

NORTH DAVIS SEWER DISTRICT
Minutes of Board Meeting held February 13, 2025

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, February 13, 2025. The board meeting was called to order at 6:45 p.m.

MEMBERS PRESENT: Joy Petro, Board Chair; Dave Maughan, Vice Chairman; Brian Vincent, Treasurer; Lance Hamblin; Scott Wiggill; Dane Searle; Karece Thompson; David Hatch, District Manager; Aivale Lui, Board Clerk.

ALSO, PRESENT WERE: Tyler Barfuss, Collections Superintendent; Jason Stansfield, Network Administrator; Angela Lupcho, Administrative Services Director; Tyler Weaver, Lab Director. Attending via Zoom: Sophie Paul, Roy City; Brian Lamar, NDSO; Tyler Murri, NDSO; Dennis Byington, NDSO; Shawn Hangman, NDSO; Rodney Shields, NDSO; Matt Burlison, NDSO; Hayden Clements, NDSO; Bryan Reynoso, NDSO; Taylor Byrum, NDSO; Shawn Bosen, NDSO.

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 disclosed.

APPROVAL OF MINUTES OF THE MEETING HELD DECEMBER 12, 2024

- The minutes of the meeting held January 9, 2025, were approved on motion by Mr. Vincent and seconded by Mr. Thompson. All were in favor.

PUBLIC COMMENTS

- Board Chair Petro asked whether any member of the public would like to make a comment. No public comment was made.

SERVICE AWARD – ANGELA LUPCHO

- Angela Lupcho was recognized for 10 years of service and presented with a certificate, check, and pin.

PRESENTATION AND APPROVAL OF THE 2024 PRELIMINARY YEAR END FINANCIAL REPORT

Ms. Angela Lupcho –

- The cash balance at year-end was \$6,760,334, with restricted cash totaling \$29,211,239 and restricted investments at \$43,268,258.
- Total revenue charges for services were at 100% of the budget, with property tax revenue at 97% collected and will get final distribution from the county in March.
- Our interests were at 107% of what was budgeted, capital contributions at 115% of the budget, and total revenues were 102%.
- Total expenditures were at 91% of the budget, indicating no overspending.
- Moved by Mr. Hamblin to approve the 2024 Preliminary Year-End Financial Report and was seconded by Mr. Thompson. Roll call was taken: Joy Petro – yes; Dave Maughan – yes; Brian Vincent – yes; Lance Hamblin – yes; Dane Searle – yes; Sophie Paul – yes; Scott Wiggill – yes; Karece Thompson – yes. Voting was unanimous.

AWARD CONTRACT TO THATCHER CHEMICAL FOR FERRIC SULFATE

Mr. David Hatch –



- The board approved a contract with Thatcher Chemical for Ferric Sulfate at an 8% reduction compared to previous bids.
- This decision was made to ensure compliance with air quality permits and to maintain competitive pricing.
- Moved by Mr. Thompson to approve the award of contract to Thatcher Chemical for Ferric Sulfate and was seconded by Mr. Hamblin. Roll call was taken: Joy Petro – yes; Dave Maughan – yes; Brian Vincent – yes; Lance Hamblin – yes; Dane Searle – yes; Sophie Paul – yes; Scott Wiggill – yes; Karece Thompson – yes. Voting was unanimous.

AWARD CONTRACT TO SALMON MECHANICAL FOR ADMIN HVAC

Mr. David Hatch -

- The board awarded a contract to Salmon Mechanical for HVAC system upgrades at a cost of \$303,207.
- The project aims to address end-of-life issues and improve temperature control in the building.
- Moved by Mr. Searle to approve the award of contract to Salmon Mechanical for Admin HVAC and was seconded by Mr. Wiggill. Roll call was taken: Joy Petro – yes; Dave Maughan – yes; Brian Vincent – yes; Lance Hamblin – yes; Dane Searle – yes; Sophie Paul – yes; Scott Wiggill – yes; Karece Thompson – yes. Voting was unanimous.

AWARD CONTRACT TO WASATCH WEST FOR ADMIN EXPANSION

Mr. David Hatch –

- A meeting was scheduled with the original contractors, but they did not show. Their contract was immediately terminated.
- There were 4 other bidders for this contract, and they contacted and given an opportunity to update their bid. Wasatch West was the lowest bidder at \$348,400 which is a reduction of \$44,000 less from the original bid.
- Moved by Mr. Thompson to approve the award of contract to Wasatch West for Admin Expansion and was seconded by Mr. Searle. Roll call was taken: Joy Petro – yes; Dave Maughan – yes; Brian Vincent – yes; Lance Hamblin – yes; Dane Searle – yes; Sophie Paul – yes; Scott Wiggill – yes; Karece Thompson – yes. Voting was unanimous.

DISCUSSION ON EASEMENTS FOR FAIRFIELD SEWER

Mr. David Hatch -

- The preferred design option for the sewer expansion project was identified as option 3, costing \$54,000, which avoids property disputes by relocating a manhole to the street.
- The board discussed the importance of negotiating an easement with the property owner to prevent delays and potential eminent domain issues.

CONSIDERATION OF APPROVAL FOR CREATION OF OPERATION MANAGER POSITION

Mr. David Hatch –

- The superintendent is retiring, prompting the need for a new operation manager position to maintain high operational standards in North Davis.
- This position aims to consolidate management, reduce silos, and achieve cost savings through improved workforce collaboration.
- The board approved the proposal to advertise the position and invited two members of the board to join the selection committee.
- Moved by Mr. Vincent to approve the Creation of Operation Manager position and was seconded by Mr. Searle. Roll call was taken: Joy Petro – yes; Dave Maughan – yes; Brian Vincent – yes;



Lance Hamblin – yes; Dane Searle – yes; Sophie Paul – yes; Scott Wiggill – yes; Karece Thompson – yes. Voting was unanimous.

CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2025-01, “A RESOLUTION RATIFYING DISTRICT MANAGER GOALS FOR THE 2025 CALENDAR YEAR”

Mr. David Hatch –

- The district manager reported a 100% accomplishment rate for the goals set in 2024, including financial management and employee safety.
- Significant achievements included the integration of CMGC into project management, updating the health and safety manual, and enhancing emergency preparedness initiatives.
- The district manager outlined plans for 2025, focusing on biosolids management, user fee updates, and stakeholder engagement.
- Board members discussed their roles during emergencies and the importance of effective communication and support for staff.
- The district manager emphasized the need for a clear communication plan with cities during emergencies.
- A tabletop exercise for cyber incidents was proposed to enhance preparedness across departments.
- Board members expressed concerns about the role of AI in decision-making during critical operations, emphasizing the need for human oversight.
- The discussion highlighted the potential benefits of AI in administrative tasks but cautioned against its use in hazardous situations.
- Moved by Mr. Searle to approve Resolution No. 2025-01 “A Resolution Ratifying District Manager Goals for the 2025 Calendar Year” and was seconded by Mr. Hamblin. All were in favor.

MANAGER’S REVIEW

Mr. David Hatch -

- The North Davis Sewer District is collaborating with other wastewater treatment plants to develop a regional biosolids land application site.
- This project is expected to take 5 to 10 years and aims to address a common challenge faced by multiple districts.
- The focus is on acquiring land along the IAD corridor, with potential challenges related to federal land regulations and environmental impact assessments.

BOARD CHAIR’S REVIEW

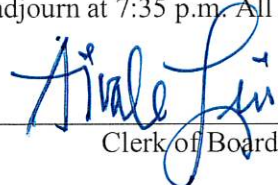
Mayor Joy Petro -

- She reminded the Board members about the WEAU conference on April 22-25, 2025 located in St. George, UT.
- She highly encouraged each member to wear their District shirt.
- She acknowledged and thanked everyone who came to the work & board meeting.

ADJOURNED

Moved by Mr. Hamblin and seconded by Mr. Thompson to adjourn at 7:35 p.m. All were in favor.

Approved


Clerk of Board


Date

