

MINUTES OF THE MEETING OF THE TRUSTEES
OF THE CENTRAL WEBER SEWER IMPROVEMENT DISTRICT
HELD MONDAY, JUNE 20, 2022, AT THE DISTRICT OFFICE
LOCATED AT 2618 WEST PIONEER ROAD, MARRIOTT-SLATERVILLE, UTAH.

Trustees Present: Mark Allen, Josh Blazzard, Mike Caldwell, Leonard Call, Dale Fowers, Scott Jenkins, Braden Mitchell, Russ Porter, Michelle Tait, Scott Van Leeuwen, and Rod Westbroek.

Trustees Excused: Neal Berube, Bart Blair, Rich Hyer, and Rob Vanderwood.

Others Present: Kevin Hall, John Cardon, Mark Anderson, Shawn Wilson, James Dixon, Paige Spencer, Ryan Bench and Clay Marriott

Call to Order

The meeting was called to order at 5:34 p.m. by Chairman Allen.

The Pledge of Allegiance was led by Trustee Call.

The invocation was offered by Trustee Jenkins.

Public Comment:

There were no public comments.

Minutes of May 16, 2022 Board Meeting Approval:

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

That the May 16, 2022 Board meeting minutes be approved as presented.

The motion carried by the affirmative vote of Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek.

Ratification of Vouchers:

John Cardon advised the Trustees that no checks were issued during the month of May that required Board approval prior to payment. The May 2022 Check Register, which is a list of all payments made by the District during the month, was distributed to the Trustees for review prior to the Board meeting. Mr. Cardon recommended that the Board ratify the Check Register in the total amount of \$1,251,569.18.

It was moved by Trustee Jenkins and seconded by Trustee Blazzard as follows:

That the May 2022 Check Register be ratified and approved in the total amount of \$1,251,569.18.

The motion carried by the affirmative vote of Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek.

Quarterly Project Update:

James Dixon presented a monthly update on the financial progress of major capital projects. The District has paid \$913,906.85 to C&L Water Solutions for work completed on the Hooper Pipe Rehab Project. The total contract price for the Project is \$4,334,845.00. The Project is 21.08% financially complete.

James Dixon and Clay Marriott provided an update on capital construction projects. The Hooper Pipe Rehab Project is the only active large project at the present time: 5,275 feet of pipe has been lined and 7,800 feet is left to be completed. Supplies for the completion of the project have been ordered and work is planned to resume in September. The concrete pipeline is approximately 20 years old and rebar is now showing through the concrete. With the new liner in place, the pipeline should last another 30 years.

The four acre Drying Bed Expansion Project has been completed and a 10-foot berm has been constructed along the District's property line.

Work has been completed on the Secondary Clarifier Repair Project. The Utah Local Governments Trust, which provides property insurance for the District, paid the cost of the repair minus a \$50,000.00 deductible.

Finally, Mr. Dixon reported on two engineering projects: The District's new Master Plan will be completed by the end of the calendar year and the designs are complete and bids for the Phase II Expansion Project will be opened on June 28th.

Consideration of Property and Liability Insurance Renewal:

John Cardon advised the Trustees that the Utah Local Governments Trust (ULGT) has provided liability and property insurance rates for the District's 2022-2023 Budget. The new coverage will begin on July 1, 2022 and end on June 30, 2023. ULGT has insured the District for the past 18 months.

Insurance premium costs remain unchanged from last year: Automobile \$8,571.00, General Liability \$52,490.00 and Property \$243,508.00, for a total premium of \$303,569.00.

The 2022-2023 fiscal year Tentative Budget includes \$330,000 for insurance. After reviewing the insurance coverage proposal, Mr. Cardon recommended that it be approved. It was then moved by Trustee Porter and seconded by Trustee Caldwell as follows:

That the automobile, property and liability insurance premium quotes, totaling \$303,569.00, presented by the Utah Local Governments Trust be approved as presented.

The motion carried by the affirmative vote of Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek.

Certification of Annexation/Withdrawal Petitions:

Kevin Hall presented the following Landowner Annexation Petitions to the Board for certification:

1. Buffalo Run Subdivision, a residential development in Weber County – 19 acres
2. Terakee Farms Phase 1, a residential development in Weber County – 152 acres
3. Weber School District, a new high school in Weber County – 52 acres
4. Weber School District, a new elementary school in Weber County – 20 acres
5. Cynthia White, a single lot residential property – 1 acre

Kevin Hall recommended certification of all of the petitions.

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

That the annexation petitions for all five properties be certified.

The motion carried by the affirmative vote of Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek.

Consideration of Policies and Procedures Manual Updates:

Trustee Tait explained that, on March 30, 2022, the Personnel Committee (which she Chairs) met to develop recommendations for the Board of Trustees to consider regarding the Policies and Procedures Manual dealing with personnel. After a couple of hours of discussion, desired updates were identified by the Committee based on the following goals:

- to comply with changes in the law,
- to adjust to changes in practices (such as electronic timekeeping),
- to correct inconsistencies,
- to promote recruitment through improved benefits (such as increasing vacation accrual for new employees to 4 hours per pay period), and
- to promote employee development through education assistance.

The proposed updates were reviewed, discussed, and modified by the Personnel Committee and by the District's Attorney, Mark Anderson. A draft of the proposed changes in the Policies and Procedures Manual was mailed to the Trustees prior to the Board meeting. Trustee Tait mentioned that the Juneteenth holiday was not addressed by the Committee, but should be considered by the Board. Kevin Hall asked if there were any questions about the proposed changes in the Manual. There were no questions.

The Trustees then discussed approving the Juneteenth holiday, which celebrates the end of slavery in the United States. Kevin Hall noted that the memorandum in the Board packet references Utah Code § 63G-1-301, which recognizes Juneteenth National Freedom Day as a state holiday. Central Weber management would like to be consistent with the state. Trustee Caldwell asked if the Juneteenth holiday would be added to the existing holidays listed in the Manual. Mr. Hall responded that whether to add an additional holiday or swap it for another holiday would be up to the Board. Trustee Caldwell recommended that the Board add the holiday and not swap it for any other holiday. Trustee Jenkins mentioned that the floating holiday could be swapped for Juneteenth. After due consideration, the Trustees were in agreement that no holidays should be taken away, but Juneteenth should be added.

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

That the recommended Policies and Procedures Manual updates be approved and that Juneteenth National Freedom Day be added to the holiday list.

The motion carried by the affirmative vote of Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek.

Chairman Allen reminded the Trustees that, during the months of January, February and July, Board meetings have been moved to the second or the fourth Monday of the month. With Juneteenth being recognized by the District as a holiday, it may also be necessary to move the June Board meeting to a different Monday. Kevin Hall advised that there will be a discussion near the end of the year concerning 2023 Board meeting dates.

2023 Budget:

a. Motion to open 2023 Budget Public Hearing

It was moved by Trustee Jenkins and seconded by Trustee Caldwell as follows:

That the public hearing on the Budget be opened.

The motion carried by the affirmative vote of Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek; and the public hearing was declared to be open at 6:02 p.m.

b. Review of 2023 Tentative Budget

John Cardon reminded the Board that the 2022-2023 Budget will be the first fiscal year budget the Board has approved. The Budget year will run from July 1, 2022 through June 30, 2023. Total budgeted operating revenues for the 2022-2023 fiscal year will be \$27,144,000 and non-operating revenues are budgeted at \$3,893,000, including \$3,500,000 of sewer impact fees. The Capital Projects Budget totals \$49,064,000, which is a large increase from recent budgets. The total Operating Budget will be \$8,311,000, which is an increase of 3.7% from the 2022 Budget. The cost of interest and principal for bonds will be \$10,621,000, and miscellaneous expenses of \$740,000 were included in the Budget.

Mr. Cardon recommended that property tax revenue in the Budget be reduced by \$219,000, which would be an adjustment from \$10,643,000 down to \$10,424,000. The District's calculated certified tax rate for 2022, which is 0.000482, will generate revenue of \$10,424,000. The budgeted decrease in property tax revenue will match the projected income from the certified tax rate. There were no questions regarding the Budget.

c. Public comment:

Chair Allen called for public comments, but there were none.

d. Motion to Close Public Hearing & Reconvene the General Session

It was moved by Trustee Caldwell and seconded by Trustee Tait as follows:

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

The motion carried by the affirmative vote of Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek, and the public hearing was closed.

e. Consideration of Resolution 2022-11 Approving 2022 Certified Tax Rate:

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

That Resolution 2022–11 be adopted, thereby approving the District’s 2022 certified tax rate of 0.000482 as the District’s 2022 property tax rate.

The motion carried, on a roll call vote, with Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek voting in the affirmative.

f. Consideration of Resolution 2022–12 Approving the Budget:

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

That Resolution 2022–12, approving the District’s fiscal year 2022-2023 Budget, including adjustments as discussed, be approved and adopted.

The motion carried, on a roll call vote, with Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek voting in the affirmative.

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:

Kevin Hall reported that, after a new review, Central Weber retained its Fitch rating of AA+ with a positive outlook, which will be very beneficial when the District issues bonds.

Attorney:

Mr. Anderson had nothing to add.

Other Business:

Trustee Van Leeuwen commented that he appreciated the update on capital projects presented by James Dixon and Clay Marriott, and was looking forward to future updates.

Adjournment:

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

That the Board meeting be adjourned.

The motion carried by the affirmative vote of Trustees Allen, Blazzard, Caldwell, Call, Fowers, Jenkins, Mitchell, Porter, Tait, Van Leeuwen, and Westbroek.

Chairman Allen declared the meeting to be adjourned at 6:22 p.m.

Approved by the Board of Trustees of the Central Weber Sewer Improvement District on the 11th day of July, 2022.

Mark C. Allen, Chairman

ATTEST:

John Cardon, Clerk