WEST HAVEN SPECIAL SERVICE DISTRICT

Monday, December 16, 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 DECEMBER 16, 2024

1. MEETING CALLED TO ORDER
   A. Chairman Kurk Beesley
      Kurk Beesley called the meeting to order at 6:30 pm.

2. OPENING CEREMONIES
   A. Pledge of Allegiance – Ryan Swapp
      Dale Allen led the Pledge of Allegiance
   B. Invocation – Rob Vanderwood

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 fencing project at the 4450 Lift Station and the design stage of the 2700 Lift Station overhaul. John also thanked Kurk Beesley for his time served on the sewer district board.

      Dale Allen asked if the old bypass pump had been sold.

      John informed the board that it was sold and the new one had been delivered.
   B. Ed Mignone

      Ed Mignone thanked Kurk Beesley for his service on the board.

5. PUBLIC HEARING
   A. For the purpose of considering an amendment to the West Haven Special Service District 2024-2025 Budget

      Shawn Warnke, City Manager, updated the board on the proposed amendment to the Interlocal Agreement between the District and City.

Rob Vanderwood made a motion to enter into public hearing. Melinda Stimpson seconded the motion.

AYES:	Kurk Beesley, James Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson, Brent Warren, Rob Vanderwood
NAYS:	
ABSENT:	

No one was present for this item

6. ACTION ITEMS
   A. Proposed Resolution 12-2024 (for the purpose of adopting 2025 annual meeting schedule)

James Jenson made a motion to approve resolution 12-2024 adopting the 2025 annual meeting schedule. **Brent Warren** seconded the motion.

AYES:	Kurk Beesley, James Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson, Brent Warren, Rob Vanderwood
NAYS:	
ABSENT:	

B. Proposed Resolution 13-2024 (for the purpose of amending the WHSSD 2024-2025 budget)

Kurk Beesley asked why the budget went from about $7,000 to $18,000.

Shawn Warnke informed the City has paid the fee for accounting services for the board. The changes shown are for the total cost and not for the increase in fee from Child Richards.

Charis Sully explained that the budget account includes budgeted money to cover the annual audit.

Mayor Vanderwood asked if the audit was performed by the same company.

Shawn Warnke said they are two separate companies. Child Richards only does the accounting and an independent audit is performed by another firm

Brent Warren made a motion to approve Resolution 13-2024 amending the WHSSD 2024-2025 budget. **Dale Allen** seconded the motion.

AYES:	Kurk Beesley, James Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson, Brent Warren, Rob Vanderwood
NAYS:	
ABSENT:	

C. Proposed Resolution 14-2024 (for the purpose of approving and adopting an agreement between the District and LRB Financial Advisors, Inc. for financial advisory and consulting services

Shawn Warnke gave background on the RFQ that was done for Financial Services. He let the board know that this is an on-call contract with LRB that is being presented to the board, to be used as needed.

Dale Allen made a motion to approve resolution 14-2024 for the purpose of approving and adopting an agreement between the District and LRB Financial Advisors, inc. for Financial Advisory and Consulting Services **Brent Warren** Seconded the motion.

AYES:	Kurk Beesley, James Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson, Brent Warren, Rob Vanderwood
NAYS:	
ABSENT:	

D. Moving the January and February Board meetings to the last Monday of the month

James Jenson made a motion to move the January and February meetings to the last Monday of the month. **Melinda Stimpson** seconded the motion.

AYES:	Kurk Beesley, James Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson, Brent Warren, Rob Vanderwood
NAYS:	
ABSENT:	

7. <u>DISCUSSION</u>

Fee Policies

Charis Sully explained that staff is in the middle of a fee schedule and some questions have come up as to what the board would like to see.

One of the issues is people overpaying on their monthly sewer bill and calling and requesting a refund at the end of the year. Staff would like to know if the board would like to continue issuing refunds or apply the overage towards future bills. If the account is closed then a refund will be issued.

Mayor Vanderwood stated that he would like to see the overages be used towards future billing instead of issuing refunds.

The other issue is when there are repeat returned Electronic Funds Transfers done on Auto Pay through Xpress Bill Pay. Staff would like to know if the board would like to keep it the way we have been doing it or if we should terminate the auto-pay and require a different form of payment.

The board discussed terminating auto-pay on the 3rd failed transaction.

8. CENTRAL WEBER UPDATE

Mayor Vanderwood updated the board on Central Weber business relating to a bid that was submitted to mitigate Carbon Monoxide inside a building. He also talked about a legislative requirement for disclosures and operating budgets at $10,000,000 or higher.

Mayor Vanderwood thanked Kurk Beesley for his time on the Board.

9. CONSENT AGENDA

A. Action on minutes (November 18, 2024)
B. Billing adjustments (November 2024)
C. Monthly accounts payable (December 2024)
D. West Haven City – $55,632.15 (Invoice 11202428 – Administrative Services for November 2024)
E. West Haven City – $26,265.84 (October 2024 Storm Drain Fees)
F. West Haven City – $78,843.21 (October 2024 Garbage Fees
G. Central Weber – $409,648.00 (invoice 2328361 Treatment Fees)
H. LRB Public Finance Advisors – $6,300. (invoice 2024-0090A Consulting Services on sewer impact fees)
I. Gardner Engineering – $9,830.00 (invoice 2535 2700 W Lift Station Engineering)
J. Rock Hard Excavating LLC – $6,300.00 (invoice 1791 4700 W and 4800 S sewer line repair)
K. Upper Case Printing, Ink. – $7,530.00 (invoice 2473 Annual bill supplies)

Dale Allen made a motion to approve items A-K. James Jenson seconded the motion.

AYES:	Kurk Beesley, James Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson, Brent Warren, Rob Vanderwood
NAYS:	
ABSENT:	

10. ADJOURNMENT

James Jenson made a motion to adjourn at 7:12 pm. Rob Vanderwood seconded the motion.

AYES:	Kurk Beesley, James Jenson, Dale Allen, Ryan Swapp, Melinda Stimpson, Brent Warren, Rob Vanderwood
NAYS:	
ABSENT:	

Dated this 27th day of January 2025

Charis Sully

Charis Sully, District Recorder