

MINUTES OF THE MEETING OF THE TRUSTEES  
OF THE CENTRAL WEBER SEWER IMPROVEMENT DISTRICT (CWSID)  
HELD MONDAY, JUNE 9, 2025 AT 5:00 PM, AT THE DISTRICT OFFICE  
LOCATED AT 2618 WEST PIONEER ROAD, MARRIOTT-SLATERVILLE, UTAH.

**Trustees Present:** Mark Allen, Sheri Bingham, Bart Blair, Bob Blind, Leonard Call, Gage Froerer, Rich Hyer, Braden Mitchell, Ben Nadolski, Michelle Tait, Rob Vanderwood, and Rod Westbroek.

**Trustees Excused:** Neal Berube, Russ Porter, and Scott VanLeeuwen.

**Others Present:** Kevin Hall, Camille Cook, James Dixon, Mark Anderson, Clay Marriott, Shawn Wilson, Paige Spencer, Stephanie Russell (Little Mountain Service Area), and Willie Kent (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 Westbroek.

The invocation was offered by Trustee Bingham.

**Public Comment**

There were no public comments.

**Minutes of May 19, 2025 Board Meeting Approval**

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

**That the May 19, 2025 Board meeting minutes be approved as presented.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek.

**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 May 2025 Check Register, which is an itemized list of all payments made by the District during May, in the total amount of \$3,381,063.85.

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

**That the May 2025 Check Register be ratified and approved as presented in the total amount of \$3,381,063.85.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek.

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

James Dixon reminded the Trustees that, due to the Board meeting being so early in the month, there were no pay applications for the Board to review.

Clay Marriott reviewed the progress on the Phase 2 Expansion and UV (ultraviolet light) Disinfection Project. Gerber Construction is currently working on covers for the secondary clarifiers. The UV building work is ahead of schedule and is expected to be completed in August.

Mr. Marriott reported that work is continuing on the Dewatering HVAC Replacement Project. VanCon has completed a new coating on all structural steel surfaces and the ceiling and new lights are currently being installed in the building.

Mr. Marriott explained that the 1900 West Pipeline Project will replace approximately 8,600 linear feet of pipe and will include approximately 3,100 feet of pipe lining. The UDOT project permit was received last week, so mobilization work can begin. Chairman Allen asked why the District has already paid Verizon/MCI. Mr. Marriott replied that a fiber line had been installed on top of the District's existing sewer line. By finalizing the agreement with Verizon/MCI early, fiber line relocation can begin to ensure that the District's pipe will be accessible when the District's contractor reaches that area. In response to a question from Trustee Blind, Mr. Marriott stated that the estimated completion date is in October of 2026.

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

Kevin Hall presented one Annexation Petition for Board certification: The Stillwater Construction Group, the owner of six acres in West Haven, petitioned for annexation into the District. CWSID staff has verified that the petitioner owns the property and the Petition is in order.

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

**That the Annexation Petition submitted by the Stillwater Construction Group be certified.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek.

### **Consideration of Annexation Approvals:**

Mr. Hall presented the following annexation approval Resolutions for consideration by the Board:

Resolution 2025-06 for East Estates, a 2.6-acre residential development in unincorporated Weber County; Resolution 2025-07 for Scheer Acres, a 1.2-acre residential development in unincorporated Weber County; and Resolution 2025-08 for Tyler White Subdivision Lot 1, a 1-acre residential lot in unincorporated Weber County.

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

**That Resolution 2025-06 be adopted, thereby approving the East Estates annexation.**

The motion carried, using a roll call vote, with Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek each voting in the affirmative.

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

**That Resolution 2025-07 be adopted, thereby approving the Scheer Acres annexation.**

The motion carried, using a roll call vote, with Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek each voting in the affirmative.

Mark Anderson arrived.

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

**That Resolution 2025-08 be adopted, thereby approving the Tyler White Subdivision Lot 1 annexation.**

The motion carried, using a roll call vote, with Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek each voting in the affirmative.

#### **Update Regarding Little Mountain Service Area**

Stephanie Russell, representing Little Mountain Service Area (LMSA), advised the Board that the LMSA Board of Trustees adopted a resolution in March that stated LMSA's intent to serve the area west of the Weber River and to take on Weber County's existing sanitary sewer infrastructure. She explained that the update was purely informational and a formal proposal will be presented to the CWSID Board during a future Board meeting.

Ms. Russell explained that LMSA is interested in acquiring the Promontory Commerce lift station and the 4100 West sanitary sewer pipeline. LMSA may suggest that CWSID dissolve its current agreement with the Promontory Commerce Public Infrastructure District (the "PID") so LMSA could enter into an agreement with the PID. LMSA's second proposal would be to send Promontory Commerce Center wastewater to CWSID for treatment and request that CWSID charge LMSA the out of district service fee rate and not require LMSA to be annexed into the District.

Mr. Hall confirmed that the District currently has an Agreement with the PID and stated that the dissolution of the Agreement would need to be mutually agreed upon by the District and the PID. Mark Anderson advised that the District could enter into a mutual rescission or a contract amendment with the PID to dissolve the Agreement, if that's the direction the Board would like to take.

Mr. Hall noted that CWSID provides sewage treatment services but typically does not operate collection lines other than trunk lines. As such, District staff would expect LMSA to take over and assume responsibility for the Promontory Commerce Center sewage collection facilities.

Trustee Hyer asked Ms. Russell to discuss the plans for the sewer lagoons that LMSA currently owns and operates. Ms. Russell stated that LMSA has scheduled a meeting with the Inland Port Authority later in the week and LMSA plans to request funding to build a sanitary sewer main line

from 9350 West to 5100 West. Once the sewer line is built, LMSA plans to retire its lagoon system and enter into a contract with CWSID to treat all of the wastewater that is collected by LMSA. The lease with the State for the site on which LMSA's sewer lagoons are located will expire in 2033. LMSA plans to retire and take the lagoons out of service by that date. The sewer lagoons will not accommodate the growth that is anticipated over the coming years, so LMSA would like to work toward a regional solution with CWSID. Ms. Russell offered to make meeting arrangements to start the conversations required between CWSID, LMSA and the PID.

Mr. Anderson advised the Board of issues related to the proposal outlined by Ms. Russell that would have to be resolved. He reminded the Trustees that CWSID's current wholesale service agreements require annexation into CWSID as a precondition for CWSID to serve the area. LMSA's request is for a model that differs from the approach with CWSID's current wholesale customers. Areas served by CWSID pay both property taxes and service fees to the District.

Ms. Russell and Mr. Hall brought up a potential conflict in the Utah Code that prohibits an area from being annexed into a special district if the area is already located within the boundaries of a special district that provides the same service. Trustee Froerer stated that the Weber Basin Water Conservancy District's model is similar, and that he doesn't see any disadvantages for CWSID to be the wholesale treatment provider while LMSA is the retail collection service provider. Mr. Anderson confirmed that "retail sewer collection services" and "wholesale sewage treatment services" are different services under the applicable Utah Code provision. Consequently, the new development area that will receive wastewater collection services from LMSA can be annexed into CWSID to receive wholesale sewage treatment services, with both special districts assessing property taxes. Subsequently, when LMSA takes its sewage lagoons out of service and begins sending the wastewater collected in that area to CWSID for treatment and disposal, that area can also be annexed into CWSID. Mr. Anderson reiterated that this approach would allow CWSID to maintain the same model it has with its other wholesale customers, with LMSA providing retail services and CWSID providing wholesale services.

Chairman Allen inquired if that would be similar to the West Haven Special Service District model. Mr. Anderson confirmed that the West Haven Special Service District and the Uintah Highlands Improvement District are wholesale customers of CWSID with established contracts and the contractual arrangement with LMSA, should the CWSID Board be amenable, could be the same.

Trustee Hyer asked Ms. Russell if the timeline would be right for a request to be made by LMSA in July, with CWSID Board consideration in August. Ms. Russell confirmed that LMSA can present a proposal in July and request Board approval in August, to give the CWSID Board and staff time to review the proposal prior to the Board taking action. LMSA will work with the District's staff on a draft agreement using the current wholesale service model.

### **Consideration of Property and Liability Insurance Renewal**

Ms. Cook advised the Trustees that the Utah Local Governments Trust (ULGT) has provided liability and property insurance rates for inclusion in the District's FY 2026 Tentative Budget. The new coverage will begin on July 1, 2025 and end on June 30, 2026. ULGT has insured the District for the past five years.

The premium for the automobile insurance policy didn't increase. Compared to last year, the premium for the general liability policy will decrease by 10%, but there will be a 10% increase in

the property insurance premium in FY 2026. The average generalized market premium increase across the insurance pool was 10%. The premium breakdown to renew the District's insurance coverage is: automobile \$8,754, general liability \$40,219, and property \$292,250; for a total premium of \$341,223. The FY 2026 Tentative Budget includes \$380,000 for this insurance.

After reviewing the insurance coverage proposals, Ms. Cook recommended that the Board approve the renewal of the District's property, automobile, and liability insurance coverage with ULGT.

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

**That the Utah Local Governments Trust automobile, property, and liability insurance premium renewal quotes, totaling \$341,223, be approved as presented.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek.

### **Consideration of the FY 2025 Fraud Risk Assessment**

Ms. Cook presented the FY 2025 Fraud Risk Assessment and explained that the purpose of the annual Assessment is to improve internal controls and incorporate the five principles of effective internal control framework into the organization. The District's FY 2025 score is 375 out of a possible 395, which puts the District at the "very low" risk level. Ms. Cook anticipates that the high score will stay constant in future years. She thanked the Trustees for their support and for adopting policies and procedures that implement internal controls; and recommended that the Board approve the FY 2025 Fraud Risk Assessment.

Trustee Mitchell asked if it is common for a special district the size of CWSID to have a formal internal audit function. Ms. Cook responded that staff members have reached out to other districts and local entities, most of which do not have an internal audit function. She noted that the District currently has the required internal controls, an external audit, and an audit committee in place. District staff didn't recommend spending money for an internal audit function, as the District is already in the "very low" risk category.

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

**That the District's Fiscal Year 2025 Fraud Risk Assessment be approved as presented.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek.

Chairman Allen declared that a number of the remaining agenda items would be considered out of order because the next agenda item in order involves a public hearing that has been advertised to start at 6:00 p.m.

### **FY 2026 Budget and Service Fee and Septic Hauler Rate Increases/Agenda Items 9e, 9g, and 9h**

Ms. Cook advised the Board that the District was notified by Weber County that issues were encountered in the calculation of the District's blended (Weber and Davis Counties) certified tax

rate and, unfortunately, the certified tax rate wasn't available. Consequently, agenda Items 9e (Resolution 2025-09 adopting the FY 2026 Budget and proposed tax rate), 9g (intent to consider increasing property taxes and related Information), and 9h (setting a public hearing to consider the property tax increase on August 18, 2025) could not be acted upon. As such, Ms. Cook suggested that the Trustees consider tabling agenda items 9e, 9g, and 9h for consideration during a special Board meeting to be held after the District's certified property tax rate is available.

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

**That agenda Items 9e, 9g, and 9h be tabled to a date to be determined.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek.

**Set a Special Meeting for Monday, June 23, 2025 at 5:00 p.m.**

Ms. Cook advised the Trustees that the Utah State Tax Commission will give the District a one day extension, to Monday the 23<sup>rd</sup> of June, to approve a property tax rate. District staff suggested 5:00 p.m., but would facilitate a special meeting on that date at any time that works best for the Trustees. There was a discussion among the Trustees regarding the best time to meet. Ms. Cook suggested that there be a virtual option for Trustees to attend the special meeting.

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

**That a special Board meeting be held on Monday, June 23, 2025, at 5:00 p.m. at the District office, with an electronic Board member attendance option.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek.

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

There was no need to close the meeting.

**General Manager**

Mr. Hall reminded the Trustees that the July Board meeting will be held a week earlier than usual, on July 14<sup>th</sup>, to accommodate city events around the 24<sup>th</sup> of July holiday.

Mr. Hall reminded the Trustees that, during the May Board meeting, there was a discussion regarding an Ogden Valley Pipeline Feasibility Study. Mr. Hall has since been advised that Stephanie Russell, representing Weber County, contacted the Utah Department of Environmental Quality and suggested that funding for the study be directed through Weber County. The District will provide engineering and technical support for the study, but the County will sponsor the study.

**Attorney**

Mr. Anderson had no additional business to present.

## **Other Business**

None.

No other business could be conducted by the Board prior to 6:00 p.m., the time advertised for a public hearing regarding the FY 2026 Budget and proposed service fee and septic hauler rate increases. Consequently, at 5:48 p.m., it was moved by Trustee Froerer and seconded by Trustee Blind as follows:

**That the Board meeting be recessed for twelve minutes.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek, after which there was a brief recess.

## **FY 2026 Budget and Service Fee and Septic Hauler Rate Increases**

Chairman Allen declared the meeting to again be in session at 6:00 p.m.

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

**That a public hearing to discuss the FY 2026 Tentative Budget and proposed service fee and septic hauler rate increases be opened.**

The motion carried by the affirmative vote of Trustees Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek, and Chairman Allen declared the public hearing to be open.

**FY 2026 Budget:** Ms. Cook presented the FY (fiscal year) 2026 Tentative Budget for the Board's consideration. The FY 2025-2026 Tentative Budget includes 36 full-time equivalent employees. Employee retention continues to be a major focus for the District. Various operation and maintenance budget line items have increased over the years due to increasing costs. FY 2026 will continue to be a year of transition for the District. System redundancies will be required as the District runs the old chlorine process while starting the new UV (ultraviolet light) disinfection process for testing and implementation purposes. General inflation has also contributed to increases in the operational budget, especially utilities and chemicals. That, along with an aging treatment plant and infrastructure, has contributed to the need for increased operational spending to support the system. Impact fees are budgeted at \$4,500,000. The impact fee assessment that was adopted by the Board last year will be evaluated throughout the year.

**Service Fee and Septic Hauler Rates:** Ms. Cook advised the Trustees that an increase in service fees is the only way the District can capture "new growth" and receive sufficient revenue to fund the services that are provided. A 6% overall increase was proposed to be allocated to the District's wholesale customers based on the formula outlined in the contracts between the District and each of the District's wholesale customers (municipalities, a special district, and a special service district). The increase will be assessed to each of the District's wholesale customers, and they can then determine whether and how the increase will be passed on to their retail customers. A 6% increase will also apply to a small number of customers who receive retail service from the District and to wholesale customers that don't qualify to be billed based on the contractual formula.

**Property Tax Increase:** Ms. Cook reminded the Trustees that, based on the 5-Year Financial Plan previously adopted by the Board, FY 2026 will be the last of three consecutive years for the Board to consider increasing the property tax rate above the certified tax rate.

Trustee Blind asked the other Trustees how the Board will support residents of the District when multiple governmental entities are considering increasing property taxes. Trustee Vanderwood responded that the Finance Committee recommended, and the Board agreed in FY 2024, that considering three smaller annual property tax increases would be more feasible for District residents than one larger increase, and reminded the newer Board members of the rationale behind the Financial Plan.

Chairman Allen called for public comments and, there being none, it was moved by Trustee Hyer and seconded by Trustee Call as follows:

**That the public hearing be closed and the general session resume.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood and Westbroek.

Ms. Cook recommended that the Board consider approving Resolution 2025-10, thereby approving service fee and septic hauler rate increases as proposed, with an effective date of July 1, 2025.

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

**That Resolution 2025-10, Increasing Service Fees and Septic Hauler Rates, be adopted and approved as presented.**

The motion carried, using a roll call vote, with Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood and Westbroek each voting in the affirmative.

### **Adjournment**

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

**That the Board meeting be adjourned.**

The motion carried by the affirmative vote of Trustees Allen, Bingham, Blair, Blind, Call, Froerer, Hyer, Mitchell, Nadolski, Tait, Vanderwood, and Westbroek.

Chairman Allen declared the Board meeting to be adjourned at 6:10 p.m.

Approved by the Board of Trustees of the Central Weber Sewer Improvement District on the 14th day of July, 2025.

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Mark C. Allen, Chairman

ATTEST:

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Camille Cook, Clerk