

**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

