

MINUTES OF THE MEETING OF THE TRUSTEES  
OF THE CENTRAL WEBER SEWER IMPROVEMENT DISTRICT  
HELD MONDAY, SEPTEMBER 21, 2020. THE MEETING WAS HELD BOTH IN PERSON  
AND ELECTRONICALLY WITH A PHYSICAL ANCHOR LOCATION AT THE DISTRICT  
OFFICE LOCATED AT 2618 WEST PIONEER ROAD, MARRIOT-SLATERVILLE, UTAH,  
WITH PUBLIC ACCESS TO THE MEETING

**Trustees Present:** Mark Allen, Neal Berube, Bart Blair, Sharon Bolos, Mike Caldwell, Leonard Call, Lee Dickemore, Dale Fowers, Rich Hyer, Scott Jenkins, Russ Porter, Norm Searle, Jo Sjoblom, Michelle Tait, and Scott Van Leeuwen

**Others Present:** Lance Wood, John Cardon, Kevin Hall, James Dixon, Mark Anderson, Jeff Beckman, Ryan Bench and John Richardson

**Call to Order:**

The meeting was called to order at 5:01 p.m. by Chairman Allen who, along with Trustees Bolos, Call, Hyer and Van Leeuwen, was present at the anchor location.

It being largely an electronic meeting, there was no pledge of allegiance. The invocation was offered by Trustee Berube.

**Public Comment:**

There were no public comments.

**Minutes of August 17, 2020 Board Meeting Approval:**

There being no corrections to the minutes, it was moved by Trustee Van Leeuwen and seconded by Trustee Call as follows:

**That the August 17, 2020 Board meeting minutes be approved as presented.**

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Fowers, Hyer, Jenkins, Porter, Searle, Tait and Van Leeuwen.

**Ratification of Vouchers:**

John Cardon recommended ratification of the vouchers, which is a list of all checks and ACH payments issued during the month, as presented. Following a brief review, it was moved by Trustee Hyer and seconded by Trustee Van Leeuwen as follows:

**That the payment of vouchers issued during the month of August, 2020, in the total amount of \$2,839,324.05, be approved and ratified as presented.**

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Fowers, Hyer, Jenkins, Porter, Searle, Tait and Van Leeuwen.

**Consideration of Pay Requests & Equipment Purchases:**

James Dixon presented three payment requests to the Board.

Gerber Construction requested a payment of \$301,290.00 for work on the Phase I Nutrient Removal Project. Of the total amount requested, \$15,064.50 (5%) is to be deposited into a retainage account, resulting in a net payment to Gerber Construction of \$286,225.50. Mr. Dixon recommended approval of the payment request.

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

**That the payment request from Gerber Construction be approved as presented for work completed on the Phase I Nutrient Removal Project in the total amount of \$301,290.00, less a 5% retainage.**

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Fowers, Hyer, Jenkins, Porter, Searle, Tait and Van Leeuwen.

Carollo Engineers, Inc. requested a payment of \$65,467.06 for Phase II Expansion Project engineering. No retainage is required on engineering services. Mr. Dixon recommended approval of the payment.

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

**That the payment request from Carollo Engineers, Inc. be approved as presented in the total amount of \$65,467.06.**

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Fowers, Hyer, Jenkins, Porter, Searle, Tait and Van Leeuwen.

The Board then considered a payment request from Whitaker Construction for work completed on the North Area Relief Sewer in the total amount of \$968,920.09. Of the total amount requested, \$48,446.02 (5%) will be deposited into a retainage account, resulting in a net payment of \$920,474.07. Mr. Dixon recommended approval of the payment request.

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

**That the payment request from Whitaker Construction be approved as presented for work completed on the North Area Relief Sewer Project in the total amount of \$968,920.09, less a 5% retainage.**

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Fowers, Hyer, Jenkins, Porter, Searle, Tait and Van Leeuwen.

**Certification of Annexation/Withdrawal Petitions:**

Lance Wood presented an Annexation Petition for the Wakeless Holdings, LLC Property, which is an approximately 20 acre parcel of land located at approximately 1800 South 4150 West in Weber County. The property will be used for 25 residential lots on one half of the property and the other 10 acres is to be annexed as an agricultural lot. Mr. Wood recommended that the Annexation Petition be certified by the Board. It was then moved by Trustee Fowers and seconded by Trustee Jenkins as follows:

**That the landowner Annexation Petition for the Wakeless Holdings, LLC Property be certified, with the final approval of the annexation of the subject property to be placed on the agenda for consideration during a future Board meeting.**

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Fowers, Hyer, Jenkins, Porter, Searle, Tait and Van Leeuwen.

**Consideration of Annexation Approval (Resolution 2020-11 – Nada Lewis Property):**

Lance Wood reminded the Trustees that, during the August 17, 2020 Board meeting, the Board certified an Annexation Petition for the Nada Lewis Property located at 174 North 2550 West in Marriott-Slaterville City. The property will be used for one residential building lot now and possibly two other building lots in the future. Mr. Wood stated that all legal requirements for the annexation have been satisfied and recommended approval of the proposed annexation. It was then moved by Trustee Van Leeuwen and seconded by Trustee Hyer as follows:

**That Resolution 2020-11 be adopted and approved, thereby authorizing the annexation of the subject real property into the District.**

The motion carried, using a roll call vote, by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Fowers, Hyer, Jenkins, Porter, Searle, Tait and Van Leeuwen.

**Report from the Personnel Committee Meeting:**

Trustee Bolos informed the Board that the Personnel Committee met on September 10, 2020. Attendees included Trustee Bolos, serving as Committee Chair, Chairman Allen, Trustee Tait and Trustee Call, as well as Lance Wood, Kevin Hall and John Cardon. Trustee Bolos then turned time over to Kevin Hall to discuss the purpose of the Personnel Committee meeting.

Mr. Hall stated that District staff presented a summary of CWSID staffing related events and changes for 2020, a review of the 2020 Salary Survey and revised pay scales, and a review of regional market conditions to the Personnel Committee.

The local employment market remains competitive despite nationwide economic challenges in 2020. The District is one of the most efficiently run publicly owned wastewater treatment plants in the State of Utah in terms of the number of employees per gallons of water treated. Recruitment and training continued to be challenges in 2020. The management staff expressed their appreciation for a supportive Board that is willing to compensate slightly above the average level for the State in each job category to develop and retain a skilled staff. Most of the District's experienced employees' compensation is currently consistent with that goal.

Looking ahead to 2021, the District's staff members are motivated and efficiency is a high priority. However, overall experience, in terms of years of service, is lower than in years past. Newer employees are appropriately paid near the starting wages for their positions. As a result, management staff will be able to provide merit-based wage increases in 2021 without increasing the Wage and Salary Budget above 2020 budgeted amounts. The District's management team and the Personnel Committee did not recommend an increase in the payroll portion of the 2021 Budget.

Chairman Allen reminded the Trustees that a succession plan for a new General Manager was put in place a year ago, and the plan has worked perfectly. Chairman Allen and Trustee Bolos met with Kevin Hall before the Board meeting and offered Kevin Hall the position of General Manager of the District. Mr. Hall accepted the position, and will be the new General Manager effective October 5, 2020. Mr. Wood will retire on October 16, 2020.

Mr. Hall informed the Board that an open house will be held on the afternoon of October 15, 2020 to honor Lance Wood. More information about the event will be provided in the near future.

The Trustees had no concerns or questions about the items presented by the Personnel Committee.

#### **Report and Consideration of Blair Property Mediation and Potential Settlement:**

Lance Wood reported that he and Kevin Hall, along with an attorney provided by the District's liability insurance carrier, met with members of the Blair family in a mediation session conducted by the State Property Rights Ombudsman. After two meetings, an agreement was reached, subject to District Board approval. Mr. Wood recommended that a closed meeting be held to discuss pending litigation and the purchase of real property. Mark Anderson agreed with Mr. Wood's recommendation.

#### **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 Berube as follows:

**That the meeting be closed to discuss the purchase of easements (an interest in real property) and pending litigation.**

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Fowers, Hyer, Jenkins, Porter, Searle, Tait and Van Leeuwen.

Chairman Allen declared the meeting to be closed at 5:33 p.m. Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Fowers, Hyer, Jenkins, Porter, Searle, Tait and Van Leeuwen, and staff members Lance Wood, John Cardon, Kevin Hall, James Dixon and Mark Anderson, remained in the Board room during the closed portion of the meeting. Trustees Dickemore and Sjoblom joined the closed meeting after the start of the meeting.

Chairman Allen declared the public meeting to again be open at 5:56 p.m. No formal action was taken during the closed portion of the Board meeting, other than the approval of a motion to come out of the closed meeting and back into open session which was made by Trustee Hyer and seconded by Trustee Caldwell.

### **Report and Consideration of Blair Property Mediation and Potential Settlement:**

Chairman Allen returned to agenda item 7 for possible action by Board. It was moved by Trustee Hyer and seconded by Trustee Call as follows:

**That staff and legal counsel be authorized to review the settlement documents, make appropriate changes to the documents, and present the settlement documents to the Frank S. Blair Limited Partnership for approval prior to submitting the settlement to the Court.**

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Dickemore, Fowers, Hyer, Jenkins, Porter, Searle, Sjoblom, Tait and Van Leeuwen.

### **General Manager:**

Lance Wood reported that an agreement with the Blair family was the number one thing he wanted to complete before retirement.

### **Attorney:**

Mark Anderson had no additional business to bring before the Board.

### **Other Business:**

Chairman Allen expressed condolences to Riverdale City and Mayor Searle over the death of Rodger Worthen, the City Administrator. Chairman Allen enjoyed working with Mr. Worthen and acknowledged the great loss to the City and staff.

Chairman Allen suggested that the October Board meeting could be a face-to-face meeting. He will have Paige Spencer contact each Trustee one week before the October Board meeting to determine what they would like to do before making a final decision.

Trustee Caldwell thanked Lance Wood for a great job serving the District, and congratulated Kevin Hall as the next General Manager.

**Adjournment:**

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

**That the Board meeting be adjourned.**

The motion carried by the affirmative vote of Trustees Allen, Berube, Blair, Bolos, Caldwell, Call, Dickemore, Fowers, Hyer, Jenkins, Porter, Searle, Sjoblom, Tait and Van Leeuwen.

Chairman Allen declared the meeting to be adjourned at 6:08 p.m.

Approved by the Board of Trustees of the Central Weber Sewer Improvement District this 19th day of October, 2020.

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Mark C. Allen, Chairman

ATTEST:

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John Cardon, Clerk