – STRATEGY REGARDING PENDING OR REASONABLY IMMINENT LITIGATION

- **Moved by Mayor Maughan to go into closed meeting at 7:46 p.m. and seconded by Mr. Hamblin. All were in favor.**
- **Moved by Mayor Madsen to go out of closed meeting at 8:06 p.m. and seconded by Mr. Hamblin. All were in favor.**



ADJOURNED

Moved by Ms. Stanton and seconded by Mayor Vincent to adjourn at 8:07 p.m. All were in favor.

Approved Angela Lopez 10/19/2022  
Clerk of Board Date



