

**NORTH DAVIS SEWER DISTRICT**  
**Minutes of Board Meeting held December 14, 2023**

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, December 14, 2023 began at 6:00 p.m.

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

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Steve Lamb, Collection System Superintendent; Tyler Barfuss, Collection System Superintendent; Jonas Reeder, Pretreatment Coordinator; Jason Stansfield, Network Administrator; Tyler Weaver, Lab Director; Matt Dugdale, Stifel; Ryan Bjerke. Tyler Murri and Kerry Lee attended remotely via Zoom.

DECLARATION OF CONFLICTS OF INTEREST

- Board Chair Petro asked whether any board members had any potential conflicts of interest on any of the agenda items. No conflicts were disclosed.

MINUTES OF THE MEETING HELD NOVEMBER 9, 2023

- Minutes of the meeting held November 9, 2023 were approved on motion by Mr. Paul and seconded by Mayor Vincent. All were in favor.

Kent Bush arrived at 6:05 p.m.

PUBLIC HEARING – AMEND 2023 BUDGET

**Ms. Angela Lupcho –**

- The proposed changes to the 2023 budget were summarized reducing expenses by \$1,816,399 to \$21,142,916 and increased total revenue by \$1,220,119 to \$37,341,166. Equipment purchases were reduced by \$608,000 to \$2,005,300. Plant & Collection System Additions decreased by \$25,107,500 to \$25,107,500. Some projects came in under the budgeted amount and some have been moved to the 2024 budget.
- It was moved by Mr. Bush to go into the Public Hearing and seconded by Ms. Stanton. All were in favor. No public comments were made. Moved by Mr. Bush to go out of the Public Hearing and seconded by Mr. Paul. All were in favor.

PUBLIC HEARING – ADOPT 2024 BUDGET

**Ms. Angela Lupcho –**

- The proposed changes to the 2024 budget from the Preliminary Budget were reviewed. Some changes related to the addition of on-call pay and the COLA set to 4%. There were small changes from open enrollment to insurance costs budgeted. The line item for GPS on vehicles was also adjusted up by \$3,000. Net adjustments to the budget totaled \$60,400. Mr. Hatch reviewed the administration building extension proposal at board direction to expand the board room/conference room which totaled \$382,153. The proposal included \$25,000 for drawings which could be used to procure more bids on the construction of the building extension. If approved by the Board, the District could add the extension cost to the budget for 2024.
- It was moved by Mr. Hamblin to go into the Public Hearing and seconded by Mayor Madsen. All were in favor. No public comments were made. Moved by Mayor Vincent to go out of the Public Hearing and seconded by Ms. Stanton. All were in favor.



RESOLUTION NO. 2023-13, “A RESOLUTION ADOPTING AN AMENDMENT TO THE BUDGET FOR THE REMAINDER OF THE 2023 BUDGET YEAR”

- Seeing no further comments on amending the 2023 budget, It was moved by Mr. Bush to adopt an amendment to the budget for the remainder of the 2023 budget year and was seconded by Mr. Hamblin. Roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Lance Hamblin – yes; Anna Stanton – yes; Howard Madsen – yes; Brian Vincent – yes. Voting was unanimous.

CONSIDERATION OF APPROVAL OF ADMINISTRATION BUILDING EXTENSION PROPOSAL  
**Mr. David Hatch –**

- The proposal was described ahead of the public hearing to adopt the 2024 budget. There was one bid received. Mr. Hatch would like to sole source the drawings to the bidder and then use the drawings to get more bids. The total bid amount was \$382,153.
- Moved by Mr. Paul and seconded by Mr. Bush to approve the administration building extension proposal. Roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Lance Hamblin – yes; Anna Stanton – yes; Howard Madsen – yes; Brian Vincent – yes. Voting was unanimous.

RESOLUTION NO. 2023-14, “A RESOLUTION ADOPTING A BUDGET FOR THE 2024 BUDGET YEAR”

- Moved by Mr. Hamblin to adopt the resolution adopting a budget for the 2024 budget year the addition of the proposal for the administration building extension. Seconded by Mr. Paul and roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Kent Bush – yes; Lance Hamblin – yes; Anna Stanton – yes; Howard Madsen – yes; Brian Vincent – yes. Voting was unanimous.

RESOLUTION NO. 2023-15, “A RESOLUTION FIXING THE ANNUAL MEETING SCHEDULE FOR THE BOARD OF TRUSTEES OF THE NORTH DAVIS SEWER DISTRICT FOR THE YEAR 2024”

**Ms. Angela Lupcho –**

- The 2024 annual meeting schedule was proposed as follows:  
January 11  
February 8  
March 14  
April 11  
May 9  
June 13  
July 11  
August 8  
September 12  
October 10  
November 14  
December 12
- Moved by Mayor Vincent to fix the annual meeting schedule for the Board of Trustees of the North Davis Sewer District for the year 2024 and was seconded by Mr. Hamblin. All were in favor.



CONSIDERATION OF APPROVAL OF THE EXTENSION OF THE MUNICIPAL ADVISORY AGREEMENT WITH STIFEL PUBLIC FINANCE

**Ms. Angela Lupcho –**

- The municipal advisory agreement with Stifel Public Finance expires on December 31, 2023. The District has been very happy with the services Stifel has provided the District and would like to extend the agreement for another four years ending on December 31, 2027.
- Moved by Mr. Paul and seconded by Mayor Madsen to extend the Municipal Advisory Agreement with Stifel Public Finance. All were in favor.

ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS ENGINEERING

**Mr. David Hatch –**

- **Pipeline Project:**  
The last pipe was set on December 1. The outfall structure will be completed in August 2024. Final connection is estimated to be in January. A steel pipe will be used to connect the pipe to the outfall structure. A video was shown from Whitaker Construction of the final pipe set.
- **Pump Station Project:**  
The pump and wet well have been set. Construction is on schedule.
- **Hill Field Road Project:**  
Traffic control has been set and public involvement is underway. Due to a fiber line that was discovered, the District will need to offset the pipe and reset the manhole from the original plan. We will use cash allowance to cover the additional cost and a change order will be proposed. This issue may add additional days of work.

Mayor Maughan arrived at 6:27 p.m.

MANAGER'S REVIEW

**Mr. David Hatch –**

- Collections Project updates:
  - Work Order #3 with C&L Water Solutions: This part of the project will be reimbursed by UDOT. Air test and bypass have begun. Sandblast and coating manholes being done now before the 30" lining the end of this month. There has been some delay with FBC on some of the assets for the District.
- The District had a Division of Water Quality audit this month. The audit reported no corrective actions, findings, or recommendations. This reflects the good work done by our Plant staff.
- Steve Lamb's retirement luncheon is scheduled for December 20 at noon in the Collections building.

BOARD CHAIR'S REVIEW

- Board Chair Petro wished to recognize Anna Stanton and Kent Bush for their service to the District. They will both be leaving the Board at the end of the year. Anna Stanton spent 18 years on the Board and Kent Bush spent 11 years. A farewell dinner will be planned for January. Their service has been very appreciated.





ADJOURNED

Moved by Mr. Paul and seconded by Ms. Stanton to adjourn at 6:42 p.m. All were in favor.

Approved Angela Lupocho 1/11/2024  
Clerk of Board Date

