

MINUTES OF THE MEETING OF THE TRUSTEES  
OF THE CENTRAL WEBER SEWER IMPROVEMENT DISTRICT  
HELD MONDAY, OCTOBER 17, 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, Rich Hyer, Scott Jenkins, Braden Mitchell, Russ Porter, Michelle Tait, Scott Van Leeuwen, Rob Vanderwood, and Rod Westbroek

**Trustees Excused:** Dale Fowers and Mike Caldwell

**Others Present:** Kevin Hall, John Cardon, James Dixon, Paige Spencer, Mark Anderson, Ryan Bench, Jeff Beckman, Daniel Stephens, Dallin Curriden, Colby Anderson, Gary Meyer, Chad Meyerhoffer, and Shawn Wilson

**Call to Order**

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

The Pledge of Allegiance was led by Trustee Hyer.

The invocation was offered by Trustee Mitchell.

**Public Comment:**

There were no public comments.

Trustee Westbroek arrived at the meeting.

**Minutes of September 19, 2022 Board Meeting Approval:**

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

**That the September 19, 2022 Board meeting minutes be approved as presented.**

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

**Ratification of Vouchers:**

Trustee Porter arrived at the meeting.

John Cardon reminded the Trustees that the September 2022 Check Register, which is an itemized list of all payments made by the District during September, had previously been provided for their review. Mr. Cardon recommended that the Board ratify the Check Register in the total amount of \$2,811,600.77.

Trustee Hyer commented that the District spends a lot of money and asked how often multiple quotes are obtained for purchases. Kevin Hall explained that multiple quotations and bids are obtained as required by the District's Purchasing Policy, and sometimes are obtained even

though not legally required. Staff will review the District's Purchasing Policy, which was last updated in 2014, and recommend updates to the Board in the near future. It was moved by Trustee Hyer and seconded by Trustee Berube as follows:

**That the September 2022 Check Register be ratified and approved as presented in the total amount of \$2,811,600.77.**

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

**Consideration of Purchases, Capital Projects, and Expenditures**

- **Electrical VFD Replacement Project**

James Dixon presented the following information:

The Central Weber Sewer Improvement District has many pumps that utilize Variable Frequency Drives (VFDs) around the sewage treatment plant (the "plant"). All of the VFDs will require maintenance and eventual replacement. Currently, needed repairs at two locations will include the following components: replacement of 3 VFDs in the Dewatering Building and replacement of 3 VFDs at the 30<sup>th</sup> Street Pump Station; all of which are critical to the operation of the plant.

Two contractors submitted bids that were opened on October 6, 2022. The bids were evaluated based on responsiveness and cost. The results are as shown, below.

Contractor	Bid
Electro Power Utah, LLC	\$165,307
Energy Management Corporation	Non-Responsive

The bid from Energy Management did not conform to bidding or project requirements, was submitted as an "alternative", and would require a redesign of the system. The design engineer completed a review of the submission and determined that the proposed changes would involve a significant reduction in quality and added risk to the District. Additionally, the bidder did not agree to the contract and could not be held to specified requirements. At the recommendation of the engineer, staff categorized the bid as "non-responsive".

This is the second attempt to bid this project and, even after directly contacting multiple suppliers, more suppliers were unwilling to submit bids. Management is convinced that attempting to rebid a third time might result in fewer or no bids and would not be beneficial to the District. As such, management believes it to be in the best interest of the District to accept the remaining bid and avoid rebidding.

After reviewing the bids, staff recommended that the Board approve the award of a contract for the VFD Upgrades Project to Electro Power Utah, LLC in the amount of \$165,307.

Trustee Berube asked why the District had a hard time getting bids on the VFDs. Mr. Dixon responded that staff speculates that market conditions with this electrical equipment may make

procurement of the materials very difficult, which may have resulted in reluctance by suppliers to commit to a schedule or price.

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

**That the VFD Upgrades Project contract be awarded to Electro Power Utah, LLC in the amount of \$165,307.**

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

Trustee Blair entered the Board room.

### **Monthly Financial Progress of Major Capital Projects**

James Dixon presented the monthly update on two major capital projects:

C & L – which is on schedule and on track for next year; and  
Phase 2 Expansion – which is just getting started - it is a 40-month project.

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

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

- **Review of potential annexation of West Weber Warehouse Park**

Kevin Hall introduced Colby Anderson and Black Pine Development. Black Pine is considering a potential annexation of an area called the West Weber Warehouse Park, which is located in an area West of the Weber River. This development is outside the area the District has definitely planned to serve, but inside the area the District is considering serving. The development will require an outfall sewer line to be constructed. Black Pine is considering building the sewer line as part of the development, but the sewer line would only be sized to service Black Pine's projected needs. Any upgrade of the sewer line would involve coordination with the developer, Weber County and the District. Several Trustees asked questions and discussed the proposed development. No action was taken by the Board.

Mark Allen thanked Colby Anderson for bringing this information to the Board early in the project planning stage.

### **Consideration of Annexation Approvals**

- **Resolution 2022-19 and Resolution 2022-20: Tresorrelle and Prevedel Starr**

Kevin Hall presented the annexation approval Resolutions for Tresorrelle, which is a 15 acre development in Weber County and Prevedel Starr, which consists of 39.3 acres of new and existing development in Weber County. Kevin Hall recommended the approval of both annexations.

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

**That Resolution 2022-19 and Resolution 2022-20 be adopted, thereby approving both annexations.**

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

### **Review and Consideration of 2023 Board Meeting Schedule**

Kevin Hall presented a 2023 Board meeting schedule that was included in the Board packet, stating that the 2023 Board meeting schedule didn't need to be approved this month, but is up for review. July 10<sup>th</sup> was suggested instead of July 17<sup>th</sup>, to avoid Ogden City Pioneer Day activities. The January and February Board meetings will be held on the fourth Monday of the month. The June, July and December Board meetings will be held on the second Monday of the month, and the remainder of the monthly Board meetings will be held on the third Monday of the month.

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

**That the 2023 Board meeting schedule be approved as presented, with a change from July 17 to July 10 for the July Board meeting.**

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

### **Review and Consideration of the September Financial Statement**

John Cardon reviewed the September Financial Statement with the Board. As of September 30, 2022, the District had \$45,681,604.53 in the Public Treasurer's Investment Fund and \$20,840,211.63 available from the 2021 Series A Bond proceeds. Money from both of these accounts will be used to help pay for the Nutrient Removal and UV (ultraviolet light disinfection) Project.

The budget year is now 25% complete with operating revenues at 15% of budget. Most of the property tax revenue will be received in the month of December. All other revenue sources are at reasonable levels for this time of year. Operating expenses are at 22.7% of budget.

Non-operating revenues are 49% of budget, with both impact fee receipts and interest income exceeding expectations. Non-operating expenses include a bond interest payment that is 50% of the budget. However, only one more bond payment is due during the current budget year.

Capital project construction is just getting started for the year, and is only at 4% of budget.

Mr. Cardon identified a few areas of concern for the months ahead. Over the past 20 months, the price of chlorine has increased by 321%! A delivery of chlorine that cost \$8,726.40 on January 21, 2021 cost \$27,921.03 on September 19, 2022, and costs continue to rise. The price of lubricants has also greatly increased. The District recently purchased 660 gallons of oil for the aeration basin at a cost of \$19,141.46, which amounts to nearly 50% of the money in that Budget cost code.

Mr. Cardon recommended approval of the September Financial Statement.

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

**That the September Financial Statement be approved as presented.**

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

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

There was no need to go into a closed session.

**General Manager:**

Kevin Hall reminded the Board of the Christmas party for the Trustees and employees on December 10<sup>th</sup>.

**Attorney:**

Mark Allen welcomed back Mark Anderson, who was not in attendance last month. Mr. Anderson invited anyone who is interested to attend the upcoming Utah Association of Special Districts Convention at the Davis Convention Center.

**Other Business:**

No other business was discussed.

**Adjournment:**

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

**That the Board meeting be adjourned.**

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

Chairman Allen declared the meeting to be adjourned at 6:04 p.m.

Approved by the Board of Trustees of the Central Weber Sewer Improvement District on the 21st day of November 2022.

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Mark C. Allen, Chairman

ATTEST:

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John Cardon, Clerk