

**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held January 13, 2022**

Minutes of the regularly scheduled Board Meeting held electronically via Zoom on Thursday, January 13, 2022 at 6:00 p.m. Held in accordance with the Written Determination by the Board Chairman and the District Manager signed on January 10, 2022 determining that conducting Board Meetings during the next 30 days at an anchor location presents a substantial risk to public health and safety of those present at the anchor location. There was no physical meeting location. Instruction on public attendance and comment was public noticed on the agenda for the meeting.

MEMBERS PRESENT: Andy Dawson, Chairman; Dave Maughan, Vice Chairman; Anna Stanton, Treasurer; Stan Hamblin; Kent Bush; Joy Petro; Howard Madsen; Kevin Cowan, District Manager; Angela Lupcho, Clerk. Joe Paul was excused.

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Ken Burgener, Lab Director; Jason Stansfield, Network Administrator; Jonas Reeder, Pretreatment Coordinator; Brian Lamar, Plant Operator; Marianka Sochanska, Brown & Caldwell Engineering; Mitch Dabling, Jacobs Engineering; Lynn Jorgensen, Whitaker Construction; Sage Thorpe, Whitaker Construction.

DECLARATION OF CONFLICTS OF INTEREST

- Chairman Dawson asked whether any board members had any potential conflicts of interest on any of the agenda items. None were noted.

MINUTES OF THE MEETING HELD DECEMBER 9, 2021

- Minutes of the meeting held December 9, 2021 were approved on motion by Mr. Bush and seconded by Mayor Madsen. All were in favor.

SERVICE AWARD – MYRON BACHMAN

- Myron Bachman was recognized for his 25 years of service to the District and was presented with a certificate, pin and a check.

AWARD OF CONTRACT FOR MUTTON HOLLOW PROJECT

**Ms. Marianka Sochanska-**

- Two bids were received and opened on 1/5/2022 for the Mutton Hollow Replacement Project, one from WW Clyde that did not meet the minimum contractor requirements and one from Whitaker Construction for \$4,369,065. It was recommended that award of the contract be given to Whitaker Construction as the lowest responsive and responsible bidder.
- Moved by Mr. Maughan to award the contract for the Mutton Hollow Replacement Project to Whitaker Construction for \$4,369,065. Seconded by Mr. Bush and roll call vote was taken: Andy Dawson – yes; Dave Maughan – yes; Anna Stanton – yes; Stan Hamblin – yes; Kent Bush – yes; Howard Madsen – yes. Voting was unanimous.

ENGINEERING AND CONSTRUCTION UPDATES – BROWN AND CALDWELL

**Ms. Marianka Sochanska -**

- **Mutton Hollow Design:**  
This project includes work on the downstream portion of the “East Outfall Phase 4” project. Kaysville City is planning to reconstruct Mutton Hollow Road from Main Street to Fairfield in 2022, so this project will upsize the sewer ahead of the Kaysville City work. Design is complete. Project was just awarded to Whitaker Construction.



- **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. Construction for this project is anticipated in 2023.
- **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. Work on Section 2 began in November on 4500 West. Work on Section 1 began in late December.
- **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. Physical notice letter will be sent this month.
- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue. Physical notice letter will be sent this month.

ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS ENGINEERING

**Mr. Mitch Dabling-**

- Contractors are still fusing and laying pipe. There was some slow down in progress with COVID affecting Whitaker employees. The outfall structure has been partially backfilled and the lid will be poured later after contractors are able to test the flange and weir. There was some discussion about the effects of the water levels of the lake. The regulatory permit is being worked on and the 2021 annual reports will be sent to DWQ in early February. Contractor anticipate crossing the culvert a few months from now.
- Pump station design is 60% complete. 90% design is anticipated for February/March 2022. Bidding scheduled for April/May 2022 and expected contract award in May/June 2022. The upcoming schedule may still be adjusted. A 3D print design of the pump station was shown.

MANAGER'S REVIEW

- COVID has affected the District employees for themselves and family members causing absences. The District reinstated restrictions on large group meetings.

CHAIRMAN'S REVIEW

- Chairman Dawson expressed his appreciation for one more opportunity to attend the Board Meeting as Chairman while West Point City appoints his replacement.

ADJOURNED

Moved by Mr. Maughan and seconded by Mr. Hamblin to adjourn at 6:28 p.m. All were in favor.

Approved

  
Clerk of Board

2/10/2022  
Date



**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held February 10, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, February 10, 2022 at 6:00 p.m.

MEMBERS PRESENT: Joy Petro, Chairwoman; Joe Paul, Vice Chairman; Kent Bush, Treasurer; Stan Hamblin; Dave Maughan; Howard Madsen; Brian Vincent; Kevin Cowan, District Manager; Angela Lupcho, Clerk. Anna Stanton was excused.

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Ken Burgener, Lab Director; Jason Stansfield, Network Administrator; Jonas Reeder, Pretreatment Coordinator; Marianka Sochanska, Brown & Caldwell Engineering; Mitch Dabling, Jacobs Engineering.

OATH OF OFFICE

- Oath of office was given to newly appointed West Point City member, Brian Vincent.

REORGANIZATION OF OFFICIALS

- Reorganization was done by secret ballot and was counted and recorded by the clerk.
- Moved by Mr. Paul and seconded by Mayor Maughan to nominate Joy Petro as Chairwoman. Moved by Mayor Vincent and seconded by Mr. Hamblin to nominate Kent Bush as Chairman. Moved by Mr. Paul and seconded by Mayor Howard to close nominations. Secret Ballot count was four votes for Mayor Petro and three votes for Mr. Bush. Joy Petro is elected the new Chairwoman.
- Moved by Mr. Hamblin and seconded by Mayor Vincent to nominate Dave Maughan as Vice Chairman. Moved by Chairwoman Petro and seconded by Mayor Vincent to nominate Joe Paul as Vice Chairman. Moved by Mayor Maughan and seconded by Mr. Paul to close nominations. Secret ballot count was two votes for Mayor Maughan and five votes for Mr. Paul. Joe Paul is elected the new Vice Chairman.
- Moved by Mr. Hamblin and seconded by Chairman Petro to nominate Kent Bush as Treasurer. Moved by Mr. Paul and seconded by Mayor Maughan to nominate Anna Stanton as Treasurer. Moved by Mayor Madsen and seconded by Mr. Paul to close nominations. Secret ballot count was five votes for Mr. Bush and two votes for Ms. Stanton. Kent Bush is elected the new Treasurer.

DECLARATION OF CONFLICTS OF INTEREST

- Chairwoman Petro asked whether any board members had any potential conflicts of interest on any of the agenda items. None were noted.

MINUTES OF THE MEETING HELD JANUARY 13, 2022

- Minutes of the meeting held January 13, 2022 were approved on motion by Mayor Maughan and seconded by Mr. Paul. All were in favor.

SERVICE AWARD – TAYLOR BYRUM, TREVOR GARDNER, TYLER BARFUSS

- Taylor Byrum was recognized for his 5 years of service, Trevor Gardner for his 5 years of service and Tyler Barfuss for his 10 years of service. All three were awarded a certificate, a check and a pin.



### AWARD OF CONTRACT FOR LANDSCAPE MAINTENANCE

#### **Mr. Myron Bachman-**

- Two bids were received and opened on 2/4/2022 for landscaping maintenance, one from Bright View Landscape Services for \$79,987.11 and one from Yard Masters for \$91,048.00. It was recommended that award of the contract be given to Bright View Landscape Services as the lowest responsive and responsible bidder.
- Moved by Mayor Maughan to award the contract for the landscaping maintenance to Bright View Landscape Services for \$79,987.11. Seconded by Mr. Paul and 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. Voting was unanimous.

### 2021 PRELIMINARY YEAR END FINANCIAL REPORT

#### **Ms. Angela Lupcho-**

- Cash and Cash Equivalents totaled \$5,683,995 as of December 31, 2021. Restricted Cash and Cash Equivalents totaled \$84,619,536 which includes approximately 26 million in escrow for the refunded 2021 bonds plus bond proceeds for construction costs of approximately 12 million and 40 million in the PTIF. Long-term bonds payable totaled \$138,415,000. Final distribution for property taxes will be disbursed in March and will be recorded using the modified accrual basis. Impact fees totaled \$7,810,024. Expenses totaled \$19,477,962 which is 95% of the total budget.
- Moved by Mayor Maughan to approve the 2021 Preliminary Year End Financial Report and seconded by Mr. Hamblin. Roll call vote was taken: Brian Vincent – yes; Dave Maughan – yes; Stan Hamblin – yes; Kent Bush – yes; Joy Petro – yes; Howard Madsen – yes; Joe Paul – yes. Motion passed.

### 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. Engineers are beginning overall alignment evaluation and are beginning coordination with cities and UDOT. Kickoff meeting is scheduled for February with 30% design submittal in April.
- **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. Contractor mobilization is pending material deliveries in May.
- **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. Work on Section 2 began in November on 4500 West. Work will continue until July. New manholes are being inserted because the old manholes are too small for the larger liner.
- **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. Pre-construction meeting will be held in the next few months and start of the construction will depend on materials arrival in Spring or Summer.

- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue.
- Change Order 06 was presented for East Outfall Phase 3 and 5600 South for a reconciliation for quantity underruns for \$54,270.53 and reconciles the final contract amount with the amount paid to the Contractor. Moved by Mayor Maughan and seconded by Mr. Paul to approve Change Order 06. Roll call vote was taken: Brian Vincent – yes; Dave Maughan – yes; Stan Hamblin – yes; Kent Bush – yes; Joy Petro – yes; Howard Madsen – yes; Joe Paul – yes. Motion passed.

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

##### **Mr. Mitch Dabbling-**

- Contractors are continuing to fuse and lay pipe. 1.5 miles of pipe has been set and laid. Two pipes per day are being received.
- Pump station 90% design is anticipated for February 2022. Bidding scheduled for April/May 2022 and expected contract award in June 2022.

#### MANAGER'S REVIEW

- A draft bill has been presented to the legislature and is sponsored by Sen. Kirk Cullimore which would allow water and wastewater agencies to be exempt from some GRAMA requests that may include security information. One example is an EPA risk management report which includes the longitude and latitude of chlorine tank locations.
- A slideshow was presented about sewage monitoring for the COVID virus. The website, [deq.utah.gov](http://deq.utah.gov), reports the COVID tracing results. One of the earliest ways to detect COVID spread is through wastewater monitoring, up to two weeks before cases spike and doesn't rely on testing individuals. It allows for analysis and comparison of effectiveness of vaccinations and mitigating controls.
- PFAS, or "forever chemicals," break down very slowly and build up in people, animals, and the environment over time. They end up in biosolids and are harmful to human health. There is an increased risk of cancer and immune system reduced vaccine response. A farm in Maine reported high levels in farm soil due to PFAS in fertilizer products made from sewage sludge. This report could potentially cause regulations in future for District and for manufacturing and distribution of fertilizers.
- Report was given by Mr. Bachman. The headworks biofilter project is online officially and bacteria is already growing within a week. This project was completed in house mostly and is the last part of a 5-year project.

#### CHAIRMAN'S REVIEW

- Mr. Bush asked whether we would want to reschedule the April board meeting due to a conflict with the WEAU Conference. The conference dates are April 12-15. Potential solutions could be cancellation of the meeting, holding the meeting down in Saint George, or rescheduling the meeting to another day in April. A decision will be made in March's board meeting.
- There was discussion about the frequency of reorganization of officials. It has been done annually for the last few years due to changes in board membership requiring vacancies to be filled. The Ordinance states that reorganization is to be done on odd years. It was moved by Mr. Paul to change it to even years going forward and Mayor Maughan seconded. All were in favor.

ADJOURNED



Moved by Mr. Paul and seconded by Mayor Maughan to adjourn at 7:23 p.m. All were in favor.

Approved Angela Pascho 3/10/2022  
Clerk of Board Date



**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held March 10, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, March 10, 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; Kevin Cowan, District Manager; Angela Lupcho, Clerk. Anna Stanton and Joe Paul participated electronically.

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Ken Burgener, Lab Director; Jason Stansfield, Network Administrator; Jonas Reeder, Pretreatment Coordinator; Marianka Sochanska, Brown & Caldwell Engineering; Mitch Dabling, Jacobs Engineering.

DECLARATION OF CONFLICTS OF INTEREST

- Chairwoman Petro asked whether any board members had any potential conflicts of interest on any of the agenda items. None were noted.

MINUTES OF THE MEETING HELD FEBRUARY 10, 2022

- Minutes of the meeting held February 10, 2022 were approved on motion by Mr. Hamblin and seconded by Mr. Bush. All were in favor.

PRESENTATION REGARDING EXCESS LIABILITY LIMITS

**Mr. Darrell Child-**

- A presentation was given to review the District's excess liability limits which is currently \$10 million. The Utah Governmental Immunity Act does not give immunity to water or sewer districts. Many entities are increasing the limits to \$15 to \$20. The District's coverage was last reviewed 15 years ago. Mayor Maughan asked for more relative statistics to help the District decide. Board Chair Petro asked about the cost to increase to \$15 million coverage and Mr. Child stated that it would be approximately \$8,000 to \$10,000 and would be happy to present options at a future meeting. Board members requested to see the options presented at the May meeting.

CONSIDERATION OF APPROVAL OF CHANGES TO BANK OF UTAH AUTHORIZED SIGNERS FOR BANK ACCOUNTS

**Ms. Angela Lupcho-**

- Bank of Utah has requested that the Board be presented with the changes to the authorized signers for the District's bank accounts. The changes include the removal of David Tafoya, M. Andy Dawson, and Anna Stanton and the addition of Joy Petro, Joe Paul, and Kent Bush.
- Moved by Mr. Bush to approve the changes of the authorized signers for the District's bank accounts and seconded by Mr. Hamblin. All were in favor.

CONSIDERATION OF APPROVAL OF ORDINANCE NO. 2022-A

- "An Ordinance amending section 2-2-5 of the North Davis Sewer District Ordinances by adopting a new section 2-2-5 and providing for an effective date." The change provides for the organization of the Board of Trustees in even-numbered years in order to correlate with municipal elections held in November of odd-numbered years.
- Moved by Mayor Maughan and seconded by Mayor Vincent to approve Ordinance No. 2022-A. 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.



CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-01

- “A Resolution amending the annual meeting schedule of the Board of Trustees of the North Davis Sewer District for the year 2022 and rescheduling the April 2022 meeting.” Due to scheduling conflicts with the WEAU Conference where at least three of the board members are going to be out of town, Board Members were provided with the option to reschedule the April board meeting or to cancel the April meeting and meet again at the May 12, 2022 meeting that has already been scheduled.
- Moved by Mayor Vincent and seconded by Mayor Madsen to cancel the April board meeting due to the WEAU scheduling conflict. All were in favor.

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. Surveyors and utilities are on site. Engineers are beginning overall alignment evaluation and are beginning coordination with Layton City and UDOT. 30% design submittal in April.
- **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. Contractor mobilization is pending material deliveries in May. Partial Notice to Proceed is anticipated in March and a preconstruction meeting will be held at the end of March.
- **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. The last manhole has been inserted before they begin lining on 4500 West. The contract ends in June.
- **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. Pre-construction meeting will be held in the next few months and start of the construction will depend on materials arrival in Spring or Summer.
- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue. Details are still to come on timing of this project.
- Change Order 05 was presented for CIPP Lining Project 8 for a reconciliation for quantity underruns for -\$174,430.70 and reconciles the final contract amount with the amount paid to the Contractor. Moved by Mayor Maughan and seconded by Mr. Bush to approve Change Order 05. 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.





ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS ENGINEERING

**Mr. Darren Lowe-**

- Contractors are continuing to fuse and lay pipe. One-third of the length has been completed so far. Compaction is done as pipe is laid to avoid floating.
- Pump station 90% design is completed. Bidding scheduled for May 2022 and expected contract award in June 2022. Plans showing the design and the location of the pump station were shown.

MANAGER'S REVIEW

- A final request was made for confirmation for attendance of Board Members for the WEAU conference scheduled for April 12-15. Please let Kevin know if you plan to attend.
- Kevin let Mr. Paul and Mayor Vincent know that he can set a date for a tour of the facility when it is convenient.
- The District has an Operator's Challenge team of four plus a coach. There are also 3 or 4 employees judging the competition this year.

CHAIRMAN'S REVIEW

- Mr. Bush brought up the concept of xeriscaping District property to conserve water due to the drought. Mr. Bachman stated that he considered it while preparing the landscaping contract but there were more negatives including dust and the cost to bring in gravel, and increased heat around the buildings. Mayor Maughan pointed out that the farmers won't have enough water this year and that may affect our land tenants' ability to pay.

ADJOURNED

Moved by Mayor Maughan and seconded by Mr. Hamblin to adjourn at 7:25 p.m. All were in favor.

Approved Angela Lyacho 5/12/2022  
Clerk of Board Date





NORTH DAVIS SEWER DISTRICT

**NOTICE OF CANCELLATION  
FOR THE  
BOARD OF TRUSTEES  
OF THE  
NORTH DAVIS SEWER DISTRICT**

**THE FOLLOWING REGULARLY SCHEDULED MEETING  
IS CANCELLED:**

**Public Body:** North Davis Sewer District  
**Subject:** Board Meeting  
**Notice Title:** Public Meeting  
**Time & Date:** 6:00 p.m., Thursday, April 14, 2022

**Location:** District Office Laboratory Training Room  
North Davis Sewer District  
4252 West 2200 South  
Syracuse, UT 84075

**This Notice was posted:** Friday, April 1, 2022

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Kevin Cowan, District Manager

**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held May 12, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, May 12, 2022 at 6:06 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; Kevin Cowan, District Manager; Angela Lupcho, Clerk. Joe Paul participated electronically.

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Ken Burgener, Lab Director; Jason Stansfield, Network Administrator; Jonas Reeder, Pretreatment Coordinator; Tyler Barfuss, Collections System Lead Worker; Brian Lamar, Operations Lead Worker; Jose Zamora, Plant Operator; Marianka Sochanska, Brown & Caldwell Engineering; Jacob Young, Brown & Caldwell Engineering; Darren Lowe, Jacobs Engineering; Preston Kirk, Stifel Public Finance; Matt Dugdale, Stifel Public Finance; Darrell Child, Olympus Insurance.

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 noted.

MINUTES OF THE MEETING HELD MARCH 10, 2022

- Minutes of the meeting held March 10, 2022 were approved on motion by Mayor Madsen and seconded by Mr. Hamblin. All were in favor.

AWARD OF CONTRACT FOR RENEWAL OF PROPERTY AND LIABILITY INSURANCE

**Mr. Darrell Child -**

- The District's schedules of equipment and asset valuation was evaluated and there was a valuation increase. The District is part of a multi-year insurance program and currently on year two of the program. A presentation was given at the March board meeting to discuss the addition of higher excess liability coverage limits. The current liability limit has \$10 million in excess coverage. Included in the insurance proposal is two options to address the coverage risk for \$15,000 annual premium per \$5 million in additional excess liability coverage. Cyber liability insurance will need to be approved supplemental to this contract after a few more internal District issues are addressed to allow for coverage. Board members discussed and generally supported keeping the coverage as is for this year. A review was given of the District's reserve policy. Mr. Child also explained that coverage could be added at a per million cost but there would be a minimum coverage likely required by insurance company.
- Moved by Mayor Maughan to award the contract for renewal of property and liability insurance as presented with current limits and no additional excess liability insurance added. Seconded by Ms. Stanton and roll call was taken: Joe Paul – yes; Kent Bush – yes; Dave Maughan – yes; Anna Stanton – yes; Joy Petro – yes; Howard Madsen – yes; Brian Vincent – yes; Stan Hamblin – yes. Voting was unanimous.

PRESENTATION AND APPROVAL TO PURCHASE COLLECTIONS VACTOR COMBINATION TRUCK

**Mr. Steve Lamb -**

- Owen Equipment gave a demo of a vactor truck to District employees and Board Members at the WEAU. A quote was received for a truck that meets District specs that would be delivered from California. Asking for Board's approval to proceed with the truck's purchase. Board members commented on how quiet the new truck is and also how beneficial the software package would be. Current truck should be able to sell for \$250,000. Mayor Madsen thought the truck was a



good choice for us and not the most expensive. Mayor Vincent asked how many trucks we currently own and Mr. Lamb answered two, one in the Plant and one in Collections. Mayor Vincent followed up asking if the Plant would want to keep the Collection's truck to replace their older model. Mr. Lamb stated and Mr. Bachman indicated that they would prefer to keep the older model which has had less issues. Mayor Maughan stated that he felt it would be better to buy this year rather than wait due to inflation and unknown cost increases.

- Moved by Mr. Bush to approve the vactor truck purchase from Owen Equipment. Seconded by Mayor Maughan and roll call vote was taken: Kent Bush – yes; Anna Stanton – yes; Howard Madsen – yes; Joy Petro – yes; Brian Vincent – yes; Stan Hamblin – yes; Dave Maughan – yes; Joe Paul – yes. Voting was unanimous.

#### PRESENTATION AND APPROVAL OF FIRST QUARTER 2022 FINANCIAL REPORT

##### **Ms. Angela Lupcho -**

- First Quarter transparency reporting and annual payroll data for 2021 has been submitted to the State Auditor. All bond payments have been made on time. The 2012 and 2012B bonds were refunded in March and the 2021 new money bond proceeds for construction have been expended which is well under the spend down requirements of 2 years. The impact fee study that the bond has been conducting is nearing completion which will follow with a Public Hearing in June or July. The Property tax rate will need to be certified in June. Data from the tax commission will be available on 6/8 which is the day before board meeting and the Board has until 6/22 to approve. The District would like to propose holding a work meeting with the Board in June to review the financial model.
- Cash and Cash Equivalents totaled \$7,314,665 as of March 31, 2022. Restricted Cash and Cash Equivalents totaled \$44,462,715. Current bonds payable reflect all bond payments have been made. Total long term bonds payable totaled \$102,535,000. Charges for Services totaled \$5,553,478 or 26% of the budgeted revenue. Property taxes will be mostly collected towards the end of the year and have currently received 3% of the budgeted amount. Impact Fees received totaled \$2,352,160. Operating expenses related to personnel were at 20% of the total budgeted amount. Overall expenses totaled \$5,042,240 or 24% of the budgeted amount.
- Moved by Mayor Maughan and seconded by Mr. Bush to approve the 2022 First Quarter Financial Report. All were in favor.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-02

##### **Mr. Preston Kirk -**

- Resolution No. 2022-02, “A Resolution authorizing the issuance of up to \$34,500,000 of sewer revenue refunding bonds, delegating authority to certain officers to approve final terms and provisions of such bonds and providing for related matters” was presented. The goal of the District is provide services at the lowest cost, refund high interest rate debt for savings, pay for ongoing projects on a pay-go basis, maintain cash reserves and bond as a last resort. 2022 started out with favorable interest rates which have increased since. The Series 2014 bonds is the District's best refunding candidate currently but cannot be refunded on a tax-exempt basis until 90 days before the 3/1/2023 call date. The District can issue taxable bonds until 12/1/2022 and then convert to tax exempt rates for the duration. Preliminary estimated savings on the refunding transaction are \$600,000 and subject to change. The parameters resolution being presented would authorize up to \$34.5 million in refunding bonds with amortization not to exceed 12 years matching the current debt schedule. Maximum interest rates of up to 5% and would delegate authority to the Board Chair or Vice Chair or District Manager to lock-in the final terms and conditions of the Series 2022 refunding bonds. Mayor Maughan stated that he felt there should be two designated officers making the decision.



- Moved by Mayor Madsen to approve Resolution No. 2022-02 with a change to add a minimum of two officers to authorize the terms of the bond issue. Seconded by Mr. Hamblin and roll call vote was taken: Brian Vincent – yes; Howard Madsen – yes; Stan Hamblin – yes; Kent Bush – yes; Joy Petro – yes; Joe Paul – yes; Dave Maughan – yes; Anna Stanton – yes. Voting was unanimous.

#### 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. Design is on track for 30% submittal on May 17<sup>th</sup>. Meetings with UDOT and Layton City for a 30% review will be in May as well.
- **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. Contractor mobilization began this week.
- **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. 2 manholes are currently being worked on at the District’s entrance while the project has full bypass from Antelope Drive. One 54” lining segment has been installed and the second is expected to be installed tomorrow. Crews are working 24 hours a day to try to keep progress on track.
- **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. Project is on hold waiting for contractor scheduling.
- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue. Details are still to come on timing of this project.
- Change Order 01 was presented for CIPP Lining Project 9 for manhole base and invert coating which will add a cost of \$207,632 and time of 42 days to the project. Irrigation line and dewatering adds 5 more days for a total of 47 days extension. Moved by Mr. Bush and seconded by Mayor Madsen to approve Change Order 01. 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.

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

##### **Mr. Darren Lowe-**

- Aerial photos were displayed showing the pipeline leading to siphon. Siphon installation began with excavation. Concrete encasement is expected on 5/23. 50% progress complete on the pipeline.



- Pump station design is complete. 5 contractors were prequalified with four showing up to the pre-bid meeting. Bids are due 6/2 and expected contract award in June 2022. The pump station construction may stretch out another year due to supply issues.

#### MANAGER'S REVIEW

- The District would like to prepare a Request for Proposal for an alternative approach to save costs in lining called CMGC which would be a multi-year contract rather than having engineering done each year for very similar projects. Layton and Ogden City have similar contracts. The District would coordinate with the contractor on each year's design and scope of the projects that the District can fund. Projects would still go through the procurement process. And they would serve as the emergency response contractor. Mayor Maughan commented that lining is a very limited field where sometimes only one contractor has put in a bid in the past.
- Mr. Hamblin asked whether there was an update on PFAS. Mr. Cowan stated that there was no update at this point and no solution was presented in St. George at the WEAU Conference. It's suggested that they address by PFAS limited use and not current conditions. Mr. Reeder added that he learned that three plants in Colorado have PFAS in their permits.

#### CHAIRMAN'S REVIEW

- Board Chair Petro appreciated the Board's participation at the WEAU Conference last month.
- Holding a special meeting was discussed and scheduled for June 15, 2022 at 7:00 p.m. to discuss the financial model and potentially certifying the property tax rate if data is not ready for the June 9<sup>th</sup> board meeting.
- Approval of District Manager appointment: Board Chair Petro detailed the systematic process they went through to select the interviewees and how the selection committee was put together. The three finalists were given one hour apiece to interview. Every applicant was asked the same questions. Mr. Cowan announced that Mr. David Hatch was selected for the District Manager appointment.

#### ADJOURNED

Moved by Mayor Maughan and seconded by Mr. Hamblin to adjourn at 7:46 p.m. All were in favor.

#### RECONVENED

Moved by Mayor Maughan and seconded by Ms. Stanton to reconvene at 7:48 p.m. All were in favor.

- Mayor Maughan moved to ratify the nominee, David Hatch, for the District Manager appointment. Seconded by Ms. Stanton and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – no; Stan Hamblin – yes; Anna Stanton – yes; Dave Maughan – yes; Howard Madsen – no; Brian Vincent – yes. Six voted for and two voted against. Motion carried.

#### RE-ADJOURNED

Moved by Mr. Bush and seconded by Mr. Hamblin to re-adjourn at 7:51 p.m. All were in favor.

Approved

  
Clerk of Board

6/15/2022  
Date



**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held June 15, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Wednesday, June 15, 2022 at 7:02 p.m.

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

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Ken Burgener, Lab Director; Jonas Reeder, Pretreatment Coordinator; John Stout, IT Technician; Marianka Sochanska, Brown & Caldwell Engineering; Mitch Dabling, Jacobs Engineering; Jeff Den Bleyker, Jacobs Engineering; Tim Petty, Jacobs Engineering; Lynn Jorgensen, Whitaker Construction; Preston Kirk, Stifel Public Finance; Darrell Child, Olympus Insurance; and Matt Millis, CapEx Planning, LLC 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. None were noted.

MINUTES OF THE MEETING HELD MAY 9, 2022

- Minutes of the meeting held May 9, 2022 were approved on motion by Mr. Hamblin and seconded by Mr. Paul. All were in favor.

SERVICE AWARD – KEVIN COWAN

- Kevin Cowan was presented with a certificate, pin, and check for 25 years of service to the District.

AWARD OF CONTRACT FOR CYBERSECURITY INSURANCE POLICY

**Mr. Darrell Child -**

- At the May Board Meeting, the other pieces of the District's insurance policy were reviewed and renewed. District has increased cybersecurity and implemented Multi-Factor Authentication. Previous terms carry forward with minor adjustments. The annual premium is \$15,886 and the insurance carrier is Cowbell.
- Moved by Mayor Maughan to award the contract for renewal of cybersecurity insurance as presented. Seconded by Mayor Vincent and roll call was taken: Joe Paul – yes; Kent Bush – yes; Dave Maughan – yes; Anna Stanton – yes; Joy Petro – yes; Brian Vincent – yes; Stan Hamblin – yes. Voting was unanimous.

AWARD OF BID FOR BYPASS PUMPING FOR ISOLATION GATES REPLACEMENT

**Mr. Myron Bachman -**

- The District was authorized to purchase replacement isolation gates for the influent station a few years ago. Bids were solicited for the bypass pumping last year and they came in twice the budgeted amount so the decision was made to wait on the installation. Two bids were received with a wide price difference. Sunbelt is the apparent low bidder with a bid of \$88,369.74. The District Operators will run the pumps and earn some overtime. The pumping plan has been reviewed with the bidder and Mr. Bachman believes they have the overall better bid due to the amount and type of pumps they included in their bid.
- Moved by Mayor Maughan to award the bid to Sunbelt. Seconded by Ms. Stanton and roll call vote was taken: Kent Bush – yes; Anna Stanton – yes; Joy Petro – yes; Brian Vincent – yes; Stan Hamblin – yes; Dave Maughan – yes; Joe Paul - yes. Voting was unanimous.



#### AWARD OF BID FOR EFFLUENT RELOCATION PUMP STATION

##### **Mr. Jeff Den Bleyker -**

- Four contractors attended the pre-bid meeting. Two contractors withdrew from bidding because they were too busy which left W.W. Clyde and Whitaker as the two remaining pre-qualified contractors. Bid was opened on June 2, 2022 and Whitaker Construction was the only bid received. The bid was \$20,734,000. After receiving the bid, the engineer's estimate was re-evaluated based on the construction price index increases to \$20 million. Mr. Den Bleyker reported the Whitaker's bid was solid and accounts for today's economy. The total project cost is estimated to be \$52,309,000. Board Chair Petro commented on how good it was that even with the price increases, total project costs meet the original project estimates.
- Moved by Mr. Bush and seconded by Mayor Vincent to award the contract for the Effluent Pump Station to Whitaker Construction for \$20,734,000. Mr. Bachman mentioned that there would be an additional cost to the project to pay for instrumentation by APCO which would be paid directly by the District. Mr. Bush amended his motion to include the costs for APCO and Mayor Vincent seconded. Roll call vote was taken: Brian Vincent – yes; Dave Maughan – yes; Anna Stanton – yes; Stan Hamblin – yes; Kent Bush – yes; Joy Petro – yes; Joe Paul – yes. Voting was unanimous.

#### PRESENTATION ON UPDATE ON IMPACT FEE STUDY

##### **Mr. Matt Millis –**

- The District's impact fee needs to be reviewed regularly and a review of the items being reviewed was given. Public Hearing will be scheduled for August 11<sup>th</sup> where the Board can adopt the resolution. District-wide water usage has been reviewed by District staff and different types of residential units were identified to include single family, townhome, multi-unit, and TOD-type. District population projections are growing up to 250,000 in 2030. Flows are not increasing as fast as population growth. Future capital projects over the next ten years have been reviewed and evaluated as qualifying or non-qualifying projects. 33% of the CIP is considered growth-related. Public notice will be made 10 days before the Public Hearing or by August 1<sup>st</sup>. The Board can then adopt the max recommended impact fee, something lower or table the item. If approved, the new impact fee cannot be assessed until 90 days after adopting the Resolution.

#### PRESENTATION OF UPDATE ON SERIES 2014 BOND REFUNDING

##### **Mr. Preston Kirk -**

- The Parameters Resolution was passed by the Board on 5/12. Last year, the District was able to refund another series of bonds saving approximately \$2.1 million. The Series 2014 bonds were not eligible for refunding at that time. In the May meeting, it was estimated that the District's savings would be near \$600,000 if the Series 2014 bonds refunding were pursued. The District sent out a Request for Bids and received bids back on 5/26. At that time, interest rates dropped by half a percent. Three bids were received with bid being awarded to Wells Fargo with an effective interest rate of 2.79%. The Net Present Value Benefit of refunding the bonds with Wells Fargo's bid is \$1.1 million.

#### DISCUSSION OF ADDITION OF JUNETEENTH DAY TO DISTRICT POLICY AS A PAID HOLIDAY

##### **Mr. Kevin Cowan –**

- Juneteenth Day has become recognized as a new federal and state holiday. A list of other entities and whether they had adopted the holiday was presented. The District requests that the Board give direction to add the holiday to the District's recognized paid holidays. Mayor Maughan





asked about the possibility of dropping another holiday and adopting this one. Other board members commented that their cities just added it without dropping any other holidays. Chair Petro asked whether the Board would consider it effective this year without a Resolution being presented. Mayor Maughan indicated he was not comfortable with taking action at this meeting with how the agenda item was worded as a discussion.

- Moved by Mr. Paul to add Juneteenth Day as a paid holiday for the District pursuant to a Resolution being presented at the next meeting. Seconded by Ms. Stanton. Mr. Paul amended his motion to make it retroactive to this month and was seconded by Ms. Stanton. Roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Stan Hamblin – yes; Anna Stanton – yes; Dave Maughan – abstain; Brian Vincent – yes. 6 voted yes, one abstained.
- Mayor Maughan made a motion later in the meeting after Item 12 at 8:34 p.m. to change his vote to a yes since he supports the addition of the holiday but not how it was brought to the Board. Seconded by Ms. Stanton. The vote was then changed to unanimous.

#### CONSIDERATION OF APPROVAL OF CHANGES TO AUTHORIZED SIGNERS FOR BANK ACCOUNTS

##### **Ms. Angela Lupcho –**

- With Kevin Cowan’s retirement and the hiring of David Hatch as the new District Manager, the signature cards for the District’s bank accounts need to be changed to remove Kevin Cowan and add David Hatch as signers on the account.
- Moved by Mayor Maughan to authorize the changes. Seconded by Mr. Bush and all were in favor.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-03

##### **Ms. Angela Lupcho –**

- Resolution No. 2022-03, “A Resolution of the North Davis Sewer District adopting and certifying a tax rate to the Davis County Clerk-Auditor and to the Weber County Clerk-Auditor for the 2022 taxable year” was presented. In June of each year, the District is required to pass a Resolution certifying the property tax rate to the County. The proposed tax rate for tax year 2022 is 0.000136 for debt and 0.000332 for O&M for a total tax rate of 0.000468.
- Moved by Mayor Vincent to adopt Resolution No. 2022-03 certifying the tax rate to the state auditor. Seconded by Mr. Hamblin and roll call vote was taken: Brian Vincent – yes; Dave Maughan – yes; Anna Stanton – yes; Stan Hamblin – yes; Kent Bush – yes; Joe Paul – yes; Joy Petro – yes. Voting was unanimous.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-04

##### **Ms. Angela Lupcho –**

- Resolution No. 2022-04, “A Resolution adopting a first amendment to the budget for the 2022 budget year” was presented. Adjustments to the budget included property tax revenues to adjust for the new estimates for the new tax rate, issuance expense for the refunding bonds, the purchase of a vector truck for Collections, and capital project additions for design of Lining Project 11 and Manhole Rehabilitation.
- Moved by Mr. Bush to adopt Resolution No. 2022-04 amending the budget for 2022. Seconded by Mr. Hamblin and roll call vote was taken: Joe Paul – yes; Stan Hamblin – yes; Anna Stanton – yes; Brian Vincent – yes; Dave Maughan – yes; Kent Bush – yes; Joy Petro – yes. Voting was unanimous.



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. Design is on track for 30% submittal on May 17<sup>th</sup>. Meetings with UDOT and Layton City for a 30% review are expected in June.
- **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. Construction progress meetings were held on 5/10 and 5/24. Section 1 pipe is being laid and manhole installation is underway.
- **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. 2 manholes are currently being worked on at the District’s entrance while the project has full bypass from Antelope Drive. 45 degree manholes have been installed. Estimated mid-July completion.
- **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. Construction began last week in Roy. Coordination with Lining Project 9 will be later this year.
- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue. Work for this project will be mid to late Summer.
- Mr. Lamb identified Lining Project 11 work will be on 3000 West and 2700 South which is a 72 inch pipe.

ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS

**Mr. Mitch Dabbling-**

- The last few weeks construction has included the siphon installation. The pipeline is currently 52% laid. Concrete encasement will continue to be poured for another week or so. The next milestone will be the park entrance.
- **Change Order 01:** Change order includes 3 items, the addition of a concrete slab at the outfall structure, widening the pipeline trench, and outlet structure bar rack modifications to make it removeable. The Change Order total is \$169,301.41. Moved by Mr. Bush to approve Change Order 01 for the Effluent Pipeline Project. Seconded by Mr. Paul and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Stan Hamblin – yes; Anna Stanton – yes; Dave Maughan – yes; Brian Vincent – yes. Voting was unanimous.

MANAGER’S REVIEW

- Mr. Cowan is requesting the Board consider going into closed meeting for an emergency discussion. Mayor Maughan asked whether the District could go into Closed Meeting if it is not on the agenda. An opinion letter from the District’s attorney, Felshaw King, has been received



saying it would be ok to enter into Closed Meeting under the circumstances. Chair Petro voiced her support for holding the closed meeting due to the circumstances.

Moved by Mr. Paul to go into closed meeting at 8:59 p.m. and seconded by Mr. Hamblin. All were in favor.

Moved by Mayor Maughan to go out of closed meeting at 9:22 p.m. and seconded by Ms. Stanton. All were in favor.

CHAIRMAN'S REVIEW

- Chair Petro asked whether the Board wanted to continue with the work meeting to review the District's financial plan as scheduled or reschedule due to the late time. Board opted to push the meeting to September.
- Chair Petro acknowledged that this would be Kevin Cowan's last Board Meeting with the district. Mr. Cowan expressed his appreciation for the support of the Board and how much he's loved his job at the District.

ADJOURNED

Moved by Mayor Maughan and seconded by Mr. Hamblin to adjourn at 9:33 p.m. All were in favor.

Approved Angela Lupcho 7-14-2022  
Clerk of Board Date



**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held July 14, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, July 14, 2022 at 6:00 p.m.

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

ALSO PRESENT WERE: Steve Lamb, Collection System Superintendent; Ken Burgener, Lab Director; Jason Stansfield, Network Administrator; Brian Lamar, Plant Operations Lead; Marianka Sochanska, Brown & Caldwell Engineering; Mitch Dabling, Jacobs Engineering; Jeff Ambrose, Christensen, Ambrose, and Palmer.

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 noted.

MINUTES OF THE MEETING HELD JUNE 15, 2022

- Minutes of the meeting held June 15, 2022 were approved on motion by Mayor Madsen and seconded by Mayor Maughan. All were in favor.

PRESENTATION OF AUDITED YEARLY FINANCIAL REPORT

**Mr. Jeff Ambrose -**

- The audit opinion for 2021 is an unmodified, clean opinion. Net Position increased by approximately \$23.5 Million and assets increased approximately \$24 million. Bonds payable increased due to new debt. As a capital intensive entity, a healthy net income is ok. Main change in Capital Assets was Construction in Progress project completion. A note was added for the 2022 bond refunding. Compliance reports are clean. The auditor did not need to change the scope of the audit. There were no disagreements with management and no significant changes were recommended. Questions were answered about what types of information was tested and how.

PRESENTATION AND APPROVAL OF CONTINUING BOND DISCLOSURE DOCUMENTS

**Ms. Angela Lupcho -**

- The Continuing Bond Disclosure documents were presented. Bond issuers mandated by the SEC to provide continuing disclosure of financial and operational information to investors on an annual basis. The document will be uploaded onto the EMMA website by Zions Bank on behalf of the District. The document includes details on current or defeased bond issuances, outstanding bonds summary, debt service schedules and the remaining pages contain other statistical information for the District and other related entities within the District. The audited financial report is also included in the document.
- Moved by Mayor Maughan and seconded by Mayor Madsen to approve the Continuing Bond Disclosures. All were in favor.

CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-05

- Presentation of Resolution No. 2022-05, "A Resolution amending the policies and procedures manual to add Juneteenth as a holiday for District personnel and providing for an effective date." As discussed at last board meeting, the Board gave authorization to give employees Juneteenth Day as a paid holiday effective June 20th. This Resolution adds the policy to the Policies and



Procedures manual. Mr. Bush asked for clarification on whether it was the 3<sup>rd</sup> Monday of June or June 19<sup>th</sup>. It was clarified that it will be recognized on the 3<sup>rd</sup> Monday of June.

- Moved by Mayor Maughan to approve Resolution No. 2022-05. Seconded by Ms. Stanton and roll call vote was taken: Kent Bush – yes; Joe Paul – yes; Joy Petro – yes; Anna Stanton – yes; Dave Maughan – yes; Howard Madsen – yes. Voting was unanimous.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-06

##### **Mr. David Hatch -**

- With consideration of Utah’s economy and the competitive job market, Resolution No. 2022-06, “A Resolution amending certain provisions of the personnel policies and procedures manual and providing for an effective date” is being presented to change some policies to give the District Manager discretion to attract employees with experience by giving the ability to give credit for previous experience in determining placement of employee on salary schedule, adding an employee referral incentive of \$1,500 for every new hire that stays hired in good standing with the District after a 6 month probationary period, the ability to award an employee a higher accrual rate based on previous experience, and allowing the manager to determine the leave accrual rate for reinstated employees. The District would be trying to attract Grade 4 or Grade 3 Operators. Mayor Maughan stated that he agreed with most of the changes but felt that \$1,500 was too high. Mr. Paul and Ms. Stanton agreed. Mr. Hatch stated that he’s seen referral bonuses range from \$750 - \$3,000. Current employees are not graduating to Operator Grade 4 quick enough. Mayor Maughan suggested splitting the bonus into a signing bonus/finding fee incentive. Mr. Paul suggested up to \$750 each up to \$1,500 total and a graduated level of bonuses. Mr. Hatch suggested offering a \$750 each finding fee and signing bonus for a Grade 4 employee hire and \$500 each finding fee and signing bonus for a Grade 3 employee hire after the six month probationary period. Mayor Petro asked Mr. Lamb what his thoughts were. Mr. Lamb stated that he felt it was a good idea and that it can be expensive to train new employees to get to the higher level and there have been issues with attracting applicants that would be considered trainable. Mr. Bush stated that he liked the tiered idea.
- Moved by Mayor Maughan to approve Resolution No. 2022-06 amending the resolution to change the employee referral incentive to \$750 for both the finder fee and signing bonus for a Grade 4 Operator and \$500 for both the finder fee and signing bonus for a Grade 3 Operator if in good standing after the 6 month probationary period. Seconded by Mr. Bush and roll call vote was taken: Anna Stanton – yes; Dave Maughan – yes; Howard Madsen – yes; Joy Petro – y es; Joe Paul – yes; Kent Bush – yes. Voting was unanimous.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-07

##### **Ms. Angela Lupcho -**

- Resolution No. 2022-07 would update the authorized individuals for the Office of the State Treasurer PTIF accounts to remove Kevin Cowan and add David Hatch and Joy Petro.
- Moved by Ms. Stanton to approve Resolution No. 2022-07 and seconded by Mayor Maughan. All were in favor.

#### CONSIDERATION OF APPROVAL OF ORDINANCE NO. 2022-B

##### **Ms. Angela Lupcho –**

- Ordinance No. 2022-B, “An Ordinance amending District Title 2 of District Ordinances by adding Chapter 4 thereto entitled ‘Fraud Hotline Policy’ and providing for an effective date” was presented. The Ordinance provides a process for citizens, employees, and contractors to report improper governmental activities including waste, violations of law, gross mismanagement, abuse of authority, and unethical conduct. It would also add points to the Fraud Risk Assessment score



for the District that is done annually. Mayor Madsen suggested not allowing anonymous complaints. Mayor Maughan agreed. Ms. Stanton agreed adding that investigating anonymous complaints might take a lot of resources. Mr. Stansfield was asked whether there would be a lot of excess cost to implement the Fraud Risk Assessment policy. Mr. Stansfield stated that there would be minimal cost to implement. The anonymous link could be done using a Microsoft form. Emails would be routed to the District Manager or to the Board Chair if the complaint involved the District Manager.

- Moved by Mr. Paul to approve Ordinance No. 2022-B with the addition to not allow anonymous complaints. Seconded by Ms. Stanton and roll call vote was taken: Mr. Bush – yes; Mr. Paul – yes; Anna Stanton – yes; Dave Maughan – yes; Howard Madsen – yes; Joy Petro – yes. Voting was unanimous.

#### PRESENTATION OF CYBER SECURITY UPDATES

##### **Mr. Jason Stansfield -**

- Full implementation of the Cyber Security insurance policy were conditional on certain requirements being filled. These are employee cyber security training requirements, an incident response plan, confirmation of network backup restoration and implementing Multi-Factor Authentication in certain areas, and Apache Log4,2 risk response. Mr. Paul asked about using Sharepoint or Teams versus Dropbox for Board Member information. Mr. Stansfield stated that since Dropbox has only been used for sharing public facing documents, we haven't looked into changing it for security reasons. The District already uses Teams as a part of Office 365 so the \$12 per month cost of Drop Box could be eliminated by the switch. Mr. Stansfield will look into it.

#### 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. 30% design submittal was completed on May 17<sup>th</sup>. Meetings with UDOT and Layton City are expected following the 60% review in July or August.
- **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. Section 1 pipe and manhole installation is nearing completion. Mayor Petro requested that small businesses have access points available in the area they are working. Ms. Sochanska stated she would relay the request to the contractor.
- **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. The manhole installation has been completed. The last 2 seconds of 54” liner will be installed in the next 24 hours and then work will move towards Antelope for the next manhole. Work should be completed by mid July.



- **CIPP 10 – Lining Project 10 Construction – 4000 West & Roy:**  
This project includes lining high priority segments of the collection system with UVCIPP Lining and were identified as part of the Master Plan and recent CCTV conducted as part of the ongoing asset management plan. Work on Roy sections has commenced. There are four sections to this project. Work on 4000 West above Antelope will coordinate with CIPP 9 project completion.
- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue. Contractor mobilization has begun. Manhole insert material has been ordered with a lead time of 6-8 weeks.

ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS

**Mr. Mitch Dabbling-**

- 3 miles have been completed on the pipeline. The siphon work is completed which included a lot of concrete work. Pipeline inspection was done yesterday on the completed sections. Joint to joint measurements were taken to measure the settling and squishing of the pipe and measured ¾” shorter than wide which is within the tolerance allowed. Contractor is doing a great job. Engineers are working through insurance and contract documents with Whitaker Construction regarding the pump station and notice to proceed was given this week.

MANAGER’S REVIEW

- Mr. Hatch reported that he gave authorization to extend the timeline for Lining Project 9 by 73 days and the Manhole Rehabilitation project by 99 days due to issues with getting materials.
- Notice to proceed was given on the Effluent Pump station this week.
- Lagoon tickets have been distributed for the District’s summer party on 7/30. Dinner will be a 4:00 p.m. at the pavilion.

CHAIRMAN’S REVIEW

- Discounted pre-registration date for WEFTEC is due 7/29. Mayor Maughan and Mr. Bush both indicated that they are planning to attend the conference this year. The dates are October 8 – 12 and will be in New Orleans. The question came up whether it is necessary for all board members to attend. Mayor Petro proposed that any funding left from the budget for the board members that do not attend could go towards employees to provide a benefit. Ms. Lupcho pointed out that all board members are budgeted to go to the conference. Mayor Maughan wanted to make sure the benefit for the employees was something meaningful. Mayor Petro suggested a treat cart or drinks. Mr. Kent suggested bringing food trucks in for employee lunches quarterly. Mr. Hatch will get ideas on what employees would appreciate and bring the information back to the board.
- Mr. Paul and Mayor Petro talked to Mr. Hatch about making sure that employees don’t need to take leave time to supplement travel while going to conferences. Employee attendance at conferences should be encouraged.
- Mayor Petro asked other board members if they would be interested in participating in the District golf tournament on 9/7. Sign up sheet is available for those interested.

ADJOURNED

Moved by Mr. Bush and seconded by Mr. Paul to adjourn at 7:29 p.m. All were in favor.

Approved

  
Clerk of Board

8/11/2022  
Date



**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held August 11, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, August 11, 2022 at 6:00 p.m.

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

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Ken Burgener, Lab Director; Jason Stansfield, Network Administrator; Brian Lamar, Plant Operations Lead; Jonas Reeder, Pretreatment Coordinator; Marianka Sochanska, Brown & Caldwell Engineering; Mitch Dabling, Jacobs Engineering; Steve Lamb and Tyler Barfuss 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 noted.

MINUTES OF THE MEETING HELD JULY 14, 2022

- Minutes of the meeting held July 14, 2022 were approved on motion by Mayor Maughan and seconded by Mayor Madsen. All were in favor.

PRESENTATION AND APPROVAL OF THE SECOND QUARTER 2022 FINANCIAL REPORT

**Ms. Angela Lupcho -**

- The Quarterly Transparency reporting, Deposit and Investment reporting, Audited Financial Report and the Impact fee report have been submitted to the State Auditor's office. District Cash and Cash Equivalents total \$9,038,688 and Restricted Cash and Cash Equivalents total \$37,493,491 which was a reduction from the 1<sup>st</sup> Quarter report. Total Capital Assets increased by \$11,077,272 from the 1<sup>st</sup> Quarter report. Current bonds payable of \$2,390,000 show the 2014 bond principal owing left out of the defeasance. Total long-term bonds payable were \$100,720,000. Total Change in Net Position was \$5,583,873. Operating Revenues totaled \$10,884,796 which is 50% of the budgeted revenue expected for the year. Property Tax revenue was reported at 10% of the budgeted amount and the majority will be received from the county after Real Property taxes are collected at year end. Impact fees received totaled \$4,237,208 which was high at 86% of the budgeted amount and will likely be over the current budget requiring an adjustment at year end. Operating expenses related to wages totaled \$2,645,243 or 44% of the budgeted amount. The accounts for polymer, chlorine, and chemical treatments were all tracking high due to inflation and will likely need to be adjusted at year end. Overall expenses total \$10,989,016 or 52% of the budgeted expenses. This also includes an unrealized loss on investments of \$747,678 which is not a budgeted account. Mr. Bush asked about the Laboratory Fees revenue account being high and it was attributed to higher lab costs for Pretreatment analyses. Mayor Vincent asked what the Supervisor's Bonus Program account was and Ms. Lupcho explained that it was a spot bonus program for employees distributed by their supervisors. Mr. Bush asked what types of projects the District is able to use impact fees for funding, the timeline allowed to spend them down and whether the District has any issues expending the amounts we are receiving. Ms. Lupcho responded that construction projects related to growth are identified in the IFFP (Impact Fee Facilities Plan) and only the portion of the projects attributed to growth of the District are allowed to use the funds. The District tracks and reports this on the Impact Fee Report due to the State Auditor each year and currently the impact fees received are funding past projects and there are no impact fees remaining to spend down. The time limit for spending impact fees collected is 5 years.





- Moved by Mayor Maughan and seconded by Mr. Hamblin to approve the Second Quarter 2022 Financial Report. All were in favor.

#### 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. 60% design submittal was completed on July 26<sup>th</sup>. Ongoing utility and entity coordination continues. Meetings with UDOT and Layton City are expected in August. 90% design submittal is expected in August/September with bids due from contractors in October in time for budget.

- **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. The section of the project on Mutton Hollow Road is nearing completion and bypass setup is beginning in Main Street.

- Change Order Number 01 for Mutton Hollow Replacement Project is a deductive change order reducing the contract by \$31,100.

Moved by Mayor Maughan to approve Change Order 01 for Mutton Hollow Replacement project for -\$31,100. Seconded by Mayor Madsen and roll call vote was taken: Kent Bush – yes; Dave Maughan – yes; Brian Vincent – yes; Howard Madsen – yes; Stan Hamblin – yes; Joy Petro – 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. The manhole installation has been completed. The last 2 sections of 54” liner will be installed in the next 24 hours and then work will move towards Antelope for the next manhole. Completion of work on 4000 West in front of Plant is estimated for two weeks out. The 60” liner was installed on 8/10/2022.

- **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 (Sections 3&4) has commenced. Work on Section 2 is nearing completion. Work on Section 1 at 4000 West above Antelope will coordinate with CIPP 9 project completion.

- **Manhole Rehabilitation Project 1 – Gordon Avenue:**

This project includes rehabilitation of 15 manholes in Gordon Avenue. Contractor mobilization has begun. Manhole inserts were approved and contractor can order. There will be a few more months before installation begins.

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

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

- All pipe has been delivered for the pipeline and a pressure test was completed of the Ogden Spur outlet. Preconstruction meeting for the pump station was held 8/3. Mayor Maughan asked whether the District and engineers are considering alternative discharge options proactively based



on the lowering water levels of the Great Salt Lake. Mr. Dabling mentioned that that discussion has already begun internally and discussion will progress to the state level, etc. if necessary. The state has mentioned considering pumping water in from other sources such as the ocean. A question was asked about the pump station stability if the water levels were to raise. Mr. Dabling explained that the pump station was designed with the ability for modification should previous higher water levels be restored.

#### MANAGER'S REVIEW

- Mr. Hatch identified Dave Maughan, Anna Stanton, Howard Madsen, and Kent Bush as board members that have committed to attending the WEFTEC conference in October. The last day to modify hotel reservations is September 29<sup>th</sup> so Mr. Hatch requested final commitments be made by any other board members wishing to attend by September 28<sup>th</sup>. Limits on number of Board Members allowed to attend the conference was brought up for discussion by Mayor Maughan.
- Bypass at the influent gates is underway by Plant staff. Mr. Hatch praised the Plant staff for their work ethic and how staff from all areas of the Plant are participating in the project and working side by side. Two of the four gates have been replaced. The project should be completed by next week. He estimated that doing the project internally has saved the District \$750,000 - \$1 million easily.
- Utah Association of Special Districts Conference is November 2<sup>nd</sup> in Davis County. There is an opportunity for board training for the Open Public Meetings Act if anyone wishes to attend.
- Mr. Hatch recognized Mr. Burgener for his 27 years of service and regretfully announced his anticipated retirement on August 31<sup>st</sup>. Mr. Burgener's work with schools and STEM and Science fairs and promoting the next generation of scientists and engineers was praised. The Board recognized Mr. Burgener's impact on the industry and the District and expressed their appreciation and sadness for his retirement. Mr. Hatch mentioned that interviews would be held on Monday for the position of Lab Director for three internal candidates. Mayor Maughan asked if the position was advertised externally and that he felt that was the best way to handle hiring. Mr. Hatch explained that there were three qualified candidates found at the District and that met his goal of having at least 3 interviews. Mayor Madsen explained that Sunset City hires internally first if they can and then open the job externally if the best candidate isn't found internally. Board Chair Petro mentioned the Layton City does hiring either internally or externally depending on the position and that she felt that the Board should support Mr. Hatch's decision to keep the hiring internally if he felt it was the best option.

#### CHAIRMAN'S REVIEW

- Board Chair Petro wished to discuss the electronic meetings requirements for the Board Members at the Board Meetings. Current District Ordinances allows Board members to attend a maximum of two board meetings per year electronically and states that a quorum must be reached in person. A discussion was also had regarding minimum attendance of board members. The Board members gave direction to Ms. Lupcho to propose changes for approval at a future meeting for a minimum 75% attendance limit for board members at board meetings and to expand the number of electronic meetings allowed for board members' meeting attendance to three meetings.

#### ADJOURNED

Moved by Mr. Hamblin and seconded by Mr. Bush to adjourn at 7:25 p.m. All were in favor.

Approved Angela Lupcho 9/8/2022  
Clerk of Board Date



**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







**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 NDS 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 Dabbling-**

- **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



**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held November 10, 2022**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, November 10, 2022 at 7:00 p.m.

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

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; Mitch Dabling, Jacobs Engineering; Matt Millis, CapEx Planning. Latchmie Edwards, Taylor Byrum, Kendall Linton, Hayden Clements, Kylee Nelson, Marc Godfrey, and Mark Leonard attended electronically 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. None were mentioned.

MINUTES OF THE MEETING HELD OCTOBER 19, 2022

- Minutes of the meeting held October 19, 2022 were approved on motion by Mayor Maughan and seconded by Mr. Paul. All were in favor.

SERVICE AWARD – SCOTT VINEYARD

- Scott Vineyard was unable to attend but was recognized for 25 years of service and was awarded a certificate, pin, and check.

NEW EMPLOYEE INTRODUCTION – LATCHMIE EDWARDS

- Latchmie Edwards was introduced as the new lab technician and was welcomed by the Board.

PUBLIC HEARING – IMPACT FEE ANALYSIS AND IMPACT FEE FACILITIES PLAN ADOPTION

**Mr. Matt Millis –**

- Moved by Mr. Paul to go into Public Hearing and seconded by Mayor Maughan. All were in favor.
- A brief review of the Impact Fee Analysis process was given and the updated impact fees were presented.

The proposed impact fees are:

Single-family: \$3,454  
Townhome: \$3,096  
Multi-unit: \$2,641  
TOD-type: \$2,100  
Non-residential: \$651

Mr. Bush asked for clarification on the math calculations on the different zoning categories for the residential impact fees since he was unable to reach the same fees as the table in the impact fee analysis document using the water demand per unit and Equivalent Residential Units. Mr. Millis explained that the analysis leading to the calculation on the table has four or more decimals in it causing the variation. Mayor Maughan asked whether there is a requirement in the statute regarding how many decimals should be used in the calculation and Mr. Millis said he didn't believe so. After some discussion, the board requested that the table in the analysis should be



rounded to make the calculation easier for readers to follow. This would reduce the impact fees. Mr. Millis agreed to update the document and bring it back for approval in December. He didn't think there was a need to do further public noticing since the impact fee would be reduced.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-11

- Moved by Mayor Maughan to table the consideration of approval of Resolution No. 2022-11 until the Impact Fee Analysis document was updated with the requested changes from the Public Hearing. Seconded by Mr. Paul and all were in favor.

#### 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. A mandatory pre-bid meeting was held on November 9<sup>th</sup> and the bid opening is scheduled for November 30<sup>th</sup>.
- **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. Progress of this project was 1/3 through the last phase and are a couple hundred feet from the start point.
- **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. Substantial completion was attained on October 28<sup>th</sup>. Punchlist items are being worked on. This project will be closed on the scheduled date.
- **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. Section 1 on 4000 West has four sections of lining remaining. Substantial completion is projected for December 14<sup>th</sup> and contractors plan on meeting that deadline.
- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue. Manhole inserts were reported to still in production and have not been received.

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

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

- **Pipeline Project:**  
27,173 ft of the pipeline was complete or 83% of the project. A paper prepared by Jacobs was accepted to be presented at the ASCE Pipelines Conference in July and it will be published. The Utah Construction & Design Water/Wastewater Project of the Year will be awarded for the pipeline project to Whitaker Construction. There will be an award breakfast in December at the Little America hotel. It was decided to wait to cross the road until 2023 when there will be a road diversion. A temporary patch will be done until next summer.



- **Pump Station Project:**

A pump station excavation dewatering system was in place and had been running since November 2<sup>nd</sup>. Jacobs and Whitaker were reported to be coordinating on long lead times to ensure timely delivery.

**Mr. Jeff Den Bleyker -**

- **DWQ Update:**

Aerial photos of the Great Salt Lake were presented showing two years worth of receding lake water beginning with the design phase in November 2020 until current. In planning, engineers contemplated the lake level going down. If the lake receded to 4190.0 water surface elevation, it was agreed to meet with the state to discuss solutions. As of November 3<sup>rd</sup>, the elevation was 4188.5. The idea of discharging in the current area was that the water was salty enough to prevent algal blooms eliminating the Phosphorus removal limits requirement. Discussions will continue with Department of Water Quality. Currently, the planned outfall point is 4300 feet away from the current proposed ditch location. The water will maintain the ditch once it is flowing if the outfall is close enough. Whitaker has ideas for floating the equipment on the soft mud so the channel can be piloted. Mr. Hatch, Mr. Bachman, and Mr. Den Bleyker met with DWQ on November 9<sup>th</sup>. DWQ wants to work with NDS to find a long-term solution. It is advised to budget for extending the ditch at this time. Another meeting with DWQ is scheduled for December 5<sup>th</sup> to identify their desired course of action. Any modification to the existing design will require an update to the permit with the Army Corps of Engineers for accessing the Great Salt Lake bed. Board Chair Petro asked if there was state funding available and recommended that the District pursue that option if available and Mr. Den Bleyker replied that he agreed that the District should make the request.

APPROVAL OF RECOMMENDATION OF SELECTION OF ENGINEERING CONSULTANTS FOR ROUTINE COLLECTION PROJECTS

**Mr. David Hatch –**

- The selection committee for the engineering consultants for routine collections projects was made up of Mr. Bush, Mr. Paul, Mayor Maughan, Mr. Higgins, and Mr. Lamb. Submittals were ranked using weighted average. Mr. Paul asked whether we could award with no monetary basis to the contract. Mr. Hatch stated that this approval would allow negotiations to begin with the selected engineering firm. Mayor Maughan asked whether this discussion could fall under a closed meeting. Mr. Paul stated that he did not believe it could. Mr. Hatch stated that the scores will be protected by GRAMA and the selection process was not recorded by statute. The submittals were independently scored before any discussion and followed the same strict process as the District Manager selection. Mr. Paul stated that the engineering firms were well represented and presented. Board Chair Petro believed that the board should trust the selection committee's decision based on the fair process they followed and information they received. Mr. Hatch reported that the selection committee recommended proceeding with negotiations with Jacobs Engineering as the selected engineering firm.
- Moved by Mayor Madsen and seconded by Mayor Vincent to recommend proceeding with the negotiations with Jacobs Engineering for engineering work on routine collections projects. All were in favor.

DISCUSSION OF BOARD COMPENSATION

**Mr. David Hatch –**

- Mr. Hatch thanked the Board for all the time that is spent on behalf of the District. At the UASD conference, Board compensation was discussed in a session and by statute allows for each board member to be compensated up to \$5,000 annually. It was discussed that this could be net pay



where the District currently pays that amount in gross pay. The Board did not have an appetite to make any changes to Board compensation.

Mr. Bush made a motion to recess at 7:15 p.m. Board Chair Petro granted the recess to reconvene at 7:30 p.m.

#### PRESENTATION OF CITY AUDITS

##### **Ms. Angela Lupcho–**

- The city connections audits have been completed and the findings were reported to the Board. Clearfield City findings totaled \$214,145, Clinton City findings totaled \$69,375, West Point City findings totaled \$6,856, and Kaysville City findings totaled \$25,822. The other cities did not have any findings though Layton City is still working on providing some backup documentation to Ms. Lupcho.

#### PRESENTATION OF FRAUD RISK ASSESSMENT 2022

##### **Ms. Angela Lupcho –**

- The Fraud Risk Assessment for 2022 has been completed and a copy of the assessment was presented. The total points earned for the assessment were 355 which puts the District in the low risk category. Using the assessment as a guide for improvement, in 2022 the District added written policies for Reporting fraud and abuse, credit cards, cash receipting and deposits and a Fraud hotline policy to reduce the risk from the moderate category assessed in 2021. The District will be at the very low fraud risk category when Ms. Lupcho obtains her additional accounting certifications that are currently in progress.

#### PRESENTATION AND APPROVAL OF THIRD QUARTER 2022 FINANCIAL REPORT

##### **Ms. Angela Lupcho –**

- All balances reported are as of September 30, 2022. Cash and Cash Equivalents were \$3,900,258 Restricted Cash and Cash Equivalents were \$19,738,604. \$15 million was transferred from Restricted Cash to Restricted Investments until February to earn extra interest on Treasury bonds instead of the PTIF. PTIF interest rate was reported at 2.82%. All bond payments have been made in a timely manner. Total Operating Revenue from Charges for Services totaled \$16,840,558 or 78% of the 2022 budgeted amount. Property taxes collected totaled \$1,217,877 or 13% of the budgeted amount. Property taxes will be collected in the majority toward the end of the year and early 2023 as the county collects the real property tax assessments. Interest earned totaled \$782,616 or 157% of the budgeted amount. Total Impact fees collected are \$6,019,056. Total expenses are at 78% of the budgeted amount. The following accounts were trending high due to inflation: Polymer, Chlorine, Chemical treatment, and Generator Expense. Equipment purchases total \$1,626,240 and Plant & Collection System Additions total \$34,629,617, and bond principal payments made totaled \$10,085,000.
- Moved by Mr. Bush to approve the Third Quarter Financial Report for 2022. He was seconded by Mr. Paul and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Anna Stanton – yes; Dave Maughan – yes; Howard Madsen – yes; Brian Vincent – yes. Voting was unanimous.

#### PRESENTATION AND APPROVAL OF PRELIMINARY 2022 BUDGET

##### **Ms. Angela Lupcho –**

- The details of the 2023 budgeted expenses were reviewed during a work meeting held prior to the Board Meeting. Total revenues budgeted for 2023 are \$38,975,565 and total expenses were





\$21,959,844. Equipment purchased budgeted was \$2,613,300 and total capital expenditures for 2023 were \$48,387,450.

- Moved by Mayor Maughan to approve the Preliminary 2023 budget. He was seconded by Mr. Bush and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Anna Stanton – yes; Dave Maughan – yes; Howard Madsen – yes; Brian Vincent - yes. Voting was unanimous.

SET PUBLIC HEARING DATE FOR AMENDING 2022 BUDGET AND ADOPTING 2023 FINAL BUDGET FOR DECEMBER 8, 2022 AT 6:00 P.M.

- Moved by Mr. Bush to set the Public Hearing date for amending the 2022 budget and adopting the 2023 final budget for December 8, 2022 at 6:00 p.m. Seconded by Ms. Stanton and all were in favor.

MANAGER'S REVIEW

- Mr. Hatch asked for a head count for the awards breakfast to be held on December 13, 2022 at 8:00 a.m. at the Little America Hotel. The award being given to Whitaker Construction as previously reported in the engineering reports will be the Utah Construction & Design Water/Wastewater Project of the Year. Four board members expressed that they would like to attend.
- The District Christmas party will be held this year at the Davis Conference Center on December 9<sup>th</sup>. Invitations will be sent out soon.
- North Davis University was recently held again at the District with strong attendance of over 30 people. Mr. Robert Whitley from Syracuse City presented their recently updated fat, oil and grease practices.

CHAIRMAN'S REVIEW

- Board Chair Petro asked how Board members how the WEFTEC conference held last month went. Mayor Maughan commented that the conference appeared to be back to full strength and the walking around the vendor hall with Mr. Lamb and Mr. Bachman was very helpful. Mr. Bush commented that the vendor explanation was helpful. The Utah All Star Operators Challenge team which had an operator from North Davis participate placed 14<sup>th</sup> overall. Ms. Stanton commented that attending the conference helped build relationships with District staff.
- Ms. Stanton complimented the District on the school tour that she was on of the Plant and mentioned her appreciation for Mr. Hatch, Mr. Bachman, and Mr. Lamar and their knowledge and professionalism.

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 8:07 p.m. and seconded by Ms. Stanton. All were in favor.
- Moved by Mr. Paul to go out of closed meeting at 10:04 p.m. and seconded by Ms. Stanton. All were in favor.

ADJOURNED

Moved by Mayor Maughan and seconded by Ms. Stanton to adjourn at 10:05 p.m. All were in favor.

Approved Angela Spach  
Clerk of Board Date





**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held December 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, December 8, 2022 scheduled for 6:00 p.m. Board Chair Petro made an executive decision to begin the meeting early at 5:50 p.m. following the work meeting held at 5:30 p.m.

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

**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; Tyler Beus, Whitaker Construction; Lynn Jorgensen, Whitaker Construction; Jason Williams, Moreton Asset Management. Matt Millis, CapEx Planning; Darren Lowe, Jacobs Engineering; Curt Simmons; and Mike Andersen attended electronically via Zoom.

Moved by Mayor Maughan to begin the meeting with Item 6: Presentation on District Investments – Moreton Investment Advisors. Seconded by Mr. Paul and all were in favor.

**PRESENTATION ON DISTRICT INVESTMENTS**

**Mr. Jason Williams, Moreton Asset Management –**

- As a Certified Investment Advisor according to the Utah Money Management Council, Mr. Williams presented an overview of the District's investments and the current market indicating that the District's investment portfolio is has overperformed the Public Treasurer's Investment Fund over the past several years with a current book yield of 3.241 and trending toward over 4 over the next 8 or 9 months. District investments are invested according to the Utah Money Management Act.

**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 NOVEMBER 10, 2022**

- Minutes of the meeting held November 10, 2022 were approved on motion by Mr. Paul and seconded by Mayor Vincent. All were in favor.

**PUBLIC HEARING – AMEND 2022 BUDGET**

- Moved by Mr. Paul to go into public hearing for the amendment of the 2022 budget and seconded by Mr. Bush. All were in favor.
- No public comments were received. Ms. Lupcho briefly reviewed the amendments to the 2022 budget with a net increase to operating income totaling \$2,159,146.
- Moved by Mayor Maughan to go out of Public Hearing and seconded by Mr. Bush. All were in favor.

**PUBLIC HEARING – ADOPT 2023 BUDGET**

- Moved by Mayor Maughan to go into public hearing for the adoption of the 2023 budget and seconded by Mr. Bush. All were in favor.



- No public comments were received. Ms. Lupcho briefly reviewed the 2023 proposed budget with revenues totaling \$38,975,565 and expenses totaling \$22,842,215. Total net change to the preliminary budget presented in November was \$2,940,571.
- Moved by Mayor Maughan to go out of Public Hearing and seconded by Mr. Hamblin. All were in favor.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-11

##### **Mr. Matt Millis, CapEx Planning, LLC-**

- The updated impact fees were presented with the rounding changes proposed last month to update the impact fee analysis report. Without re-noticing the Impact Fee Analysis and Impact Fee Facilities Plan, the new calculation would increase the fees above what was noticed previously. An option to reduce the fees by <1% was presented which would change the impact fees to:

Single-family: \$3,423

Townhome: \$3,081

Multi-unit: \$2,601

TOD-type: \$2,088

Non-residential: \$650

- Mayor Maughan suggested re-noticing with the higher fees based on the new Impact Fee Analysis calculation so the District would not lose the 1%. Moved by Mayor Maughan to re-notice the Impact Fee Analysis and Impact Fee Facilities Plan, schedule a new public hearing and table the Resolution until next month. It was seconded by Mr. Paul and all were in favor.

#### AWARD OF CONTRACT FOR THE HILL FIELD ROAD REPLACEMENT PROJECT

##### **Ms. Marianka Sochanska with Brown and Caldwell Engineering –**

- Ms. Sochanska reported on the bid opening for the Hill Field Road Replacement Project that happened on November 30, 2022. One bid was received from Whitaker Construction for \$11,373,240 and met the requirements of the bid documents. The total bid price was 21% higher than the engineer's estimate and which was attributed to high costs for bypass, diesel, asphalt, and concrete. It was recommended that the project be awarded to Whitaker Construction for the total bid price of \$11,373,240.
- Moved by Mayor Maughan to award the contract for the Hill Field Road Replacement Project to Whitaker Construction for the total amount of \$11,373,240. 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; Brian Vincent – yes. Voting was unanimous.

#### 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. Bid opening was held on November 30<sup>th</sup> and contract was just awarded to Whitaker Construction earlier in the 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.



This project has been ahead of schedule all year and is anticipated to be completed ahead of the scheduled date.

- **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 completion items are being addressed.
  - Change Order 03 was presented for approval which reduced the contract in the amount of \$193,807.93 for quantity adjustments for unit priced items and allowances not used. Moved by Mayor Maughan to approve Change Order 03. 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- Brian Vincent – yes. Voting was unanimous.
- **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. Section 1 is nearing substantial completion.
- **Manhole Rehabilitation Project 1 – Gordon Avenue:**  
This project includes rehabilitation of 15 manholes in Gordon Avenue. Manhole inserts were reported to still in production and have not been received.

ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS  
**Mr. Darren Lowe -**

- **Pipeline Project:**  
27,761 ft of the pipeline was complete or 84.5% of the project. A slight slow down in progress in November due to the Thanksgiving holiday.
- **Pump Station Project:**  
Jacobs, Whitaker, and the District are working together to address supply chain issues. Subsurface work on the pump station has begun. 70 stone columns have been installed and density testing is underway on those installed columns. A total 217 columns are set to be installed. Pump station construction schedule is on track.
- **Update on outfall ditch extension:**  
Department of Water Quality has decided the ditch must extend to the open water which is currently 4,300 additional linear feet. They are flexible on what the ditch will look like. Engineers will meet with the United State Army Corps of Engineers (USACE) to discuss permitting options. Construction of the ditch is not likely until 2024 and the actual lake elevation in spring 2024 will dictate the length.
  - Amendment No. 7 to Task Order 10 was presented for approval. A summary of the previous amendments were explained. Engineers were requesting approximately \$1.4 million for engineering CMS to complete the project (pipeline and pump station). The services during construction for the pump station were left out of the original estimates. The previous District Manager had agreed to manage the bottom line in the budget but now requires the additional budget to complete the project in 2024. Mr. Hatch pointed out that this increase would be for the project as currently designed and would not address the engineering costs for the ditch extension in 2024. Staff has \$300,000 budgeted for the ditch extension in 2023. If USACE requires the trench dredging material to be removed from the lake rather leave the dredging material behind – it will dramatically increase the trench cost. The budgeted cost of \$300,000 is to leave the dredging on the lake bed. Mr. Jorgenson with Whitaker Construction gave his opinion on inflation and construction cost estimates and felt that at this point, material costs appear to be leveling through labor will increase through next year. Moved by Mr. Paul to



approve Amendment No. 07 for Task Order 10 for \$1.4 million. Seconded by Mr. Bush and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Stan Hamblin – yes; Anna Stanton – yes; Dave Maughan – yes. Voting was unanimous.

Mayor Vincent left the meeting at 6:54 p.m.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-12

##### **Ms. Angela Lupcho –**

- Resolution No. 2022-12, “A Resolution repealing and replacing Resolution NO. 2018-09 and adopting a new North Davis Sewer District Section 125 Cafeteria Plan and providing for an effective date” was presented to adopt the new Cafeteria Plan which is amended to include the recently approved changes to the District’s health insurance options and allows certain deductions to be made from employees’ payroll pre-tax through the Cafeteria Plan.
- Moved by Mayor Maughan to adopt Resolution No. 2022-12 and was seconded by Mr. Bush. All were in favor.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-13

##### **Ms. Angela Lupcho –**

- Moved by Mayor Maughan to adopt Resolution No. 2022-13, “A Resolution adopting an amendment to the budget for the remainder of the 2022 budget year” as previously presented during the public hearing. 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. Voting was unanimous.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-14

##### **Ms. Angela Lupcho –**

- Moved by Mayor Maughan to adopt Resolution No. 2022-14, “A Resolution adopting a budget for the 2023 budget year” as previously presented during the public hearing. Seconded by Mr. Bush and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Stan Hamblin – yes; Anna Stanton – yes; Dave Maughan – yes. Voting was unanimous.

#### CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2022-15

##### **Ms. Angela Lupcho –**

- Moved by Mayor Maughan to adopt Resolution No. 2022-15, “A Resolution fixing the annual meeting schedule of the Board of Trustees of the North Davis Sewer District for the year 2023” and was seconded by Mr. Paul. All were in favor.

#### UPDATE ON SELECTION OF POOL OF CONSTRUCTION MANAGEMENT/GENERAL CONTRACTORS (CMGC)

##### **Mr. David Hatch –**

- Mr. Hatch gave an explanation of CMGC instead of the design-bid-build model the District currently uses. The District would eliminate the engineering/design portion and it would allow District to partner with the contractor for construction for simpler lining projects and emergency open cut projects. Larger open cut projects would still be designed by an engineer and delivered using the design-bid-build method. Four proposals were received. A pool of contractors would be selected. C&L and Whitaker were selected for the pool. The contractors would be selected based on project expertise. The CMGC process is additional work that would be managed by Mr. Hatch and Mr. Lamb.



- Mayor Maughan led a discussion about the benefits of competitiveness and the bid process. Ms. Stanton asked whether this practice was common at other Districts and Mr. Hatch gave a few examples of other cities and districts that use CMGC. Mayor Maughan pointed out the bids can create cost savings. Board Chair Petro pointed out that our current project just awarded only received one bid. A timeline for the CMGC contract was discussed. Mr. Hatch explained that it would be up to the Board to decide and could be done for one year or whatever period the Board wished to authorize, and it could be continued at that point or the District could return to the previous design-bid-build model if desired. Mr. Paul asked Mr. Jorgenson with Whitaker Construction to give more insight on how the CMGC relationship would work with transparency between the District and the contractors and asked if they ever wished an engineer was involved. Mr. Jorgensen explained that construction will cost less than a public bid by being able to work with the owner and be more involved in the design process. It was explained that an engineer could be brought in, if necessary, at any point in a project. Mayor Maughan said he would be willing to give it a try for smaller and lining projects but felt there was importance to getting the innovation of engineers on different projects. Board Chair Petro pointed out that the District staff has expertise in engineering and that should be recognized. Mr. Jorgenson with Whitaker also explained that CMGC can also help procurement times by being able to order during design time. Mr. Hatch reviewed the next steps that would happen if the Board gave support to proceed. Ms. Stanton asked about the timeline before giving her support. Mr. Hatch explained that it would be authorized by each work order. The Board gave their support to continue the selection process.

#### MANAGER'S REVIEW

##### **Mr. David Hatch-**

- Mr. Hatch gave a report on discussions he's having with the District's property manager regarding the District's leased buildings and the land leases. No current improvements are planned for certain properties identified for future demolition and the rates for rent for both property and land leases is being completed.
- Mr. Hatch reported that he has met with the city managers for Syracuse, West Point and Layton to be introduced as the new District Manager and meetings are being scheduled with Clearfield, Clinton, Roy, and Sunset.
- A reminder of the award breakfast next week at Little America was given.
- The District holiday party will be held Friday, December 9th at 6 p.m. at the Davis Conference Center.

#### ADJOURNED

Moved by Mr. Paul and seconded by Ms. Stanton to adjourn at 7:33 p.m. All were in favor.

Approved

  
Clerk of Board

1/12/2023  
Date

