



41850 S 3900 W West Haven, UT 84401

Phone: 801-731-5819 Fax: 801-731-1002

WEST HAVEN SPECIAL SERVICE DISTRICT

BOARD MEMBERS

Chairman: Kurk Beesley
Vice Chairman: Dale Allen
Mayor Rob Vanderwood
Councilmember Ryan Swapp
James Jenson
Melinda Stimpson
Brent Warren

WEST HAVEN SPECIAL SERVICE DISTRICT BOARD

MEETING NOTICE AND AGENDA

NOVEMBER 18, 2024

Notice is hereby given that the West Haven Special Service District will hold the monthly board meeting on November 18, 2024 beginning @ 6:30 pm at the West Haven City Hall or join us digitally via Zoom <https://us06web.zoom.us/j/82350162553> or watch us live on YouTube at <https://www.youtube.com/channel/UCeeQnQBTfzJwTGoPHMCNCBA>

1. **MEETING TO ORDER**- Chairman Kurk Beesley
2. **OPENING CEREMONIES**
 - A. Pledge of Allegiance- Dale Allen
 - B. Invocation- Brent Warren
3. **PUBLIC PRESENTATIONS** (no action may be taken, allotted for issues not listed on the agenda)
4. **STAFF REPORT AND PROJECT UPDATES**
 - A. John Wallace
 - B. Ed Mignone
5. **ACTION ITEMS**
 - A. Resolution 10-2024 to approve an amendment to the Interlocal Agreement with West Haven City
 - B. Resolution 11-2024 to approve an agreement with West Haven Special Service District, West Haven City, and Child Richards CPAs and Advisors
6. **CENTRAL WEBER UPDATE**- Mayor Robert Vanderwood
7. **CONSENT AGENDA**
 - A. Action on minutes (October 21, 2024)
 - B. Billing adjustments (October 2024)
 - C. Monthly accounts payable (November 2024)
 - D. West Haven City - \$51,416.67 (Invoice 10202427 - Administrative Services for October 2024)
 - E. Nearmap US, Inc. - \$5,450.00 (Online aerial imagery and location data subscription)
 - F. Roy City Corporation - \$6,188.00 (Surplus Water)
 - G. Gardner Engineering - \$5,937.50 (2700 W Lift Station Engineering and Design)
8. **EXECUTIVE SESSION**

The Board will consider a motion to enter into a closed meeting for the purpose of a strategy session to discuss the purchase, exchange, or lease of real property to be held in accordance with the provisions of Utah Code 52-4-205.
9. **ACTION ON EXECUTIVE SESSION**-Action as deemed necessary
10. **ADJOURNMENT**

Charis Sully

CHARIS SULLY, WHSSD RECORDER

BOARD MEMBERS MAY TAKE FINAL ACTION ON ANY ITEM LISTED ON THIS AGENDA

In compliance with the Americans Disabilities Act, individuals needing special accommodations, including auxiliary communicative aids, and services during the meeting should notify the Board Clerk at 731-5819 at least 48 hours in advance.

STAFF REPORT

TO: WHSSD Governing Board
FROM: Shawn Warnke, City Manager
DATE: November 18, 2024



SUBJECT: Discussion and consideration on amending an Interlocal Agreement between the West Haven Special Service District and the City

Amending Interlocal Agreement. The City and District recently updated their interlocal agreement to better detail the payment of monies when the City provides administrative services to the District. Additionally, the interlocal agreement included a section entitled “Article Four: Operations.” This section addressed such issues as budget management, equipment, supervision of employees, operational judgment, etc.

The interlocal agreement's proposed amendments add subsections to Article Four: Operations on Financial Reporting and Accounting, Credit Card Related Fees, and Procurement Policies. The proposed amendments are summarized below. The proposed amendments have been discussed and approved by the City Council at their November 6, 2024 meeting.

- A. **Financial Reporting and Accounting.** The Governmental Account Standard Board (GASB) has established accounting standards that require the District to be reported as a discretely presented component unit in the City's annual audited financial statements. The District also provides utility billing services for the City, which require interrelated accounting entries between Parties' financial records to maintain accurate balances due to and due from each Party. Due to the associated interrelated financial reporting and accounting activities, the City and the District agree to use the same certified public accounting firm to provide auditing and accounting services. The certified public accounting firm shall invoice the City and District separately.
- B. **Credit Card Related Fees.** The District provides utility billing services for the City, and as such, the public is, in effect, remitting payment to both Parties in one transaction. As a result, the City and District agree to have the same policy regarding assessing a convenience fee when accepting credit card payments.
- C. **Procurement Policies.** Procuring goods and services can be administratively time-consuming. The City and District desire to streamline and promote administrative efficiencies in procurement. To the degree allowed by Utah Code, the City and District agree to follow similar procurement processes. The District and City agree that goods and services procured through a process by either Party shall be valid unless otherwise prohibited by Utah Code.

RESOLUTION NO. 10-2024

**A RESOLUTION OF THE WEST HAVEN SPECIAL SERVICE DISTRICT ADOPTING
AND APPROVING AN AMENDMENT TO THE INTERLOCAL AGREEMENT
BETWEEN THE WEST HAVEN SPECIAL SERVICE DISTRICT AND WEST HAVEN
CITY FOR REIMBURSEMENT TO THE CITY FOR CERTAIN OPERATING COSTS
OF THE DISTRICT; AUTHORIZING THE CHAIR TO SIGN SUCH AN AGREEMENT;
AND PROVIDING FOR AN EFFECTIVE DATE.**

Section 1. Recitals:

WHEREAS, the City of West Haven (“City”) is a municipal corporation and the West Haven Special Service District (“District”) is a special service district and quasi-municipal corporation (hereinafter sometimes referred to collectively as the "Parties" or individually as “Party”) both duly organized and existing under the laws of the State of Utah; and,

WHEREAS, the District finds that certain sections of Utah Code Annotated 1953, as amended, authorizes public bodies, including the District, to exercise all administrative and legislative powers by resolution; and,

WHEREAS, in conformance with the provisions of the Interlocal Cooperation Act, UCA §11-13-101, et. seq. as amended (hereinafter, the “Act”), the Parties are authorized to enter into interlocal cooperation agreements; and,

WHEREAS, the Parties desire to protect the health and safety of their residents as provided by the Act; and,

WHEREAS, in conformance with the Act, the Parties agree to make amendments to the Interlocal Cooperation Agreement (hereinafter “Agreement”) entered into between the Parties in June 2024 to provide for reimbursement of certain costs and expenses incurred by the City on behalf of the District; and,

WHEREAS, City has agreed to provide certain services and to pay certain costs of operation on behalf of District; and,

WHEREAS, District has agreed to reimburse City for such costs and expenses as may be necessary to ensure the operation of the District's sewage removal system so as to protect the health and safety of the Parties' residents; and,

WHEREAS, there has been several additional financial issues that have arisen that the Parties did not include in the original Agreement and the Parties feel that the best way to accomplish the outlined goals is to amend the Agreement with the District to include these other financial items; and

WHEREAS, the District feels that the best way to accomplish the outlined goal is to enter into this Agreement with the City; and

WHEREAS the District now desires to adopt the amendment to the Agreement by accepting the terms thereof; and,

WHEREAS, the District finds that the public convenience and necessity requires the actions herein contemplated; now

THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF DIRECTORS OF WEST HAVEN SPECIAL SERVICE DISTRICT as follows:

Section 2. APPROVE AND ADOPT

1. That the District approves and adopts the **Amendment to the Interlocal Cooperation Agreement Providing for Reimbursement to West Haven City from the West Haven Special Service District for Certain Costs Incurred by the City on Behalf of the District in Support of Certain District Operations**, that is attached as Exhibit A.
2. The Chairman of the Board is authorized to sign any documents necessary for the District to enter into this amendment to the Agreement with the City.
3. The foregoing Recitals are fully incorporated herein.

Section 3. Repealer of Conflicting Enactments:

All orders and resolutions regarding the changes herein enacted and adopted which have heretofore been adopted by the District, or parts thereof, which conflict with any of the provisions of this Resolution, are, for such conflict, repealed, except this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

Section 4. Prior Resolutions:

The body and substance of any prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are reaffirmed and readopted.

Section 5. Savings Clause:

If any provision of this Resolution shall be held or deemed to be or shall be invalid, inoperative, or unenforceable for any reason, such reason shall not render any other provision or provisions hereof invalid, inoperative, or unenforceable to any extent whatever, this Resolution being deemed to be the separate independent and severable act of the District Board of Directors of West Haven Special Service District.

Section 6. Date of Effect:

This Resolution, and the changes contemplated, shall become effective on the ____ day of _____ 2024, and after publication or posting as required by law.

PASSED AND ADOPTED BY THE DISTRICT BOARD OF DIRECTORS OF WEST HAVEN SPECIAL SERVICE DISTRICT, STATE OF UTAH, ON THIS ____ DAY OF ____ 2024.

WEST HAVEN SPECIAL SERVICE DISTRICT

by: _____
Chairman

Attested and recorded

Charis Sully, District Recorder

EXHIBIT A

Amendment to Interlocal Cooperation Agreement Providing for Reimbursement to West Haven City from the West Haven Special Service District for Certain Costs Incurred by the City on Behalf of the District in Support of Certain District Operations, attached to Resolution 10-2024

DRAFT

**AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT PROVIDING FOR
REIMBURSEMENT TO
WEST HAVEN CITY FROM THE WEST HAVEN SPECIAL SERVICE DISTRICT FOR
CERTAIN COSTS INCURRED BY THE CITY ON BEHALF OF THE DISTRICT
IN SUPPORT OF CERTAIN DISTRICT OPERATIONS**

This AMENDMENT TO THE INTERLOCAL COOPERATION AGREEMENT ("Amendment") is made and entered into this ____ day of _____, 2024, by and between West Haven City, a municipal corporation of the State of Utah, hereinafter referred to as "City", and West Haven Special Service District, a quasi-municipal corporation and special service district organized under the laws of the State of Utah, hereinafter referred to as "District".

RECITALS

WHEREAS, the City of West Haven is a municipal corporation and the West Haven Special Service District is a special service district and quasi-municipal corporation (hereinafter sometimes referred to collectively as the "Parties" or individually as "Party") both duly organized and existing under the laws of the State of Utah; and,

WHEREAS, in conformance with the provisions of Interlocal Cooperation Act, UCA §11-13-101, et. seq. as amended (hereinafter, the "Act"), the Parties are authorized to enter into interlocal cooperation agreements; and,

WHEREAS, in conformance with the Act, in June 2024, the Parties entered into an Interlocal Cooperation Agreement (hereinafter "Agreement") to provide for reimbursement of certain costs and expenses incurred by the City on behalf of the District; and,

WHEREAS, since entering into the Agreement, the City and the District have identified additional terms and conditions that need to be addressed; and

WHEREAS, the Parties wish to amend the Agreement to add in those additional terms and conditions; and

NOW THEREFORE, in consideration of the mutual covenants and promises contained hereafter, the Parties hereto agree to the following amendments:

The language in red shall be added as Subsections B, C, and D to ARTICLE FOUR: OPERATIONS and the rest of the subsections numbering in red shall be adjusted as shown. No other language in the other subsections shall be amended – just the numbering shall be adjusted. The amendments are as follows:

ARTICLE FOUR: OPERATIONS

- A. Budget Management.** The Parties agree that the City employees are authorized to oversee, administer, and expend funds appropriated through the District's budgeting process in

accordance with any procurement policy that the District has or will adopt and other governing policies or regulations.

- B. Financial Reporting and Accounting. The Governmental Account Standard Board (GASB) has established accounting standards that require the District to be reported as a discretely presented component unit in the City's annual audited financial statements. The decision to include the District as a component unit of the City is based upon the following considerations: 1) the District provides sewer services to the residents of the City; 2) the Board of Directors of the District includes some of the members of the Governing Body of the City; and 3) the City invoices the District monthly for contracted services and maintenance.

The District also provides utility billing services for the City, which require interrelated accounting entries between Parties' financial records to maintain accurate balances due to and due from each Party. Due to the associated interrelated financial reporting and accounting activities, the City and the District agree to use the same certified public accounting firm to provide auditing and accounting services. The certified public accounting firm shall invoice the City and District separately.

- C. Credit Card Related Fees. The District provides utility billing services for the City, and as such, the public is, in effect, remitting payment to both Parties in one transaction. As a result, the City and District agree to have the same policy regarding assessing a convenience fee when accepting credit card payments.
- D. Procurement Policies. Procuring goods and services can be administratively time-consuming. The City and District desire to streamline and promote administrative efficiencies in procurement. To the degree allowed by Utah Code, the City and District agree to follow similar procurement processes. The District and City agree that goods and services procured through a process by either Party shall be valid unless otherwise prohibited by Utah Code.
- E. Equipment. It is understood and acknowledged by each Party that each Party is entitled to retain the ownership and possession of all equipment owned by such Party at the commencement of this Agreement or purchased by said Party during the term or terms of this Agreement.

1. The Parties also agree that either Party is authorized to use the other Party's equipment for the City or District business.
2. The Parties shall adequately and sufficiently insure their own equipment, which may include, but is not limited to auto and collision, and general liability.
 - a. If an accident occurs when a City employee is using a piece of equipment and liability is determined to be with a City employee operating the vehicle, the Party that owns the vehicle involved in the accident shall submit a claim to their insurance provider, and the Party that owns the equipment shall pay the deductible associated with the insurance claim for the accident.

- F. Attendance at Board Meetings. To facilitate understanding and reporting associated with the operations of the District, the City Manager, Sewer Superintendent, City Engineer, and Utility Officer Manager/ District Recorder or their designee shall make a good faith effort to attend the District Board Meetings and provide information and support to the Board.
- G. Supervision of City Employees. The City Manager and Sewer Superintendent shall make hiring decisions, manage, supervise, and discipline all the employees who provide services to the District. Any concerns that the District Board shall have regarding operations, including personnel, shall be brought to the direct attention of the City Manager or Sewer Superintendent. The City Manager or Sewer Superintendent shall work to resolve any concern brought to their attention.
- H. Training. The District shall be responsible for providing training opportunities for all of the City employees that provide operations to the District. The City Manager and Sewer Superintendent in their sole discretion, shall determine topics and types of training, as well as dates, times, and places for training to occur, and shall have the ability to authorize the expense of funds for training from District's budget for such purposes.
- I. Operational Judgment Exercised. City employees who are involved with the management and operations of the District's water and sewer system shall have the exclusive right to make management and operational decisions, and the Parties to this Agreement wholly accept the risk and outcome of these decisions.

ALL OTHER PROVISIONS OF THE ORIGINAL INTERLOCAL COOPERATION AGREEMENT, WHICH WAS ENTERED INTO IN JUNE 2024, SHALL REMAIN THE SAME.

IN WITNESS WHEREOF, the Parties hereto have signed the foregoing Amendment by authority of appropriate resolutions of their respective City Council and Board of Directors, as applicable, and following approval as to form of their respective legal counsels, the day and year first above written.

Dated this _____ day of _____, 2024

West Haven City

West Haven Special Service District

By _____
City Manager

By _____
Board Chairman

Attest _____
City Recorder

Attest _____
Board Recorder

Approved as to form:

Dated this ____ day of _____, 2024

City Attorney
West Haven City

Approved as to form:

Dated this ____ day of _____, 2024.

District Attorney
West Haven Special Service District

DRAFT

STAFF REPORT

TO: WHSSD Governing Board
FROM: Shawn Warnke, City Manager
DATE: November 18, 2024



SUBJECT: Discussion and consideration of adopting a resolution approving an agreement between the City and Child Richards CPAs & Advisors

Approving an Agreement between the City and Child Richards CPAs & Advisors. The City currently has a letter of engagement and flat fee arrangement with Child Richards CPAs & Advisors to provide financial services for the City and the District. The flat fee is \$5,000 per month, which has been this amount since July 2021. Several weeks ago, Ryan Child requested that the City Council consider modifying the fee arrangement. More specifically, Child Richards CPAs & Advisors stated that the flat fee arrangement has the firm in a situation where they are doing work for free, as described in more detail below.

Child Richards CPAs & Advisors' time in West Haven City and the District varies monthly, with heavy months at year-end accounting and audit preparation. The highest months are July, August, September, December, and January. Child Richards CPAs & Advisor's time input has increased for a few reasons: 1) growing City and more to cover, 2) capital project accounting, and 3) accounting standard changes such as lease standards and subscription-based information technology arrangements, implemented one year ago.

Over the past twelve months, Child Richards CPAs & Advisors stated that their billing came up to \$85,692, but the firm billed the fee of \$60,000 to the City. With a fixed fee arrangement, Child Richards CPAs & Advisors proposes a flat fee of \$6,250 per month, totaling \$75,000 per year between the City and District. Child Richards will bill the District directly their proportionate share, which will be approximately \$937.50 monthly.

RESOLUTION NO. 11-2024

**A RESOLUTION OF THE WEST HAVEN SPECIAL SERVICE DISTRICT
AUTHORIZING ADOPTION OF THE AGREEMENT BETWEEN THE DISTRICT,
WEST HAVEN CITY, AND CHILD RICHARDS CPAS & ADVISORS; AUTHORIZING
THE CHAIR TO SIGN SUCH AN AGREEMENT; AND PROVIDING FOR AN
EFFECTIVE DATE.**

Section 1. Recitals:

WHEREAS, the City of West Haven ("City") is a municipal corporation and the West Haven Special Service District ("District") is a special service district and quasi-municipal corporation (hereinafter sometimes referred to collectively as the "Parties" or individually as "Party") both duly organized and existing under the laws of the State of Utah; and,

WHEREAS, the District finds that certain sections of Utah Code Annotated 1953, as amended, authorizes public bodies, including the District, to exercise all administrative and legislative powers by resolution; and,

WHEREAS, Child Richards CPAs & Advisors ("Child Richards") have been providing accounting and reporting for both the District and the City; and

WHEREAS, the District finds that there has been a significant increase of work for Child Richards for both the City and the District because of growth and any additional new legislative requirements for accounting and reporting; and

WHEREAS, the Professional Services Agreement ("Agreement") that the City already has with Child Richards CPAs & Advisors ("Child Richards") to provide accounting, internal controls, and annual budget and reporting preparation services for the City and the District needs to be amended to account for this growth; and,

WHEREAS, the City, the District, and Child Richards have discussed amending the current agreement to account for the additional work which would increase the total monthly rate paid to Child Richards; and

WHEREAS, the District feels that the best way to accomplish these goals is to enter into this Agreement with Child Richards along with the City, which amends and replaces the current agreement with the City and is attached as Attachment "A" to this Resolution; and

WHEREAS the District now desires to adopt this Agreement by accepting the terms thereof; and,

WHEREAS, the District finds that the public convenience and necessity requires the actions herein contemplated,

**THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF DIRECTORS
OF WEST HAVEN SPECIAL SERVICE DISTRICT as follows:**

Section 2. APPROVE AND ADOPT

1. That the District approves and adopts the Agreement between Child Richards, the District, and the City for the specific services outlined in the Agreement, a copy of which is attached as Attachment “A” to this Resolution.
2. The Chairman of the Board is authorized to sign any documents necessary for the District to enter into this Agreement.
3. The foregoing Recitals are fully incorporated herein.

Section 3. Repealer of Conflicting Enactments:

All orders and resolutions regarding the changes herein enacted and adopted which have heretofore been adopted by the District, or parts thereof, which conflict with any of the provisions of this Resolution, are, for such conflict, repealed, except this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

Section 4. Prior Resolutions:

The body and substance of any prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are reaffirmed and readopted.

Section 5. Savings Clause:

If any provision of this Resolution shall be held or deemed to be or shall be invalid, inoperative, or unenforceable for any reason, such reason shall not render any other provision or provisions hereof invalid, inoperative, or unenforceable to any extent whatever, this Resolution being deemed to be the separate independent and severable act of the District Board of Directors of West Haven Special Service District.

Section 6. Date of Effect:

This Resolution, and the changes contemplated, shall become effective on the ____ day of _____ 2024, and after publication or posting as required by law.

PASSED AND ADOPTED BY THE DISTRICT BOARD OF DIRECTORS OF WEST
HAVEN SPECIAL SERVICE DISTRICT, STATE OF UTAH, on this ____ day of ____ 2024.

WEST HAVEN SPECIAL SERVICE DISTRICT

by: _____
Chairman

Attested and recorded

Charis Sully, District Recorder

DRAFT

ATTACHMENT “A”

**PROFESSIONAL SERVICES AGREEMENT WITH CHILD RICHARDS CPAS &
ADVISORS AND WEST HAVEN CITY
Attached to Resolution 11-2024**

DRAFT

September 26, 2024

West Haven City and
West Haven Special Service District:

We are pleased to provide services for the City and District with accounting, internal controls, and annual budget and reporting preparation. Ryan Child will be the individual charged with serving as Treasurer. However, all the firm's resources will be available to the governments.

The scope of services to be performed for the City include the following:

- 1) Reconcile all bank statements and maintain adequate balances in all accounts.
- 2) Prepare monthly financial statements for the governing boards.
- 3) Prepare memos or other meaningful documents to assist in the understanding of the financial related matters of the governments.
- 4) Provide insight into possible improvements in controls, efficiencies, or compliance related matters.
- 5) Prepare any necessary tax documents at year end including W2s of the board members and 1099s of the City.
- 6) Prepare and upload the semi-annual deposit and investment form for the Utah Money Management Act.
- 7) Prepare and upload the annual impact fee report to the State Auditors' Office.
- 8) Preparation of the annual financial report including statements, reconciliations, note disclosures and Management Discussion and Analysis.
- 9) Assistance in complying with governmental accounting standards including all related GASB pronouncements and state compliance related issues.
- 10) Preparation and monitoring of annual budgets.
- 11) Provide assistance in working with the Independent Auditor, bond financial advisors, bank officers and other professional consultants.
- 12) Assist the governments with the state transparency reporting requirements.
- 13) Assistance with accounting software.
- 14) Review invoices and documentation of disbursements including signing of checks.
- 15) Review payroll reports and tax returns as prepared by payroll processing firm.
- 16) Other financial and accounting issues as requested by the Mayor and City Council.
- 17) Provide occasional presentations on understanding the information provided in financial statements to the governing body.
- 18) Provide assistance on the creation and modifications of a capital budgeting plan over several years in coordination with city management, engineers, and the mayor and council.

The scope of services to be performed for the District include the following:

- 1) Reconcile all bank statements and maintain adequate balances in all accounts.
- 2) Prepare monthly financial statements for the governing board.
- 3) Prepare memos or other meaningful documents to assist in the understanding of the financial related matters of the governments.
- 4) Provide insight into possible improvements in controls, efficiencies, or compliance related matters.
- 5) Prepare any necessary tax documents at year end including W2s of the board members and 1099s of the District.
- 6) Prepare and upload the semi-annual deposit and investment form for the Utah Money Management Act.
- 7) Prepare and upload the annual impact fee report to the State Auditors' Office.
- 8) Preparation of the annual financial report including statements, reconciliations, note disclosures and Management Discussion and Analysis.
- 9) Assistance in complying with governmental accounting standards including all related GASB pronouncements and state compliance related issues.
- 10) Preparation and monitoring of annual budgets.
- 11) Provide assistance in working with the Independent Auditor, bond financial advisors, bank officers and other professional consultants.
- 12) Assist the governments with the state transparency reporting requirements.
- 13) Assistance with accounting software.
- 14) Other financial and accounting issues as requested by the Board of Directors.

Fees for these services will begin for September's services in 2024 and will be billed at \$6,250 per month in total for the City and District combined with an annual cost of living adjustment (COLA) equivalent to the COLA given to City employees at the beginning of each budget year. The COLA adjusted fee will begin for July's services of each year the COLA is adopted through budgetary process. The monthly fee may be billed in one combined bill or separated between the City and District at a proportionate share of 85% and 15% respectively. The combined or separate billing may be determined by the City and District or modified on an ongoing basis.

If the above items agree with your understanding, please acknowledge accordingly.

Thank you for the opportunity to serve.

Child, Richards CPAs & Advisors

RESPONSE:

This letter correctly sets forth the understanding of West Haven City and West Haven Special Service District.

Mayor signature: _____

Date: _____

Board chair signature: _____

Date: _____



WEST HAVEN SPECIAL SERVICE DISTRICT

Monday, October 21, 2024 6:30 pm
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

BOARD MEMBERS

Chairman Kurk Beesley
Vice Chairman Dale Allen
Mayor Rob Vanderwood
Councilmember Ryan Swapp

Melinda Stimpson
James Jenson
Brent Warren

MEETING MINUTES OF OCTOBER 21, 2024

1. MEETING CALLED TO ORDER

- A. Chairman Kirk Beesley
Dale Allen called the meeting to order at 6:31 pm.

2. OPENING CEREMONIES

- A. Pledge of Allegiance – Ryan Swapp
The Pledge of Allegiance was led by James Jenson.
- B. Invocation – Rob Vanderwood
The Invocation was led by Melinda Stimpson.

3. PUBLIC PRESENTATIONS (NO ACTION SHALL BE TAKEN. ALLOTTED FOR ISSUES NOT LISTED ON THE AGENDA)

No one was present for this item.

4. STAFF REPORT

- A. John Wallace

John updated the board on the 2700 W Lift Station Project and said it was about 60% complete in the design stage and they hope to have it out to bid in November. He also gave updates on the issues with manholes located on 5100 W and some suggested fixes as well as the Land Acquisition progress. John told the board that he would like to use the same fencing materials as the 4700 W lift station on the 4450 W location. He stated that 4 companies responded with only one being able to fulfill the request.

- B. Ed Mignone

Ed updated the board on the Impact Fee Analysis stating that he believes they are close with coming up with the IFP and anticipates a recommendation to be presented to the board in December and then they will start the sewer rate fee. They will then start the utility rate fee for water.

5. ACTION ITEMS

- A. Award Fencing Project for 4450 W Lift Station

James Jenson made a motion to award to Rocky Mountain Fence Inc. for \$77,720.00. **Melinda Stimpson** seconded the motion.

AYES: Jame Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson,

NAYS:

ABSENT: Kurk Beesley, Brent Warren, Rob Vanderwood

6. DISCUSSION

- A. Financial Services and amending the Interlocal Agreement with West Haven City

Shawn discussed with the board the financial services that are provided by Child Richards and the increase in fees that they are requesting. Currently, the city is paying the entire fee. He suggested that the city and district always use the same firm because of different reporting requirements through the state. He also updated the board on what the city is planning to do when it comes to credit card fees and suggested that the district review its stance on covering them.

Shawn discussed with the board the financial services that are provided by Child Richards and the increase in fees that they are requesting. Currently, the city is paying the entire fee. He suggested that the city and district always use the same firm because of different reporting requirements through the state. He also updated the board on what the city is planning to do when it comes to credit card fees and suggested that the district review its stance on covering them.

7. CENTRAL WEBER UPDATE

Mayor Robert Vanderwood

Mayor Vanderwood was absent.

8. CONSENT AGENDA

- A. Action on minutes (September 16, 2024)
- B. Billing Adjustments (September 2024)
- C. Monthly Accounts Payable (October 2024)
- D. West Haven City – \$51,416.67 (Invoice 10202426 – Administrative Services for September 2024)
- E. West Haven City – \$24,104.65 (September Storm Drain Fees)
- F. West Haven City – \$73,890.68 (September 2024 Garbage Fees)
- G. Central Weber – \$344,148.00 (3rd Quarter Impact Fees)
- H. Roy City Corporation – \$9,791.60 (Surplus Water)

Dale Allen stated that item H should state \$9,791.60 and not \$9,79.60.

Melinda Stimpson made a motion to approve items A-H with the correction of the typo to \$9,791.60 for Roy City Corporation for Surplus Water. **Ryan Swapp** seconded the motion.

AYES: James Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson

NAYS:

ABSENT: Kurk Beesley, Brent Warren, Rob Vanderwood

9. ADJOURNMENT

Melinda Stimpson made a motion to adjourn at 7:01 pm. **James Jenson** seconded the motion.

AYES: James Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson

NAYS:

ABSENT: Kurk Beesley, Brent Warren, Rob Vanderwood

Dated this 18th day of November 2024

Charis Sully, District Recorder

Name	Customer Number	Type	Description	Amount	Msg	Service
Billing Adjustment						
10/02/2024						
White, Chase	9500.07	Billing Adjustment	Transfer Fee - New Tenant	50.00	M	Sewer - 1
Buchi, Micah	12182.06	Billing Adjustment	Transfer Fee - New Tenant	50.00	M	Sewer - 1
The Aesthetic Lounge	14345.02	Billing Adjustment	Transfer Fee - New Tenant	50.00	M	Sewer - 1
The Aesthetic Lounge	14345.02	Billing Adjustment	Backbilled to 08/24/2024	41.80	M	Sewer - 1
Hall, Brandon & Cara	9988.02	Billing Adjustment	Backbilled to 09/30/2024	2.00	M	Multiple
Hall, Brandon & Cara	9988.02	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Lobato, Arianna & Gino	15967.01	Billing Adjustment	Transfer Fee - New Ownership	1.20	M	Multiple
Brandley, May	15948.01	Billing Adjustment	Backbilled to 09/28/2024	3.60	M	Multiple
Total 10/02/2024:				<u>248.60</u>		
	<u>10226323</u>					
10/03/2024						
Maddox, Jacelyn	15873.02	Billing Adjustment	Tenant Moved out as of 09/14/2024	-25.44	M	Multiple
McNally, Abigail	14540.01	Billing Adjustment	Waived Late Fees on Final Bill	-5.00	M	L FEE - 19
Cathy Smith	11872.02	Billing Adjustment	Moved out 09/12/2024	-38.30	M	Multiple
Opheikens, Ben & Karen	9257.02	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Olson, Rick	9608.01	Billing Adjustment	Backbilled for second can 09/24/2024	2.31	M	Garbage - 4
Childs, Dana	9757.02	Billing Adjustment	Backbilled for second can 09/24/2024	2.31	M	Garbage - 4
Henry, William R	11482.03	Billing Adjustment	Backbilled for second can 09/24/2024	2.31	M	Garbage - 4
Gomez, Kasondra	14093.01	Billing Adjustment	Backbilled for second can 09/24/2024	2.31	M	Garbage - 4
Kirkman, Nick and Ashley	11350.03	Billing Adjustment	Backbilled for second can 09/24/2024	2.31	M	Garbage - 4
Total 10/03/2024:				<u>-7.19</u>		
	<u>10783217</u>					
10/07/2024						
Spaulding, Kyle	11455.01	Billing Adjustment	Waived Late Fee	-5.00	M	L FEE - 19
Bastidas, Ramon & Wendy	15767.01	Billing Adjustment	Backbilled to 09/25/2024	7.20	M	Multiple
Total 10/07/2024:				<u>2.20</u>		
	<u>2722202</u>					
10/08/2024						
Opheikens, Ben	9913.05	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Total 10/08/2024:				<u>50.00</u>		
	<u>991305</u>					
10/09/2024						
Trace Minerals Opco LLC	9170.02	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Dunn, Steven & Cindy	15898.01	Billing Adjustment	Backbilled to 09/05/2024	31.20	M	Multiple
Total 10/09/2024:				<u>81.20</u>		
	<u>2506803</u>					
10/15/2024						
Judston, Rob	14566.02	Billing Adjustment	billed through tenant	-2.00	M	SD - 5
Amanda Randall & Justin Os	11249.03	Billing Adjustment	Tenant Moved out 09/20/2024	-18.37	M	Multiple
Welch Randall	11249.02	Billing Adjustment	Back into LL account as of 09/20/2024	18.37	M	Multiple
Total 10/15/2024:				<u>-2.00</u>		
	<u>3706407</u>					
10/17/2024						
Rivera, Jannaldo	15200.02	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Total 10/17/2024:				<u>50.00</u>		
	<u>1520002</u>					
10/21/2024						
Kelley, Lindsey & Justin	13384.02	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Total 10/21/2024:				<u>50.00</u>		
	<u>1338402</u>					
10/22/2024						
11th West Partners	10197.02	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Nalder, Curt	10197.03	Billing Adjustment	Transfer Fee - New Tenant	50.00	M	Sewer - 1

Name	Customer Number	Type	Description	Amount	Msg	Service
Total 10/22/2024:						
	<u>2039405</u>			<u>100.00</u>		
10/24/2024						
Scott, Michael	13360.03	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Scott, Michael	13360.03	Billing Adjustment	Back Billed to 09/17/2024	23.38	M	Multiple
Srithiemthong, Matthew	11872.03	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Srithiemthong, Matthew	11872.03	Billing Adjustment	Backbilled to 09/21/2024	14.30	M	Multiple
Total 10/24/2024:						
	<u>5046412</u>			<u>137.68</u>		
10/28/2024						
Slovernick, Darius & Jaylena	14309.02	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Beaudoin, Christopher	15905.01	Billing Adjustment	Waived Late Fee	-5.00	M	L FEE - 19
Lofthouse, Cole	12979.01	Billing Adjustment	Sold Home 03/11/2024	-43.00	M	Multiple
Cooper, Austin & Bernadette	14335.03	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Cooper, Austin & Bernadette	14335.03	Billing Adjustment	Backbilled to 06/01/2024	144.00	M	Multiple
Total 10/28/2024:						
	<u>7186310</u>			<u>196.00</u>		
10/29/2024						
Spencer, Mason Alec	12979.02	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Spencer, Mason Alec	12979.02	Billing Adjustment	Back billed to 03/16/2024	280.88	M	Multiple
Wehe, Sahtara & Keala	9938.03	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Wehe, Sahtara & Keala	9938.03	Billing Adjustment	Back Billed to 09/11/2024	40.00	M	Multiple
Windham, Stormy	11058.03	Billing Adjustment	Transfer Fee - New Ownership	50.00	M	Sewer - 1
Windham, Stormy	11058.03	Billing Adjustment	Back Billed to 09/18/2024	15.60	M	Multiple
Total 10/29/2024:						
	<u>6795016</u>			<u>486.48</u>		
Total Billing Adjustment:						
	<u>54861804</u>			<u>1,392.97</u>		

Name	Customer Number	Type	Description	Amount	Msg	Service
Payment Adjustment						
10/02/2024						
Affleck, Warren	9031.01	Payment Adjustment	Reverse payment	55.21		Multiple
Total 10/02/2024:	903101			55.21		
10/03/2024						
Garef Ross Larson Family Tr	13074.01	Payment Adjustment	Refund overpayment	40.80		Sewer - 1
Total 10/03/2024:	1307401			40.80		
10/08/2024						
Richman, Jerald & Faye	13649.01	Payment Adjustment	Refund overpayment	30.20		Sewer - 1
Total 10/08/2024:	1364901			30.20		
10/10/2024						
Ames, Stacy	13648.01	Payment Adjustment	Refund overpayment	80.14		Sewer - 1
Total 10/10/2024:	1364801			80.14		
10/28/2024						
Martinez, Teresa	14880.01	Payment Adjustment	Refund overpayment	47.74		Sewer - 1
Total 10/28/2024:	1488001			47.74		
Total Payment Adjustment:	6428205			254.09		
Grand Totals:	61290009			1,647.06		

Report Criteria:

Selected types: Billing Adjustment, Payment Adjustment, Transfer, Write Off

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Amazon								
306	Amazon	10242024	office supplies	10/23/2024	19.32	19.32	10/24/2024	
306	Amazon	10302024	office supplies	10/30/2024	102.78	102.78	10/30/2024	
Total Amazon:					122.10	122.10		
BIGFOOT GRAFIX								
341	BIGFOOT GRAFIX	18901	DISTRICT LOGO INSTALLATION	10/21/2024	15.00	.00		
Total BIGFOOT GRAFIX:					15.00	.00		
Bona Vista								
115	Bona Vista	1118202403	43.2723.1	10/31/2024	32.78	.00		
Total Bona Vista:					32.78	.00		
Brent Warren								
339	Brent Warren	1006	Medicare	11/03/2024	4.22-	.00		
339	Brent Warren	1006	FICA	11/03/2024	18.05-	.00		
339	Brent Warren	1006	Extra Withholding	11/03/2024	100.00-	.00		
339	Brent Warren	1006	Directors Fees	11/03/2024	291.00	.00		
Total Brent Warren:					168.73	.00		
Caselle Inc.								
121	Caselle Inc.	136544	software support	11/01/2024	851.00	.00		
Total Caselle Inc.:					851.00	.00		
Centra Com								
344	Centra Com	1118202402	Fiber for Lift Stations	11/01/2024	541.00	.00		
Total Centra Com:					541.00	.00		
Chemtech-Ford Inc.								
124	Chemtech-Ford Inc.	24J2647	Water Samples	11/11/2024	550.00	.00		
Total Chemtech-Ford Inc.:					550.00	.00		
Child-Richards								
125	Child-Richards	96174000	Accounting Services for Septemb	10/31/2024	1,875.00	.00		
Total Child-Richards:					1,875.00	.00		
CINTAS								
333	CINTAS	5238001901	CABINET REFILL	11/04/2024	39.39	.00		
333	CINTAS	9294496255	AED Maintenance	10/31/2024	126.00	.00		
Total CINTAS:					165.39	.00		
Dale Allen								
287	Dale Allen	1030	FICA	11/01/2024	18.05-	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
287	Dale Allen	1030	Medicare	11/01/2024	4.22-	.00		
287	Dale Allen	1030	Directors Fees	11/01/2024	291.00	.00		
Total Dale Allen:					268.73	.00		
Dallas Green Farm & Home								
138	Dallas Green Farm & Home	7181	supplies	10/15/2024	11.98	.00		
Total Dallas Green Farm & Home:					11.98	.00		
Enbridge Gas								
144	Enbridge Gas	1118202401	acct #3443109831	11/01/2024	12.70	.00		
Total Enbridge Gas:					12.70	.00		
Freedom Mailing Services Inc								
346	Freedom Mailing Services Inc	49094	Utility Bill Processing	11/05/2024	3,229.38	.00		
Total Freedom Mailing Services Inc:					3,229.38	.00		
Gardner Engineering								
157	Gardner Engineering	2235	4450 Fencing	10/01/2024	100.00	.00		
157	Gardner Engineering	2298	Engineering and Survey Work-270	10/01/2024	5,937.50	.00		
Total Gardner Engineering:					6,037.50	.00		
HOOPER WATER								
177	HOOPER WATER	1118202404	18500.01	11/10/2024	55.92	.00		
177	HOOPER WATER	1118202405	52199.1	11/10/2024	28.46	.00		
Total HOOPER WATER:					84.38	.00		
Industrial Supply								
182	Industrial Supply	20749558-00	Supplies	10/31/2024	142.32	.00		
Total Industrial Supply:					142.32	.00		
James Jenson								
302	James Jenson	1022	Directors Fees	11/03/2024	291.00	.00		
302	James Jenson	1022	Medicare	11/03/2024	4.22-	.00		
302	James Jenson	1022	FICA	11/03/2024	18.05-	.00		
Total James Jenson:					268.73	.00		
JSolutions								
347	JSolutions	DM0189	SEWER CLEANING	10/24/2024	285.00	.00		
Total JSolutions:					285.00	.00		
Kurk Beesley								
288	Kurk Beesley	1030	Medicare	11/01/2024	6.03-	.00		
288	Kurk Beesley	1030	Directors Fees	11/01/2024	416.00	.00		
288	Kurk Beesley	1030	FICA	11/01/2024	25.80-	.00		
Total Kurk Beesley:					384.17	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Master Meter								
195	Master Meter	276852	Annual Harmony Mobile Support (	10/17/2024	1,430.00	.00		
	Total Master Meter:				1,430.00	.00		
Melinda Stimpson								
303	Melinda Stimpson	1022	Directors Fees	11/01/2024	291.00	.00		
303	Melinda Stimpson	1022	Medicare	11/01/2024	4.22-	.00		
303	Melinda Stimpson	1022	FICA	11/01/2024	18.05-	.00		
	Total Melinda Stimpson:				268.73	.00		
Nearmap US Inc								
206	Nearmap US Inc	1118202407	mapping software	11/01/2024	5,450.00	.00		
	Total Nearmap US Inc:				5,450.00	.00		
Premier Vehicle Installation Inc.								
218	Premier Vehicle Installation Inc.	45730	Equipment Installation	11/01/2024	1,202.46	.00		
	Total Premier Vehicle Installation Inc.:				1,202.46	.00		
Rocky Mountain Power								
237	Rocky Mountain Power	1118202406	acct #49047986-001 0	10/28/2024	809.94	.00		
	Total Rocky Mountain Power:				809.94	.00		
Roy City Corporation								
239	Roy City Corporation	11182024	Surplus water	10/31/2024	6,188.00	.00		
	Total Roy City Corporation:				6,188.00	.00		
TJ Trailers								
255	TJ Trailers	152820	Truck parts	11/12/2024	136.44	.00		
	Total TJ Trailers:				136.44	.00		
Verizon								
269	Verizon	9978065456	Data plan	11/06/2024	160.04	.00		
	Total Verizon:				160.04	.00		
Weber Basin Water Conservancy District								
273	Weber Basin Water Conservancy	0078895	water samples	11/08/2024	48.00	.00		
	Total Weber Basin Water Conservancy District:				48.00	.00		
WEST HAVEN CITY								
275	WEST HAVEN CITY	10202427	Administrative Services OCTOBE	10/31/2024	51,416.67	.00		
	Total WEST HAVEN CITY:				51,416.67	.00		
	Grand Totals:				82,156.17	122.10		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Dated: _____

Board Chairman: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

INVOICE



INVOICE #10202427
DATE: OCTOBER 31, 2024

TO:
WEST HAVEN SPECIAL SERVICE DISTRICT

FOR:
ADMINISTRATIVE SERVICES INCLUDING OFFICE
SPACE, UTILITIES AND PERSONNEL FOR
OCTOBER 2024

DESCRIPTION	AMOUNT
Administrative Services including office space, utilities and personnel for October 2024	\$51,416.67
TOTAL	\$51,416.67

Make all checks payable to:
West Haven City
4150 S. 3900 W.
West Haven, UT 84401
801-731-4519



RENEWAL QUOTE

Nearmap US, Inc.
1850 W Ashton Blvd, Suite 500
Lehi, UT 84043, USA
Phone: +1 (801) 609 7250

Customer Name	West Haven Special Service District (WHSSD)	Quote Number	Q106242
Contract Commencement	Contract commences upon signing of quote.	Quote Expiry	12/19/2024
Subscription Term	12 Month	Account Rep	Lucy Biles lucy.biles@nearmap.com
Subscription Start Date	12/19/2024	Payment Term	Net 30
		Payment Method	Invoice
Bill To	West Haven Special Service District (WHSSD) Charis Sully 4150 South 3900 West, West Haven, Utah, 84401 8017315819 csully@westhavencity.com	Ship To	West Haven Special Service District (WHSSD) Charis Sully 4150 South 3900 West, West Haven, Utah, 84401 8017315819 csully@westhavencity.com

PRODUCT	ALLOWANCE	COVERAGE	SEATS
Nearmap Oblique for Government	NA	Nationwide	Unlimited
Subtotal			\$5,450.00
*Estimated Tax			\$0.00
Total			USD \$5,450.00

*The Total includes applicable sales tax for the state which the Licensee is located. If an exemption from sales tax is applicable to the Licensee, the Licensee shall provide to Nearmap, in accordance with state law, relevant tax-exemption documentation. It will be the responsibility of the Licensee to ensure proof of tax-exempt status remains current for subsequent renewals of the Agreement.

ACCEPTANCE OF Q106242 will constitute an Agreement with Nearmap

By selecting **"Yes"** or **signing below**, you acknowledge that (a)(i) the Additional Terms and Conditions of the previous Agreement between the Licensee and Nearmap applies to this Renewal Quote, unless otherwise specified in Schedule 1 of this Renewal Quote, and (ii) the Product-Specific Terms set out in <https://www.nearmap.com/us/en/legal/product-agreements> applies to this Renewal Quote, (b) you have the authority to agree to this Renewal Quote, (c) you agree to pay the fees set forth herein. You acknowledge that the Coverage Area by Nearmap is outlined at <https://www.nearmap.com/us/en/current-aerial-maps-coverage>.

Note: The terms of your Agreement remain the same unless varied by this Renewal Quote. The total in this Renewal Quote is only an estimate of your next invoice. Final credits and amendments to the subscription is dependent upon the date this Renewal Quote is accepted.

Signature / Digital Acceptance:

Date:

Full Name:

Position:

PO Number (if required):

If printed, please sign, scan and email to: orders.us@nearmap.com



ROY CITY CORPORATION
5051 S 1900 W • ROY, UTAH 84067
PHONE (801) 774-1000 • FAX (801) 774-1030
www.royutah.org

Office Hours
8:00 a.m. - 5:00 p.m.
Monday - Thursday
8:00 a.m. - 12:00 p.m.
Friday

Closed Weekends & Holidays

WEST HAVEN SPECIAL SER DIST
4150 S 3900 W
WEST HAVEN UT 84401-9501

ACCOUNT NUMBER	NAME		SERVICE LOCATION		STATEMENT DATE	DUE DATE
36.30100.0	WEST HAVEN SPECIAL SER DIST		2500 W 4000 S		10/31/2024	11/25/2024
METER READ DATE		METER READING		GALLONS USED	SERVICE DESCRIPTION	CHARGES
FROM	TO	PREVIOUS	PRESENT	(1,000)		
MULT	10/02/2024	MULT	MULT	6800	WATER	6,188.00
					PAST DUE BALANCE/ADJUSTMENTS	.00
					TOTAL DUE 11/25/2024	\$ 6,188.00

ALL PAST DUE BALANCES ARE SUBJECT TO LATE FEES AND DISCONNECTION; ADDITIONAL FEES APPLY IF SERVICE IS DISCONNECTED DUE TO NON-PAYMENT

MESSAGES

* **PAPERLESS STATEMENTS/AUTOPAY:** Visit www.xpressbillpay.com

* **HOLIDAY HOURS:** The Roy City Offices will be closed on Monday November 11th, Thursday November 28th, and Friday November 29th

* **WASTE PASSES:** Roy City is still offering free waste passes for use at the Weber County Transfer Station through December 31st. One pass per household will be available to Roy City Homeowners on a first come first serve basis by visiting the utility office.

RETURN BOTTOM PORTION WITH YOUR PAYMENT



ROY CITY CORPORATION
5051 S 1900 W
ROY, UTAH 84067

Make online payments through www.xpressbillpay.com

PAYMENT COUPON

SERVICE LOCATION		
2500 W 4000 S		
ACCOUNT NUMBER	DUE DATE	AMOUNT DUE
36.30100.0	11/25/2024	6,188.00
AMOUNT ENCLOSED		
		\$

*****AUTO**ALL FOR AADC 840 AA 8184 1/1-P24 T23



WEST HAVEN SPECIAL SER DIST
4150 S 3900 W
WEST HAVEN UT 84401-9501

ROY CITY CORPORATION
5051 S 1900 W
ROY UTAH 84067



INVOICE

Bill To

West Haven Special Service District
4150 South 3900 West
West Haven, UT 84401

Inv. # 2298**Date** 10-01-2024**Period** 09-01-2024 - 09-30-2024**Due** 10-01-2024**Project** 23-175 - West Haven Special Service District - 2700 W
Lift Station (2700)

PROJECT SUMMARY

DESCRIPTION	BUDGET	BILLED	CURRENT	COMPLETE	REMAINING
1 - Engineering & Survey Work	\$0.00	\$1,100.00	\$900.00	-	-\$2,000.00
2 - Design 2	\$0.00	\$0.00	\$5,037.50	-	-\$5,037.50
Fee Total	\$0.00	\$1,100.00	\$5,937.50	-	-\$7,037.50
Expenses	\$0.00	\$0.00	\$0.00	-	\$0.00
Expense Total	\$0.00	\$0.00	\$0.00	-	\$0.00
Project Total	\$0.00	\$1,100.00	\$5,937.50	-	-\$7,037.50
AMOUNT DUE			\$5,937.50		

LABOR

1 - Engineering & Survey Work (T&M)

STAFF	HOURS	RATE	TOTAL
Ryan Christensen	9	\$100.00	\$900.00
	9		\$900.00

2 - Design 2 (Lump Sum) **\$5,037.50**

Labor Total **\$5,937.50**

Labor Subtotal \$5,937.50

Direct Expenses Subtotal \$0.00

Invoice Total **\$5,937.50**

AMOUNT DUE **\$5,937.50**

Please Send Payment To

Gardner Engineering
1580 W. 2100 S.
West Haven, UT 84401



INVOICE

TIMESHEET REPORT

Task 1 - Engineering & Survey Work

DATE	EMPLOYEE	HOURS	NOTES
09-05-2024	Ryan Christensen	1	power coordination
09-11-2024	Ryan Christensen	3.5	preliminary/project management
09-12-2024	Ryan Christensen	4	meeting/project management
09-13-2024	Ryan Christensen	0.5	geotech