

NORTH DAVIS SEWER DISTRICT
Minutes of Board Meeting held November 14, 2024

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, November 14, 2024. The board meeting was called to order at 8:25 p.m.

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

ALSO PRESENT WERE: Tyler Barfuss, Collections Superintendent; Myron Bachman, Plant Superintendent; Jason Stansfield, Network Administrator; Tyler Weaver, Lab Director; Dave Bradway, Safety Specialist; Angela Lupcho, Administrative Services Director; Joe Paul, Public; Attending via Zoom: Kendall Linton, NDSO; Brian Lamar, NDSO; Taylor Byrum, NDSO; Tyler Murri, NDSO.

ADMINISTER OATH OF OFFICE

- Sophia “Sophie” Paul was sworn in as a new Board member for Roy City.
- Aivale Lui was also sworn in as the new clerk of the Board.
- Mr. Thompson made a motion to approve the new clerk. Mayor Petro seconded the motion. All were in favor.

REORGANIZATION OF THE DISTRICT’S BOARD OF TRUSTEES’ OFFICIALS

- The board discussed options for reorganizing, including replacing the chair and other positions as needed.
- Joy Petro was nominated and accepted as the new board chair by acclamation. All were in favor.

DECLARATION OF CONFLICTS OF INTEREST

- Mayor Maughan 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 OCTOBER 10, 2024

- Minutes of the meeting held October 10, 2024, were amended to correct a voting error regarding the Cell Phone Tower Agreement.
- Mr. Thompson motion to amend the minutes, and Mayor Vincent seconded the motion. All were in favor.

PUBLIC COMMENTS

- Mayor Maughan asked whether any member of the public would like to make a comment. No public comment was made.

PRESENTATION OF CITY CONNECTION AUDITS

Ms. Angela Lupcho -

- All the findings were related to changes in Impact Fees across various cities, highlighting discrepancies in charges for townhomes versus single-family homes.
- Some cities will need to refund citizens due to overcharging, while others are undercharged and need to remit fees. Letters will be sent out.



PRESENTATION AND APPROVAL OF THIRD QUARTER 2024 FINANCIAL REPORT

Ms. Angela Lupcho -

- The report indicated cash balances of approximately \$3.6 million in operating accounts and \$24.7 million in restricted cash (PTIF).
- Our charges for services are at 70% of what we budgeted, which is low due to a delay in payments from Layton City.
- Property Tax Revenue totaled 11% but will likely change once fees are collected and totaled at the end of the year.
- Investment earnings received were 117% of the amount budgeted, which is \$2.8 million that was collected so far up to the month of September.
- Impact fees are at 70%, with overall total Revenues at 60% of the amount budgeted.
- Total Expenditures are 67% of the amount budgeted.
- Tracking individual accounts, the truck and tractor account has spent 88% of the budget, which is a bit high due to maintenance. However, it is monitored closely so it's not going over budget.
- District insurance is 98% and is under the amount budgeted. It is paid once a year in the month of August.
- Equipment expenses are at 44% with some equipment being encumbered and waiting on purchase orders to be delivered.
- Plant and Collections system additions are at 71% which is slightly under but on track with spending funds.
- Total expenses including depreciation is up by 7% from what was spent last year.
- Personnel expenses include wages and payroll taxes are up about 2%, with retirement down at 13% and Group Life and Health at 11%. Overall 1% increase for Personnel expenses from last year 2023.
- All of our bond proceeds received in February in the amount of approximately \$20 million has been spent.
- Mayor Vincent made a motion to approve the 3rd Quarter 2024 Financial Report and was seconded by Mayor Petro. Roll call vote was taken: Joy Petro – yes; Dave Maughan – yes; Brian Vincent – yes; Lance Hamblin – yes; Dane Searle – yes; Karece Thompson- yes; Scott Wiggill – yes; Sophie Paul – yes. Voting was unanimous.

PRESENTATION AND APPROVAL OF PRELIMINARY 2025 BUDGET

Ms. Angela Lupcho -

- The board reviewed the preliminary budget for 2025, following a comprehensive budgeting exercise. Further discussion on the budget will continue in upcoming meetings.
- The preliminary budget includes \$8.5 million in revenue reimbursed from UDOT and \$46 million in expenses, including depreciation and capital outlay costs.
- Mr. Wiggill made a motion to approve the preliminary budget for 2025 and was seconded by Mr. Searle. Roll call vote was taken: Joy Petro – yes; Dave Maughan – yes; Brian Vincent – yes; Lance Hamblin – yes; Dane Searle – yes; Karece Thompson- abstained; Scott Wiggill – yes; Sophie Paul - Yes. Motion carried 7 for and 1 abstained.



SET PUBLIC HEARING DATE FOR AMENDING 2024 BUDGET AND ADOPTING 2025 FINAL BUDGET FOR DECEMBER 12, 2024 AT 6:00 P.M.

- The public hearing for amending the 2024 budget and adopting the 2025 final budget is scheduled for December 12, 2024 at 6:00 p.m.
- Mayor Vincent made a motion to set the public hearing date and was seconded by Mr. Thompson. All were in favor.

MANAGER'S REVIEW

Mr. David Hatch -

- NDS D changed its domain name from ndsd.org to northdavis sewer.gov due to state legislation requiring the switch. A couple of years ago, the state legislator came out with a rule that all organizations needed to switch. The change was necessary as the state did not allow abbreviations like ND or SD in the domain name.
- Positive feedback was received from a homeowner regarding the sewer repairs done by Whitaker Construction, highlighting their professionalism – a recording was played. Mrs. Paul suggested a letter of appreciation for feedback be sent out to the homeowner.
- Land Use Update: This year there was a bidding process that allowed everyone to bid for surrounding buffer zone properties. One property manager is negotiating to match a higher bid. A three-year contract was discussed, with an 8% decrease in terms for the first year and 4% for the subsequent years.
- The need for an RFQ (Request for Qualifications) for a real estate agent was discussed to help identify future property needs. The discussion included the potential for collaboration with other Districts for property acquisition. Due to a lot of acreage, the whole master plan is on the 20/50 scenario.
- NDS D's Holiday Party is scheduled for December 13th at 6:00 p.m., and attendees were reminded to RSVP with Aivale Lui.
- The Admin building expansion is slow moving with the brick delivery being delayed until January. Board meetings will take place in the Lab Building once that takes place.

BOARD CHAIR'S REVIEW

Mayor Joy Petro -

- She expressed her appreciation of being appointed as the new Board Chair of the Board of Trustees.

ADJOURNED

Moved by Mr. Thompson and seconded by Mr. Vincent to adjourn at 8:57 p.m. All were in favor.

Approved Aivale Lui 12/12/25
Clerk of Board Date



