

**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held November 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, November 9, 2023 began at 6:00 p.m.

MEMBERS PRESENT: Joy Petro, Board Chair; Joe Paul, Vice Chairman; Kent Bush, Treasurer; Anna Stanton; Dave Maughan; Howard Madsen, Lance Hamblin; David Hatch, District Manager; Angela Lupcho, Clerk. Brian Vincent was present for the work meeting but was excused from the board meeting. Angela Lupcho attended the meeting electronically.

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Jonas Reeder, Pretreatment Coordinator; Jason Stansfield, Network Administrator; Tyler Weaver, Lab Director; Tyler Barfuss, Plant DRC/Trainer; Darren Lowe, Jacobs Engineering; Matt Dugdale, Stifel; Ryan Bjerke, Chapman and Cutler; Sage Thorpe, Whitaker Construction; Kendall Linton, Collections Operator; Marc Godfrey, Collections Inspector. Brian Lamar attended remotely via Zoom.

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. No conflicts were disclosed.

MINUTES OF THE MEETING HELD OCTOBER 12, 2023

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

PUBLIC HEARING – INTENT TO ISSUE SEWER REVENUE BONDS

**Ms. Angela Lupcho –**

- The bonds being noticed for issuance are for the maximum aggregate principal amount of \$18,000,000 to bear interest at a rate of not to exceed 6.5% per annum and are to mature over a period not to exceed 21 years from their date or dates.
- It was moved by Mayor Maughan to go into the Public Hearing and seconded by Ms. Stanton. All were in favor. No public comments were made. Moved by Mr. Bush to go out of the Public Hearing and seconded by Mr. Paul. All were in favor.

SERVICE AWARDS – MARC GODFREY & KENDALL LINTON

- Mr. Marc Godfrey was recognized for 15 years of service to the District and was presented with a certificate, pin, and a check.
- Mr. Kendall Linton was recognized for 5 years of service to the District and was presented with a certificate, pin, and a check.

ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS ENGINEERING

**Mr. Darren Lowe, Jacobs Engineering -**

- **Pipeline Project:**  
The pipeline is 97% complete. Road work is complete.
- **Pump Station Project:** Pictures were presented of the construction of the hydraulics and discharge piping. The process was described.
- **Hill Field Road Project:**  
The bypass set up is in process and pipe placement is set to start on 11/20/2023.



CONSIDERATION OF APPROVAL OF CHANGE ORDER #1 FOR WHITAKER CONSTRUCTION FOR THE FINAL EFFLUENT PIPELINE

**Mr. David Hatch –**

- A Change Order was presented for a credit of \$1,103,567 due to protecting the asphalt on the road reducing the amount needed after construction. Whitaker has done such a good job and Mr. Sage Thorpe's management.
- Moved by Mayor Maughan to approve Change Order #1 with Whitaker Construction for the Final Effluent Pipeline project. Seconded by Mr. Paul 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. Voting was unanimous.

AWARD CMGC TASK ORDER #1 FOR 3000 WEST SLIP LINING PROJECT

**Mr. Sage Thorpe –**

- The scope of work on Task Order #1 is 2640 linear feet of Hobas slip lining on 3000 West. There will be three manholes to install and cast in place and line them with a coating system. One of the risks is groundwater control and bypass pumping. Mobilization will start mid to late January with CCTV investigation work and excavation to start around March 1.
- Moved by Mayor Maughan to award CMGC Task Order #1 for \$3,783,250. Seconded by Mr. Bush 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. Voting was unanimous.

PRESENTATION OF PRETREATMENT COMPLIANCE INSPECTION

**Mr. Jonas Reeder -**

- The pretreatment compliance inspection was completed by the Division of Water Quality. There were zero findings. The Summary of Actions and resolutions were presented which included some recommendations for the pretreatment program.

PRESENTATION AND APPROVAL OF THIRD QUARTER 2023 FINANCIAL REPORT

**Ms. Angela Lupcho -**

- A presentation of the budget to actual revenues was presented with total revenues received \$23,553,929. Budget to actual expenditures was also presented with total expenditures completed \$26,075,107. A graph of expenses by department was shown and a prior year to current year comparison of revenues and expenses and a breakdown of personnel expenses. The totals for the capital expenditures by project were also presented.
- Moved by Mr. Bush to accept the Third Quarter 2023 Financial Report. Seconded by Mr. Paul 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. Voting was unanimous.

PRESENTATION AND APPROVAL OF PRELIMINARY 2024 BUDGET

**Ms. Angela Lupcho –**

- The official Preliminary Budget document was included in the board packet and the line items of the proposed budgeted expenditures were presented in the work meeting held earlier. Total revenues budgeted for 2024 totals \$37,700,547 and total expenses budgeted totaled \$23,417,650. Total equipment purchased budgeted is \$1,196,400 and total capital expenditure projects is \$29,580,250. Total revenues budgeted have increased 4.43% and total operating expenses increased 2%. The amounts presented include a 3.8% COLA. In the work meeting, it was proposed to do a 4% COLA instead and also there was a discussion to start providing On Call pay to employees so those would need to be added to the motion to approve the budget.





- Moved by Mr. Hamblin to accept the Preliminary 2024 budget including the on-call provision and increasing the COLA to 4% instead of 3.8%. Seconded by Mr. Bush 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. Voting was unanimous.

SET PUBLIC HEARING DATE FOR AMENDING 2023 BUDGET AND ADOPTING 2024 FINAL BUDGET FOR DECEMBER 14, 2023 AT 6:00 P.M.

- Moved by Mayor Maughan to set the public hearing date for amending the 2023 budget and adopting the 2024 final budget for December 14, 2023 at 6:00 p.m. Seconded by Mr. Hamblin and all were in favor.

CONSIDERATION OF APPROVAL OF THE TRANSFER AGREEMENT FOR 2100 LINEAL FEET OF SEWER LINE LOCATED ON 3200 WEST TO LAYTON CITY

**Mr. David Hatch –**

- Ormond Construction has completed the work for the District to repair the sewer line on 3200 West and is prepared to transfer ownership to Layton City. The agreement presented the transfer of the operation, maintenance and repair of the sewer line on 3200 West to Layton City.
- Moved by Mr. Paul to approve the transfer agreement to Layton City. Seconded by Mayor Maughan 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. Voting was unanimous.

MANAGER’S REVIEW

**Mr. David Hatch –**

- Collections Project updates:
  - Work Order #3 with C&L Water Solutions: Bypass has begun on the lining, and it will be partially reimbursed by UDOT.
- Steve Lamb, the Collections System Superintendent, has announced his retirement and an invitation to his luncheon has been passed out to the board members.
- Tyler Barfuss has been offered the Collections System Superintendent position and will start November 20<sup>th</sup>.
- Hobas will be holding a retirement/appreciation dinner for the District on December 13 at 5:30 p.m. for board members and the collections system employees at Roosters. No spouses are included for this dinner.
- The District Christmas party is scheduled to be held on Friday, December 8 at 6:00 p.m. at the Davis Conference Center. Save the Dates have been sent out.

ADJOURNED

Moved by Mr. Bush and seconded by Mr. Paul to adjourn at 6:58 p.m. All were in favor.

Approved Angela Lyacho 12/14/2023  
Clerk of Board Date

