



41850 S 3900 W West Haven, UT 84401

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

WEST HAVEN SPECIAL SERVICE DISTRICT

BOARD MEMBERS

Chairman Dale Allen
Vice Chairman James Jenson
Brent Warren
Clarence Kelley
Mayor Rob Vanderwood
Councilmember Ryan Swapp
Planning Member Melinda Stimpson

WEST HAVEN SPECIAL SERVICE DISTRICT BOARD MEETING NOTICE AND AGENDA MARCH 17, 2025

Notice is hereby given that the West Haven Special Service District will hold the monthly board meeting on March 17, 2025 beginning @ 6:30 pm at the West Haven City Hall, join us digitally via Zoom <https://us06web.zoom.us/j/82350162553>, or watch us live on YouTube <http://www.youtube.com/@cityofwesthavenutah4030>

1. **MEETING TO ORDER**- Dale Allen
2. **OPENING CEREMONIES**
 - A. Pledge of Allegiance- Clarence Kelley
 - B. Invocation- Rob Vanderwood
3. **PUBLIC PRESENTATIONS** (no action may be taken, allotted for issues not listed on the agenda)
4. **PUBLIC HEARING**
 - A. Resolution 02-2025 for the purpose of considering Xpress Bill Pay Fees and allowing the district to bill those fees to the account holders
5. **ACTION ITEMS**
 - A. Action on Public Hearing for Resolution 02-2025 For the purpose of considering Xpress Bill Pay Fees and allowing the district to bill those fees to the account holders
 - B. Schedule a budget meeting and select budget committee members
6. **STAFF REPORT AND PROJECT UPDATES**
 - A. John Wallace
 - B. Ed Mignone
7. **CENTRAL WEBER UPDATE**- Mayor Robert Vanderwood
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, lease, or sale of real property, to be held in accordance with the provisions of Utah Code 52-4-205.
9. **ACTION ON RESOLUTION 03-2025**-Approving and adopting a Real Estate Purchase Agreement for Property
10. **CONSENT AGENDA**
 - A. Action on minutes (February 24, 2025)
 - B. Billing adjustments (February 2025)
 - C. Monthly accounts payable (March 2025)
 - D. West Haven City - \$55,632.15 (Invoice 02202504- Administrative Services for February 2025)
 - E. West Haven City - \$27,428.30 (February 2025 Storm Drain Fees)
 - F. West Haven City - \$73,053.44 (February 2025 Garbage Fees)
 - G. Gardner Engineering - \$23,944.13 (Invoice 3187 2700 W Lift Station Project)
 - H. Sunrise Title Company, Escrow Officer Merv Glines-\$10,000.00 (Earnest Money Deposit)
11. **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 BOARD
FROM: Charis Sully, District Recorder
DATE: March 12, 2025
SUBJECT: Xpress Bill Pay EFT FEES

**Background**

As you are aware, the District entered into a Gateway and Administrative Service Agreement with Xpress Solution, Inc. (Xpress Bill Pay) in September 2017 to facilitate the collection of service fees for utilities. The District has been covering fees associated with this service instead of passing them on to the account holders responsible for them. These fees include charges for Electronic Funds Transfer (EFT) Returned Items.

Over the past two calendar years, the District has incurred over \$4,500.00 in fees related to Returned Payments, Non-Sufficient Funds (NSF) or Closed Accounts, and Stop Payments. Each year, Xpress Bill Pay sends a letter to the District outlining these fees and any potential increases.

In 2023, the fees were as follows: \$6.00 per transaction for Returned Items, \$12.00 for NSF and Closed Accounts, and \$30.00 for Stop Payment items. In 2024, the prices increased by \$1.00 per transaction, with the exception of the Stop Payment fee, which remained at \$30.00.

Recommendation

The District Recorder has reviewed invoices from Xpress Bill Pay dating from 2023 to the present and believes that the District should bill the EFT Returned Item Fees directly to the account holders.

Staff recommends that the Board approve Resolution 02-2025, which would adopt the Xpress Bill Pay fees in accordance with the 2017 Xpress Solutions, Inc. contract and permit the District to charge these fees to account holders.

RESOLUTION NO. 02-2025

**A RESOLUTION OF THE WEST HAVEN SPECIAL SERVICE DISTRICT
APPROVING AND ADOPTING THE XPRESS BILL PAY FEES ASSOCIATED WITH
THE 2017 XPRESS SOLUTIONS, INC. CONTRACT AND ALLOWING THE DISTRICT
TO BILL THOSE FEES TO ACCOUNT HOLDERS; AND PROVIDING FOR AN
EFFECTIVE DATE.**

Section 1. Recitals:

WHEREAS, West Haven Special Service District (“District”) is a quasi-municipal corporation 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, the District has to bill its account holders every month for services provided by the District; and

WHEREAS, the District needed to provide a way to collect these service fees; and

WHEREAS, in order to be able to collect its service fees, in 2017, the District entered into a Gateway and Administrative Service Agreement with Xpress Solutions, Inc. (“Xpress Bill Pay”); and

WHEREAS, there are different fees that have to be paid to Xpress Bill Pay for different services; and

WHEREAS, the District has been paying those Xpress Bill Pay fees instead of passing them on to the applicable account holder who has incurred those fees; and

WHEREAS, every year, Xpress Bill Pay sends a letter to the District regarding its fees and if there is an increase in those fees, as allowed by contract; and

WHEREAS, at this time, the District needs to adopt those fees, including the EFT Returned Items, and that those fees need to be billed directly to the applicable account holder so that the District is not paying those fees anymore; and

WHEREAS, the District feels that the best way to accomplish the goal of adopting those ongoing fees and billing those fees to the applicable account holders is to adopt this resolution; 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 2025 Xpress Bill Pay Fees, that is attached as Exhibit A; and that the District approves and adopts any future Xpress Bill Pay Fees, as may be amended by Xpress Bill Pay from time to time and as outlined in the 2017 Xpress Bill Pay contract.
2. That the District approves and adopts those fees and future fees, including the EFT Returned Item fees, to be a part of the District's current Fee Schedule so that applicable account holders shall be directly charged those fees.
3. The forgoing 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 March 2025, 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 March 2025.

WEST HAVEN SPECIAL SERVICE DISTRICT

by: _____
Chairman

Attested and recorded

District Recorder

DRAFT

EXHIBIT A

2025 Xpress Bill Pay Fees

DRAFT

EXHIBIT A

2025 XPRESS BILL PAY FEE SCHEDULE EFT Returned Items

Invalid Account Number or Unable to Locate Account	\$7.00
NSF (non-sufficient funds) or Closed Account	\$14.00
Customer Stop Payment	\$30.00

DRAFT

RESOLUTION NO. 03-2025

**A RESOLUTION OF THE WEST HAVEN SPECIAL SERVICE DISTRICT
APPROVING AND ADOPTING A REAL ESTATE PURCHASE AGREEMENT FOR
PROPERTY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Section 1. Recitals:

WHEREAS, West Haven Special Service District (“District”) is a quasi-municipal corporation 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, since the District was formed, the District has grown and is in need of additional facilities; and

WHEREAS, the District staff has researched and found property within West Haven City which, if purchased, would be a good location for additional facilities and would fit the District’s needs; and

WHEREAS, the District has a need to make an offer to the property owners by way of a real estate purchase agreement (“REPC”); and

WHEREAS the District now desires to approve and adopt the REPC and Addendums, attached to this Resolution as Attachment “A”, 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 Real Estate Purchase Agreement and its Addendums, attached as Attachment “A”, is hereby approved and adopted by the District Board of Directors.
2. That John Wallace, the West Haven Special Service District Sewer Superintendent, is hereby authorized by the District Board of Directors to sign the REPC and its Addendums and any other documents necessary to make an offer to purchase the property.

3. That John Wallace is authorized to make any adjustments to the language in the Addendums or any additional Counteroffers to complete the purchase of the property as long as those adjustments do not affect the outlined purchase price in Section 2 of the REPC.
4. 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 17th day of March 2025, 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 17th day of March 2025.

WEST HAVEN SPECIAL SERVICE DISTRICT

by: _____
Chairman

Attested and recorded

District Recorder

ATTACHMENT “A”

**ATTACHED TO RESOLUTION 03-2025
REAL ESTATE PURCHASE AGREEMENT AND ATTACHED ADDENDUMS**

DRAFT



WEST HAVEN SPECIAL SERVICE DISTRICT

Monday, February 24, 2025 6:30 pm
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

BOARD MEMBERS

Chairman Dale Allen
Vice Chairman James Jenson
Brent Warren
Clarence Kelley

Mayor Rob Vanderwood
Councilmember Ryan Swapp
Planning Member Melinda Stimpson

MEETING MINUTES OF FEBRUARY 24, 2025

1. MEETING CALLED TO ORDER

- A. Chairman Dale Allen
Dale Allen called the meeting to order at 6:34 pm.

2. OPENING CEREMONIES

- A. Pledge of Allegiance – Brent Warren
James Jenson led the Pledge of Allegiance
B. Invocation – Ryan Swapp

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

No one was present for this item.

4. ACTION ITEMS

- A. Award Bid to Corrio Construction for the 2700 W Lift Station-Building, Site, and Utility Improvements
B. Resolution 01-2025 for the purpose of authorizing users to access and/or transact with PTIF (Public Treasurers' Investment Fund)

Chairman Allen explained that the PTIF Resolution is part of the standard procedure for any time there is a new Chairman, Recorder, or Treasurer. This is a requirement for the State, to have updated user information.

Ryan Swapp made a motion to award the bid to Corrio Construction for \$1,887,261.53 and approve resolution 01-2025. **James Jenson** for Chairman. **James Jenson** seconded the motion.

AYES: Rob Vanderwood, James Jenson, Ryan Swapp, Dale Allen

NAYS:

ABSENT: Melinda Stimpson, Brent Warren, Clarence Kelley

5. STAFF REPORT

- A. John Wallace
John updated the board on the 4450 lift station pumps and landscaping and the schedule for the 2700 W lift station project.

6. CENTRAL WEBER UPDATE- Mayor Vanderwood

Mayor Vanderwood said that Central Weber has extended their plan from a 5-year plan to a 10-year plan and they have proposed an annual increase in service fees to cities and districts instead of raising property taxes. The increase would be 6% until 2028 and then 10% until 2030. Mayor Vanderwood talked about a possible agreement with Little Mountain Sewer and Central Weber for guidance as they expand their service due to western Weber County development. The Mayor also suggested that West Haven and WHSSD have a future plan for growth.

7. CONSENT AGENDA

- A. Action on minutes (January 27, 2025)
B. Billing adjustments (January 2025)
C. Monthly accounts payable (February 2025)
D. West Haven City- \$55,632.15 (Invoice 02202502- Administrative Services for January 2025)
E. West Haven City- \$26,680.41 (January 2025 Storm Drain Fees)
F. West Haven City- \$79,701.02 (January 2025 Garbage Fees)
G. Central Weber- \$369,891.00 (Invoice 2328479 Treatment Fees)

H. Gardner Engineering- \$26,077.50 (Invoice 2970 2700 W Lift Station Project)
Mayor Vanderwood asked John if this was a final invoice from Gardner Engineering for the 2700 W Lift Station.
John said that it should be.

James Jenson made a motion to approve items A-H. **Rob Vanderwood** seconded the motion.

AYES: Ryan Swapp, James Jenson, Rob Vanderwood, Dale Allen

NAYS:

ABSENT: Melinda Stimpson, Brent Warren, Clarence Kelley

8. ADJOURNMENT

Ryan Swapp made a motion to adjourn at 6:53 PM. **Rob Vanderwood** seconded the motion.

AYES: Ryan Swapp, James Jenson, Rob Vanderwood, Dale Allen

NAYS:

ABSENT: Melinda Stimpson, Brent Warren, Clarence Kelley

Dated this 17th day of March 2025

Charis Sully, District Recorder

Report Criteria:

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

Name	Type	Description	Amount	Service
Billing Adjustment				
02/01/2025				
Boss Truck Shops dba Ogden Boss Shop	Billing Adjustment	Backbilled to 01/01/2023	1,008.00	Multiple
Total 02/01/2025:			1,008.00	
02/03/2025				
Connell, Chad	Billing Adjustment	Issues with autopay	-9.65	L FEE - 19
Gabalton, Alexis & Emilio	Billing Adjustment	Transfer Fee - New Tenant	50.00	Sewer - 1
Banta, Laura	Billing Adjustment	Transfer Fee - New Owners	50.00	Sewer - 1
Hester, Jeff	Billing Adjustment	Transfer Fee - New Tenant	50.00	Sewer - 1
Total 02/03/2025:			140.35	
02/04/2025				
Badger, Elizabeth	Billing Adjustment	Transfer Fee - New Owners	50.00	Sewer - 1
Badger, Elizabeth	Billing Adjustment	Back Billed to 11/08/2024	99.60	Multiple
Total 02/04/2025:			149.60	
02/05/2025				
Corona, Miguel	Billing Adjustment	Waived late fees	-20.00	L FEE - 19
Kopecki, Shea	Billing Adjustment	Waived late fees	-15.00	L FEE - 19
Stillwater Construction Group	Billing Adjustment	Transfer billing to Tenant ac	-204.40	Multiple
Evans Schmidt, Taffie	Billing Adjustment	Transfer Fee - New Tenant	50.00	Sewer - 1
Evans Schmidt, Taffie	Billing Adjustment	Backbilled to 08/17/2024	194.40	Multiple
Jones, Lester	Billing Adjustment	Transfer Fee - New Tenant	50.00	Sewer - 1
Total 02/05/2025:			55.00	
02/10/2025				
Youngs, James	Billing Adjustment	Waived Late Fee	-5.00	L FEE - 19
Stone, Robert	Billing Adjustment	Unable to use garbage can t	-3.29	L FEE - 19
Martinez, Lawrence & Andrea	Billing Adjustment	Waived Late Fee	-10.00	L FEE - 19
Jensen, Russ	Billing Adjustment	Waived Late Fee	-5.00	L FEE - 19
Cypers, Steven	Billing Adjustment	Waived Late Fees	-20.00	L FEE - 19
Total 02/10/2025:			-43.29	
02/11/2025				
Cottle, Alan and Patty	Billing Adjustment	Backbilled to 2/01/2024	632.59	Multiple
Ferrin, Jace	Billing Adjustment	Transfer fee	50.00	L FEE - 19
Total 02/11/2025:			682.59	
02/12/2025				
Henry, William R	Billing Adjustment	Waived Late Fees	-20.00	L FEE - 19
Shumway, Ryan & Tori	Billing Adjustment	waive late fee	-5.00	L FEE - 19
Total 02/12/2025:			-25.00	
02/13/2025				

Name	Type	Description	Amount	Service
Saucedo, Armando	Billing Adjustment	waive late fee	-5.00	L FEE - 19
Total 02/13/2025:			-5.00	
02/18/2025				
Smith, Dustin	Billing Adjustment	Waived Late Fee	-5.00	L FEE - 19
Gomez, Adan & Sharon Paul	Billing Adjustment	Transfer Fee - New Owners	50.00	Sewer - 1
Total 02/18/2025:			45.00	
02/19/2025				
Rubio, Ryleigh	Billing Adjustment	Backbilled to 05/10/2024	314.40	Multiple
Total 02/19/2025:			314.40	
02/24/2025				
Spencer, Tailey	Billing Adjustment	Transfer Fee - New Tenant	50.00	Sewer - 1
Weber School Dist. (Mtn View JR)	Billing Adjustment	Backbilled to 08/15/2024	2,805.60	Multiple
Weber School Dist. (Haven Bay)	Billing Adjustment	Backbilled to 09/10/2024	1,931.70	Multiple
Coy, Brent & Jodi	Billing Adjustment	Transfer Fee - New Owners	50.00	Sewer - 1
Elder, LaJean & Anthony	Billing Adjustment	Waived Late Fee	-5.00	L FEE - 19
Erickson Daniel & Bobbie Jo	Billing Adjustment	Waived Late Fee	-5.00	L FEE - 19
Total 02/24/2025:			4,827.30	
02/25/2025				
Wood, Ryan	Billing Adjustment	Waived Late Fee	-5.00	L FEE - 19
Total 02/25/2025:			-5.00	
02/27/2025				
Soto, Gerardo & Esmeralda Cano	Billing Adjustment	Transfer Fee - New Owners	50.00	Sewer - 1
Total 02/27/2025:			50.00	
Total Billing Adjustment:			7,193.95	

Name	Type	Description	Amount	Service
Payment Adjustment				
02/10/2025				
Winterton, Jarad	Payment Adjustment	Refund overpayment	5.82	Sewer - 1
Total 02/10/2025:			5.82	
Total Payment Adjustment:			5.82	

Name	Type	Description	Amount	Service
Transfer				
02/18/2025				
IRA Services Trust	Transfer	Transferred from 11776.01	115.06	Multiple
Secure Property Management	Transfer	Transferred to 11776.05	-115.06	Multiple
Total 02/18/2025:			-	
Total Transfer:			-	

Name	Type	Description	Amount	Service
Write Off				
02/28/2025				
Abruzzo, Joanne	Write Off	COLLECTIONS	-159.00	Multiple
Adams, Jason & Diana	Write Off	COLLECTIONS	-178.86	Multiple
Alfaro, Beatriz	Write Off	COLLECTIONS	-181.93	Multiple
Anchondo, Melodie	Write Off	COLLECTIONS	-195.30	Multiple
Andrews, Ryan	Write Off	COLLECTIONS	-270.75	Multiple
Archer, Jesse & Michaela	Write Off	COLLECTIONS	-190.30	Multiple
Atkins, Shelby	Write Off	COLLECTIONS	-320.50	Multiple
Atoa, Filipo	Write Off	COLLECTIONS	-320.50	Multiple
Averill, Reno	Write Off	COLLECTIONS	-133.60	Multiple
Bain, Cindi	Write Off	COLLECTIONS	-109.00	Multiple
Barlow, Stephen	Write Off	COLLECTIONS	-270.75	Multiple
Benson, Trase & Ramona Parker	Write Off	COLLECTIONS	-320.50	Multiple
Berry, Lynn	Write Off	COLLECTIONS	-215.60	Multiple
Brewer, Arnold	Write Off	COLLECTIONS	-270.75	Multiple
Brighton, Deja	Write Off	COLLECTIONS	-320.50	Multiple
Burnett, Jennifer	Write Off	COLLECTIONS	-270.75	Multiple
Campbell, Josh	Write Off	COLLECTIONS	-270.75	Multiple
Cervantes, Edgar & Gabriela	Write Off	COLLECTIONS	-154.60	Multiple
Charles H Anderson Trust	Write Off	COLLECTIONS	-270.75	Multiple
Chavez, Olga & Citlaly	Write Off	COLLECTIONS	-157.45	Multiple
Comfort Solutions, Inc	Write Off	COLLECTIONS	-411.00	Multiple
Connell, David & Jayme	Write Off	COLLECTIONS	-320.50	Multiple
Contreras, Jessica & Gladino	Write Off	COLLECTIONS	-165.45	Multiple
Cook, Nathaniel	Write Off	COLLECTIONS	-270.75	Multiple
Copper Johns	Write Off	COLLECTIONS	-185.00	Multiple
Cummings, Justin & Kathryn	Write Off	COLLECTIONS	-320.50	Multiple
Davenport, Andrew	Write Off	COLLECTIONS	-200.00	Multiple
Dawson, Gerald	Write Off	COLLECTIONS	-38.23	Multiple
Ducharme, Joshua & Katelynn	Write Off	COLLECTIONS	-61.00	Multiple
Eason, Ted	Write Off	COLLECTIONS	-270.75	Multiple
Eatchel, Cole	Write Off	COLLECTIONS	-320.50	Multiple
Edwards, Jonathan	Write Off	COLLECTIONS	-265.75	Multiple
Evergreen Holding	Write Off	COLLECTIONS	-486.66	Multiple
Francom, Calvin D.	Write Off	COLLECTIONS	-270.75	Multiple
Garrison, Joshua	Write Off	COLLECTIONS	-106.00	Multiple
Gonzalez, Denise	Write Off	COLLECTIONS	-501.13	Multiple
Gonzalez, Jose	Write Off	COLLECTIONS	-320.50	Multiple
Gruber, Travis & Melissa	Write Off	COLLECTIONS	-190.30	Multiple
Guillen, David & Brenda	Write Off	COLLECTIONS	-185.00	Multiple
Hammack, Randy	Write Off	COLLECTIONS	-325.50	Multiple
Hansen, Christian	Write Off	COLLECTIONS	-200.00	Multiple
Haven, Natasha	Write Off	COLLECTIONS	-320.50	Multiple
Heber, Landon	Write Off	COLLECTIONS	-183.00	Multiple
Hock, Stacy	Write Off	COLLECTIONS	-145.10	Multiple
Hurtado, Natalia	Write Off	COLLECTIONS	-175.75	Multiple
Ibarra, Gilberto	Write Off	COLLECTIONS	-320.50	Multiple
Iman, Eric	Write Off	COLLECTIONS	-195.00	Multiple
Jackson, Patrick	Write Off	COLLECTIONS	-320.50	Multiple
Jensen, Keneika & Makade	Write Off	COLLECTIONS	-200.00	Multiple
Jensen, Tanner	Write Off	COLLECTIONS	-159.00	Multiple
Jones, Mindi	Write Off	COLLECTIONS	-163.65	Multiple
Kelly, James	Write Off	COLLECTIONS	-323.48	Multiple
Klomp, Tim	Write Off	COLLECTIONS	-261.67	Multiple
Knudson, Larry	Write Off	COLLECTIONS	-320.50	Multiple

Name	Type	Description	Amount	Service
Langi, Pam Rose	Write Off	COLLECTIONS	-255.40	Multiple
LaPlace, Jeremy & Linsey	Write Off	COLLECTIONS	-68.00	Multiple
Lawes, Patrick & Hallie	Write Off	COLLECTIONS	-138.00	Multiple
Lomeli, Victor A.	Write Off	COLLECTIONS	-118.00	Multiple
Long Ear Energy Solutions LLC	Write Off	COLLECTIONS	-230.00	Multiple
Lovordidge, Desie	Write Off	COLLECTIONS	-235.00	Multiple
Lucero, Tito	Write Off	COLLECTIONS	-270.75	Multiple
Martin, Clay	Write Off	COLLECTIONS	-320.50	Multiple
Martini, Scott	Write Off	COLLECTIONS	-215.60	Multiple
Meadows at West Haven HOA	Write Off	COLLECTIONS	-2,943.00	Multiple
Melfi, Joey	Write Off	COLLECTIONS	-194.50	Multiple
Membrreno, Julio	Write Off	COLLECTIONS	-270.75	Multiple
Meza, Rosendo	Write Off	COLLECTIONS	-250.75	Multiple
Miller, Brandon	Write Off	COLLECTIONS	-190.30	Multiple
Moates, Stephanie	Write Off	COLLECTIONS	-320.50	Multiple
Montgomery, Rachelle	Write Off	COLLECTIONS	-144.00	Multiple
Moon, Destiney	Write Off	COLLECTIONS	-250.00	Multiple
Morin, Ray	Write Off	COLLECTIONS	-130.20	Multiple
Muchmore, Allie & Jayden	Write Off	COLLECTIONS	-376.31	Multiple
Muniz, Salvador	Write Off	COLLECTIONS	-145.10	Multiple
Murphy, Jeff A.	Write Off	COLLECTIONS	-270.75	Multiple
Nabor, Tamara	Write Off	COLLECTIONS	-320.50	Multiple
Nielsen, Justin & Stephanie	Write Off	COLLECTIONS	-165.45	Multiple
Nolazco, Jesus	Write Off	COLLECTIONS	-270.75	Multiple
O'keefe, Joseph	Write Off	COLLECTIONS	-165.45	Multiple
Owens, Jimmy	Write Off	COLLECTIONS	-283.00	Multiple
Parker, David	Write Off	COLLECTIONS	-110.00	Multiple
Parker, Skyler	Write Off	COLLECTIONS	-104.30	Multiple
Parker, Stephanie	Write Off	COLLECTIONS	-320.50	Multiple
Patino, Cindy & Vincent	Write Off	COLLECTIONS	-105.40	Multiple
Perkins, Williams & Jose	Write Off	COLLECTIONS	-270.75	Multiple
Petersen, Ryan & Christy	Write Off	COLLECTIONS	-320.50	Multiple
Pontius, Kyle	Write Off	COLLECTIONS	-190.30	Multiple
Rankin, Shaun	Write Off	COLLECTIONS	-215.60	Multiple
Richards, Roderick	Write Off	COLLECTIONS	-140.84	Multiple
Right Hand K-9	Write Off	COLLECTIONS	-258.33	Multiple
Riley, Michael W	Write Off	COLLECTIONS	-320.50	Multiple
Roberts, Michael	Write Off	COLLECTIONS	-205.00	Multiple
Rogers, Patrick	Write Off	COLLECTIONS	-128.69	Multiple
Sailsbury, Jessica	Write Off	COLLECTIONS	-105.00	Multiple
Salas, Edward	Write Off	COLLECTIONS	-270.75	Multiple
Sanchez, Tara	Write Off	COLLECTIONS	-75.63	Multiple
Schenk, Tony & Andrea	Write Off	COLLECTIONS	-181.45	Multiple
Scholer, Emily	Write Off	COLLECTIONS	-270.75	Multiple
Schwitzer, Deborah	Write Off	COLLECTIONS	-79.00	Multiple
Sepulveda, Juan	Write Off	COLLECTIONS	-231.85	Multiple
Serpell-Morris, Jennifer	Write Off	COLLECTIONS	-270.75	Multiple
Smith, Marshall & Alyssa	Write Off	COLLECTIONS	-320.50	Multiple
Solorzano, Javier Antonio Astorga	Write Off	COLLECTIONS	-219.50	Multiple
Spruill, Cody	Write Off	COLLECTIONS	-195.30	Multiple
Stone Creek Canyon HOA	Write Off	COLLECTIONS	-4,448.00	Multiple
Suka, Litia Joanne Bianca	Write Off	COLLECTIONS	-315.50	Multiple
Swenson, Tyler & Amberly	Write Off	COLLECTIONS	-187.30	Multiple
Taft, Doug	Write Off	COLLECTIONS	-270.75	Multiple
Tenney, Kyle	Write Off	COLLECTIONS	-270.75	Multiple
Trace Minerals Opco LLC	Write Off	COLLECTIONS	-160.45	Multiple
Treasure, Paige	Write Off	COLLECTIONS	-200.00	Multiple
Troncos, Edinson Gred	Write Off	COLLECTIONS	-200.00	Multiple

Name	Type	Description	Amount	Service
Van Buren, Taylor	Write Off	COLLECTIONS	-235.00	Multiple
Ventura, Hector Colon	Write Off	COLLECTIONS	-130.00	Multiple
Warr, Tammy	Write Off	COLLECTIONS	-150.10	Multiple
Wayment, Margaret	Write Off	COLLECTIONS	-195.30	Multiple
Weber, Jorge	Write Off	COLLECTIONS	-147.00	Multiple
Wheatley, Dallin	Write Off	COLLECTIONS	-68.00	Multiple
Williams, Amberlee & Adrian	Write Off	COLLECTIONS	-166.79	Multiple
Wischmann, Kayla	Write Off	COLLECTIONS	-115.30	Multiple
Wiser, Ronald A.	Write Off	COLLECTIONS	-270.75	Multiple
Woodward, Jaron	Write Off	COLLECTIONS	-159.00	Multiple
Worrall, Larry A.	Write Off	COLLECTIONS	-270.75	Multiple
Total 02/28/2025:			<u>-34,500.55</u>	
Total Write Off:			<u>-34,500.55</u>	
Grand Totals:			<u>-27,300.78</u>	

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
Bona Vista								
115	Bona Vista	0317202507	Account 43.2723.1	02/28/2025	33.66	.00		
Total Bona Vista:					33.66	.00		
Brent Warren								
339	Brent Warren	1010	Medicare	03/02/2025	4.22-	.00		
339	Brent Warren	1010	FICA	03/02/2025	18.05-	.00		
339	Brent Warren	1010	Directors Fees	03/02/2025	291.00	.00		
339	Brent Warren	1010	Extra Withholding	03/02/2025	100.00-	.00		
Total Brent Warren:					168.73	.00		
Caselle Inc.								
121	Caselle Inc.	139298	software support	03/01/2025	851.00	.00		
Total Caselle Inc.:					851.00	.00		
Centra Com								
344	Centra Com	0317202506	Fiber for Lift Stations	03/01/2025	541.00	.00		
Total Centra Com:					541.00	.00		
Charis Sully								
324	Charis Sully	0317202510	Cell Phone Reimbursement	02/28/2025	40.00	.00		
Total Charis Sully:					40.00	.00		
Child-Richards								
125	Child-Richards	149381	Accounting Services for February	02/28/2025	937.50	.00		
Total Child-Richards:					937.50	.00		
CINTAS								
333	CINTAS	5255765102	CABINET REFILL	02/24/2025	35.65	.00		
333	CINTAS	9310850880	AED Maintenance	02/28/2025	126.00	.00		
Total CINTAS:					161.65	.00		
Clarence Kelley								
355	Clarence Kelley	1002	Directors Fees	03/02/2025	291.00	.00		
355	Clarence Kelley	1002	Extra Withholding	03/02/2025	100.00-	.00		
355	Clarence Kelley	1002	Medicare	03/02/2025	4.22-	.00		
355	Clarence Kelley	1002	FICA	03/02/2025	18.05-	.00		
Total Clarence Kelley:					168.73	.00		
Core & Main LP								
135	Core & Main LP	W403881	Supplies	03/07/2025	10.85	.00		
Total Core & Main LP:					10.85	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Dale Allen								
287	Dale Allen	1034	Directors Fees	03/01/2025	416.00	.00		
287	Dale Allen	1034	Medicare	03/01/2025	6.03-	.00		
287	Dale Allen	1034	FICA	03/01/2025	25.80-	.00		
Total Dale Allen:					384.17	.00		
Dallas Green Farm & Home								
138	Dallas Green Farm & Home	8073	supplies	02/26/2025	3.18	.00		
Total Dallas Green Farm & Home:					3.18	.00		
Freedom Mailing Services Inc								
346	Freedom Mailing Services Inc	49975	Utility Bill Processing	03/07/2025	3,216.18	.00		
Total Freedom Mailing Services Inc:					3,216.18	.00		
Gardner Engineering								
157	Gardner Engineering	3187	2700 W Lift Station Porject	02/01/2025	23,944.13	.00		
157	Gardner Engineering	3240	Office Concept	02/01/2025	300.00	.00		
157	Gardner Engineering	3241	Mapping Updates	02/01/2025	2,784.00	.00		
157	Gardner Engineering	3242	Sewer	02/01/2025	126.80	.00		
Total Gardner Engineering:					27,154.93	.00		
HOOPER WATER								
177	HOOPER WATER	0317202501	52199.1	03/10/2025	30.73	.00		
177	HOOPER WATER	0317202502	18500.01	03/10/2025	30.73	.00		
Total HOOPER WATER:					61.46	.00		
Industrial Supply								
182	Industrial Supply	20820899-00	Supplies	03/03/2025	18.06	.00		
Total Industrial Supply:					18.06	.00		
James Jensen								
302	James Jensen	1026	Directors Fees	03/02/2025	291.00	.00		
302	James Jensen	1026	Medicare	03/02/2025	4.22-	.00		
302	James Jensen	1026	FICA	03/02/2025	18.05-	.00		
Total James Jensen:					268.73	.00		
JSolutions								
347	JSolutions	DD0346	Locate sewer manholes	03/07/2025	1,060.00	.00		
Total JSolutions:					1,060.00	.00		
Melinda Stimpson								
303	Melinda Stimpson	1026	Directors Fees	03/01/2025	291.00	.00		
303	Melinda Stimpson	1026	Medicare	03/01/2025	4.22-	.00		
303	Melinda Stimpson	1026	FICA	03/01/2025	18.05-	.00		
Total Melinda Stimpson:					268.73	.00		
Rocky Mountain Power								
237	Rocky Mountain Power	0317202508	acct #49047986-001 0	02/28/2025	983.29	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Rocky Mountain Power:					983.29	.00		
Roy City Corporation								
239	Roy City Corporation	0317202503	Surplus water	02/28/2025	3,330.60	.00		
Total Roy City Corporation:					3,330.60	.00		
Sunrise Title Company								
362	Sunrise Title Company	0317202511	Earnest Money Deposit	03/13/2025	10,000.00	.00		
Total Sunrise Title Company:					10,000.00	.00		
Verizon								
269	Verizon	6107826326	Data plan	03/06/2025	160.04	.00		
Total Verizon:					160.04	.00		
Weber Basin Water Conservancy District								
273	Weber Basin Water Conservancy	0080789	water samples	03/06/2025	24.00	.00		
Total Weber Basin Water Conservancy District:					24.00	.00		
WEST HAVEN CITY								
275	WEST HAVEN CITY	0317202504	Storm Drain Fees FEBRUARY 20	02/28/2025	27,428.30	.00		
275	WEST HAVEN CITY	0317202505	Garbage fees FEBRUARY 2025	02/28/2025	73,053.44	.00		
275	WEST HAVEN CITY	0317202509	Administrative Services FEBRUA	02/27/2025	55,632.15	.00		
Total WEST HAVEN CITY:					156,113.89	.00		
Xylem								
349	Xylem	401395475	Bypass Pump parts	01/23/2025	3,024.82	.00		
Total Xylem:					3,024.82	.00		
Grand Totals:					208,985.20	.00		

Dated: _____

Board Chairman: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

INVOICE



INVOICE #02202504
DATE: FEBRUARY 27, 2025

TO:
WEST HAVEN SPECIAL SERVICE DISTRICT

FOR:
ADMINISTRATIVE SERVICES INCLUDING OFFICE
SPACE, UTILITIES AND PERSONNEL FOR
FEBRUARY 2025

DESCRIPTION	AMOUNT
Administrative Services including office space, utilities and personnel for February 2025	\$55,632.15
TOTAL	\$55,632.15

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

Charis Sully

From: Amy Davies <amy@childrichards.com>
Sent: Monday, March 10, 2025 9:24 AM
To: Charis Sully
Subject: February Storm Drain & Sanitation Fees

[External Email – Use Caution]

Hi Charis-

Here are the amounts due to WHC for Storm Drain & Sanitation Fees as of February 28, 2025.

WEST HAVEN CITY					
FEBRUARY STORM DRAIN & SANITATION FEES					
	2045		2044		
	STORM	BALANCE	SANITATION	BALANCE	
BALANCE DUE AS OF JANUARY	26,680.41		79,701.02		
FEB WHSSD PMT	(26,680.41)	-	(79,701.02)	-	
FEBRUARY BILLINGS	27,428.30	27,428.30	73,053.44	73,053.44	
BALANCE DUE AS OF JANUARY	27,428.30		73,053.44		
GRAND TOTAL DUE AS OF FEBRUARY 28, 2025				100,481.74	

Thanks!

Amy Davies
Child Richards CPAs & Advisors
2490 Wall Ave
Ogden, UT 84401
Phone 801-621-0440
Fax 801-399-9264



INVOICE

Bill To**West Haven Special Service District**

4150 South 3900 West

West Haven, UT 84401

Inv. # 3187**Date** 02-01-2025**Period** 01-01-2025 - 01-31-2025**Due** 02-01-2025**Project** 23-175 - West Haven Special Service District - 2700 W
Lift Station (2700)

SERVICES

Amount **\$23,944.13****Please Send Payment To****Gardner Engineering**

1580 W. 2100 S.

West Haven, UT 84401

Invoice Total **\$23,944.13****AMOUNT DUE** **\$23,944.13**

TIMESHEET REPORT

Task 1 - Engineering & Survey Work

DATE	EMPLOYEE	HOURS	NOTES
01-02-2025	Riker Porter	1.5	Email Review Plan Review Note Review Email Wade Plan Review
01-06-2025	Ryan Christensen	1	bid
01-07-2025	Riker Porter	1.5	Email Ryan Email Wade Review Email Wade Revisions Export Discussion Ryan
01-09-2025	Riker Porter	2.75	Pricing Research Bid Form Revisions Review Revisions
01-10-2025	Riker Porter	1	Discussion Ryan Email Wade Document Review
01-10-2025	Ryan Christensen	1.5	bid docs
01-13-2025	Riker Porter	3.5	Bid Doc Review Bid Doc Setup Mail Merge Excel Setup Advertisement Discussion Ryan Email Draft Document Review Advert Review Discussion Ryan
01-13-2025	Ryan Christensen	1.5	bid docs
01-14-2025	Riker Porter	4.25	Bid Doc Search Review Field Excel File Search Document Filing Discussion Ryan Call John Email Wade Email Wade Meeting Invites Discussion Ryan Bid Doc Review Bid Doc Assembly Formatting Styles Review Searching Items to Revise Field Excel File
01-15-2025	Riker Porter	7.25	Discussion Ryan Email Wade Email Charis Email Wade Document Review Plan Review Spec Review Notes Exhibits Email Wade Contractors Contractor Research Email Contractors Bid Holders List Email John Discussion Ryan
01-15-2025	Ryan Christensen	2	bid docs
01-16-2025	Riker Porter	5.75	Meeting Ryan Discussion Plans Notes Discussion Specs Notes Review Plan Revisions Notes to Wade Email Draft Redlines Drawing Redlines Spec Redlines Email Wade Call Wade Email Wade Call Wade Email Wade
01-16-2025	Ryan Christensen	1	bid docs
01-17-2025	Riker Porter	3.5	Bid Form Revisions Call Wade Notes Bid Form Revisions Bid Doc Review Exhibit Bid Form Revisions Bid Estimate Discussion Ryan Notes Revisions
01-20-2025	Riker Porter	8.75	M+P Review Revisions Research Comparison Revisions Review Discussion Ryan Bid Plans/Bid Form
01-20-2025	Ryan Christensen	1.5	bid docs
01-21-2025	Riker Porter	6.25	M+P Discussion Ryan M+P Revisions Bid Form Revisions Call Rain for Rent Bid Doc Revisions Email John Bid Doc Revisions Bid Docs Specs Plans Email Team Call Wade Call Wade Email Ryan

Task 1 - Engineering & Survey Work

DATE	EMPLOYEE	HOURS	NOTES
01-21-2025	Ryan Christensen	1	bid docs
01-22-2025	Riker Porter	4.25	Bid Doc Revisions Spec Revisions Sheets Numbering Plan Revisions Coordination with Wade Discusison Ryan Coordination with Wade Spec Revisions
01-23-2025	Riker Porter	2.75	Email Wade Bid Plan Revisions Review Email Bidders Update John Call Bidders Email Bidder Update Bid Holders
01-27-2025	Riker Porter	2	Email Review Addendum Memo Addendum Plans Review Revisions Upload Email bidders Call Bidders Email John
01-28-2025	Riker Porter	3	Meeting Prep Meeting Discussion Ryan
01-28-2025	Ryan Christensen	1.5	Prebid
01-29-2025	Riker Porter	2.25	Email to Bidders Call Boyd Ricks Email Boyd Email John Email Nick UPdate Bid Holders List Topo Topo Request
01-30-2025	Riker Porter	0.25	Call Survey

Task 2 - Design 2

DATE	EMPLOYEE	HOURS	NOTES
01-13-2025	Ryan Christensen	1.5	aqua
01-16-2025	Ryan Christensen	3.5	aqua review

Date	Project/Expense	Task	Quantity	Cost	Subtotal	Markup		Total	Billable	Reimbursable	Invoice No.	Bill No.	Bank
1-1-2025	23-175 - West Haven Special Service District - 2700 W Lift Station (2700) Expenses		1	\$5,289.38	\$5,289.38	(0%)	\$0.00	\$5,289.38	Y		3187		
AQUA Invoice 28581													
1-1-2025	23-175 - West Haven Special Service District - 2700 W Lift Station (2700) Expenses		1	\$11,912.25	\$11,912.25	(0%)	\$0.00	\$11,912.25	Y		3187		
AQUA Invoice # 29531													

Total

\$17,201.63

\$0.00

\$17,201.63

\$17,201.63