

MINUTES OF THE MEETING OF THE TRUSTEES  
OF THE CENTRAL WEBER SEWER IMPROVEMENT DISTRICT (CWSID)  
HELD MONDAY, MARCH 20, 2023, AT THE DISTRICT OFFICE  
LOCATED AT 2618 WEST PIONEER ROAD, MARRIOTT-SLATERVILLE, UTAH.

**Trustees Present:** Mark Allen, Bart Blair, Josh Blazzard, Dale Fowers, Rich Hyer, Gage Froerer, Braden Mitchell, Russ Porter, Michelle Tait, Scott Van Leeuwen, Rob Vanderwood, and Rod Westbroek

**Trustees Excused:** Neal Berube, Leonard Call, and Mike Caldwell

**Others Present:** Kevin Hall, Camille Cook, James Dixon, Paige Spencer, Shawn Wilson, Clay Marriott, Mark Anderson, Ryan Bench (Carollo Engineers), Daniel Stephens and Dallin Curriden (BlackPine Group), Chad Meyerhoffer and Gary Meyer (Weber County), Jeff Beckman and Keith Larsen (Bowen, Collins and Associates), and Naho Garvin (Stantec).

**Call to Order:**

Chairman Allen called the meeting to order at 5:00 p.m.

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 February 27, 2023 Board Meeting Approval:**

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

**That the February 27, 2023 Board meeting minutes be approved as presented.**

The motion carried by the affirmative vote of Trustees Allen, Blair, Blazzard, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, Van Leeuwen, 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 February 2023 Check Register, which is an itemized list of all payments made by the District during February, in the total amount of \$3,706,997.30.

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

**That the February 2023 Check Register be ratified and approved as presented in the total amount of \$3,706,997.30.**

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

**Project Updates of Major Capital Projects:**

James Dixon discussed the financial aspects of the District’s Hooper Pipe Rehab Project (Phases 1 and 2 being constructed by C&L Water Solutions), and the Phase II Expansion and UV (Ultraviolet Light) Disinfection Project at the sewage treatment plant (being constructed by Gerber Construction), all of which are on track. Mr. Dixon expressed satisfaction with the progress that is being made. Clay Marriott presented slides showing each of the capital projects and the progress of each project.

**Certification of Annexation/Withdrawal Petitions:**

There were no annexation or withdrawal petitions to be certified by the Board.

**Consideration of Annexation Approvals:**

Kevin Hall presented one annexation to be considered by the Board:

- Resolution 2023-05, Promontory Commerce Center/Wadeland Land, LLC – a 357 acre commercial development in west Weber County (BlackPine). As requested by the Board, this area has been considered in the development of a new Master Plan for the District. Approving this annexation will not affect the resulting Capital Facilities Plan in the near-term.

Mr. Hall recommended that the Board consider approving the annexation.

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

**That the Annexation Approval Resolution for the Promontory Commerce Center development, Resolution 2023-05, be adopted.**

The motion carried, using a roll call vote, with Trustees Allen, Blair, Blazzard, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbroek each voting in the affirmative.

**Review of Annual Municipal Wastewater Planning Program Annual Report:**

Kevin Hall advised the Board that the Utah Department of Water Quality (DWQ) manages a Municipal Wastewater Planning Program for all wastewater systems in Utah. Each facility is required to submit an annual Report and present the Report to its legislative body each year. Mr. Hall reviewed the following information from the District’s 2022 Report:

1. Sewer revenues are maintained in a dedicated purpose enterprise/district account.
2. Sewer revenues consist of service fees, property taxes, and impact fees.
3. The district has sufficient qualified staff to maintain the system.
4. District staff members are certified at the appropriate level.
5. Planned reserve funds and projected revenues are insufficient to meet the needs of the Capital Improvement Program, so bonding will be required.

6. The District maintains over 50 miles of large diameter (up to 60-inch) collection pipes with 8 lift stations. The oldest pipe was constructed in 1909.
7. No sanitary sewer overflows, bypasses, or permit violating events occurred in 2022.
8. Approximately 65,000 equivalent residential units (ERUs) were served, with an estimated population of 216,000.
9. Approximately 2,679 new residential connections and 298 new commercial or industrial connections were made in 2022.
10. 2022 average wastewater flow was 31 million gallons per day.

Chairman Allen thanked Mr. Hall for reviewing the information and noted that no vote was needed on this agenda item.

### **Review and Consideration of Master Plan:**

Kevin Hall advised the Board that Bowen, Collins, and Associates has prepared a Wastewater Master Plan. Jeff Beckman reviewed an Executive Summary of the Master Plan and mentioned that, if any Trustee wanted the complete document, it would be available upon request. Mr. Beckman advised the Board that the purpose of the Wastewater Master Plan is to assemble a comprehensive plan for the development and maintenance of the CWSID wastewater collection and treatment system to meet possible challenges expected to be faced by the District. The Executive Summary identified recommended projects and implementation plans that can be used for both engineering and financial planning purposes. Mr. Beckman broke the summary down into four sections and discussed each section:

1. Introduction and Future Growth
2. Collection System
3. Treatment Plant
4. Capital Facilities Plan

The recommended 10-year Capital Facilities Plan was reviewed by the District's Long-Range Planning Committee in January and presented to the District's Finance Committee in February. The Master Plan needs to be adopted so CWSID staff and consultants can proceed with impact fee revisions and an updated impact fee study to be considered by the Board. It was recommended that a motion to adopt the 2023 Master Plan as presented be considered by the Board.

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

**That the 2023 Master Plan be approved as presented.**

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

### **Consideration of Offer to Purchase Real Property:**

Kevin Hall explained the need to discuss the purchase of real property and suggested that the Board go into a closed meeting for that purpose.

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

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

**That the Board go into a closed meeting to discuss the purchase of real property.**

The motion carried, by a roll call vote, with Trustees Allen, Blair, Blazzard, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbroek each voting in the affirmative.

Chairman Allen asked the public to step out of the Board room and invited District staff members Kevin Hall, Camille Cook, Paige Spencer, and James Dixon to remain with Trustees Allen, Blair, Blazzard, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood and Westbroek in the closed meeting. Mark Anderson arrived and also participated in the closed meeting.

The closed meeting began at 5:48 p.m. and ended at 6:35 p.m. No action was taken during the closed portion of the meeting, other than the approval of a motion to end the closed portion of the meeting and return to open session.

The doors to the Board room were opened so members of the public could enter and Chairman Allen declared the meeting to again be open.

**Consideration of Offer to Purchase Real Property:**

Chairman Allen returned to agenda item 7 and advised the Trustees that a motion should be made concerning the purchase of real property by the District and key terms of the purchase offer, as discussed during the closed meeting.

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

**That the General Manager and Board Chairman be authorized to negotiate, in the best interest of the District, the purchase of real property as discussed in the closed meeting, contingent on both a survey being completed to identify encumbrances and the receipt of an ALTA title commitment, both of which are acceptable to the District, with a not-to-exceed price as discussed in the closed meeting.**

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

**General Manager:**

Kevin Hall had no additional comments.

**Attorney:**

Mark Anderson had no additional comments.

**Other Business:**

There was no other business to be discussed.

**Adjournment:**

There being no further business to come before the Board, it was moved by Trustee Hyer 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, Fowers, Hyer, Froerer, Mitchell, Porter, Tait, Van Leeuwen, Vanderwood, and Westbroek.

Chairman Allen declared the meeting to be adjourned at 6:37 p.m.

Approved by the Board of Trustees of the Central Weber Sewer Improvement District on the 17<sup>th</sup> day of April 2023.

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Mark C. Allen, Chairman

ATTEST:

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Camille Cook, Clerk