



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
Clarence Kelley
Alisha Marigoni
Mayor Rob Vanderwood
Councilmember Ryan Swapp

WEST HAVEN SPECIAL SERVICE DISTRICT BOARD MEETING NOTICE AND AGENDA DECEMBER 15, 2025

Notice is hereby given that the West Haven Special Service District will hold the monthly board meeting on December 15, 2025 beginning @ 6:30 pm at West Haven City Hall. Join us digitally via Zoom
<https://us06web.zoom.us/j/82350162553> or watch us live on YouTube at
<http://www.youtube.com/@cityofwesthavenutah4030>

1. **MEETING TO ORDER**- Dale Allen
2. **OPENING CEREMONIES**
 - A. Pledge of Allegiance- Clarence Kelley
 - B. Invocation- Alisha Marigoni
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. **CENTRAL WEBER UPDATE**- Mayor Robert Vanderwood
6. **ACTION ON RESOLUTION** 14-2025 Approving the annual Board Meeting Schedule
7. **ACTION ON RESOLUTION** 15-2025 Lease of Sewer District Real Property at approximately 3100 W 3300 S
8. **ACTION ON RESOLUTION** 16-2025 Appointing a Chief Administrative Officer and a Records Officer
9. **ACTION ON RESOLUTION** 17-2025 Adopting a temporary commemorative logo
10. **CONSENT AGENDA**
 - A. Action on minutes (November 17, 2025)
 - B. Billing adjustments (November 2025)
 - C. Monthly accounts payable (December 2025)
 - D. West Haven City- \$55,632.15 (Invoice 11202519 Administrative Services for November)
 - E. Central Weber Sewer Improvement District- \$444,607.00 (Quarterly Fees)
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 with Disabilities Act, individuals needing special accommodations, including auxiliary communicative aid and services during the meeting, should notify the Board Clerk at (801)731-5819 at least 48 hours in advance.

2700 W Lift Station

Attached are some images of the current progress at the 2700 W Sewer lift station. Corrio Construction is currently in the process of completing the concrete forms for the wet well lid. As you can see from the images, the access manhole and the pump access hatch are being placed so that the rebar can be formed around the two access points of the wet well. Corrio is planning on pouring concrete for the lid on Tuesday the 16th, weather permitting.











4700 W Lift Station

Attached are some images of the 4700 W Sewer lift station generator replacement progress. LWE has disconnected and removed the current/old generator from the building and has installed the new Cummins generator. LWE rewired the new generator and has performed a test run to reassure the correct operations are achieved. The shroud for the ventilation is in the process of being built and will be installed when completed. We are in the process of getting Cummins scheduled to perform a final start-up and load test to complete the installation of the generator.



Old generator



Moving the old Generator.



Old Generator coming out of the building.



The new Generator is going into the building.



New Generator being installed.



Installed.

RESOLUTION NO. 14-2025

**A RESOLUTION OF THE WEST HAVEN SPECIAL SERVICE DISTRICT
APPROVING AND REESTABLISHING THE ANNUAL MEETING SCHEDULE FOR
THE BOARD OF DIRECTORS OF THE DISTRICT; 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, in conformance with Utah Code Annotated §52-4-202(2), the governing body of the District, being a public body which holds regular meetings scheduled in advance during a year, must give public notice at least once each year of its annual meeting schedule specifying the date, time, and place of such meetings; and,

WHEREAS, the Board of Directors desires to remain in compliance with laws and regulations; and,

WHEREAS, the Board of Directors finds that the public convenience and necessity, public safety, health and welfare is at issue in this matter; now

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

**Section 2. Establishment of Annual Meeting Schedule for the West Haven
Special Service District:**

That the District establishes this meeting schedule for the next twelve months (January 2026 – December 2026):

Regular Monthly Meeting:

Date: Second Monday of each month for January, February and June; Third Monday of each month for the months of March, April, May, July, August, September, October, November and December 2026

Location: 4150 South 3900 West
West Haven, UT 84401

Time: 6:30 PM

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 15th day of December, 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 15th day of December, 2025.

WEST HAVEN SPECIAL SERVICE DISTRICT

by: _____
Chairman

Attested and recorded

District Recorder

RESOLUTION NO. 15-2025

**A RESOLUTION OF THE WEST HAVEN SPECIAL SERVICE DISTRICT
APPROVING AND ADOPTING THE LEASE OF DISTRICT REAL 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, the West Haven City (“City) and the West Haven Special Service District (“District”) owns certain real property within City limits that the City and District plan on using for different purposes in the future; and

WHEREAS, the City and District wish to maintain the District and City property until that time which the City and District plan to use that property; and

WHEREAS, at this time, the City and District wish to enter into a lease agreement with a private citizen to help maintain the District and City property; and

WHEREAS, at this time, the City and District feels that the best way to accomplish its goals of maintaining the City and District property is to enter into a Lease of City and District Property, as attached as Attachment “A”; and

WHEREAS the District now desires to adopt this Lease of City and District Property 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 Lease of City and District Property between the designated applicant, the District, and the City, a copy of which is attached as Attachment “A” to this Resolution, is hereby adopted by the District Board of Directors.
2. That the Chairman of the Board is authorized to sign any documents necessary

for the District to enter into this Lease.

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 15 day of December 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 15 day of December 2025.

WEST HAVEN SPECIAL SERVICE DISTRICT

by: _____
Chairman

Attested and recorded

District Recorder

ATTACHMENT “A”

Attached to Resolution 15-2025

**LEASE OF CITY AND DISTRICT PROPERTY BETWEEN THE CITY, THE DISTRICT,
AND THE DESIGNATED APPLICANT**

DRAFT

LEASE OF CITY AND DISTRICT PROPERTY

This Lease is made on the ____ day of _____, 2025, between West Haven City, a municipal corporation of the State of Utah, ("City"), of 4150 SOUTH 3900 WEST, West Haven, Utah 84401, and the West Haven Special Sewer District, a special district of the State of Utah ("District"), of 4150 SOUTH 3900 WEST, West Haven, Utah 84401, and Dave Prevedel of _____, hereinafter sometimes referred to as "Lessee"), of the following parcel of ground located in the City of West Haven, State of Utah at approximately, 3100 West 3300 South West Haven, Utah of approximately twelve (12) acres in size legally described and depicted in Exhibit "A" along with four (4) shares in the Wilson Irrigation Water Company ("Property."). Throughout this Lease, the City, District, and Lessee may be referred to individually as "Party" or collectively as "Parties."

1. The City agrees to lease to the Lessee and the Lessee agrees to lease from the City the above-described Property.

2. The term of this lease will be for twelve (12) months from the 1st day of January 2026, until the 31st day of December 2026, or until earlier rescinded as provided below.

3. The lease payments will be in the amount of \$1,152.00 for the first twelve (12) months and the annual payment will be payable by the Lessee to the City on the 1st day of July 2026. The lease payment was determined by multiplying \$46.00 per acre by 12 acres, plus \$150 per water share, multiplied by 4 shares. If any lease payment is not paid within five (5) days of its due date, the Lessee agrees to pay an additional late charge of five percent (5%) of the rental due. The City shall pay the District one-half (1/2) of each annual lease payment.

4. If the Lessee would like to extend the Lease Term for an additional term of twelve (12) months, they shall contact the District Superintendent thirty (30) days prior to the Lease termination. The District Superintendent, with the concurrence of the City Manager, shall have the authority to extend the lease term for unlimited terms based upon the needs of the District and City. The District Superintendent and City Manager have the authority to include in any Lease extension any additional lease rates or to address any other issues that have arisen in the current or past Lease Terms.

5. The Lessee agrees to use the Property for growing and harvesting alfalfa as though it were the Lessee's Property and to otherwise maintain the Property in a good, safe, and sanitary condition as if the Property belonged to the Lessee, which ownership Lessee specifically disclaims.

6. The Lessee has paid the City a security deposit of \$100.00. This security deposit shall be held as security for the repair of any damages to or restore the Property by the Lessee. This deposit will be returned to the Lessee within ten (10) days of the termination of this lease, minus any amount needed to repair or restore the Property.
7. Lessee agrees to maintain the Property in a clean and sanitary manner and not to make any alterations to the Property, including installing utilities or building structures, without the City's written consent. At the termination of this Lease, Lessee agrees to leave the Property in the same condition as or better condition than when it was received, except for normal wear and tear and subject to proper authorization for any improvements installed by Lessee.
8. The District and City will supply no utilities to the Property for the benefit of Lessee. If utility improvements are already at the Property or are later installed when determined appropriate by the District and City, Lessee agrees to pay for using and benefits derived from such utilities as may be or become available to this subject property.
9. Lessee agrees not to sublet the Property or assign this Lease without the District's and City's written consent. Lessee agrees to allow the City and District reasonable access to the Property for inspection and repair.
10. The Lessee has inspected the Property and has found it satisfactory for their needs.
11. If the Lessee fails to pay the ease payment on time or violates any other terms of this Lease, the District and City may terminate this lease in accordance with state law. The District and City may also re-enter and take possession of the Property and take advantage of any other legal remedies available.
12. The Lessee agrees to be responsible and accepts responsibility for the repair and upkeep of the Property.
13. The Lessee agrees to indemnify and hold the District and City harmless from any liability caused by Lessee's operations or use of the Property covered by this Lease.
14. The District and City and their guests shall have the right to enter and use the Property for public parking for West Haven Days events in June of each year. The District Superintendent shall notify the Lessee regarding the specific dates of West Haven Days in any given year, and the Lessee shall prepare their operations in anticipation of those specific dates. Specifically, the Lessee agrees to harvest the alfalfa in June, just before the West Haven Days event, to accommodate the City's and District's use of the Property as public parking. The City shall have no liability to Lessee regarding any crop damage that may occur as a result of the Property being used for public parking during that time period each year.

15. The following are additional terms of the Lease:

- a. If a complaint is reported to the City and District regarding issues with the Property, Lessee shall be immediately contacted and Lessee shall remedy the issue within forty-eight (48) hours or otherwise make adequate arrangements to remedy the situation that is acceptable to the District Superintendent.
- b. If the Lessee does not remedy the issue within forty-eight (48) hours of notification and does not make adequate arrangements to remedy the situation which is acceptable to the District Superintendent, then the City and District shall have the right to notify the Lessee of immediate termination of the Lease.
- c. If there are repeated issues and violations of maintaining the Property, the District Superintendent shall have the right to notify the Lessee of immediate termination of the Lease after giving the Lessee forty-eight (48) hours' notice.
- d. Any decision by the District Superintendent to terminate the Lease may be appealed by the Lessee to the City Manager, whose decisions shall be final and not subject to review or appeal by the Lessee. Lessee must contact the City Manager within the forty-eight (48) hour notice period to file an appeal.

16. The Parties agree this Lease is the entire agreement between them. This Lease binds and benefits both the City and Lessee and any successors.

17. The Parties agree that no presumption shall be attached to this Agreement because it may have been prepared by one of the Parties or by one Party's attorney.

18. The Parties agree that the failure of either Party to enforce any of the provisions hereof shall not be construed as a general relinquishment or waiver of that or any other provision.

19. The Parties agree that all notices required shall be in writing given only by in person, by email, or by mail, addressed to the other Party at the address on the face hereof and shall be deemed given on the date of dispatch or posting in the U.S. Mail postage paid, or emailed. Notices under this Lease shall be delivered to the following addresses or email addresses or such other address as a Party may designate in writing:

The City:

Attn: Shawn Warnke, City Manager
West Haven City
4150 South 3900 West
West Haven, Utah 84401
shawnw@westhavenut.gov

The District:

Attn: John Wallace, District Superintendent
West Haven City
4150 South 3900 West
West Haven, Utah 84401
johnw@westhavenut.gov

Lessee:

Phone Number and Email:

DRAFT

- 20.** Any other provisions in this Lease to the contrary notwithstanding, the District Superintendent and City Manager shall have the unilateral right to terminate this Lease with not less than thirty (30) days' notice for any valid governmental purpose between the months of November through March (outside of the agricultural season). The District Superintendent and City Manager shall determine in their sole discretion what constitutes a valid governmental purpose, and this decision is final and not subject to review or appeal by the Lessee.
- 21.** If the Lease is terminated, the Lessee shall have thirty (30) days from the date of notice of termination to restore the property to its original state.
- 22.** This Lease shall be interpreted by the laws of the State of Utah.
- 23.** If issues arise regarding this Lease, including eviction or enforcement of terms, they shall be litigated in the Second District Court, Weber County, or in the Utah District of the federal court. The Lessee agrees that any damages awarded to them will be limited to the amount of the annual lease.

West Haven City
By: Shawn Warnke, City Manager

Dave Prevedel

West Haven Special Sewer District
By: John Wallace, District Superintendent

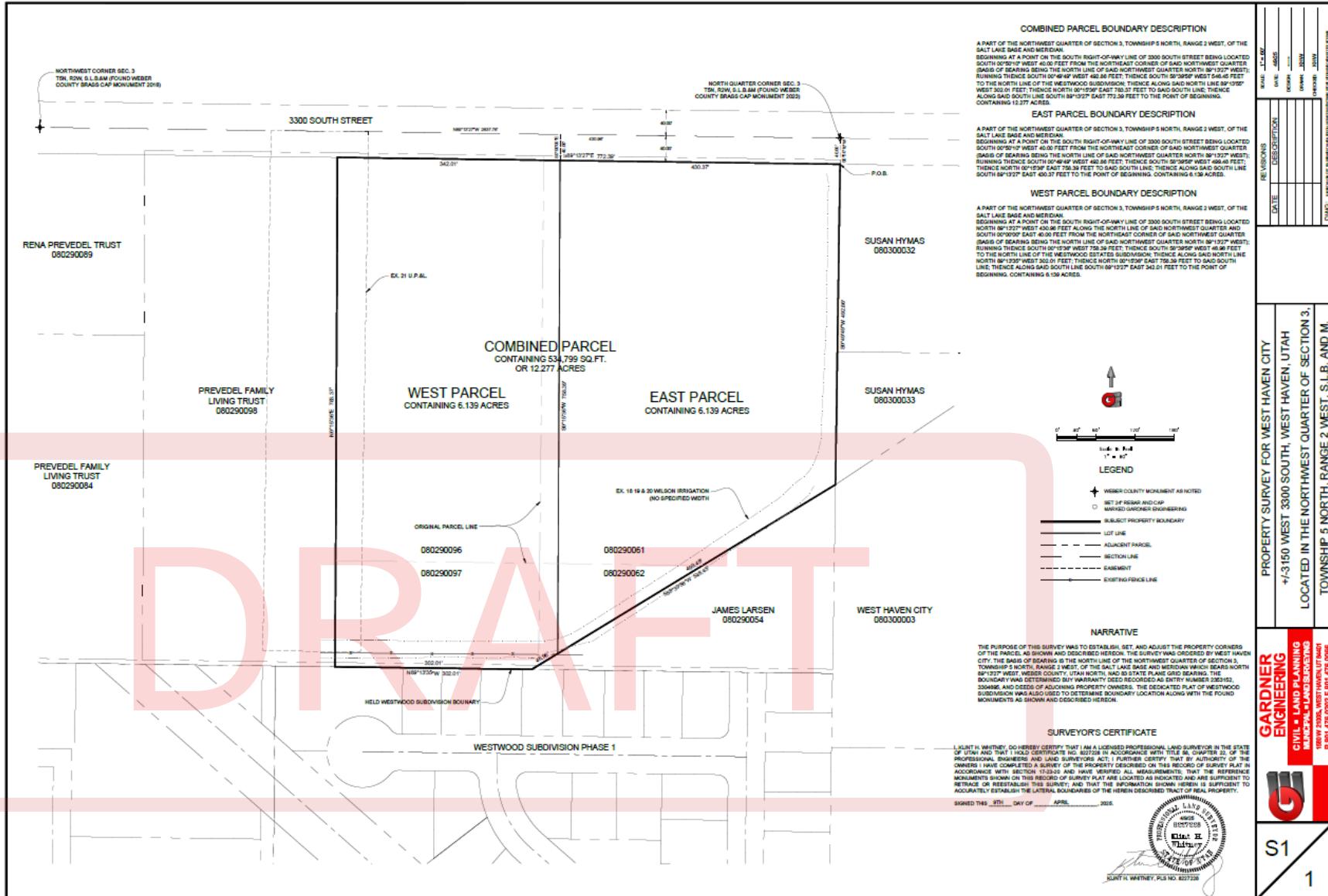
EXHIBIT "A"

EAST PARCEL BOUNDARY DESCRIPTION

A PART OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 5 NORTH, RANGE 2 WEST, OF THE SALT LAKE BASE AND MERIDIAN.
BEGINNING AT A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF 3300 SOUTH STREET BEING LOCATED SOUTH 00°50'10" WEST 40.00 FEET FROM THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER (BASIS OF BEARING BEING THE NORTH LINE OF SAID NORTHWEST QUARTER NORTH 89°13'27" WEST); RUNNING THENCE SOUTH 00°49'49" WEST 492.86 FEET; THENCE SOUTH 58°39'56" WEST 499.48 FEET; THENCE NORTH 00°15'36" EAST 758.39 FEET TO SAID SOUTH LINE; THENCE ALONG SAID SOUTH LINE SOUTH 89°13'27" EAST 430.37 FEET TO THE POINT OF BEGINNING. CONTAINING 6.139 ACRES.

WEST PARCEL BOUNDARY DESCRIPTION

A PART OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 5 NORTH, RANGE 2 WEST, OF THE SALT LAKE BASE AND MERIDIAN.
BEGINNING AT A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF 3300 SOUTH STREET BEING LOCATED NORTH 89°13'27" WEST 430.96 FEET ALONG THE NORTH LINE OF SAID NORTHWEST QUARTER AND SOUTH 00°00'00" EAST 40.00 FEET FROM THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER (BASIS OF BEARING BEING THE NORTH LINE OF SAID NORTHWEST QUARTER NORTH 89°13'27" WEST); RUNNING THENCE SOUTH 00°15'36" WEST 758.39 FEET; THENCE SOUTH 58°39'56" WEST 46.96 FEET TO THE NORTH LINE OF THE WESTWOOD ESTATES SUBDIVISION; THENCE ALONG SAID NORTH LINE NORTH 89°13'35" WEST 302.01 FEET; THENCE NORTH 00°15'36" EAST 758.39 FEET TO SAID SOUTH LINE; THENCE ALONG SAID SOUTH LINE SOUTH 89°13'27" EAST 342.01 FEET TO THE POINT OF BEGINNING. CONTAINING 6.139 ACRES.





STAFF REPORT

TO: WHSSD BOARD
FROM: Charis Sully, District Recorder
DATE: December 15, 2025
SUBJECT: Utah Data Privacy Act

Background

The Utah Data Privacy Act was established to enhance the protection of personal data for residents of Utah. All governmental entities in the state must initiate their privacy programs by December 31, 2025.

To begin implementing the privacy program, the following steps must be completed: First, a Chief Administrative Officer (CAO) needs to be appointed to oversee the development and execution of the privacy program and to complete the annual privacy program report. The CAO will then appoint a Records Officer who will be responsible for implementing and maintaining the privacy program and practices. Finally, the CAO must complete and submit a Privacy Program Report to the state.

Recommendation

Staff recommends that the Board approve Resolution 16-2025, which would appoint Shawn Warnke, City Manager and the Chief Administrative Officer. This resolution will initiate the requirements for the Utah Data Privacy Act.

RESOLUTION NO. 16-2025

**A RESOLUTION OF THE WEST HAVEN SPECIAL SERVICE DISTRICT
APPOINTING A CHIEF ADMINISTRATIVE OFFICER AND RECORDS OFFICER
RELATING TO THE DATA PRIVACY REQUIREMENTS; 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 State of Utah has established the Utah Office of Data Privacy and passed Data Privacy requirements which require the District to appoint a Chief Administrative Officer and a Records Officer before December 31, 2025 for the District; and

WHEREAS, the District wishes to be able to comply with the State’s Data Privacy requirements; and

WHEREAS, the District feels that the best way to accomplish that goal is to appoint a Chief Administrative Officer and Records Officer at this time; 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 appoints the current individual holding the position of West Haven City Manager as the Chief Administrative Officer for the West Haven Special Service District relating to fulfilling the Data Privacy requirements in Utah Code.
2. That the District appoints the current individual holding the position of District Recorder as the Records Officer for the West Haven Special Service District in all matters relating to records.
3. The Chairman of the Board is authorized to sign any documents necessary for the District to enact both of these appointments.

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 ____ day of December 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 December 2025.

WEST HAVEN SPECIAL SERVICE DISTRICT

by: _____
Chairman

Attested and recorded

Charis Sully, District Recorder

RESOLUTION NO. 17-2025

**A RESOLUTION OF THE WEST HAVEN SPECIAL SERVICE DISTRICT
APPROVING AND ADOPTING A TEMPORARY COMMEMORATIVE LOGO TO
REPRESENT THE DISTRICT; 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, on April 19, 1775, the 13 original colonies entered into the American Revolutionary War against Great Britain in order to free itself from tyranny and to establish a democratic form of governing themselves instead of by a foreign power; and

WHEREAS, in celebration of the 250 years from April 19, 1775, and to commemorate the American Revolutionary War, the Board of Directors wishes to approve and adopt a temporary red, white, and blue logo for the District; and

WHEREAS, the District intends that this temporary logo will be used from January 1, 2026, until January 1, 2027; and

WHEREAS, at this time, the Board of Directors wishes to approve and adopt this temporary logo to represent the District and which will be used on all letterhead and correspondence; and

WHEREAS, the Board of Directors finds that the public convenience and necessity, public safety, health and welfare is at issue in this matter; 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 temporary commemorative West Haven Special Service District logo, that is attached as Exhibit A, to represent the District, from January 1, 2026, until January 1, 2027. On January 1, 2027, the District will go back to using the current logo.
2. 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 December 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 December 2025.

WEST HAVEN SPECIAL SERVICE DISTRICT

by: _____
Chairman

Attested and recorded

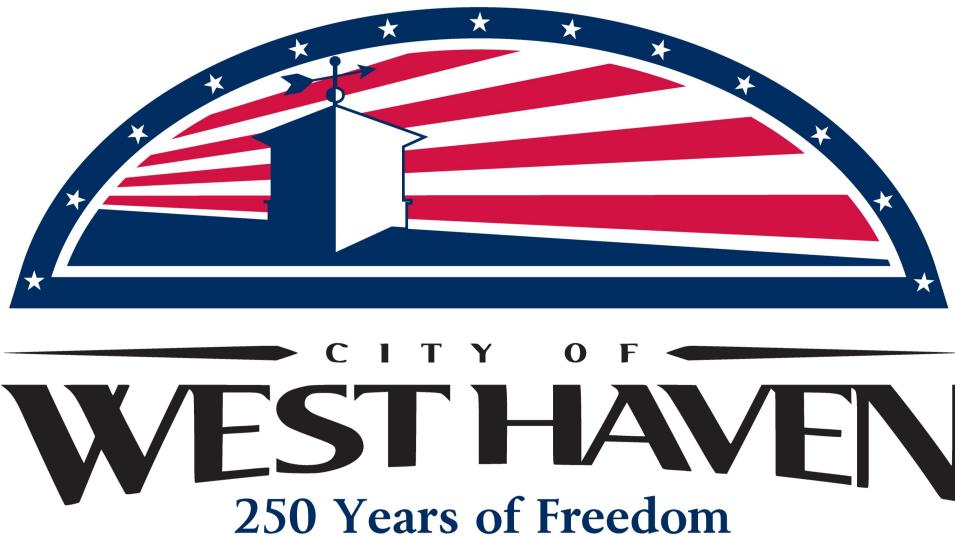
District Recorder

Exhibit A

Attached to Resolution 17-2025
Temporary Commemorative West Haven Special Service District Logo

DRAFT

PRIMARY LOGO-EVERY DAY USE



SECONDARY USE-CLOTHING





WEST HAVEN SPECIAL SERVICE DISTRICT

Monday, November 17, 2025 6:30 pm

City Council Chambers

4150 South 3900 West, West Haven, UT 84401

BOARD MEMBERS

Chairman Dale Allen

Vice Chairman James Jenson

Clarence Kelley

Alisha Marigoni

Mayor Rob Vanderwood

Councilmember Ryan Swapp

Planning Member Melinda Stimpson

MEETING MINUTES OF NOVEMBER 17, 2025

1. MEETING CALLED TO ORDER

A. Chairman Dale Allen

Dale Allen called the meeting to order at 6:31 pm.

2. OPENING CEREMONIES

A. Pledge of Allegiance – Melinda Stimpson

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 2700 W Lift Station, letting them know that the rebar was placed but then had to be moved and they should be pouring concrete this week. He told the board that the generator on 4700 will hopefully be installed by the next board meeting. John also let the board know that we had a new employee start and he is doing really good.

B. Ed Mignone

Ed had no updates for the board.

5. CENTRAL WEBER UPDATE- Mayor Vanderwood

Mayor Vanderwood reported that the district discussed financing.

6. CONSENT AGENDA

A. Action on minutes (October 20, 2025)

B. Billing adjustments (October 2025)

C. Monthly accounts payable (November 2025)

D. West Haven City- \$55,632.15 (Invoice 11202518 Administrative Services for October)

E. West Haven City- \$26,428.69 (September Storm Drain Fees)

F. West Haven City- \$86,063.52 (September Garbage Fees)

G. Twin D- \$80,829.94 (Invoice 809167 for Acoustic Testing of Sewer System)

H. Twin D- \$88,373.15 (Invoice 807536 for Sewer System Cleaning)

I. Corrio Construction, Inc.- \$169,575.00 (Pay Request No. 2 for 2700 W Lift Station Improvement)

James Jenson made a motion to approve items A-I. Alisha Marigoni seconded the motion.

AYES: Rob Vanderwood, Alisha Marigoni, Melinda Stimpson, James Jenson, Ryan Swapp, Dale Allen

NAYS:

ABSENT: Clarence Kelley

8. ADJOURNMENT

Ryan Swapp made a motion to adjourn at 6:55 PM. James Jenson seconded the motion.

AYES: Rob Vanderwood, Alisha Marigoni, Melinda Stimpson, James Jenson, Ryan Swapp, Dale Allen

NAYS:

ABSENT: Clarence Kelley

Dated this 15th day of December 2025

Charis Sully, District Recorder

Report Criteria:

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

Type	Description	Amount	Service
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Billing Adjustment

11/03/2025

Billing Adjustment	Transfer Fee - New Tenant	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Total 11/03/2025:		<u>100.00</u>	

11/04/2025

Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Tenant	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Total 11/04/2025:		<u>128.00</u>	

11/05/2025

Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Backbilled to 10/29/2025	5.01	Multiple
Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Billing Adjustment	XBP Fee Unable to Locate	7.00	Misc. - 11
Billing Adjustment	XBP Fee added for stop pay	30.00	Misc. - 11
Total 11/05/2025:		<u>170.01</u>	

11/06/2025

Billing Adjustment	Waive Late Fee	-5.00	L FEE - 19
Billing Adjustment	Waive Late Fee	-5.00	L FEE - 19
Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Billing Adjustment	XBP Fee Unable to Locate	7.00	Misc. - 11
Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Total 11/06/2025:		<u>25.00</u>	

11/10/2025

Billing Adjustment	Credit XBP Fee	-30.00	Misc. - 11
Billing Adjustment	Waived Late Fee	-5.00	L FEE - 19
Billing Adjustment	XBP Fee Invalid Bank Acco	7.00	Misc. - 11
Total 11/10/2025:		<u>-28.00</u>	

11/12/2025

Billing Adjustment	Waived Late Fee	-5.00	L FEE - 19
Billing Adjustment	Water Shut Off	25.00	Misc. - 11
Total 11/12/2025:		<u>20.00</u>	

11/13/2025

Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Total 11/13/2025:		<u>50.00</u>	

Type	Description	Amount	Service
11/17/2025			
Billing Adjustment	Transfer Fee - New Tenant	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Back billed to 9/1/2025	66.00	Sewer - 1
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Back billed to 9/11/2025	90.15	Multiple
Total 11/17/2025:		<u>356.15</u>	
11/18/2025			
Billing Adjustment	Transfer Fee - New Tenant	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Total 11/18/2025:		<u>100.00</u>	
11/19/2025			
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Total 11/19/2025:		<u>50.00</u>	
11/20/2025			
Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Billing Adjustment	Waived Late Fee	-5.00	L FEE - 19
Billing Adjustment	Waived Late Fee	-15.00	L FEE - 19
Total 11/20/2025:		<u>-6.00</u>	
11/24/2025			
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Back billed to 10/23/2025	10.80	Multiple
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Tenant	50.00	Misc. - 11
Billing Adjustment	Back billed to 10/10/2025	36.74	Multiple
Total 11/24/2025:		<u>347.54</u>	
11/25/2025			
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Total 11/25/2025:		<u>50.00</u>	
11/26/2025			
Billing Adjustment	Transfer Fee - New Owners	50.00	Misc. - 11
Billing Adjustment	Transfer Fee - New Tenant	50.00	Misc. - 11
Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Billing Adjustment	XBP Fee for Insufficient Fun	14.00	Misc. - 11
Billing Adjustment	XBP Fee Invalid Bank Acco	7.00	Misc. - 11
Total 11/26/2025:		<u>149.00</u>	
11/30/2025			

Type	Description	Amount	Service
Billing Adjustment	Transfer Fee - New Owners	<u>50.00</u>	Misc. - 11
Total 11/30/2025:		<u><u>50.00</u></u>	
Total Billing Adjustment:		<u><u>1,561.70</u></u>	

Type	Description	Amount	Service
Payment Adjustment			
11/13/2025			
Payment Adjustment	Refund overpayment to 481	70.81	Sewer - 1
Total 11/13/2025:		<u>70.81</u>	
11/17/2025			
Payment Adjustment	Refund overpayment at 260	95.46	Sewer - 1
Payment Adjustment	Refund overpayment for 48	70.81	Sewer - 1
Payment Adjustment	Refund overpayment for 20	82.65	Sewer - 1
Total 11/17/2025:		<u>248.92</u>	
Total Payment Adjustment:		<u>319.73</u>	

Type	Description	Amount	Service
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Transfer

11/17/2025

Transfer	Transferred to 11164.06	-125.20	Multiple
Transfer	Transferred from 11164.04	125.20	Multiple

Total 11/17/2025:

11/18/2025

Transfer	Transferred to 16339.02	-14.40	Multiple
Transfer	Transferred from 16339.01	14.40	Multiple

Total 11/18/2025:

Total Transfer:

Grand Totals:

1,881.43

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
Alisha Marigoni								
366	Alisha Marigoni	8	Directors Fees	12/01/2025	291.00	.00		
366	Alisha Marigoni	8						
366	Alisha Marigoni	8						
Total Alisha Marigoni:					268.73	.00		
Bona Vista								
115	Bona Vista	1215202504	43.2723.1	11/24/2025	36.80	.00		
Total Bona Vista:					36.80	.00		
Burton Excavation LLC								
375	Burton Excavation LLC	1497	Sewer Manhole Raising on 2700	06/23/2025	4,274.00	.00		
Total Burton Excavation LLC:					4,274.00	.00		
Centra Com								
344	Centra Com	1215202507	Fiber for Lift Stations	12/01/2025	541.00	.00		
Total Centra Com:					541.00	.00		
CENTRAL WEBER SEWER DISTRICT								
123	CENTRAL WEBER SEWER DIST	2328786	Quarterly Treatment Fees	11/19/2025	444,607.00	.00		
Total CENTRAL WEBER SEWER DISTRICT:					444,607.00	.00		
Charis Sully								
324	Charis Sully	1215202508	Cell Phone Reimbursement	12/01/2025	40.00	.00		
Total Charis Sully:					40.00	.00		
Child-Richards								
125	Child-Richards	157268	Accounting Services	11/30/2025	951.50	.00		
Total Child-Richards:					951.50	.00		
CINTAS								
333	CINTAS	5304928405	CABINET REFILL	11/25/2025	59.89	.00		
333	CINTAS	9348789184	AED Maintenance	11/30/2025	126.00	.00		
Total CINTAS:					185.89	.00		
Clarence Kelley								
355	Clarence Kelley	1011	Directors Fees	12/07/2025	291.00	.00		
355	Clarence Kelley							
355	Clarence Kelley							
355	Clarence Kelley							
Total Clarence Kelley:					168.73	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Dale Allen								
287	Dale Allen	1043	Directors Fees	12/01/2025	416.00	.00		
287	Dale Allen	1043						
287	Dale Allen	1043						
	Total Dale Allen:				384.17	.00		
Enbridge Gas								
144	Enbridge Gas	1215202501	acct #3443109831	12/08/2025	50.69	.00		
144	Enbridge Gas	1215202502	acct #9175280000	12/10/2025	324.12	.00		
	Total Enbridge Gas:				374.81	.00		
Freedom Mailing Services Inc								
346	Freedom Mailing Services Inc	51829	Utility Bill Processing	12/06/2025	3,425.80	.00		
	Total Freedom Mailing Services Inc:				3,425.80	.00		
Gardner Engineering								
157	Gardner Engineering	5158	1800 S flows	11/10/2025	85.00	.00		
157	Gardner Engineering	5159	4450 Lift station	11/01/2025	3,670.00	.00		
157	Gardner Engineering	5160	4700 W Lift Station Generator	11/01/2025	425.00	.00		
157	Gardner Engineering	5161	2700 W Lift Station Engineering	11/01/2025	3,599.10	.00		
157	Gardner Engineering	5294	Mapping	11/01/2025	784.00	.00		
	Total Gardner Engineering:				8,563.10	.00		
HOOPER WATER								
177	HOOPER WATER	1215202503	18500.01	12/01/2025	33.97	.00		
177	HOOPER WATER	1215202509	52199.1	12/01/2025	30.73	.00		
	Total HOOPER WATER:				64.70	.00		
Industrial Chem Labs & Services Inc.								
180	Industrial Chem Labs & Services I	20991839-00	Green Paint	11/26/2025	72.24	.00		
	Total Industrial Chem Labs & Services Inc.:				72.24	.00		
Intermountain Testing Services								
183	Intermountain Testing Services	1540	Concrete tech	10/28/2025	212.10	.00		
183	Intermountain Testing Services	1587	Pick-Up Conc Cylinders	10/29/2025	67.10	.00		
183	Intermountain Testing Services	1897	2700 lift station	12/01/2025	309.20	.00		
	Total Intermountain Testing Services:				588.40	.00		
James Jenson								
302	James Jenson	1035	Directors Fees	12/07/2025	291.00	.00		
302	James Jenson	1035						
302	James Jenson	1035						
	Total James Jenson:				268.73	.00		
Melinda Stimpson								
303	Melinda Stimpson	1035	Directors Fees	12/01/2025	291.00	.00		
303	Melinda Stimpson	1035						
303	Melinda Stimpson	1035						

Dec 11, 2025 05:30PM

Dated: _____

Board Chairman:

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



INVOICE

INVOICE #11202519

DATE: DECEMBER 1, 2025

TO:
WEST HAVEN SPECIAL SERVICE DISTRICT

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

DESCRIPTION	AMOUNT
Administrative Services including office space, utilities and personnel for November 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**



Central Weber Sewer Improvement District

2618 West Pioneer Rd
Ogden, UT 84404
Fax (801) 731-0481
Telephone (801) 731-3011

West Haven SSD
4150 South 3900 West
West Haven UT 84401

Invoice

Invoice No: 2328786

Date: 11/19/2025

Account: 159

Description	Amount
QUARTERLY FEES	444,607.00

Total Invoice Amount: **444,607.00**