

MINUTES OF THE MEETING OF THE TRUSTEES
OF THE CENTRAL WEBER SEWER IMPROVEMENT DISTRICT
HELD MONDAY, APRIL 18, 2022, AT THE DISTRICT OFFICE
LOCATED AT 2618 WEST PIONEER ROAD, MARRIOTT-SLATERVILLE, UTAH.

Trustees Present: Mark Allen, Neal Berube, Bart Blair, Josh Blazzard, Leonard Call, Dale Fowers, Rich Hyer, Braden Mitchell, Russ Porter, Michelle Tait, Scott Van Leeuwen, Rob Vanderwood, and Rod Westbroek.

Trustees Excused: Mike Caldwell and Scott Jenkins

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

Call to Order:

The meeting was called to order at 5:00 p.m. by Chairman Allen.

The Pledge of Allegiance was led by Trustee Westbroek.

The invocation was offered by Trustee Blazzard.

Public Comment:

There were no public comments.

Minutes of March 21, 2022 Board Meeting Approval:

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

That the March 21, 2022 Board meeting minutes be approved as presented.

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

Ratification of Vouchers:

John Cardon advised the Trustees that 10 payments were issued during the month of March that required Board approval prior to payment. He reviewed the District's expenditures that were made during March, as listed in the monthly Check Register, with the Board. There were no issues and Mr. Cardon recommended that the Board ratify the Check Register in the total amount of \$2,920,362.54.

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

That the March 2022 Check Register be ratified in the total amount of \$2,920,362.54.

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

Consideration of Pay Requests & Equipment Purchases:

James Dixon presented payment requests for consideration by the Board:

- Carollo Engineers, Inc. requested a payment of \$88,644.25 for design work on the Phase II Expansion Project, which is a large upcoming construction project that is necessary to achieve compliance with state and EPA requirements. No retainage is required. The balance to finish the work is \$499,709.94.

Mr. Dixon recommended approval of the Carollo Engineers payment request for Phase II Expansion Project design work.

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

That the payment request submitted by Carollo Engineers, Inc. be approved for payment as presented in the total amount of \$88,644.25.

The motion carried by the affirmative vote of Trustees Allen, Berube, Blazzard, Call, Fowers, Hyer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbrook.

Trustee Bart Blair arrived at the meeting.

- Carollo Engineers, Inc. requested a payment of \$195,887.75 for work on the UV Disinfection Project. No retainage will be withheld. The balance to finish the work is \$142,445.16.

Mr. Dixon recommended approval of the Carollo Engineers, Inc. payment request for work on the UV Disinfection Project.

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

That the Carollo Engineers, Inc. payment request be approved for payment as presented in the total amount of \$195,887.75.

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Blazzard, Call, Fowers, Hyer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbrook.

- C & L Water Solutions requested a payment of \$401,293.18 for work on the Hooper Pipe Rehab Project. Of the total amount, \$20,064.66 (5%) is to be deposited into an interest-bearing retainage account, resulting in a net payment to C & L Water Solutions of \$381,228.52.

Mr. Dixon recommended approval of the C & L Water Solutions payment request. It was moved by Trustee Call and seconded by Trustee Porter as follows:

That the payment request from C & L Water Solutions be approved for payment as presented for work completed on the Hooper Pipe Rehab Project in the total amount of \$401,293.18, less a 5% retainage.

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Blazzard, Call, Fowers, Hyer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbrook.

Certification of Annexation/Withdrawal Petitions:

There were no petitions for the Board to consider.

Consideration of Annexation Approvals: Resolution 2022-10 – Bell Acres Subdivision:

Resolution 2022-10 covers a group of existing residences that receive sewer service, but have not been annexed into the District. The annexation petition was previously certified by the Board. Mr. Hall recommended approval of the annexation.

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

That Resolution 2022-10 be adopted, thereby approving the annexation of the subject real property into the District.

The motion carried, by roll call vote, with Trustees Allen, Berube, Blair, Blazzard, Call, Fowers, Hyer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbroek voting in favor.

Consideration of Finance Committee Documents:

Kevin Hall advised the Trustees that, on March 15, 2022, the Finance Committee met to develop recommendations for the Board of Trustees to consider regarding certain policies and procedures that were requested by the Board in 2021. Attendees at the meeting were Chairman Allen and Trustees Berube, Jenkins, Westbroek, Vanderwood, and Blair. Also attending were staff members Kevin Hall and John Cardon.

The Committee developed the following draft documents:

- **Tax Increment Financing Guiding Principles**

Trustee Berube opened up the discussion by stating that the proposed Guiding Principles include a 50% limit on tax increment financing (TIF) participation and a term limit of 12 years. Further, the approval of a TIF by the Board must not necessitate an increase of the District's tax rate above 0.000600 or an increase in the District's annual service fees by more than 10% to fund District operations. Kevin Hall advised the Board that this is a guiding principles/baseline/standard for the District that may help with negotiations by enabling staff to present to the TIF requestor terms the District's Board of Trustees considers to be appropriate. Mark Anderson said that he and John Cardon briefly discussed verbiage respecting "tax rate" or "certified tax rate," and agreed that no change in the wording of the document is necessary at this time. The Committee recommended approval of the document.

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

That the Tax Increment Financing Guiding Principles be adopted as presented.

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Blazzard, Call, Fowers, Hyer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbroek.

- **Cash Receipting and Deposit Policy**

There were no questions concerning the Cash Receipting and Deposit Policy. The Committee recommended approval of the Policy.

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

That the Cash Receipting and Deposit Policy be adopted as presented.

The motion carried by affirmative vote of Trustees Allen, Berube, Blair, Blazzard, Call, Fowers, Hyer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbrook.

- **Credit Card Policy**

There were no questions concerning the Credit Card Policy. The Committee Recommended that the Policy be approved.

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

That the Credit Card Policy be adopted as presented.

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Blazzard, Call, Fowers, Hyer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbrook.

Review of Personnel Committee Recommendations:

Kevin Hall advised the Trustees that, on March 30, 2022, the Personnel Committee met to develop recommendations for the Board of Trustees to consider regarding the Payroll and Benefits portion of the fiscal year 2023 Budget and to review updates to the CWSID Policies and Procedures Manual. Attendees at the meeting were Chairman Allen and Trustees Tait, Caldwell, Mitchell, and Call. Also attending were Kevin Hall, John Cardon and Paige Spencer.

A draft of the Payroll and Benefits portion of the fiscal year 2023 Tentative Budget was attached for review. During the adoption of the 2022 Budget, Trustee Berube asked that we compare not only budget to budget (current year to prior year) but that we also compare current year actual to current year budget. Mr. Cardon stated that the document included those comparisons, but the current year actual numbers were estimates because most of calendar year 2022 is in the future. John Cardon advised the Trustees that this information will be reviewed by the Finance Committee, after which it will be considered by the Board in May. The suggested 2023 Tentative Budget for Payroll and Benefits is \$2,874,000.

Mr. Hall explained that the CWSID Policies and Procedure Manual recommendations made by the Committee are currently under review by legal counsel. He anticipates presenting recommendations for consideration during a later Board meeting. Mr. Hall noted that no motion was needed.

Review 2023 Budget Capital Projects:

Kevin Hall stated that the Board will consider the fiscal Year 2023 Tentative Budget in May. He reviewed a Memo with the Board that identified capital projects for the 2023 Budget totaling \$50,765,000. He explained that a large portion of the proposed Capital Projects Budget is based on estimates of spend rates for a project that currently is in the bidding process.

Review and Consideration of March 2022 Financial Statement:

John Cardon reviewed the March Financial Statement with the Board. Normally, the Board reviews these numbers each quarter, but this is a short year due to the pending fiscal year change. He noted that expenditures are beginning to be impacted by inflation. Mr. Cardon recommended approval of the Financial Statement.

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

That the March 2022 Financial Statement be approved as presented.

The motion carried with Trustees Allen, Berube, Blair, Blazzard, Call, Fowers, Hyer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, 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:

Mr. Hall noted that Washington Terrace City contacted the District, asking for a tour of the Central Weber facilities for the City Council and staff members. Mr. Hall and the Central Weber staff are happy to do that for any group. If anyone is interested, they should call to schedule a tour.

Trustee Berube asked how we can reduce water infiltration into sewer lines. Relining of sewer pipes by cities and other wholesale customers of the District was discussed. Specifically, Trustee Berube suggested that a financial incentive ought to be considered for cities and other wholesale customers of the District that reduce infiltration into their collection systems. Trustee Vanderwood stated that his city mandated sump pumps in new homes for years, which added to the problem of high flows. Kevin Hall stated that reducing infiltration is advantageous because it may mitigate the need for some flow related future capital projects.

Attorney:

Mr. Anderson had nothing to add.

Other Business:

There was no other business.

Adjournment:

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

That the Board meeting be adjourned.

The motion carried by the affirmative vote of Trustees Allen, Berube, Blazzard, Blair, Call, Fowers, Hyer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbroek.

Chairman Allen declared the meeting to be adjourned at 5:57 p.m.

Approved by the Board of Trustees of the Central Weber Sewer Improvement District on the 16th day of May, 2022.

Mark C. Allen, Chairman

ATTEST:

John Cardon, Clerk