

MINUTES OF THE MEETING OF THE TRUSTEES  
OF THE CENTRAL WEBER SEWER IMPROVEMENT DISTRICT (CWSID)  
HELD MONDAY, OCTOBER 16, 2023 AT 5:00 PM, AT THE DISTRICT OFFICE  
LOCATED AT 2618 WEST PIONEER ROAD, MARRIOTT-SLATERVILLE, UTAH.

**Trustees Present:** Mark Allen, Bart Blair, Josh Blazzard, Leonard Call, Dale Fowers, Rich Hyer, Gage Froerer, Braden Mitchell, Russ Porter, Michelle Tait, Scott VanLeeuwen, and Rob Vanderwood.

**Trustees Excused:** Neal Berube, Mike Caldwell, and Rod Westbroek.

**Others Present:** Kevin Hall, Camille Cook, James Dixon, Mark Anderson, Paige Spencer, Clay Marriott, Shawn Wilson, Dallin Curriden (BlackPine Group), and Ryan Bench (Carollo Engineers).

**Call to Order**

Chairman Allen called the meeting to order at 5:01 p.m.

The pledge of allegiance was led by Trustee Froerer.

The invocation was offered by Trustee Vanderwood.

**Public Comment**

There were no public comments.

**Minutes of September 18, 2023 Board Meeting Approval**

It was moved by Trustee Hyer and seconded by Trustee Porter as follows:

**That the September 18, 2023 Board meeting minutes be approved as presented.**

The motion carried by the affirmative vote of Trustees Allen, Blair, Blazzard, Call, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, VanLeeuwen, and Vanderwood.

**Ratification of Vouchers**

Camille Cook reminded the Trustees about vouchers that previously were approved by the Board prior to payment, and recommended ratification of the September 2023 Check Register, which is an itemized list of all payments made by the District during September, in the total amount of \$4,197,583.63. Staff recommended ratification of the vouchers.

It was moved by Trustee Hyer and seconded by Trustee Mitchell as follows:

**That the September 2023 Check Register be ratified and approved as presented in the total amount of \$4,197,583.63.**

The motion carried by the affirmative vote of Trustees Allen, Blair, Blazzard, Call, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, VanLeeuwen, and Vanderwood.

## **Consideration of Purchases, Capital Projects, and Expenditures**

James Dixon explained that the District owns four digesters that break down and reduce solids to reduce hauling and disposal costs. The solids must be mixed using mechanical mixers. Two of the digesters utilize a series of five mixers each (10 total) to accomplish this task. As the mixers age, the required maintenance to keep them running is increasing.

Historically, there has always been enough redundancy in the system to allow a mixer to be taken out of service for maintenance. However, as the frequency of repairs has increased, the District has had multiple mixers down at one time. Having an additional mixer would allow the process to keep running while old mixers are being rebuilt. Mixer parts are becoming increasingly difficult to procure, but the cost of the parts is still far below the cost to purchase new mixers and it is worth the effort to procure parts and keep the old mixers in service.

Due to the lower cost of repairing the existing mixers, staff recommend that the Board approve a payment of \$120,000 to OTI (Olympus Technologies, Inc.) to purchase a new mixer and replacement parts for ten existing mixers.

It was moved by Trustee Van Leeuwen and seconded by Trustee Porter as follows:

**That the Board approve a payment of \$120,000.00 to OTI for a new mixer and for replacement parts for the major components of ten existing mixers.**

The motion carried by the affirmative vote of Trustees Allen, Blair, Blazzard, Call, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, VanLeeuwen, and Vanderwood.

## **Project Updates of Major Capital Projects**

James Dixon presented a financial and construction update on the Phase 2 Expansion and UV (ultraviolet light) Disinfection Project. The Project is approximately 28% complete and the pace of the work is on schedule.

## **Certification of Annexation/Withdrawal Petitions**

Kevin Hall reviewed the Promontory Point Annexation Petition, which includes 24 acres that was not previously annexed into the District. The proposed annexation area is planned for light industrial and warehouse use associated with the Promontory Point Development. The District has verified that land ownership matches the Petition. The law states that, if the owners of at least 75% of the real property, based on assessed value and acreage, sign the Annexation Petition, a public hearing will not be required unless the Board wants to hold a hearing or a landowner or registered voter in the proposed annexation area submits a written request for a public hearing. That is the case with this Annexation Petition. Dallin Curriden, from BlackPine Group, was present to answer questions.

Mark Anderson clarified that a public notice, declaring the right of a qualified landowner or registered voter to request a public hearing, must be given as a statutory "class A" notice. An

owner or registered voter will have 20 days to file a written request for a public hearing prior to the District approving the annexation.

Trustee Vanderwood asked what the total acreage will be, with the additional 24 acres being considered for annexation. Dallin Curriden responded that the original annexation was 355 acres, with an additional 24 acres under consideration.

Mr. Hall advised the Board that the District coordinated with Weber County, and the planned pump station to be built by a PID (public infrastructure district) that has been or will be created to fund the construction of infrastructure to serve the Promontory Point Development will be sufficient to handle the addition of 24 acres.

It was moved by Trustee Call and seconded by Trustee Hyer as follows:

**That the Annexation Petition for 24 acres of Promontory Point property in Weber County be certified.**

The motion carried by affirmative vote of Trustees Allen, Blair, Blazzard, Call, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, VanLeeuwen, and Vanderwood.

### **Consideration of Annexation Approvals**

Kevin Hall presented the following annexation approval Resolution for consideration by the Board:

- Resolution 2023-19, Matt Chugg/Avex Holdings – a 2 acre commercial development in Marriott-Slaterville

It was moved by Trustee Porter and seconded by Trustee Mitchell as follows:

**That Resolution 2023-19, the Annexation Approval Resolution for the Matt Chugg/Avex Holdings property, be approved and adopted.**

The motion carried by roll call vote with Trustees Allen, Blair, Blazzard, Call, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, VanLeeuwen, and Vanderwood each voting “aye”.

### **Review and Consideration of 2024 Board Meeting Schedule**

Mr. Hall presented the proposed 2024 Board meeting schedule for consideration. The 3<sup>rd</sup> Monday of each month is the normal meeting day for the Board but, due to Martin Luther King Jr. Day in January and President’s Day in February, the proposed Board meetings have been moved to the 4<sup>th</sup> Monday in those months. The June Board meeting will be moved to the 2<sup>nd</sup> Monday of the month due to the Juneteenth holiday. Trustee Porter noted that August 19<sup>th</sup> is not only a Board meeting, but is also his birthday.

It was moved by Trustee Van Leeuwen and seconded by Trustee Porter as follows:

**That the 2024 Board meeting schedule be approved as presented.**

The motion carried by the affirmative vote of Trustees Allen, Blair, Blazzard, Call, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, VanLeeuwen, and Vanderwood.

## **Review and Consideration of September Financial Statement**

Camille Cook presented the September Financial Statement and noted that the first quarter of the 2024 Fiscal Year is complete.

Ms. Cook reviewed the financials and notified the Trustees that the \$21 million Bond that was issued in 2021 had been completely drawn down by the end of September. The Closing on the 2023 Bond took place at the end of September, and the District will begin drawing down those bond funds during October.

Ms. Cook reviewed the Bond interest payments and the projected adjustments to capital assets. She noted that the independent auditors are working on completing their reviews and field work, after which an Audit Committee meeting will be scheduled.

The District is currently 25% through the budget year. Operating revenues are at 15% due to a significant portion of the budgeted income being tied to the timing of property tax receipts. Payroll and benefits are at 24.6%, year-to-date. Utilities and services are at 18% of the budgeted amounts. The major items in this category are natural gas and electrical power, and those invoices are billed a month after the energy has been used, so most line items in this category only have two months of expenses to report at this time.

The operations and maintenance budget is at 14.9% and pretreatment is currently at 24% of the annual budgeted amounts. Total operating expenses are at 22.9% of budgeted amounts through the end of September.

Sewer Impact fees are tracking close to the budgeted projections at 22%. Interest earnings continue to grow due to the rise in interest rates. Ms. Cook reminded the Board that these revenues are based on market volatility and may not increase consistently in the future, although the revenues currently are at 93.5% of the budgeted amounts.

Ms. Cook reviewed the capital projects budgets and reminded the Trustees that the District recently completed the Hooper Pipeline Phase I and Industrial Park Lift Station Projects.

After Ms. Cook's review, Trustee Hyer asked if the utility costs should be posting to the current month. Ms. Cook advised that the utilities are paid throughout the year and any adjustments are made at the fiscal year-end to ensure that invoices are posted to the correct fiscal year. Twelve utility payments will be made during the course of each fiscal year.

It was moved by Trustee Hyer and seconded by Trustee Mitchell as follows:

**That the September Financial Statement be approved as presented.**

The motion carried by the affirmative vote of Trustees Allen, Blair, Blazzard, Call, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, VanLeeuwen, and Vanderwood.

**Possible Closed Meeting Concerning Pending & Threatened Litigation, Purchase of Real Property and/or Personnel Issues**

There was no need to go into a closed meeting.

**General Manager**

Mr. Hall thanked the Personnel Committee and reminded the Committee members that the next meeting of the Committee will be held on Wednesday, October 25<sup>th</sup>, at 12:00 p.m.

**Attorney**

Mr. Anderson had no additional business to present.

**Other Business**

Trustee Porter asked for the details on the Board Christmas party. Paige Spencer confirmed that the party is scheduled for the 2<sup>nd</sup> of December at 6:00 p.m. at Ruby River Steakhouse.

**Adjournment**

There being no further business to come before the Board, it was moved by Trustee Call and seconded by Trustee Mitchell as follows:

**That the Board meeting be adjourned.**

The motion carried by the affirmative vote of Trustees Allen, Blair, Blazzard, Call, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, VanLeeuwen, and Vanderwood.

Chairman Allen declared the meeting to be adjourned at 5:24 p.m.

Approved by the Board of Trustees of the Central Weber Sewer Improvement District on the 20th day of November, 2023.

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Mark C. Allen, Chairman

ATTEST:

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Camille Cook, Clerk