

NORTH DAVIS SEWER DISTRICT
Minutes of Board Meeting held January 11, 2024

Minutes of the regularly scheduled Board Meeting held at the District offices located at 4252 West 2200 South, Syracuse, UT 84075 on Thursday, January 11, 2024 began at 6:00 p.m.

MEMBERS PRESENT: Joy Petro, Board Chair; Joe Paul, Vice Chair; Howard Madsen, Treasurer; Dave Maughan; Brian Vincent; Lance Hamblin; Karece Thompson; Dane Searle; David Hatch, District Manager; Angela Lupcho, Clerk. Dane Searle attended electronically.

ALSO PRESENT WERE: Myron Bachman, Plant Superintendent; Tyler Barfuss, Collection System Superintendent; Jonas Reeder, Pretreatment Coordinator; Jason Stansfield, Network Administrator; Tyler Weaver, Lab Director; Darren Lowe, Jacobs Engineering; Casey Helget, C&L Water Solutions; Pablo Mendoza, C&L Water Solutions; David Garretson, resident of Syracuse City. District employees Tyler Murri, Brian Lamar, Marc Godfrey, and Taylor Byrum attended remotely via Zoom.

ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED AND REAPPOINTED BOARD MEMBERS

- It was noted that the newly appointed Clearfield City Board Member, Karece Thompson, was not present. The Oath of Office was given by Ms. Lupcho, the clerk, to Dane Searle with Clinton City, Joy Petro with Layton City, Joe Paul with Roy City, and Lance Hamblin with Unincorporated Davis County.

APPOINTMENT OF TREASURER OF THE BOARD OF TRUSTEES

- With the vacancy in the Board Officials left by Kent Bush, Board Chair Petro nominated Howard Madsen to be appointed to the Treasurer position. Mr. Paul moved to accept the nomination of Howard Madsen to Treasurer until the Reorganization of the Board Officials planned for February after all board appointments have been made by the cities with vacancies. It was seconded by Mayor Maughan and all were in favor.

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 DECEMBER 14, 2023

- Minutes of the meeting held December 14, 2023 were approved on motion by Mr. Hamblin and seconded by Mayor Vincent. All were in favor.

ENGINEERING AND CONSTRUCTION UPDATE, PLANT DISCHARGE RELOCATION - JACOBS ENGINEERING

Mr. Darren Lowe, Jacobs Engineering –

- **Pipeline Project:**
The pipeline pressure test was completed and it passed. Construction activities will be suspended while Whitaker works on the pump station part of the project.
- **Pump Station Project:**
Yard piping work is underway. Insulation/veneer placement has started on the CMU and construction of the roof will start next week.
- **Hill Field Road Project:**
Three manholes have been installed to date and approximately 500 feet of pipe has been placed. Work will accelerate now in the area they are working on.



CMGC LINING UPDATE

Mr. Casey Helget, C&L Water Solutions –

- **Work Order 3:** The 30” line is complete which leaves the 48- and 60-inch segments.
- **Manhole Rehabilitation:** This rehab is about halfway complete. Bypass is currently running 24 hours a day cleaning the 48” and 60” pipe to prepare to tie the coating into the liner after they are lined. The project is on track to be completed on time. The manholes are rehabbed using an epoxy coating after the manhole is sandblasted with 5000 psi pressure wash. The rehabbed manholes should last 20-30 years without any issues.

Mr. Karece Thompson arrived to the meeting at 6:13 p.m.

OATH OF OFFICE TO NEWLY APPOINTED BOARD MEMBER

- Introductions were given to other Board Members and District employees present. The oath of office was given by Ms. Lupcho, the clerk, to Karece Thompson as Board of Trustees’ appointee from Clearfield City.

ORDINANCE NO. 2024-A

Mr. David Hatch -

- Ordinance No. 2024-A “An Ordinance amending certain sections of Title 2 Chapter 2 and adding new sections to the District Ordinances by amending Chapter 2 thereto entitled and providing for an effective date” was presented to move the location of specific board policies currently located in the employee policy manual to the Ordinances since board members are not considered employees.
- It was moved by Mayor Maughan to approve Ordinance No. 2024-A moving the section on board members to the Ordinances. Roll call vote was taken: Joy Petro – yes; Joe Paul – yes; Howard Madsen – yes; Lance Hamblin – yes; Dave Maughan – yes; Karece Thompson – yes; Brian Vincent – yes; Dane Searle - yes. Voting was unanimous.

RESOLUTION NO. 2024-01

Mr. David Hatch -

- Resolution No. 2024-01, “A Resolution revoking and repealing the personnel policies and procedures manual and replacing it with Employees’ Handbook and Management Operation Manual,” was presented. The Resolution would repeal the Personnel Policies and Procedures Manual and replace it with two separate documents, the Employees’ Handbook, and the Management Operation Manual.
- The new employee handbook and operation manual were given to the Board members prior to the meeting in the Board Packet to provide comments. In the meeting Mr. Hatch went over the more major policy updates. The creation of the Management Operation Manual will mitigate risk by creating operational flexibility. Job descriptions, hiring procedures, and personnel actions were moved to the new manual. The Disciplinary Procedures section added language expanding on employees being “at-will” and removed the list of reasons for immediate termination because it limits the District’s ability to terminate employees as needed. Utah is an “at-will” State and the employees can quit without notice at anytime and the District will now be able to terminate employees without notice at anytime – if needed. Mr. Hatch mentioned that the goal is always to try and keep employees by coaching, mentoring and using progressive discipline with verbal and written warnings. Board members discussed whether the list should be removed. A member of the public, Dave Garretson, requested to make a public comment. Board Chair Petro allowed it and requested that a public comment item be added to the agenda for future meetings. Mr. Garretson asked whether the policy would affect the more tenured employees or just the new hires. Mayor



Maughan commented that policies and procedures will periodically need to be updated and that should not be selective. Another discussion was had about legality of not having all employees under the same policies. The grievance policy was described by Mr. Hatch as a way for an employee to appeal a termination decision.

- The proposed Employees' Handbook includes some current policies, modified others and removed some. The first policy change discussed was a change to all employees to an "at-will" status to mitigate risk when terminating employees. An on-call policy was also added and discussion was had about how the policy would be managed. Mr. Thompson asked questions about how the District operates currently. A change from FMLA to a District Sponsored Medical Leave Policy was made since the District has less than 50 employees. The District will comply with FMLA at that time the District has 50 or more employees. The District added a short-term disability policy and eliminated "light duty status" for employees. The language was updated for Equal Employment Opportunity. A policy was changed to allow employees to receive hours for training to match their work hour schedule instead of capping it at 8 hours to accommodate the different shifts the District now has. The section on Military Leave was updated to state that the District will comply with the law. The procedure of calling in sick was modified, and a new attendance policy was added outlining that an employee that no call/no show for 2 consecutive days indicates the employee voluntarily resigned employment. The grooming and appearance section was edited to be more inclusive. Language for workplace violence was updated with language recommended by the HR attorney. A procedure was added for background checks and self-reporting of serious crimes. Section 11 outlining policies for drug testing had a section proposed to limit random drug testing to "safety sensitive positions" and the board members recommended that this was changed to include all employees and not just those operating district vehicles and equipment. Sections that created duplication with other manuals were removed. Law citations were removed from the manual per the attorney's recommendations. Mr. Thompson expressed that he thought this lacks transparency. Mayor Maughan recommended that reference is made to the law but not include the full body of the code. Mayor Madsen said the District did not need to give references. Minor formatting changes were corrected.
- Moved by Mayor Maughan to adopt the resolution as written with the exception of including all employees in random drug testing. Seconded by Mr. Paul and all were in favor.

MANAGER'S REVIEW

Mr. David Hatch –

- The District's website has been updated. It adds mobile and education components and increases transparency. The website was displayed.
- An RFQ will be completed for a new attorney. The solicitation will be done next week. Mr. Hatch requested three board members participate in the selection committee. Proposals will be due February 26th and the selection committee will meet either February 27th, 28th or 29th depending on schedules. The selection committee would also include Mr. Hatch and Ms. Lupcho. Mr. Paul, Mayor Howard and Mayor Maughan all volunteered with Mayor Petro as a backup if needed.
- Weber County has approved the potential development of 9,000 acres owned by Marriott, our partner in biosolids spreading. This could affect the District's biosolids application and options are being investigated in 2024 with a biosolids study to mitigate future risk. The study starts next week with a pilot that runs for around 6 months.

BOARD CHAIR'S REVIEW

- Board Chair Petro expressed appreciation and welcomed the new board members. She mentioned the WEAU annual conference to be held in Saint George, UT on April 23-26, 2024.



ADJOURNED

Moved by Mr. Paul and seconded by Mayor Howard to adjourn at 7:26 p.m. All were in favor.

Approved Angela Lynchko 2/8/2024
Clerk of Board Date

