

**CENTRAL WEBER SEWER IMPROVEMENT DISTRICT
2618 WEST PIONEER ROAD
MARRIOTT-SLATERVILLE, UTAH 84404**

THE AGENDA FOR THE MEETING OF THE BOARD OF TRUSTEES OF CENTRAL WEBER SEWER IMPROVEMENT DISTRICT which will be held on Monday, November 20, 2023 at 5:00 p.m. at the District Offices located at 2618 West Pioneer Road, Marriott-Slaterville, Utah.

Pledge of Allegiance – Trustee Fowers

Invocation – Trustee Call

Public Comment

1. Minutes of October 16, 2023 Board Meeting Approval
2. Ratification of Vouchers in the Amount of \$4,288,214.79: Camille Cook
3. Project Updates of Major Capital Projects: James Dixon
4. Certification of Annexation/Withdrawal Petitions: Kevin Hall
5. Consideration of Annexation Approvals: Kevin Hall
 - a. Resolution 2023-20: BlackPine/Hancock Promontory Point Annexation
6. Consideration of Weber Basin Water Conservancy District Request: Jon Parry, WBWCD
7. Consideration of Personnel Committee Recommendations: Trustee Tait & Kevin Hall
8. Consideration of Policies and Procedures Manual Updates: Trustee Tait & Kevin Hall
9. Consideration of Real Property Proposals: Kevin Hall
10. Possible Closed Meeting Concerning Pending & Threatened Litigation, Purchase of Real Property and/or Personnel Issues
11. General Manager: Kevin Hall
12. Attorney: Mark Anderson
13. Other Business
14. Adjournment

In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call Central Weber Sewer Improvement District at 801-731-3011 at least 24 hours prior to the meeting.

Meeting material including minutes from previous meetings are available for view on the District's website: www.centralweber.com.

AGENDA ITEM #1

Minutes of October 16, 2023
Board Meeting Approval

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 3rd 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 4th Monday in those months. The June Board meeting will be moved to the 2nd Monday of the month due to the Juneteenth holiday. Trustee Porter noted that August 19th 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 25th, 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 2nd 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.

Mark C. Allen, Chairman

ATTEST:

Camille Cook, Clerk

AGENDA ITEM #2

Ratification of Vouchers in
the Amount of \$4,288,214.79

Memo

To: Board of Trustees
From: Camille Cook
Date: November 20, 2023
Subject: Voucher Approvals

Vouchers, contracts & bids were approved prior to payment of the following items that were paid in the month of October.

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>	<u>Purpose</u>
7/11/2022	Bank of Utah	40314	140,694.28	Phase 2 Expansion
7/11/2022	Gerber Construction	40334	2,673,191.32	Phase 2 Expansion
7/20/2020	Carollo	40320	70,947.17	Master Plan
9/18/2023	Accusonic	40311	114,802.60	Flow Meter Replacements

Kevin Hall, General Manager and Camille Cook, Finance Director are authorized to approve expenditures up to the amount of \$50,000 for payment. They are also authorized to approve expenditures above \$50,000 for utilities, payroll and benefits, bond interest and principal payments where service has been provided and agreed upon by the Board of Trustees prior to payment. The Board of Trustees only meet on a regular basis once a month, therefore the payment of invoices is ratified by the Board after payment has been made.

Report Criteria:
 Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/23	10/05/2023	40281	AMAZON CAPITAL SERVICES	office supplies	60-580	48.78
10/23	10/05/2023	40282	BATTERIES PLUS	taylor #3 generator battery	60-238	662.43
10/23	10/05/2023	40283	BDI - SLC (PNEUMATREK)	trash can liners	60-570	119.03
10/23	10/05/2023	40284	BLUE STAKES OF UTAH 811	blue stakes september	50-530	422.68
10/23	10/05/2023	40285	BOLT AND NUT SUPPLY CO.	drill bits	60-570	10.29
10/23	10/05/2023	40286	CHEMTECH-FORD	pretreatment	70-240	835.00
10/23	10/05/2023	40286	CHEMTECH-FORD	plant monitoring	50-520	307.00
10/23	10/05/2023	40286	CHEMTECH-FORD	pretreatment	70-240	1,283.00
10/23	10/05/2023	40286	CHEMTECH-FORD	pretreatment	70-240	456.00
10/23	10/05/2023	40286	CHEMTECH-FORD	plant monitoring	50-520	48.00
10/23	10/05/2023	40287	CINTAS	cleaning service	50-370	78.85
10/23	10/05/2023	40287	CINTAS	clothing service	40-530	163.78
10/23	10/05/2023	40288	CORE & MAIN	ground water valves aeration basin	60-272	1,628.88
10/23	10/05/2023	40289	LES OLSON COMPANY	2 laserjet printers	60-580	366.08
10/23	10/05/2023	40290	METTLER-TOLEDO, INC.	lab supplies	60-430	135.28
10/23	10/05/2023	40291	MOUNTAINLAND SUPPLY COMPANY	credit	60-690	18.88-
10/23	10/05/2023	40291	MOUNTAINLAND SUPPLY COMPANY	vac truck wash area pipe	60-690	155.17
10/23	10/05/2023	40292	NAPA AUTO PARTS	replace generator batteries	60-238	1,064.02
10/23	10/05/2023	40292	NAPA AUTO PARTS	replace w2 generator battery	60-380	159.05
10/23	10/05/2023	40293	NELSON, BRETT	pretreatment training	40-510	147.50
10/23	10/05/2023	40294	ODP BUSINESS SOLUTIONS, LLC	office supplies	60-580	78.85
10/23	10/05/2023	40294	ODP BUSINESS SOLUTIONS, LLC	office supplies	60-580	5.36
10/23	10/05/2023	40295	OLDCASTLE INFRASTRUCTURE	manhole repair drying bed	60-690	1,166.00
10/23	10/05/2023	40296	POLYDYNE, INC	polymer - 5 totes	60-460	21,782.15
10/23	10/05/2023	40296	POLYDYNE, INC	flospere - 3 totes	60-450	15,581.28
10/23	10/05/2023	40297	PREMIER ICE AND COLD STORAGE	128 bags of ice	70-230	266.80
10/23	10/05/2023	40298	Public Employees Health Prog.	125 CAFETERIA Cafeteria - 125 Medical Pay	24400	1,627.69
10/23	10/05/2023	40298	Public Employees Health Prog.	125 CAFETERIA Cafeteria - 125 Medical Pay	24400	22.50
10/23	10/05/2023	40299	ROCKY MOUNTAIN POWER	sept 2618 W pioneer rd	50-350	88,862.03
10/23	10/05/2023	40299	ROCKY MOUNTAIN POWER	Sept 1590 W 400 N	50-350	26.29
10/23	10/05/2023	40299	ROCKY MOUNTAIN POWER	sept 400 W 30th st	50-350	2,932.25
10/23	10/05/2023	40300	TAYLOR WEST WEBER WATER	september water service	60-230	31.10
10/23	10/05/2023	40301	TERRALOGIC	managed services	50-440	1,400.00
10/23	10/05/2023	40301	TERRALOGIC	microsoft office 365 e3 plan	60-580	705.00
10/23	10/05/2023	40302	THATCHER COMPANY	32,740 lbs chlorine	60-440	34,049.60
10/23	10/05/2023	40302	THATCHER COMPANY	.01 lbs chlorine	60-440	.01
10/23	10/05/2023	40303	VALLEY GLASS	rock chip repair - tacoma	60-630	59.99
10/23	10/05/2023	40304	VANGUARD CLEANING SYSTEMS	october monthly service	60-420	555.00
10/23	10/05/2023	40305	VWR INTERNATIONAL LLC	lab supplies	60-430	112.20
10/23	10/05/2023	40306	WEBER COUNTY TRANSFER STATION	september grit disposal	60-360	2,880.86
10/23	10/05/2023	40307	XYLEM WATER SOLUTIONS USA, INC.	aeration basin flygt pump rebuild	60-272	2,335.34
10/23	10/05/2023	40308	ZIONS FIRST NATIONAL BANK	october monthly bond payment	14300	589,397.91
10/23	10/05/2023	40308	ZIONS FIRST NATIONAL BANK	october monthly bond payment	14320	275,900.00
10/23	10/05/2023	40308	ZIONS FIRST NATIONAL BANK	october montly bond payment	28300	589,397.91-
10/23	10/05/2023	40308	ZIONS FIRST NATIONAL BANK	october monthly bond payment	28540	275,900.00-
10/23	10/05/2023	40308	ZIONS FIRST NATIONAL BANK	october monthly bond payment	29800	865,297.91
10/23	10/11/2023	40309	Campbell, Mark	reimbursement for weftec baggage fees	40-510	35.00
10/23	10/11/2023	40310	MARRIOTT, CLAY	reimbursement for weftec hotel	40-510	739.62
10/23	10/19/2023	40311	ACCUSONIC	4 flow meter replacements	90-250	114,802.60
10/23	10/19/2023	40312	AIRGAS USA, LLC	30th st tank refill	60-570	31.15
10/23	10/19/2023	40312	AIRGAS USA, LLC	welding electro rod	60-570	173.20
10/23	10/19/2023	40313	AMAZON CAPITAL SERVICES	pest control	60-570	30.74
10/23	10/19/2023	40313	AMAZON CAPITAL SERVICES	truck touch up paint	60-630	31.64

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/23	10/19/2023	40314	BANK OF UTAH	phase 2 expansion & uv disinfection	90-310	140,694.28
10/23	10/19/2023	40315	BDI - SLC (PNEUMATREK)	as digesters bearing cartridge rebuilds	60-335	1,601.79
10/23	10/19/2023	40316	BELL JANITORIAL SUPPLY	paper towels	60-570	67.13
10/23	10/19/2023	40317	BONA VISTA WATER	september water service	50-310	1,853.15
10/23	10/19/2023	40317	BONA VISTA WATER	september storm service	50-480	3,065.00
10/23	10/19/2023	40317	BONA VISTA WATER	september house rental	85-460	115.99
10/23	10/19/2023	40317	BONA VISTA WATER	billing fees - 475 customers	50-450	926.25
10/23	10/19/2023	40318	BOWEN COLLINS & ASSOCIATES	impac fee study 2023	90-450	3,330.00
10/23	10/19/2023	40318	BOWEN COLLINS & ASSOCIATES	farr west trunk line	60-210	1,290.00
10/23	10/19/2023	40319	Campbell, Mark	weftec conference transportation	40-510	44.35
10/23	10/19/2023	40320	CAROLLO	central weber phase II	90-320	70,947.17
10/23	10/19/2023	40321	CHEMTECH-FORD	pretreatment	70-240	835.00
10/23	10/19/2023	40321	CHEMTECH-FORD	pretreatment	70-240	563.00
10/23	10/19/2023	40321	CHEMTECH-FORD	plant monitoring	50-520	419.00
10/23	10/19/2023	40321	CHEMTECH-FORD	plant monitoring	50-520	792.00
10/23	10/19/2023	40322	CINTAS	cleaning service	50-370	78.85
10/23	10/19/2023	40322	CINTAS	clothing service	40-530	102.12
10/23	10/19/2023	40322	CINTAS	cleaning service	50-370	78.85
10/23	10/19/2023	40322	CINTAS	clothing service	40-530	102.12
10/23	10/19/2023	40323	CMT ENGINEERING LABORATORIES	phase 2 bioreactors concrete testing	90-310	3,747.50
10/23	10/19/2023	40324	COMCAST	september phone service	50-340	417.94
10/23	10/19/2023	40325	CONELY COMPANY	ras was drain valve	60-274	676.62
10/23	10/19/2023	40326	CONTROL EQUIPMENT COMPANY	as digester control boiler #3	60-335	4,320.00
10/23	10/19/2023	40327	CORE & MAIN	vac truck flush line	60-690	294.03
10/23	10/19/2023	40328	CULLIGAN	lab supplies	60-430	1,190.50
10/23	10/19/2023	40329	DOMINION ENERGY	September natural gas	50-320	16,524.08
10/23	10/19/2023	40330	DURK'S PLUMBING SUPPLY	sprinkler repair	60-650	12.50
10/23	10/19/2023	40331	ECONO WASTE INC	trash removal service	50-360	180.00
10/23	10/19/2023	40332	FABIAN VANCOTT	general legal - august	50-420	3,449.13
10/23	10/19/2023	40333	FISHER SCIENTIFIC	lab supplies	60-430	356.60
10/23	10/19/2023	40334	GERBER CONSTRUCTION INC.	phase 2 expansion & uv disinfection	90-310	2,673,191.32
10/23	10/19/2023	40335	GRAINGER	shop rags	60-570	171.84
10/23	10/19/2023	40335	GRAINGER	replacement hoses	60-570	270.72
10/23	10/19/2023	40335	GRAINGER	shop supplies	60-570	81.70
10/23	10/19/2023	40336	HACH COMPANY	lab supplies	60-430	733.96
10/23	10/19/2023	40336	HACH COMPANY	lab supplies	60-430	1,280.00
10/23	10/19/2023	40337	HOME DEPOT CREDIT SERVICES	wasp spray	60-570	27.88
10/23	10/19/2023	40337	HOME DEPOT CREDIT SERVICES	tools for utility cart	60-570	81.59
10/23	10/19/2023	40337	HOME DEPOT CREDIT SERVICES	tools for utility cart	60-570	37.97
10/23	10/19/2023	40337	HOME DEPOT CREDIT SERVICES	tools for utility cart	60-570	29.95
10/23	10/19/2023	40337	HOME DEPOT CREDIT SERVICES	disinfecting bleach	60-570	14.56
10/23	10/19/2023	40338	INTERMOUNTAIN WORKMED	dot physical - whittaker	60-550	70.00
10/23	10/19/2023	40338	INTERMOUNTAIN WORKMED	dot physical and drug screen	60-550	104.00
10/23	10/19/2023	40339	LES OLSON COMPANY	mps service and supply	60-580	123.89
10/23	10/19/2023	40340	LINCOLN FINANCIAL GROUP	october ltd premium	24800	3,236.78
10/23	10/19/2023	40341	MOTION INDUSTRIES	conveyor belt repair	60-340	627.15
10/23	10/19/2023	40342	NORCO, INC.	fill tanks	60-570	131.10
10/23	10/19/2023	40342	NORCO, INC.	welding tanks	60-570	37.64
10/23	10/19/2023	40343	ODP BUSINESS SOLUTIONS, LLC	office supplies	60-580	3.18
10/23	10/19/2023	40344	PETTY CASH	operator challenge	40-510	15.00
10/23	10/19/2023	40344	PETTY CASH	operator challenge	40-510	15.00
10/23	10/19/2023	40344	PETTY CASH	operator challenge	40-510	15.00
10/23	10/19/2023	40344	PETTY CASH	operator challenge	40-510	15.00
10/23	10/19/2023	40344	PETTY CASH	operator challenge	40-510	15.00
10/23	10/19/2023	40344	PETTY CASH	operator challenge	40-510	15.00
10/23	10/19/2023	40344	PETTY CASH	operator challenge	40-510	45.00

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/23	10/19/2023	40345	PILOT THOMAS	786 gallons diesel	60-480	3,141.32
10/23	10/19/2023	40346	PITNEY BOWES INC.	postage supplies	60-580	382.75
10/23	10/19/2023	40347	PRINCIPAL LIFE INSURANCE COMPAN	november std insurance	24800	134.55
10/23	10/19/2023	40348	Public Employees Health Prog.	125 CAFETERIA Cafeteria - 125 Medical Pay	24400	1,627.69
10/23	10/19/2023	40348	Public Employees Health Prog.	125 CAFETERIA Cafeteria - 125 Medical Pay	24400	22.50
10/23	10/19/2023	40349	RICHARDS INDUSTRIAL LABORATOR	fw #1 a/c ducting	60-230	1,078.87
10/23	10/19/2023	40350	ROCKY MOUNTAIN POWER	sept 2700 n 2600 w	50-350	551.49
10/23	10/19/2023	40350	ROCKY MOUNTAIN POWER	sept 2200 s 5100 w	50-350	1,579.94
10/23	10/19/2023	40350	ROCKY MOUNTAIN POWER	sept 200 s 3200 w	50-350	2,137.63
10/23	10/19/2023	40351	ROCKY MOUNTAIN VALVES	a basin lcd display	60-272	738.50
10/23	10/19/2023	40352	RUST AUTOMATION & CONTROLS	cl2 bldg pressure guages	60-280	1,389.39
10/23	10/19/2023	40352	RUST AUTOMATION & CONTROLS	cl2 bldg pressure guages	60-280	1,369.19
10/23	10/19/2023	40353	SAM'S CLUB	board meeting	40-550	41.10
10/23	10/19/2023	40353	SAM'S CLUB	dish soap	60-570	16.88
10/23	10/19/2023	40353	SAM'S CLUB	interest fee	60-580	7.62
10/23	10/19/2023	40354	SKM, INC.	maintenance	60-400	3,506.25
10/23	10/19/2023	40355	SUNBELT RENTALS	farr west road plate	60-210	710.70
10/23	10/19/2023	40356	US BANK	board meeting	40-550	28.93
10/23	10/19/2023	40356	US BANK	board meeting	40-550	9.64
10/23	10/19/2023	40356	US BANK	board meeting	40-550	66.88
10/23	10/19/2023	40356	US BANK	board meeting	40-550	107.03
10/23	10/19/2023	40356	US BANK	ww operator exam - barker	40-510	100.00
10/23	10/19/2023	40356	US BANK	ww operator exam - barlow	40-510	100.00
10/23	10/19/2023	40356	US BANK	ww operator exam - myers	40-510	100.00
10/23	10/19/2023	40356	US BANK	weftec conference registration - allen	40-510	165.00
10/23	10/19/2023	40356	US BANK	weau mid-year conference - dixon & porter	40-510	200.00
10/23	10/19/2023	40356	US BANK	employee team building	40-550	280.00
10/23	10/19/2023	40356	US BANK	weftec conference - hall	40-510	9.70
10/23	10/19/2023	40356	US BANK	weftec conference - hall	40-510	20.55
10/23	10/19/2023	40356	US BANK	weftec conference transportation	40-510	32.99
10/23	10/19/2023	40356	US BANK	weftec conference transportation	40-510	61.95
10/23	10/19/2023	40356	US BANK	weftec conference bg check - allen	40-510	35.00
10/23	10/19/2023	40356	US BANK	weftec conference bg check - allen	40-510	35.00
10/23	10/19/2023	40356	US BANK	weftec conference bg check - hall	40-510	35.00
10/23	10/19/2023	40356	US BANK	weftec conference airfare - allen	40-510	49.50
10/23	10/19/2023	40356	US BANK	weftec conference airfare - allen	40-510	49.50
10/23	10/19/2023	40356	US BANK	weftec conference airfare - hall	40-510	49.50
10/23	10/19/2023	40356	US BANK	weftec conference - hall	40-510	19.50
10/23	10/19/2023	40356	US BANK	weftec conference - hall	40-510	7.25
10/23	10/19/2023	40356	US BANK	weftec conference transportation	40-510	27.88
10/23	10/19/2023	40356	US BANK	weftec conference transportation	40-510	3.00
10/23	10/19/2023	40356	US BANK	weftec conference transportation	40-510	232.31
10/23	10/19/2023	40356	US BANK	weftec conference - hall	40-510	22.51
10/23	10/19/2023	40356	US BANK	weftec conference airport parking	40-510	48.00
10/23	10/19/2023	40356	US BANK	weftec conference bg check - campbell	40-510	35.00
10/23	10/19/2023	40356	US BANK	weftec conference lodging - allen	40-510	739.62
10/23	10/19/2023	40356	US BANK	weftec conference lodging	40-510	986.16
10/23	10/19/2023	40356	US BANK	weftec conference lodging - hall	40-510	739.62
10/23	10/19/2023	40356	US BANK	safety training	60-550	31.94
10/23	10/19/2023	40356	US BANK	safety training	60-550	14.77
10/23	10/19/2023	40356	US BANK	30th st cable carrier	60-220	713.65
10/23	10/19/2023	40356	US BANK	30th st bar screen power/control wire	60-220	264.59
10/23	10/19/2023	40356	US BANK	a-basin dry ice	60-272	102.30
10/23	10/19/2023	40356	US BANK	gbt meter bypass	60-345	1,830.08
10/23	10/19/2023	40356	US BANK	disposable gloves	60-570	119.90
10/23	10/19/2023	40356	US BANK	ladia pumps dry ice	60-272	2.81

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/23	10/19/2023	40356	US BANK	air line drain for press #1 & #2	60-340	1,387.70
10/23	10/19/2023	40356	US BANK	dr blade pine for belt presses	60-340	24.38
10/23	10/19/2023	40356	US BANK	disposable gloves	60-570	239.80
10/23	10/19/2023	40356	US BANK	shop oil replacement	60-490	898.00
10/23	10/19/2023	40356	US BANK	office supplies	60-580	15.14
10/23	10/19/2023	40356	US BANK	flags	60-580	204.33
10/23	10/19/2023	40356	US BANK	postage for samples	60-580	12.90
10/23	10/19/2023	40356	US BANK	holiday invitations template	40-540	7.50
10/23	10/19/2023	40357	UTAH DIVISION OF WATER QUALITY	fy24 updes municipal discharge fee	50-440	10,120.00
10/23	10/19/2023	40358	UTAH ENGINEERING	admin hvac replacement	90-390	24,597.50
10/23	10/19/2023	40359	VWR INTERNATIONAL LLC	lab supplies	60-430	211.05
10/23	10/19/2023	40359	VWR INTERNATIONAL LLC	lab supplies	60-430	218.41
10/23	10/26/2023	40360	AMAZON CAPITAL SERVICES	credit on electric stapler	60-580	6.99-
10/23	10/26/2023	40360	AMAZON CAPITAL SERVICES	office supplies	60-580	245.99
10/23	10/26/2023	40361	BROWN AND CALDWELL	pipeline rehab design	90-400	23,739.16
10/23	10/26/2023	40361	BROWN AND CALDWELL	hooper pipeline ph II	90-400	15,628.88
10/23	10/26/2023	40362	CHEMTECH-FORD	pretreatment	70-240	738.00
10/23	10/26/2023	40363	CINTAS	cleaning service	50-370	78.85
10/23	10/26/2023	40363	CINTAS	clothing service	40-530	111.72
10/23	10/26/2023	40364	CODALE ELECTRIC SUPPLY	fw #1 havac install	60-230	120.82
10/23	10/26/2023	40365	DAVIS COUNTY GOVERNMENT	truth and taxation combined ad	50-440	513.33
10/23	10/26/2023	40366	ERA	lab supplies	60-430	1,011.13
10/23	10/26/2023	40366	ERA	lab supplies	60-430	891.00
10/23	10/26/2023	40367	FISHER SCIENTIFIC	lab supplies	60-430	36.78
10/23	10/26/2023	40367	FISHER SCIENTIFIC	lab supplies	60-430	300.56
10/23	10/26/2023	40368	GRAINGER	dw #1 and #2 press pin	60-340	285.70
10/23	10/26/2023	40369	JACKSON GROUP PETERBILT, INC	dewatering kenworth trailer connector	60-630	8.43
10/23	10/26/2023	40370	OGDEN CITY UTILITIES	water service 30th st ps	50-330	270.60
10/23	10/26/2023	40371	PEHP	october health insurance	24300	65,112.73
10/23	10/26/2023	40371	PEHP	health insurance credit	24300	1,338.89-
10/23	10/26/2023	40371	PEHP	life insurance	24200	715.59
10/23	10/26/2023	40372	RICHARDS SHEET METAL WORKS IN	dw belt press covers	60-340	1,902.11
10/23	10/26/2023	40373	ROCKY MOUNTAIN AIR SOLUTIONS	welding tanks	60-570	51.60
10/23	10/26/2023	40374	ROYAL WHOLESALE ELECTRIC	fw #1 hvac power	60-230	519.26
10/23	10/26/2023	40374	ROYAL WHOLESALE ELECTRIC	fw #1 hvac power	60-230	224.23
10/23	10/26/2023	40375	SPENCER, PAIGE E.	mileage reimbursement	40-510	19.00
10/23	10/26/2023	40376	THATCHER COMPANY	32,740 lbs chlorine	60-440	34,049.60-
10/23	10/26/2023	40376	THATCHER COMPANY	32,740 lbs chlorine	60-440	36,534.57
10/23	10/26/2023	40376	THATCHER COMPANY	45,000 lb sodium bisulfite	60-465	8,300.75
10/23	10/26/2023	40377	VERIZON WIRELESS	september aircard and tablet	60-210	80.02
10/23	10/26/2023	40377	VERIZON WIRELESS	september pump station and scada	60-210	160.04
Grand Totals:						<u>4,288,214.79</u>

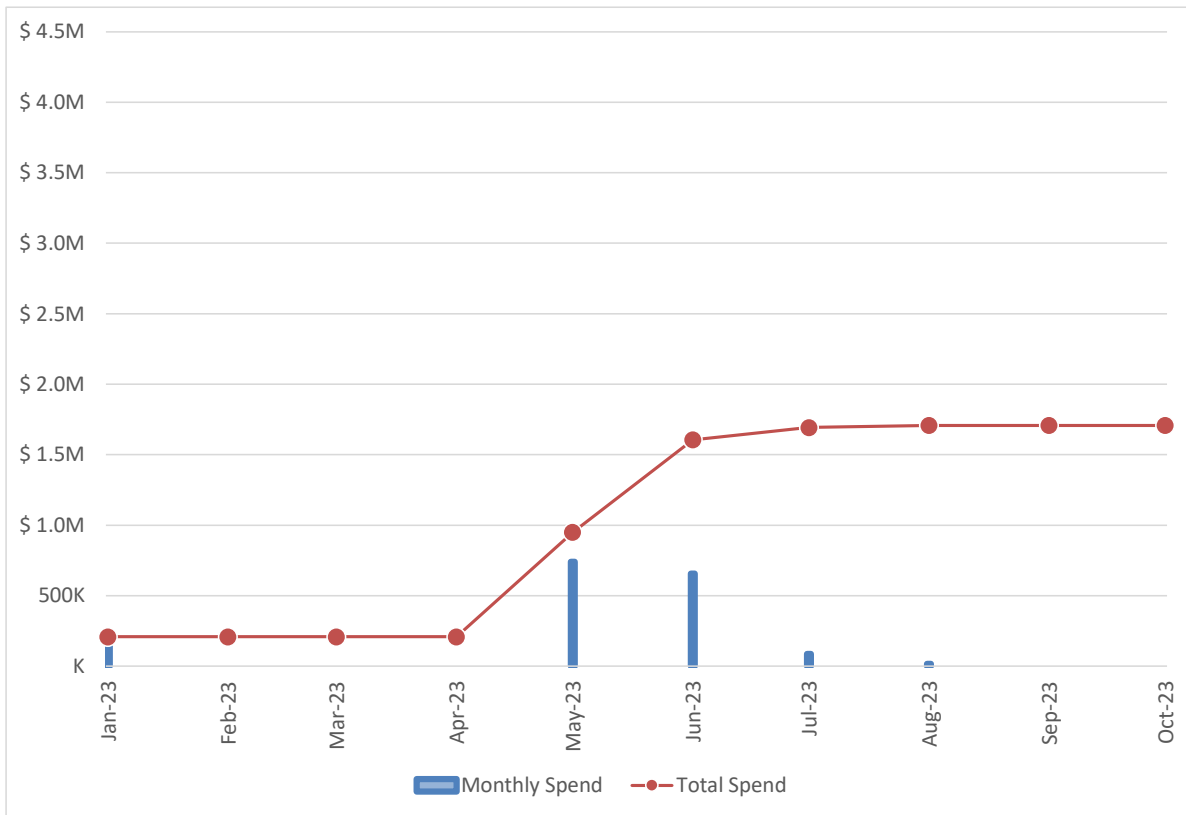
Report Criteria:
 Report type: GL detail

AGENDA ITEM #3

Project Updates of Major Capital Projects

CWSID CONSTRUCTION PROJECT UPDATE
NOVEMBER 2023
INVOICE PERIOD OCTOBER 2023
C&L WATER SOLUTIONS
HOOPER PIPE REHAB - PHASE 2

DESCRIPTION	TO DATE
CONTRACT AMOUNT	\$ 7,014,056.00
EARNINGS FOR THIS PERIOD	\$ -
PERCENT COMPLETE	24.35%
TOTAL EARNED	\$ 1,708,061.50



CWSID CONSTRUCTION PROJECT UPDATE

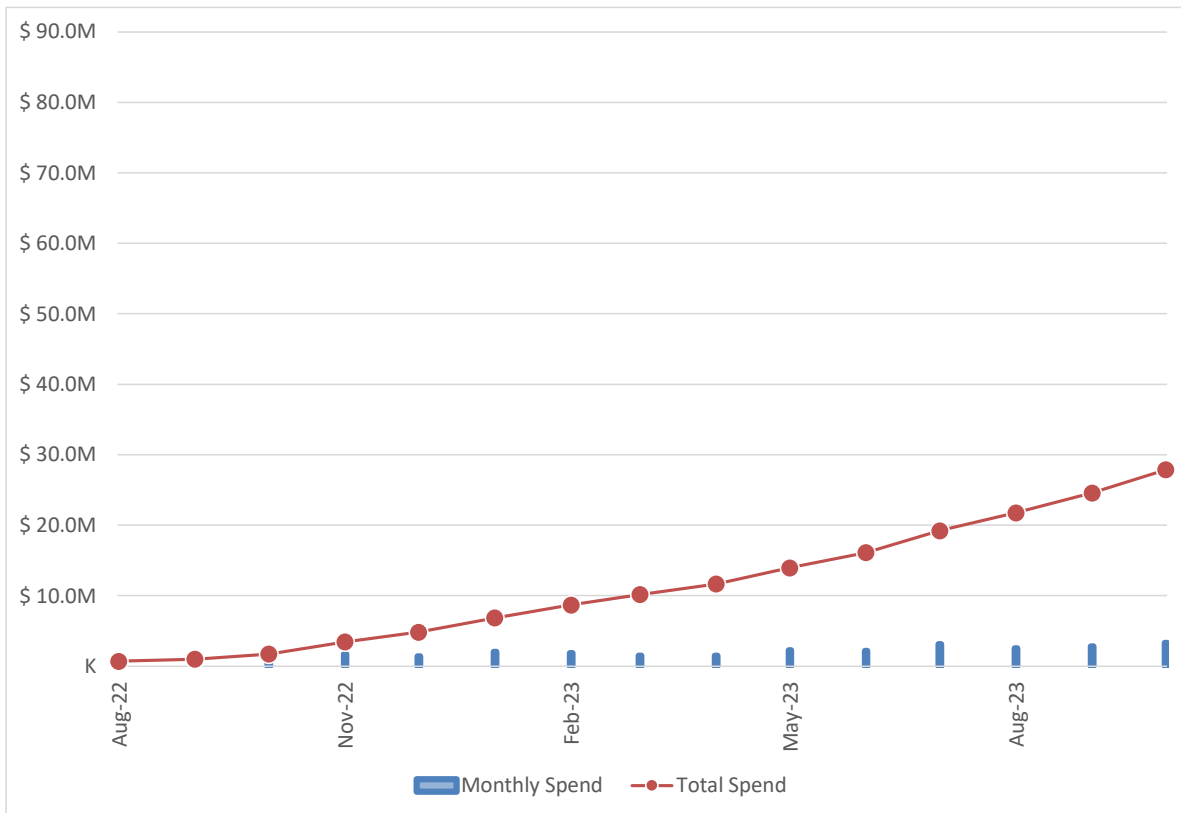
NOVEMBER 2023

INVOICE PERIOD OCTOBER 2023

GERBER CONSTRUCTION

PHASE 2 EXPANSION & UV DISINFECTION

DESCRIPTION	TO DATE
CONTRACT AMOUNT	\$ 87,599,747.00
EARNINGS FOR THIS PERIOD	\$ 3,297,993.26
PERCENT COMPLETE	31.82%
TOTAL EARNED	\$ 27,870,821.17



AGENDA ITEM #4

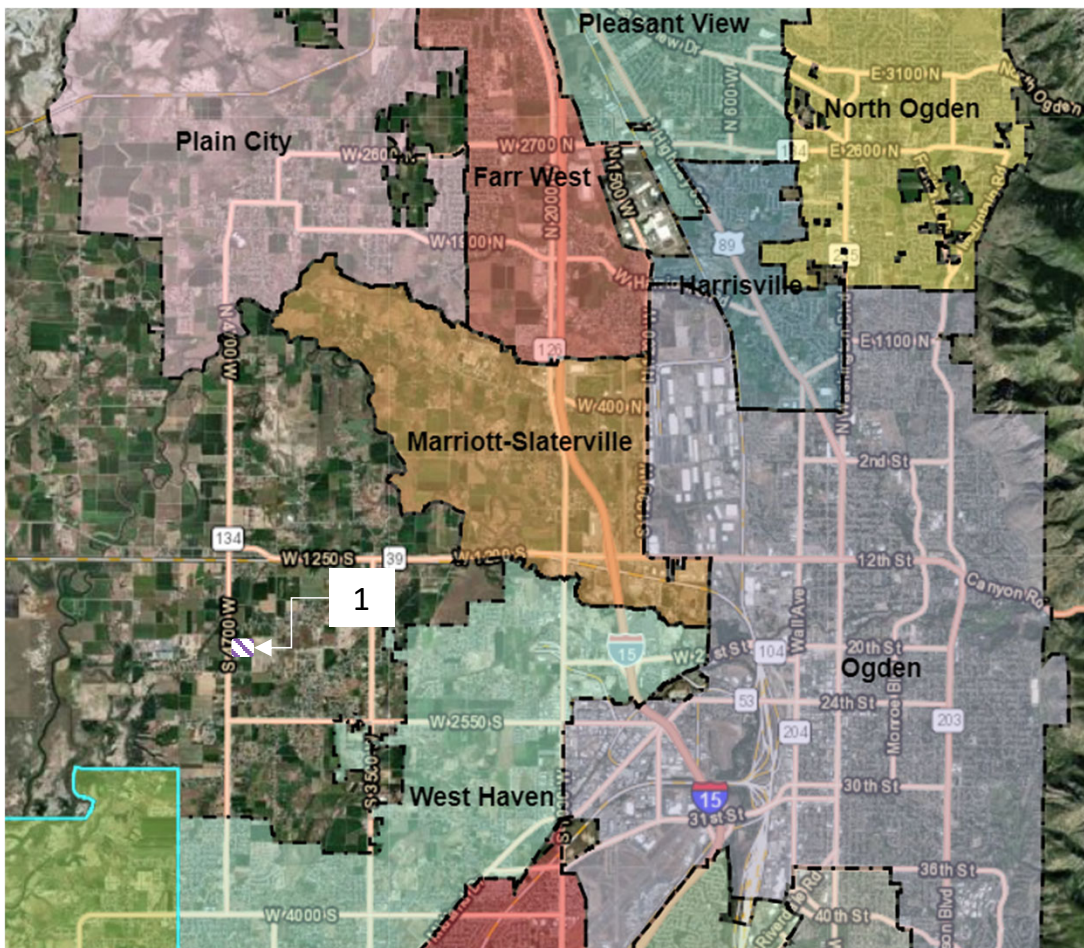
Certification of Annexation/Withdrawal Petitions

Memo

To: Board of Trustees
From: Kevin Hall
Date: November 15, 2023
Subject: Annexation Petition Requests

The table and figure below show information regarding an annexation petition that has been received.

Map #	Petitioner	Considered Action	Property Description
1	Singletree Acres	certify petition	A 10-Acre residential development.



AGENDA ITEM #5

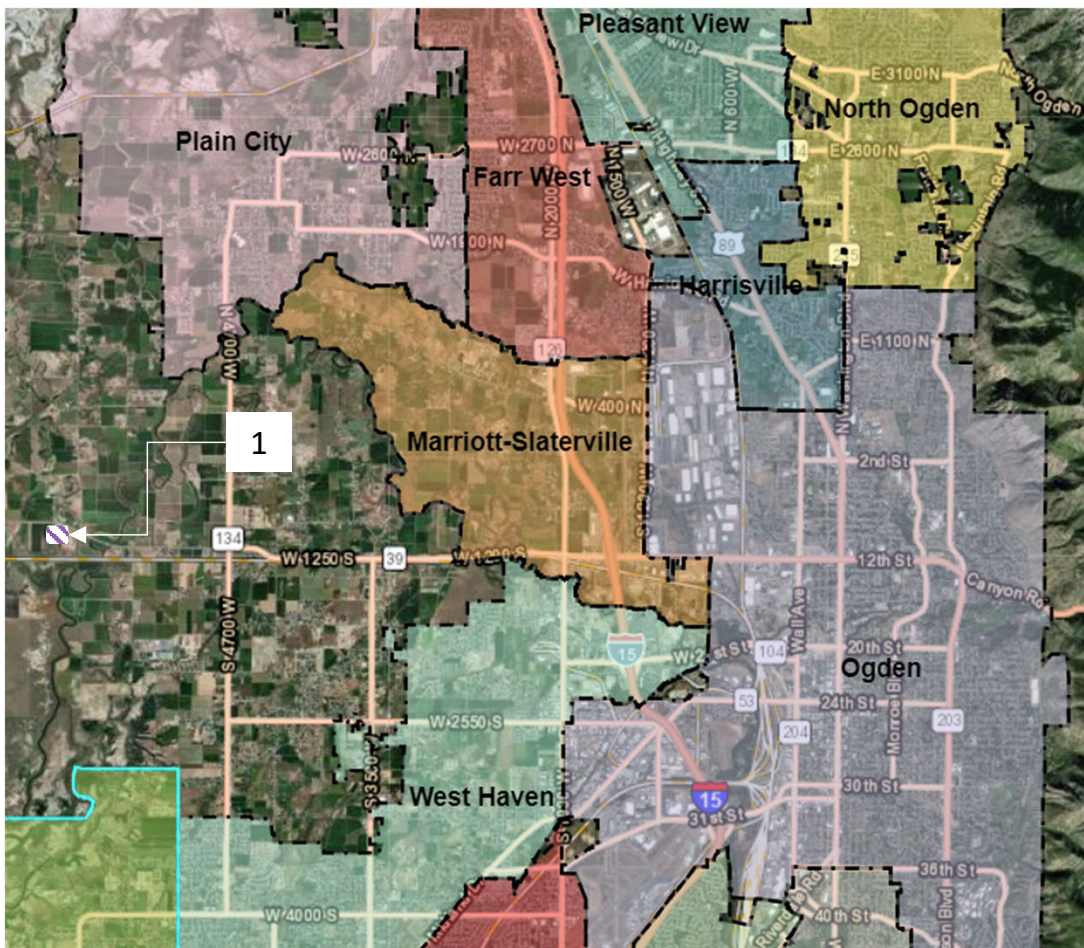
Consideration of Annexation Approvals

Memo

To: Board of Trustees
From: Kevin Hall
Date: November 15, 2023
Subject: Annexation Petition Requests

The table and figure below show information regarding Annexation Resolution 2023-20.

Map #	Petitioner	Considered Action	Property Description
1	Blackpine/ Hancock	Resolution 2023-20	A 24 acre development. Planned for light industrial and warehouse use associated with Promontory Point Development.



AGENDA ITEM #7

Consideration of Personnel
Committee Recommendations

Memo

To: Board of Trustees
From: Trustee Michelle Tait and Kevin Hall
Date: November 15, 2023
Subject: Personnel Committee Report

On October 25, 2023 the Personnel Committee met to review progress and challenges of District staff and to develop recommendations for the Board's consideration. The Committee meeting was attended by Trustees Michelle Tait (Committee Chair), Mark Allen (Board Chair), Braden Mitchell, and Leonard Call. The Committee received a status report from Kevin Hall and Camille Cook which included updates on retention, recruitment, and staff training. General market trends were discussed, including inflation and a market wage survey.

Management staff recommendations were considered to help mitigate observed challenges, which include high attrition and difficulty retaining qualified candidates. Wage adjustments have not kept pace with changing economic conditions and the Consumer Price Index. The Committee and management staff recommend the following actions be taken by the Board and management staff to assist in mitigating these challenges:

1. Management staff will undertake an adjustment to the organization resulting in a more balanced supervisory approach.
2. Implementation of a night shift differential to motivate Operations coverage of night shifts.
3. If authorized by the Board, management will implement a 4.5% cost of living adjustment for all employees effective December 2023.

The FY 2024 budget included \$120,000 under the miscellaneous category in the Payroll and Benefits section. This amount was included in the budget for a possible mid-year adjustment cost of living increase, as a hedge against inflation, and was to be used at the discretion of the Board. We recommend the Board make a motion to **authorize management staff to utilize the "miscellaneous" payroll category in the FY 2024 budget to implement a 4.5% cost of living adjustment payroll increase to CWSID staff members, to be effective the first pay period in December 2023.**

The Committee also reviewed the Policies and Procedures Manual and made minor edits, which modifications are attached for your review. The proposed updates have also been reviewed by the District's Attorney.

We also recommend that the Board make a motion **to adopt the proposed revisions to the Policy and Procedures Manual.**

AGENDA ITEM #8

Consideration of Policies
and Procedures Manual
Updates

Recommended Modifications to the Policies and Procedures Manual

From Section 1. Introduction

1.2.1.2 Employees of the District are responsible to read this manual, understand and be familiar with its contents, and comply with the policies contained herein. Copies of the manual are available for review ~~in the main office.~~ A current digital copy is available for all employees to review on the District's server. ~~Each department supervisor also has a copy of the manual and employees are welcome to view their supervisor's copy of the manual.~~ Employees should familiarize themselves with the manual.

1.2.1.3 No policies and procedures manual can anticipate every circumstance or question that may arise in the course of employment. Changing conditions may cause the District to modify one or more of the policies or procedures contained in this manual from time to time. The District reserves the right to revise, supplement, or rescind any policies or procedures or any portion of the manual as it deems appropriate, in its sole and absolute discretion. When such a change is made, employees will be notified about the modified policy with instructions to review it ~~in the manual located in the main office or with their department supervisors.~~

From Section 2. Employment Selection Policies

2.7.4 Employees to Provide Notice of Changes. It is important that the District's employee records are current and accurate. Employees are responsible to notify the General Manager or his or her designee of any changes in their name, address, or dependent status (i.e., marriage, divorce, or increase or decrease in immediate family) to ensure that insurance, social security, and income tax deduction forms are kept up to date. Employees should also make sure that the District is kept informed as to their telephone number, work availability and the person to be notified in case of an emergency. Any change in an employee's position, rate of pay, or employment status shall be documented by the employee's supervisor or the General Manager ~~on a payroll change authorization form~~ that will be placed in the employee's personnel file.

From Section 5. Leave Policies

5.1.2 Accrual. Sick leave will accrue for all regular full-time employees at the rate of 8-4 hours for each ~~month of service~~ pay period. Sick leave will accumulate to a maximum of 960 hours.

~~**5.1.7 Minimum Time Increments.** Employees will be required to use sick leave in one hour increments.~~

From Section 6. Group Health and Benefits**6.4 Group Insurance**

6.4.1 Qualification. All full-time employees may participate in the District's group insurance plan which provides medical, life and dental insurance for employees and their dependents. For all full-time employees ~~that work 40 hours a week~~, the premium cost for the employee and dependents will be paid 10% by the employee and 90% by the District, and is managed through payroll deductions. ~~For all full-time E~~employees who complete ten (10) consecutive years of service will have their insurance and their dependents' benefits paid in full by the District.

6.7.2 Accident Reports. Employees shall report all job-related accidents or injuries immediately, no matter how slight, to their supervisors. ~~An employee claiming to have suffered an accident or injury who fails to give notice of the nature, extent, and location of the accident or injury within 48 hours of the occurrence might have his or her benefits reduced by 15%.~~ Failure to report an accident or injury within one year of the occurrence might bar any right to worker's compensation.

6.9.2 Amount of Allowance. The District will provide designated employees an annual allowance of \$~~150.00~~200.00 for the purchase of work clothing such as safety work boots.

From Section 7. Assistance Program Policies

7.2.3 Training at the District Office. The District will allow certification and training programs to be held at the District Offices. ~~The programs may be established by the Employee Committee with prior approval of the General Manager.~~

From Section 10. Safety Policies

10.4.4 Drivers' License Revocation or Suspension. If an employee's drivers' license is revoked or suspended for any reason, the employee must immediately report the revocation or suspension to his or her supervisor. Each license revocation or suspension will be reviewed by the employee's supervisor and the General Manager before proper steps will be taken regarding the employee's employment status with the District. Yearly driver's license reviews may~~will~~ be made.