



Mt. Olympus Improvement District

BOARD MEETING

AMENDED AGENDA

MONDAY, APRIL 15, 2024

ADMINISTRATION BUILDING BOARD ROOM

9:00 A.M.



1. Welcome and Introductions
2. Minutes of Board Meeting – March 20, 2024
3. Financial Information
 - A. Review Mt. Olympus Payables and Disbursements
 - B. Review Central Valley Invoice
 - C. Review Financial Report
 - D. Review Audit Progress
4. Central Valley Report – Keith Lord
 - A. Entity Managers Meeting Report
5. Legislative Update
6. Discussion of FTE's
7. Discussion and Approval of Revised MTOID Employment Policy Manual
8. Legal Services Contract Update
9. Discussion and Approval to Change the Dates of the Remaining 2024 Board Meetings
10. Manager's Report
 - A. Personnel Review
 - B. Operations Report
 - i. Collection System Review
 - ii. Holliday Water
 - iii. Update on 2024 Lining Project
 - iv. Update on Trunkline A Project
 - v. Building A Remodel
11. Possible Closed Session to Discuss Strategy Regarding Pending or Reasonably Imminent Litigation
12. Information Items (No Action Required)
 - A. District Activity Reports
 - B. Central Valley Flow & Load Report
 - C. Utah Public Treasurer's Pool Yield

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, INDIVIDUALS NEEDING SPECIAL ACCOMMODATIONS (INCLUDING AUXILIARY COMMUNICATIVE AIDS AND SERVICES) DURING THIS MEETING SHOULD NOTIFY GILES E. DEMKE, GENERAL MANAGER, AT LEAST 24 HOURS PRIOR TO THE MEETING.



Mt. Olympus Improvement District

MT. OLYMPUS IMPROVEMENT DISTRICT BOARD MEETING MINUTES

WEDNESDAY, MARCH 20, 2024
ADMINISTRATION BUILDING BOARD ROOM
2:00 P.M.

SUMMARY

1. Welcome and Introductions
2. Minutes of Board Training Meeting – February 21, 2024, and Board Meeting – February 21, 2024
3. Financial Information
 - A. Review Mt. Olympus Payables and Disbursements
 - B. Review Central Valley Invoice
 - C. Review Financial Report
 - D. 2024 Rate Study by WFWQC
4. Central Valley Report – Keith Lord
 - A. Strategy Session Report – Keith Lord
 - B. Entity Managers Meeting Report
 - i. CVWRF Annual Audit
5. Legislative Update
6. Discussion and Approval of the 2024 Workers Compensation Renewal Policy
7. Discussion and Approval of the Municipal Wastewater Planning Program Report 2024 for Calendar Year 2023
8. Discussion of Revised MTOID Employment Policies Manual
9. Manager's Report
 - A. Personnel Review
 - B. Operations Report
 - i. Update on District Lining Projects
 - C. WEAU Annual Conference Update
10. Possible Closed Session to Discuss the Process of Evaluating Responses to a Solicitation.
11. Information Items (No Action Required)
 - A. District Activity Reports
 - B. Central Valley Flow & Load Report
 - C. Utah Public Treasurer's Pool Yield

PRESENT:

Ami Neff, Board Chair
Keith Lord, Trustee
Michele Rivera, Trustee
Giles E. Demke, General Manager
Stephen Rohwer, Assistant General Manager/CFO
Trevor Eppich, Controller
Dean Ayala, District Engineer
Zack Stevens, Lines Superintendent
Tammy Gonzales, Executive Secretary/District Clerk

GUESTS:

No guests present.

PRESIDING:

Ami Neff, Board Chair

1. **Welcome and Introductions:**

Welcome and introduction were done. No members of the public were in attendance.

2. **Minutes of Board Training Meeting – February 21, 2024:**

Motion to approve the February 21, 2024, Board Training Meeting minutes, as written, was made by Trustee Lord and seconded by Trustee Rivera. The motion was approved by unanimous vote.

Votes: Keith Lord – yes
Ami Neff – yes
Michele Rivera – yes

Minutes of Board Meeting – February 21, 2024:

Motion to approve the February 21, 2024, Board Meeting minutes, with a few corrections, was made by Trustee Lord and seconded by Trustee Rivera. The motion was approved by unanimous vote.

Votes: Keith Lord – yes
Ami Neff – yes
Michele Rivera – yes

3. **Financial Information:**

A. **Review Mt. Olympus Payables and Disbursements:**

Assistant GM Rohwer went over the reports along with the check register. Assistant GM Rohwer called the board's attention to the "void" checks shown in the check register. He explained that Cassell (the District's accounting software) performed an update, and the update changed our defaults without our knowledge. This caused a problem with the checks, and we had to do a reprint. Trustee Lord asked what the JV stood for in the report. Assistant GM Rohwer stated journal voucher. Trustee Lord stated that he would like to make one comment on check 40506 made out to Carol Lord, no relation.

After review and discussion, a motion to approve the Mt. Olympus Payables and Disbursements was made by Trustee Lord and seconded by Trustee Rivera. The motion was approved by unanimous vote.

Votes: Keith Lord – yes
Ami Neff – yes
Michele Rivera – yes

B. **Review Central Valley (CV) Invoice:**

Assistant GM Rohwer gave a break-down of the CV Invoice. CV completed their annual audit in February by the same group that is currently conducting the District's annual audit. The results will be presented to CV board during the March board meeting. There were no findings in the audit. The audit has not been approved by the board yet. Further discussion will wait until after the audit has been present to CV's board. During the month of February, capital spending at \$6.9 million. Assistant GM Rohwer gave the Board a breakdown of that spending that took place.

After review and discussion, a motion to approve the Central Valley Invoice for \$936,389.63 was made by Trustee Lord and seconded by Trustee Rivera. The motion was approved by unanimous vote.

Votes: Keith Lord – yes
Ami Neff – yes

Michele Rivera – yes

C. Review Financial Report:

Trustee Neff asked what about the Ford F-150 truck that was for sale. Assistant GM Rohwer stated that we did sell the truck last month for \$25,000 which was \$1,000 more than the budgeted amount. Assistant GM Rohwer also stated that we sold a generator for \$13,500. As this was not listed as an asset, the funds are shown in the Miscellaneous account. The water tender was sent to the auction. It has not been finalized yet, but the closing bid was \$60,500. The budgeted amount was \$45,000. Trustee Rivera asked does the net gain go into an account for more vehicles? Assistant GM Rohwer stated that the District will recognize the gain on the financials as capital money. If there was something that the District needed in the way capital, the funds could be used for that. The Board would need to give final approval prior to funds being allocated.

After review and discussion, the Financial Report was accepted for filing by the Board Members.

D. 2024 Rate Study by WFWQC:

Wasatch Front Water Quality Council (WFWQC) published a rate study for the State of Utah. Assistant GM Rohwer highlighted the entities that flow into Central Valley.

All entities, except the cities, have a tax rate. The “Total Monthly Rate” is calculated by taking the home value and multiplying it by 55% for the discounted value and multiplies that amount by the tax rate to determine the monthly tax charge and adding this to the monthly user charge. The monthly tax rate to our customers is \$5.57. The monthly user charge per RE is \$25.00. These two items added together equate to a total monthly charge of \$30.57. Based on the current information, the District’s Total Monthly Rate is currently the second lowest of the entities discharging to CV and is below the state average of \$44.31 per month.

You can compare that to the other entities. Salt Lake City’s monthly fee is \$36.00 for the treatment plant, but their customers are likely to see that number jump in the next two or three years due to the rebuild of the treatment plant. South Valley Water Reclamation facility is at \$40.54 per month. Trustee Neff asked about the rates in South Davis, shouldn’t they be higher? They are \$30.41 per month. Assistant GM Rohwer stated that their monthly fee is lower, but they have a very high tax rate. The lowest rate was \$23.00 and that was in Cedar City and the average is \$44.00, with a mean of \$42.00 and the max of \$80.00. The maximum rate belongs to South Salt Lake. For comparison, the national average for sewer is \$47.42. Trustee Neff thanked Assistant GM Rohwer for the report.

4. Central Valley (CV) Report – Trustee Lord:

– Board Meeting:

- **Fairfield Land Application** – As you are aware there is concern with delivering our waste products/biosolids land application in Fairfield. The Board left instructions with GM Heck to do further research. What to do with the property and what to do in the future. If CV loses the Fairfield property as a land application site, it could become costly to find alternatives. GM Heck is going to review the options and come back and make a presentation to CV’s board.
- **New Board Member** – Cheryl Hatch is a new board member from Kearns District.
- **H.B. 125** – Interlocal Procurement Code. Right now, they are following their own code. They did submit it to the auditors to verify that it would meet the requirements of that new rule. There was one tweak they had to make other than that, the auditor stated that it would be compliant with that bill.

- **Property South of Central Valley** – The property south of CV, one of the subdivision plats, was approved for two buildings.

Trustee Lord stated that he learned a new word or abbreviation – “PFAS or PFOS” (*per- and polyfluoroalkyl substances*), they are a large complex group of synthetic chemicals that have been used in consumer products around the world since about the 50s. They are ingredients in various everyday products. They can cause cancer, liver disease, affect your immune system, etc. So, they are working on getting exemptive.

GM Demke stated there's legislation going on right now at the national level on this. EPA is currently developing regulations for these chemicals. EPA is also looking to add certain chemicals in this group to the CERCLA (*Comprehensive Environmental Response, Compensation, and Liability Act*). If they do, The “act” allows the EPA to go after the people that cause the problems. This could include the treatment plants if they are not exempted from the rule.

A. Entity Managers Meeting Report – Stephen Rohwer:

- **Audit:** First item discussed was the audit. It was a good audit. Current cash balance in their reserves was higher than they expected. Because of this, CV may be able to delay the last bond until October.
- **Arc Flash:** Headworks building had an arc flash incident the week before last. On Friday it took out the “B” side of their power system and then again on Sunday they had a second fault which blew a handful of fuses. This shut down the majority of the processes. It caused the facility to exceed the discharge ammonia limit on the Monday following the outage. CV has notified the State of the violation. They expect because of the arc flash about \$100,000 worth of damage was done to their electrical system. It should be noted that no flows were bypassed to the river.
- **Earthquake Study:** CV along with Olympus Insurance completed a review of the earthquake insurance coverage. Currently the deductible for an earthquake event would be \$10 million. The District would be liable for approximately \$2.5 million of that amount. CV currently has \$5 million in reserves with is listed as capital funds (pay as you go). This could be used if needed. There will be discussion with the Board on different options including self-funding a reserve account or increasing the premium to reduce the deductible.
- **Trucked In Waste:** Truck in waste (Honey Bucket) is waste that is delivered to CV in trucks. These are the trucks that go out and pick up port-a-potties and or clean out septic tanks. The trucks empty their tanks at CV and are charged based on the amount and the strength. The strength of the waste is determined by sampling the liquid with a gallon jug at the discharge end of the truck. CV is finding that the truck drivers are throttling the discharge valve to prevent spills which in turn prevents the solids from coming out of the tank and invalidating the result. The rates are based off of the results of the sample test. Based on how the sampling is being completed, CV is finding out that they are probably undercharging for the service. So, they are looking at a study on how to possibly correct the sampling and charge the correct fee. GM Demke stated we are really talking small dollars. When you are talking a flow of 60 million gallons a day and a tanker of 3,000 gallons it just doesn't make a lot of sense. Pick an average number and develop a fee based on the average.
- **Food Waste Group:** As you may recall, 7-8 years ago there was a food waste group that came to CV and they wanted to deliver food waste to the facility and process it to create biogas for energy. They said that it could be done. The Board at that time said they were not interested in this process at that time. In the meantime, South Davis Sewer District built a food waste recycling facility just off Legacy Highway. That facility has not performed as expected and it is now up for sale. The biogas that is being generated is being burned off as they cannot sell it. Carner, who gathers and collects food waste, have now

approached CV as a potential site to take the waste. CV has pilot tested a food waste project and it did work at that time. This will be brought up to the Board in the near future.

5. Legislative Update:

GM Demke provided a listing of possible legislation that may affect the District. The following is a list of the proposed bills (see Appendix A – Slide Presentation for further information).

- H.B. 13 - 1st Substitute - Infrastructure Financing District
- H.B. 36 - 3rd Substitute - Open and Public Meeting Act Amendments
- H.B. 55 - 2nd Substitute - Employment Confidentiality Amendments
- H.B. 74 - Utility Relocation Cost Sharing Amendments
- H.B. 80 - 1st Substitute – Candidate and Officeholder Disclosure Modifications
- H.B. 125 - Procurement Code Amendments (*Bill signed 3/14/24*)
- H.B. 230 - State Agency Application Review Requirements (*Did not pass*)
- H.B. 306 - Residential Housing Amendments (*Did not pass*)
- H.B. 354 - Truth n Taxation Revisions (*Did not pass*)
- H.B. 368 - Apprenticeship on Public Works Requirements (*Did not pass*)
- H.B. 396 - Workplace Discrimination Amendments
- H.B. 404 - 1st Substitute - Public Entity Restrictions
- H.B. 457 - Governmental Accounting Amendments (*Did not pass*)
- H.B. 458 - Public Contract Labor Amendments (*Did not pass*)
- H.B. 490 - Elections Office (*Did not pass*)
- HJR 14 - Proposal to Amend Utah Constitution – Statewide Initiative (*Did not pass*)
- S.B. 12 - Property Tax Deferral Amendments (*Bill signed 3/14/24*)
- S.B. 29 - 1st Substitute - Truth in Taxation Modifications
- S.B. 34 - 1st Substitute - Utah State Retirement System Revisions
- S.B. 37 - Municipal and Special District Election Amendments
- S.B. 140 - Utah Retirement System Amendments (*Did not pass*)
- S.B. 145 - 2nd Substitute - Utility Easements Amendments (Blue Stakes Law)
- S.B. 185 - Residential Building Inspection Amendments

At the last board meeting, Trustee Rivera asked about contacting members of the legislature that she personally has a relationship with. She asked if that was appropriate for a board member to voice an opinion on a bill as a board member representing a District or personally. GM Demke stated that personally there is no problem with but as a representative of the Board, that should come through the Board Chair – Trustee Neff.

6. Discussion and Approval of the 2024 Workers Compensation Renewal Policy:

Assistant GM Rohwer stated our policy for Workers Comp is with the Utah Local Governments Trust (ULGT). Assistant GM Rohwer presented the 2024 policy. The policy is normally April through March of the following year. ULGT is changing their policy timelines to be renewed on July 1st of every year. Because of this change the upcoming policy will be 15-month policy for one year.

The presentation lists the District claims. The Districts E-MOD (experience modification rating) is based on these claims. The District had three claims that were in the reporting time period. The number of claims was small as were the amounts associated with each claim.

In 2021 the District had an E-MOD at 0.69 phenomenal number, and it rose in 2022 to 0.75. That rating is still a very good rating. Well, done to all the department heads at the District, especially the Lines department. That's where the majority of our issues tend to happen. We only had two small claims last year and so far, \$0.00 cost associated with those claims.

Overall, the District's been with the ULGT on and off for over 20 years. Last year's estimated payroll was a 9% increase. That amount is a worst-case scenario based on budgeting. This budget number is the number given to ULGT in advance and it is not an actual number. Be mindful of some of these percentages shown due to the timing of the policy renewal and the increased length. As shown, the E-MOD is 0.75 and this year's annual premium came in at \$13,957 which is a 13% decrease which is down \$2,000. But because we are going to 15 months policy for 2024 that premium will be \$17,437.

After review and discussion, a motion to approve the renewal for Workers Compensation Insurance for the year 2024 was made by Trustee Rivera and seconded by Trustee Lord. The motion was approved by unanimous vote.

Votes: Keith Lord – yes
Ami Neff – yes
Michele Rivera – yes

7. Discussion and Approval of the Municipal Wastewater Planning Program Report 2024 for Calendar Year 2023:

The Board was presented with a copy of the Municipal Wastewater Planning Program Self-Assessment Report for 2023.

GM Demke stated that every year, the Department of Water Quality requires collection systems and treatment plants throughout the state to fill out this survey. It is basically a tool that districts use to see how they are doing. The report lists questions and the responses. The District had two SSOs (sanitary sewer overflow) in 2023. SSOs are classified as Class 1 or Class 2 depending on the severity. The first SSO was the Tuerpey case which is a Class 2. And the second one was Holliday Water, which is a Class 1 and it was noted that that one was not our fault.

Trustee Lord stated that the report states that we have a repair/replacement sinking fund. Assistant GM Rohwer stated that the District has a reserve account with Zions Bank for repair and replacement of the system. The fund is not specifically listed as repair/replacement, it is just a reserve account. Also, the report asked if we will meet anticipated needs, the District responded with a NO. GM Demke stated with a 30-year planning horizon, the District currently cannot meet those funding needs. If the planning horizon is switched to a year, then yes, the needs are met. The report does not differentiate between what time appropriate time length is. The District uses a 30-year horizon. Also, on the question regarding "updated collection system O&M manual less than five years", the District answer was NO. GM Demke stated that this review is underway, and that there are about four reports that will be completely reviewed and updated in 2024. The question regarding the "CIP reserve fund 10 years", the District answered NO. GM Demke said that the report is asking about funding for five-year increments. At the ten year mark, we are underfunded. Assistant GM Rohwer stated right now we are looking at about three years. Trustee Lord asked GM Demke that at the last board meeting you said we had a population service of 164,800 and this report is 127,764. GM Demke said one number includes industrial accounts and the other does not. Trustee Lord asked so does this mean individuals versus services connections. GM Demke stated its REs (Residential Equivalents) which equates to 2.6 individuals per service connection (RE). Trustee Lord stated he likes to know the population about which we are talking. Engineer Ayala stated that it depends on what data set you are using. Looking at that, we came back to that exact conclusion that if you look at an area like South Salt Lake, it's a lot of industrial area whereby the census data they don't show up as full-time population, but during the day, come in and work, so you get that high number during the day with all the businesses and all that industrial and then you get a lower number when you're looking at permanent residents. Trustee Lord asked what number do we want to use, the report number? GM Demke stated it is really all a

guesstimate. We will use the report number. Trustee Lord stated you rated our system as fair to good. GM Demke stated the fair is the pipes that need lining. As these projects are completed, they will move into the good zone. Trustee Lord asked about the question regarding treatment of wastewater. The District responded No. GM Demke stated the District does not treat wastewater all we do is convey it.

After review and discussion, a motion to approve the Municipal Wastewater Planning Program Report for 2023 was made by Trustee Lord and seconded by Trustee Rivera. The motion was approved by unanimous vote.

Votes: Keith Lord – yes
Ami Neff – yes
Michele Rivera – yes

8. Discussion of Revised MTOID Employment Policies Manual:

GM Demke stated that the District has completed the annual review of the Employment Policy Manual. With this review, the language and pronouns have been updated, a couple of policies have been modified, and we have added in a few new policies. GM Demke asked the Board if there were any questions, comments, or concerns.

Trustee Rivera asked if there was a specific part where you wanted us to focus because I felt like a lot of the work was clarifications or better definitions than what was previously there. GM Demke stated yes, a lot of it was just cleaning up words.

The following is a synopsis of the work completed:

- There were three policies added.
- Postpartum leave (this Section was approved at the February Board meeting)
- Working hours have changed to allow management to make schedule changes to adapt to different circumstances without having to come back to the Board for each change. This would be start and stop times. The work week is still based on a 40-hour work week. Lines will still be a Monday through Friday work week.
- We have updated the dress code language.
- We tightened up our smoking/vaping policies.
- Vacation changes, the way it is written is causing some issues. This will address those issues. All vacation time must be scheduled and approved in advance of taking the time off. Advance notice is a minimum of 12 hours given on the working day prior to the start of your working shift. Management is aware of emergencies that do arise and will grant 10 short notice to vacation requests per calendar year. Short notice is defined as requesting vacation hours any time after the 12 hours. Advanced Working day notice requirement. Requesting vacation time once the employee is at work for vacation time on that day will not be considered short notice unless more than six hours are requested. Anyone exceeding the 10-hour short notice will be subject to disciplinary action, up to and including termination. Sick time is excluded from this requirement. Trustee Lord then asked if the policy had been modified since the last time you responded? GM Demke stated that nothing has changed since then. Once we agree on the proposed changes and they are approved by the Board, Assistant GM Rohwer and GM Demke will meet with staff to review the changes. Trustee Lord asked if this is per year or annual? GM Demke stated that it is annual.
- Employees that call and request sick time must use accrued sick time hours in the Districts time keeping system to cover the request and may not substitute vacation hours unless the hours needed fall below the hours available in the employee's sick hour bank. So, in order to get around the short leave I call in sick and then I get here, and I want to change it to vacation. That closes that loophole.

- Language was put in for the Juneteenth Holiday.
- Retirement – This policy allows the District and the employee to buy-out up to five additional years of service with certain criteria that must be met. The real intent of this policy is to give the employee the opportunity to buy additional years of service. The Board asked about a cap on the two options. GM Demke stated that he would add a 30-year cap to the Tier 1 group and a 35-year cap to the Tier 2 group.
- HSA Account – We have one employee who does not qualify to receive HSA funds. He cannot receive it because he is on the VA health care system using their benefits. This would allow the District to contribute the same amount of money to a Roth IRA account for this employee.
- Fitness allowance policy – This gives an employee \$10 on a monthly basis if they submit receipts to show that they are members of a “fitness center”.
- Family Medical and Leave Act – We are not required to leave that in here. So just be aware that the requirement is the organization must employ more than 50 employees and we are under that. Trustee Neff asked if this could be put on the agenda next month. GM Demke stated yes, he will put it on the agenda next month.

GM Demke stated he will make the changes discussed and will print hard copies for those that would like one.

9. Manager’s Report:

A. Personnel Review:

GM Demke reported that we have no employees with anniversary dates in March.

The District is still down one FTE in the Lines Department, we have advertised for this position, it closed on March 13th and have received six applications with one backing out. We will start the interview process next week. Once we hire this one, we will be fully staffed.

B. Operations Report:

The Board has asked for monthly updates on our projects. We have two projects running right now. The Truckline-A project is currently on hold pending action from UTA. Hopefully, we’ll be moving forward by the end of April as UTA should have their design/construction team onboard by then. Engineer Ayala is staying connected with UTA on a biweekly basis just to make sure we do not have any issues.

Trustee Lord asked if there was any news on the Cottonwood Mall/Holladay Hills. GM Demke stated we have released all their deposits for manholes. Engineer Ayala stated they have a special cleaning deposit. They objected to the manhole deposit so, we came up with the cleaning deposit in its place. We asked them to please send the District final plans as they are developed and to make sure all their fees are paid prior to making connections.

i) Update on Lining Projects:

Engineer Ayala stated we do have a start date/preconstruction meeting scheduled for the first week in April. Trustee Lord asked if there were any protests on the award given to PEC? GM Demke answered that he was not aware of any. GM Demke stated that PEC would like to start cleaning the lines on April 8th which is a Friday.

C. WEAU Annual Conference Update:

The WEAU annual conference will be held April 23 – 26, 2024 in St. George. Hotel reservations and conference registrations have been made. Those attending the conference are GM Demke, Lines Superintendent Stevens, and Trustee Lord. GM Demke stated he is not recommending attending the preconference as it is on microbiology and a microscope class, and we really do not deal with that.

10. Possible Closed Session to Discuss the Process of Evaluating Responses to a Solicitation:

A motion to adjourn the open session and go into a closed session was made by Trustee Lord and seconded by Trustee Rivera. The motion was approved by unanimous vote.

Votes: Keith Lord – yes
Ami Neff – yes
Michele Rivera – yes

At approximately 4:05 p.m. Trustee Neff stated we are back in open session.

11. Information Items (No Action Required)

A. DISTRICT ACTIVITY REPORTS

Copies of the District's activity reports were provided for Board review.

B. CENTRAL VALLEY FLOW & LOAD REPORT

A copy of the current Central Valley Flow & Load Report was not available.

C. UTAH PUBLIC TREASURER'S POOL YIELD

The Utah Public Treasurer's Pool Yield for February 2024 was 5.405%.

There being no further information to come before the Board, a motion to adjourn was made by Trustee Lord and seconded by Trustee Rivera. The motion was approved by unanimous vote.

Votes: Keith Lord – yes
Ami Neff – yes
Michele Rivera – yes

The meeting was adjourned at 4:24 p.m.

Ami Neff, Board Chair

Mt Olympus Improvement District

Monthly Cash Distribution Report

For the Month of: MARCH 2024

Checking Account Disbursements

Date	Description	Check Sequence	Disbursement Amount
3/7/2024	Accounts Payable	40467-40512	\$ 7,979.40
3/21/2024	Accounts Payable	40513-40578	\$ 22,140.35
3/26/2024	Accounts Payable	40579-40589	\$ 34,906.98
		Sub-total	\$ 65,026.73

Electronic Payment Disbursements

Date	Description	Journal Entry / Ref #	Disbursement Amount
3/2/2024	XPRESS BILL PAY	JV0301	\$ 6,887.93
3/2/2024	AMERICAN EXPRESS-MERCH	JV0302	\$ 1,310.55
3/2/2024	PAYMENTECH MERCH	JV0303	\$ 5,948.15
3/12/2024	ZIONS BANK	JV0338	\$ 645.70
3/12/2024	Payroll	1056661-1056685	\$ 61,207.26
3/12/2024	Utah Retirement Systems	JV0305	\$ 24,213.09
3/12/2024	EFTPS (taxes)	JV0306	\$ 23,314.97
3/12/2024	Health Equity (HDSA)	JV0307	\$ 3,543.10
3/19/2024	CVWRF-	Approved 3/20/24	\$ 936,389.63
3/24/2024	Payroll	1056686-1056710	\$ 60,510.80
3/24/2024	Utah Retirement Systems	JV0333	\$ 23,952.35
3/24/2024	EFTPS (taxes)	JV0334	\$ 22,953.97
3/24/2024	Health Equity (HDSA)	JV0335	\$ 3,543.10
3/20/2024	AMEX CC PMT	JV0324	\$ 1,937.20
3/20/2024	PEHP MEDICAL PREM	JV0329	\$ 38,586.55
3/20/2024	PEHP (LIFE & AD&D)	JV0330	\$ 1,600.73
3/21/2024	Rocky Mnt Power (1) to 3/4	JV0321	\$ 1,124.11
3/21/2024	Rocky Mnt Power (3) to 3/1	JV0322	\$ 10.73
3/21/2024	Rocky Mnt Power (5) to 3/11	JV0322	\$ 95.41
			\$ 1,217,775.33

	Description		Disbursement Amount
3/27/2024	Capacity Fees Transfer from Checking To PTIF 8603 (prior mnth)	JV0327	\$ 25,014.00
3/20/2024	Funds transfer from Checking to PTIF	JV0328	\$ 500,000.00
3/27/2024	Funds transfer from Checking to PTIF	JV0336	\$ 400,000.00
		Sub-total	\$ 925,014.00
		Total Disbursement	\$ 2,207,816.06

Mt Olympus Improvement District

Monthly Cash Distribution Report

For the Month of APRIL

Checking Account Disbursements

Date	Description	Check Sequence	Disbursement Amount
4/4/2024	Accounts Payable	40583-40617	\$ 17,938.49
4/15/2024	Accounts Payable		
	Accounts Payable		\$ -
		Sub-total	\$ 17,938.49

Electronic Payment Disbursements

Date	Description	Journal Entry / Ref #	Disbursement Amount
4/1/2024	XPRESS BILL PAY	JV0401	\$ 7,583.87
4/2/2024	AMERICAN EXPRESS-MERCH		\$ -
4/2/2024	PAYMENTECH MERCH		\$ -
	ZIONS BANK		\$ -
4/7/2024	Payroll	1056711-1056735	\$ 60,217.54
4/7/2024	Utah Retirement Systems	JV406	\$ 23,883.82
4/7/2024	EFTPS (taxes)	JV0407	\$ 22,833.10
4/7/2024	Health Equity (HDSA)	JV0708	\$ 3,601.60
4/18/2024	CVWRF-	TO BE AUTHORIZED	\$ 956,890.70
4/21/2024	Payroll		
4/21/2024	Utah Retirement Systems		
4/21/2024	EFTPS (taxes)		
4/21/2024	Health Equity (HDSA)		
	AMEX CC PMT		
	PEHP MEDICAL PREM		\$ 39,971.66
	PEHP (LIFE & AD&D)		
	Rocky Mnt Power (1) to 3/4		
	Rocky Mnt Power (3) to 3/1		
	Rocky Mnt Power (5) to 3/11		
			\$ 1,114,982.29

Description	Disbursement Amount
Capacity Fees Transfer from Checking To PTIF 8603 (prior mnth)	\$ -
Funds transfer from Checking to PTIF	\$ -
Funds transfer from Checking to PTIF	\$ -
Sub-total	\$ -
Total Disbursement	\$ 1,132,920.78

Report Criteria:
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Seq	Invoice GL Account	Discount Taken	Check Amount	
03/24	03/25/2024	40369	10860	ASSOC GOVERNMENT ACCOUNTA	76287	1	4430	.00	105.00-	V
04/24	04/03/2024	40371	29517	BOOMERANG FINANCE	15084401	1	1175	.00	46.00-	V
03/24	03/26/2024	40579	12700	CERTIFIED SHRED	168207	1	4502	.00	78.00	
03/24	03/26/2024	40580	12880	CINTAS	Multiple	1	4120	.00	326.01	
03/24	03/26/2024	40581	17320	DEX IMAGING	AR10992307	1	4502	.00	172.38	
03/24	03/26/2024	40582	15880	GENUINE NAPA PARTS COMPANY -	01903701	1	4110	.00	5.40	
04/24	04/04/2024	40583	17260	HY-KO SUPPLY COMPANY	Multiple	1	4110	.00	.00	V
03/24	03/26/2024	40584	17705	JAN-PRO of Utah	342434	1	4485	.00	917.00	
03/24	03/26/2024	40585	18440	KIRTON AND MCCONKIE	2061840	2	4425	.00	3,572.85	
03/24	03/26/2024	40586	23180	ROCKY MTN TRANSIT INSTRUMEN	156838	5	1670	.00	18,891.98	
03/24	03/26/2024	40587	19100	STANDARD INSURANCE	Multiple	1	4020	.00	2,432.44	
03/24	03/26/2024	40588	26200	UTAH STATE TAX COMMISSION	Multiple	1	2034	.00	8,418.13	
04/24	04/04/2024	40589	10700	APELLO	111317-01 A	1	4170	.00	107.50	
04/24	04/04/2024	40590	11600	BLUE STAKES OF UTAH	UT20240067	1	4680	.00	891.90	
04/24	04/04/2024	40591	11750	BOOST HR & RECRUITING	1951	1	4582	.00	1,425.00	
04/24	04/04/2024	40592	12520	CASELLE INC.	132002	1	4567	.00	1,764.00	
04/24	04/04/2024	40593	12880	CINTAS	4187989328	2	4140	.00	204.42	
04/24	04/04/2024	40594	13600	D AND L SUPPLY	0000156456	2	4085	.00	3,273.00	
04/24	04/04/2024	40595	13860	DEMKE, GILES	Multiple	1	4430	.00	1,363.00	
04/24	04/04/2024	40596	14870	EPPICH, TREVOR	04012024	1	4470	.00	450.00	
04/24	04/04/2024	40597	29538	FINDLEY, SUMMER	04012024	1	1175	.00	330.00	
04/24	04/04/2024	40598	16470	HANSEN ALLEN LUCE INC	51514	1	1625	.00	4,403.45	
04/24	04/04/2024	40599	29537	HEAPS, DALE	04012024	1	1175	.00	161.04	
04/24	04/04/2024	40600	17100	HOSE & RUBBER SUPPLY	01903701	1	4110	.00	5.40	
04/24	04/04/2024	40601	17260	HY-KO SUPPLY COMPANY	872164A	1	4110	.00	41.51	
04/24	04/04/2024	40602	18910	LAWNBTULER	INA-79453	1	4486	.00	488.06	
04/24	04/04/2024	40603	29497	LORD, KEITH	04042024	1	4430	.00	638.00	
04/24	04/04/2024	40604	21200	OCCUPATIONAL HEALTH CENTERS	17275320	1	4020	.00	28.00	
04/24	04/04/2024	40605	21360	OLYMPUS INSURANCE AGENCY	16810	1	4450	.00	50.00	
04/24	04/04/2024	40606	21950	PEOPLETRAIL	63495	1	4250	.00	50.00	
04/24	04/04/2024	40607	22490	PRECISION TRUCK	2307/2310	2	4158	.00	240.00	
04/24	04/04/2024	40608	29541	PUREVSUREN, BYAMBASUREN	04042024	1	1175	.00	46.00	
04/24	04/04/2024	40609	23180	ROCKY MTN TRANSIT INSTRUMEN	157232	1	4645	.00	203.00	
04/24	04/04/2024	40610	23240	ROHWER, STEPHEN	04012024	1	4470	.00	500.00	
04/24	04/04/2024	40611	23620	SALT LAKE COUNTY HEALTH DEPT	88-SSD: 03/3	1	4020	.00	228.00	
04/24	04/04/2024	40612	24880	STEVENS, ZACK	04042024	1	4030	.00	236.00	
04/24	04/04/2024	40613	24980	STONE, DARREN	04012024	1	4235	.00	125.00	
04/24	04/04/2024	40614	25340	TERRA DIAMOND INDUSTRIAL	6942	1	4660	.00	152.00	
04/24	04/04/2024	40615	29050	T-MOBILE	04032024	3	4035	.00	584.51	
04/24	04/04/2024	40616	29539	WILLIAMS, BARBARA	04012024	1	1175	.00	50.00	
04/24	04/04/2024	40617	29540	WILSON, JUSTIN	04032024	1	1175	.00	34.00	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
1175	621.04	46.00-	575.04
1625	4,403.45	.00	4,403.45
1670	19,391.98	500.00-	18,891.98
2020	785.30	53,521.28-	52,735.98-
2034	8,418.13	.00	8,418.13
2046	2,340.75	.00	2,340.75
4020	347.69	.00	347.69

GL Account	Debit	Credit	Proof
4030	236.00	.00	236.00
4035	104.91	.00	104.91
4085	3,273.00	.00	3,273.00
4110	186.61	134.30-	52.31
4120	75.67	.00	75.67
4140	401.88	.00	401.88
4158	120.00	.00	120.00
4168	120.00	.00	120.00
4170	107.50	.00	107.50
4235	125.00	.00	125.00
4250	50.00	.00	50.00
4425	3,572.85	.00	3,572.85
4430	1,276.00	105.00-	1,171.00
4435	499.69	.00	499.69
4450	50.00	.00	50.00
4470	1,550.00	.00	1,550.00
4485	917.00	.00	917.00
4486	488.06	.00	488.06
4502	250.38	.00	250.38
4567	1,764.00	.00	1,764.00
4582	1,425.00	.00	1,425.00
4635	104.91	.00	104.91
4640	52.88	.00	52.88
4645	203.00	.00	203.00
4660	152.00	.00	152.00
4680	891.90	.00	891.90
Grand Totals:	<u>54,306.58</u>	<u>54,306.58-</u>	<u>.00</u>

Report Criteria:
Report type: Summary



Central Valley Billing Highlights

Period of March 2024

- CVWRF invoice to Mt Olympus is for **\$956,890.70**
- For March, CVWRF Capital Spending was \$5.4 million. The approximate breakdown is as follows
 - Blower Building \$406k
 - Side-stream Nitrogen \$271k
 - Side-stream Phosphorus \$0
 - BNR \$1.46m
 - Pay-go \$1m
 - Thickening \$828k
 - Dewatering was \$103k
- Total operating expenses less depreciation was \$1.5m for March
- During March, CVWRF paid principal of \$11m and Interest of \$4.4m
- The Fairfield property was appraised at \$40.9m. In 2022, CVWRF paid \$3.8m to purchase the property
- Interest Income was \$281k
- The EPA contacted CVWRF about a \$750k community fund that CVWRF will take advantage of.
- CVWRF is at 24% of the Budget with a target percentage of 25% for March



Central Valley Water
Reclamation
Facility

April 4, 2024

Mt. Olympus Improvement District
3932 South 500 East
Salt Lake City, UT 84107-1895

March-2024
Invoice

Prior amounts due			\$	-
	February 2024	Invoice		936,389.63
	20th Billing	Invoice		-
Less credits				
	March 2024	Payments		<u>(936,389.63)</u>
		Prior amount due		-
March-2024	Description			
	Facility Operations			393,975.02
	Pretreatment Field			8,693.66
	Entity Lab Work			1,466.00
	Net Lab Costs			<u>25,215.57</u>
		Total Operations Billing		429,350.25
	Cash Entity Capital			-
	Monthly CIP (pay-as-you-go)			278,787.83
	Loan Payment			<u>248,752.62</u>
		Total Capital Billing		527,540.45
Adjustments				
	Less revenue			<u>-</u>
		Total Amount Due	\$	<u><u>956,890.70</u></u>

Payment is due within 15 days of the date of the invoice



CVWRF
 800 West Central Valley Road
 801-973-9100 • Fax

Invoice for Testing and Services

Invoice To: Christi Priest
 Mt. Olympus Water- IW
 3932 South 500 East
 Salt Lake City, UT 84107-1895

Invoice Date: 04/04/2024
Invoice #: C-040424-005
Due Date: 05/04/2024

For: 2401645	Sample Name: MO06 (1024)	Received: 03/06/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Biochemical Oxygen Demand	1	\$20.00 \$20.00
PO4-P Total	1	\$15.00 \$15.00
Total Suspended Solids	1	\$10.00 \$10.00
For: 2401646	Sample Name: MO06 (1023 (1 of 8))	Received: 03/06/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401647	Sample Name: MO06 (1023 (2 of 8))	Received: 03/06/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401648	Sample Name: MO06 (1023 (3 of 8))	Received: 03/06/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401649	Sample Name: MO06 (1023 (4 of 8))	Received: 03/06/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401650	Sample Name: MO06 (1023 (5 of 8))	Received: 03/06/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401651	Sample Name: MO06 (1023 (6 of 8))	Received: 03/06/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401652	Sample Name: MO06 (1023 (7 of 8))	Received: 03/06/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401653	Sample Name: MO06 (1023 (8 of 8))	Received: 03/06/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401804	Sample Name: MO05 (1040)	Received: 03/12/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
Petroleum-based Oil & Grease	1	\$20.00 \$20.00
PO4-P Total	1	\$15.00 \$15.00

Central Valley Water Reclamation Facility
 800 West Central Valley Road
 South Salt Lake, UT 84119
 Utah Lab ID UT00018

For: 2401852	Sample Name: MO06 (1046)	Received: 03/14/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Biochemical Oxygen Demand	1	\$20.00 \$20.00
Total Suspended Solids	1	\$10.00 \$10.00
For: 2401853	Sample Name: MO06 (1045 (1 of 8))	Received: 03/14/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401854	Sample Name: MO06 (1045 (2 of 8))	Received: 03/14/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401855	Sample Name: MO06 (1045 (3 of 8))	Received: 03/14/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401856	Sample Name: MO06 (1045 (4 of 8))	Received: 03/14/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401857	Sample Name: MO06 (1045 (5 of 8))	Received: 03/14/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401858	Sample Name: MO06 (1045 (7 of 8))	Received: 03/14/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401859	Sample Name: MO06 (1045 (8 of 8))	Received: 03/14/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401991	Sample Name: MO06 (1057)	Received: 03/20/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Biochemical Oxygen Demand	1	\$20.00 \$20.00
Total Suspended Solids	1	\$10.00 \$10.00
For: 2401992	Sample Name: MO06 (1056 (1 of 8))	Received: 03/20/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401993	Sample Name: MO06 (1056 (2 of 8))	Received: 03/20/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401994	Sample Name: MO06 (1056 (3 of 8))	Received: 03/20/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401995	Sample Name: MO06 (1056 (4 of 8))	Received: 03/20/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00
For: 2401996	Sample Name: MO06 (1056 (5 of 8))	Received: 03/20/2024
<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Oil & Grease	1	\$45.00 \$45.00

For: 2401997

Item Description

Oil & Grease

Sample Name: MO06 (1056 (6 of 8))

Quantity

1

Received: 03/20/2024

Unit Price

\$45.00

Total

\$45.00

For: 2401998

Item Description

Oil & Grease

Sample Name: MO06 (1056 (7 of 8))

Quantity

1

Received: 03/20/2024

Unit Price

\$45.00

Total

\$45.00

Sub Total

\$1,175.00

Sales Tax

\$0.00

Total:

\$1,175.00

Send Out Samples:

MO05 Rec'd 03/12/2024 Local Limits Metals, Cyanide

\$291.00

Grand Total:

\$1466.00

We appreciate the opportunity to serve you. At your convenience please remit the amount indicated to our Accounts Receivable Department. If you have any questions regarding these charges please contact your Project Manager.

Central Valley Water Reclamation Facility
800 West Central Valley Road
South Salt Lake, UT 84119
Utah Lab ID UT00018

**Central Valley Water Reclamation Facility
Monthly Cost Summary
March 31, 2024**

Description	Monthly Costs	O & M Monthly			
		Member Entity	Capital %	Average %	Pretreatment %
Facility Operation	1,535,163	Cottonwood	15.0605%	15.2258%	3.47%
Pretreatment Field	63,877	Mt Olympus	25.3879%	25.6634%	13.61%
Entity Lab Work	15,700	Granger-Hunter	26.0471%	26.5471%	41.63%
Net Lab Costs	98,255	Kearns	11.1549%	11.1364%	6.00%
Bond Trust Payment	1,683,490	Murray	7.2013%	7.2440%	12.81%
Bond/Cash Capital 2021C	4,328,908	South Salt Lake	4.7162%	4.5564%	21.95%
Pay-as-you-go CIP	1,098,113	Taylorsville-Ben	10.4321%	9.6269%	0.53%
	8,823,506		100.0000%	100.0000%	100.0000%

Calculation	Description	Mount		South Salt		Taylorsville-		Total
		Cottonwood	Olympus	Murray	Lake	Bennion		
Monthly flows % (Table 3)	Facility Operation	233,740.85	393,975.02	407,541.26	170,961.89	111,207.21	69,948.17	1,535,163.01
Directly reimbursable costs	Pretreatment Field	2,216.53	8,693.66	26,592.00	3,832.62	8,182.64	14,021.00	63,877.00
Directly reimbursable costs	Entity Lab Work	180.00	1,466.00	2,435.00	476.00	540.00	6,568.00	15,700.00
Monthly flows % (Table 3)	Net Lab Costs	14,960.11	25,215.57	26,083.85	10,942.07	7,117.59	4,476.89	98,254.99
	Total O & M	251,097.49	429,350.25	462,652.11	186,212.58	127,047.44	95,014.06	1,712,995.00
	2021C Bond Entity Draws (Do not pay)	651,955.19	1,099,018.83	1,127,555.00	482,885.36	311,737.65	-	4,124,748.04
	Cash Entity Capital	-	-	-	-	-	204,159.96	204,159.96
	Monthly CIP (pay-as-you-go)	165,381.31	278,787.83	286,026.59	122,493.41	79,078.41	51,789.21	1,098,113.00
	2017 A & B Bond Trust Payments	52,655.01	-	91,066.66	41,200.00	25,177.36	16,488.96	226,587.99
	2019A Bond Trust Payments	129,403.50	-	223,803.40	95,845.31	61,874.79	-	510,927.00
	2020A Loan DS Payments	-	-	-	-	-	-	-
	2021A Bank of Utah	18,966.14	31,971.74	32,801.89	14,047.70	9,068.81	5,939.25	125,932.99
	2021B Bond Trust Payments	20,556.98	34,653.47	35,553.25	15,225.99	9,829.49	6,437.42	136,496.00
	2021C Bond Trust Payments	108,041.28	182,127.41	186,856.19	80,022.73	51,660.36	-	683,546.02
	Total Entity Bill for Month	746,101.71	956,890.70	1,318,760.09	555,047.72	363,736.66	379,828.86	4,698,757.96

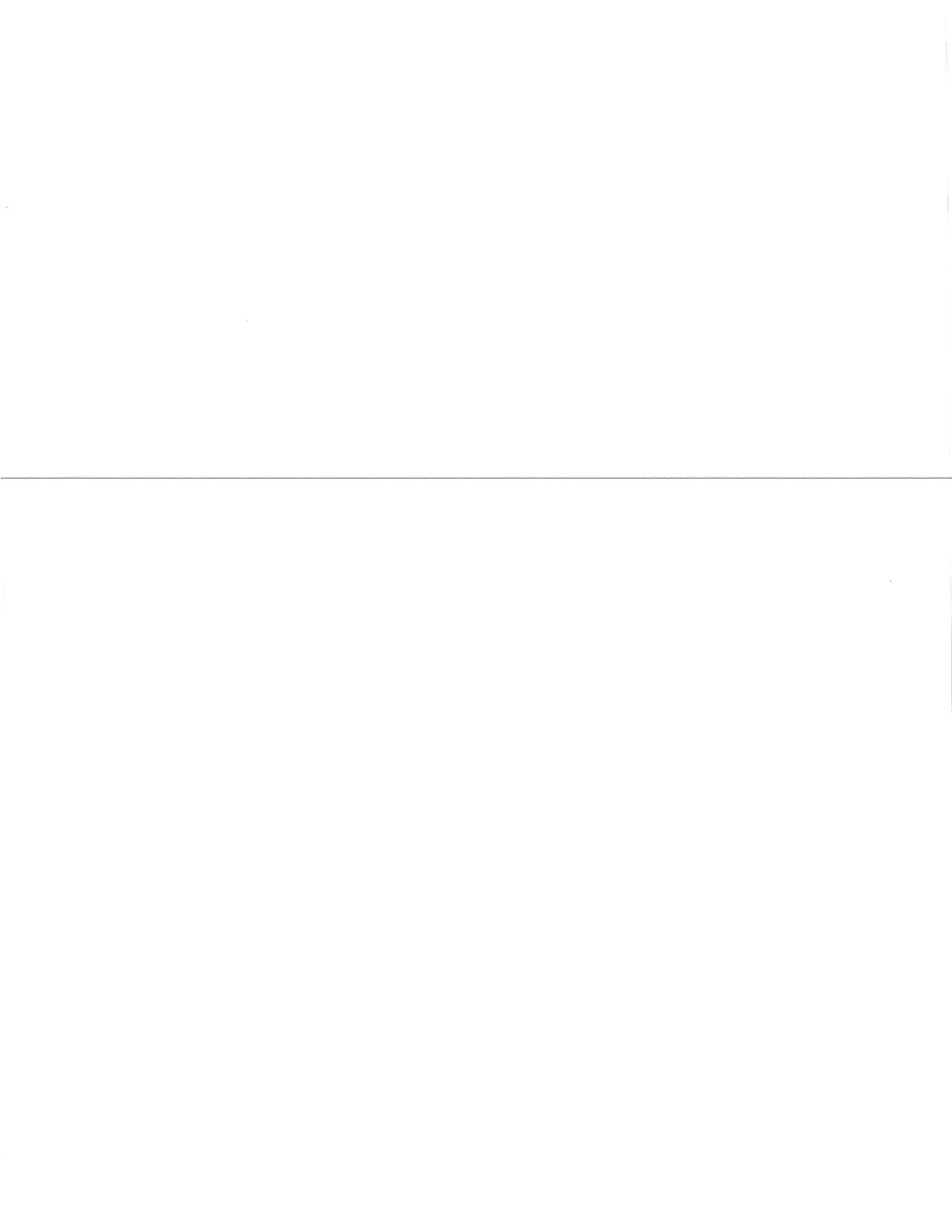
Member Entity	2017A Bond %		2017B Bond %		2019A Bond %		2020A Loan %		2021A Bond %		2021B Bond %		2021C Bond %		2024A Bond %	
	2017A Bond %	2017B Bond %	2019A Bond %	2020A Bond %	2021A Bond %	2021B Bond %	2021C Bond %	2020A Loan %	2021A Bond %	2021B Bond %	2021C Bond %	2024A Bond %	2021C Bond %	2024A Bond %	2024A Bond %	2024A Bond %
Cottonwood	28.4026%	0.00%	0.00%	25.3272%	15.8060%	15.0605%	15.0605%	15.8060%	15.0605%	15.0605%	15.8060%	15.0605%	15.8060%	15.0605%	15.8060%	16.9514%
Mt Olympus	0.00%	0.00%	0.00%	0.0000%	26.6445%	25.3879%	26.6445%	26.6445%	25.3879%	25.3879%	26.6445%	25.3879%	26.6445%	25.3879%	26.6445%	28.5755%
Granger-Hunter	49.1222%	0.00%	0.00%	43.8034%	27.3363%	26.0471%	26.0471%	27.3363%	26.0471%	26.0471%	27.3363%	26.0471%	27.3363%	26.0471%	27.3363%	29.3174%
Kearns	0.00%	100.00%	100.00%	18.7591%	11.7070%	11.1549%	11.1549%	11.7070%	11.1549%	11.1549%	11.7070%	11.1549%	11.7070%	11.1549%	11.7070%	0.0000%
Murray	13.5809%	0.00%	0.00%	12.1103%	7.5577%	7.2013%	7.2013%	7.5577%	7.2013%	7.2013%	7.5577%	7.2013%	7.5577%	7.2013%	7.5577%	8.1055%
South Salt Lake	8.8943%	0.00%	0.00%	0.0000%	0.0000%	4.7162%	4.7162%	0.0000%	4.7162%	4.7162%	0.0000%	4.7162%	0.0000%	4.7162%	0.0000%	5.3083%
Taylorsville-Ben	0.00%	0.00%	0.00%	0.0000%	10.9485%	10.4321%	10.9485%	10.4321%	10.4321%	10.4321%	10.9485%	10.4321%	10.9485%	10.4321%	10.9485%	11.7419%
	100.0000%	100.00%	100.00%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%

Table 3
Mar 2023 thru Feb 2024
Summary of Loadings to Central Valley Plant
Based on Data from Previous 12 Months

ENTITY	FLOW MGD	BOD mg/L	BOD Lbs/day	TSS mg/L	TSS Lbs/day
COTTONWOOD	6.61	252.57	13931.52	243.78	13446.51
MOUNT OLYMPUS	14.38	197.76	23709.68	163.74	19631.16
GRANGER-HUNTER	13.96	230.53	26834.93	168.97	19669.11
KEARNS	3.35	427.30	11950.10	359.48	10053.44
MURRAY	3.66	231.78	7081.63	184.89	5649.02
SOUTH SALT LAKE	2.39	251.16	5005.10	157.04	3129.56
TAYLORSVILLE-BENNION	4.19	279.18	9754.81	226.05	7898.29
TOTALS	48.54	242.73	98267.77	196.31	79477.10

Table 5
Mar 2023 thru Feb 2024
Entities Share of O&M Cost

ENTITY	% Based on Flow %	% Based on BOD %	% Based on TSS %	Total % of O&M Cost %
COTTONWOOD	3.20	4.75	7.27	15.2258
MOUNT OLYMPUS	6.96	8.09	10.62	25.6634
GRANGER-HUNTER	6.76	9.15	10.64	26.5471
KEARNS	1.62	4.08	5.44	11.1364
MURRAY	1.77	2.42	3.06	7.2440
SOUTH SALT LAKE	1.16	1.71	1.69	4.5564
TAYLORSVILLE-BENNION	2.03	3.33	4.27	9.6269
TOTALS	23.50	33.51	42.99	100.0000



**Central Valley Water Reclamation
Operations
March 31, 2024**

	Actual	Annual Budget	Variance	% Used	Target %
Wages	\$ 1,419,847	\$ 5,854,870	\$ 4,435,023	24%	27%
Benefits	851,648	3,251,237	2,399,589	26%	27%
Insurance	804,722	805,000	278	100%	25%
Utilities					
Power	154,282	900,000	745,718	17%	25%
Water	10,227	54,400	44,173	19%	25%
Natural Gas	141,975	706,540	564,565	20%	17%
Telephone	3,908	24,576	20,668	16%	25%
Supplies	49,331	232,568	183,237	21%	25%
Fuel	33,601	250,000	216,399	13%	25%
Chemicals					
Polymer	79,923	333,000	253,077	24%	25%
Hypo Chlorite	22,227	270,000	247,773	8%	25%
Ferric Sulfate	64,635	525,445	460,810	12%	25%
Supplemental Chemicals	0	50,000	50,000	0%	25%
Maintenance					
Operations	12,508	369,024	356,516	3%	25%
Mechanics	278,812	968,530	689,718	29%	25%
Electrical	100,154	595,000	494,846	17%	25%
Grounds	16,307	64,560	48,253	25%	25%
Compost	45,324	267,362	222,038	17%	25%
Energy Management	73,767	574,750	500,983	13%	25%
Uniforms	22,798	83,903	61,105	27%	25%
Tipping Fees	43,482	373,200	329,718	12%	25%
Samples	20	3,000	2,980	1%	25%
Travel & Training	24,362	179,650	155,288	14%	25%
Contract Service	144,127	795,290	651,163	18%	25%
Memberships	2,484	17,710	15,226	14%	25%
Total Expenses	\$ 4,400,471	\$ 17,549,615	\$ 13,149,144	25%	

**Central Valley Water Reclamation
Administration
March 31, 2024**

	Actual	Annual Budget	Variance	% Used	Target %
Wages	\$ 674,260	\$ 2,641,483	\$ 1,967,223	26%	27%
Benefits	320,585	1,215,879	895,294	26%	27%
Insurance	20,531	23,500	2,969	87%	25%
Telephone	1,843	21,990	20,147	8%	25%
Supplies	396	9,000	8,604	4%	25%
Postage	800	4,500	3,700	18%	25%
Travel & Training	5,085	102,350	97,265	5%	25%
Memberships	1,179	5,300	4,121	22%	25%
Public Notice	0	2,000	2,000	0%	25%
Maintenance	59,049	779,200	720,151	8%	25%
Uniforms	599	3,495	2,896	17%	25%
Professional Fees	82,914	279,500	196,586	30%	25%
Legislative Issues	11,250	45,000	33,750	25%	25%
Misc/Employee Awards	10,838	46,800	35,962	23%	25%
Total Expenses	\$ 1,189,329	\$ 5,179,997	\$ 3,990,668	23%	
Contingency	0	400,000	400,000	0%	25%

**Central Valley Water Reclamation
Lab
March 31, 2024**

	Actual	Annual Budget	Variance	% Used	Target %
Wages	\$ 140,114	\$ 550,998	\$ 410,884	25%	27%
Benefits	80,619	320,562	239,943	25%	27%
Insurance	4,542	5,200	658	87%	25%
Telephone	379	1,920	1,541	20%	25%
Supplies	30,812	75,000	44,188	41%	25%
Postage	73	1,000	927	7%	25%
Chemicals	16,951	85,000	68,049	20%	25%
Uniform	821	4,325	3,504	19%	25%
Lab Service	71,992	215,000	143,008	33%	25%
Travel & Training	1,159	13,450	12,291	9%	25%
Memberships	95	600	505	16%	25%
Maintenance	9,728	90,000	80,272	11%	25%
Total Expenses	\$ 357,285	\$ 1,363,055	\$ 1,005,770	26%	

**Central Valley Water Reclamation
Board
March 31, 2024**

	Actual	Annual Budget	Variance	% Used	Target %
Wages	\$ 8,202	\$ 43,639	\$ 35,437	19%	27%
Insurance	0	0	0	0%	27%
Travel & Training	0	5,000	5,000	0%	25%
Miscellaneous	150	13,500	13,350	1%	25%
Total Expenses	\$ 8,352	\$ 62,139	\$ 53,787	13%	

**Central Valley Water Reclamation
Pretreatment
March 31, 2024**

	Actual	Annual Budget	Variance	% Used	Target %
Wages	\$ 157,929	\$ 663,227	\$ 505,298	24%	27%
Benefits	86,225	340,628	254,403	25%	27%
Insurance	1,267	1,500	233	84%	25%
Telephone	2,106	8,520	6,414	25%	25%
Office Supplies	287	3,900	3,613	7%	25%
Uniforms	215	2,785	2,570	8%	25%
Travel & Training	2,414	19,660	17,246	12%	25%
Memberships	190	700	510	27%	25%
Maintenance	727	10,775	10,048	7%	25%
Professional Fees	1,567	3,000	1,433	52%	25%
Total Expenses	\$ 252,927	\$ 1,054,695	\$ 801,768	24%	

**Central Valley Water Reclamation
Engineering & Safety
March 31, 2024**

	Actual	Annual Budget	Variance	% Used	Target %
Wages	\$ 171,676	\$ 669,389	\$ 497,713	26%	27%
Benefits	81,872	298,522	216,650	27%	27%
Insurance	49,260	49,300	40	100%	25%
Telephone	652	4,500	3,848	14%	25%
Office Supplies	237	2,450	2,213	10%	25%
Uniforms	144	1,630	1,486	9%	25%
Travel & Training	2,688	35,350	32,662	8%	25%
Memberships	570	3,970	3,400	14%	25%
Maintenance	14,191	338,150	323,959	4%	25%
Professional Fees	176,954	733,000	556,046	24%	25%
Physicals & Testing	1,131	7,000	5,869	16%	25%
Total Expenses	\$ 499,375	\$ 2,143,261	\$ 1,643,886	23%	

Reporting Period

March 31, 2024

Public Bond/Cash Capital Budget Progress Report

Project Description	Current Period	YTD Actual	Budget	Remaining Budget	% Used
Site Restoration	-	-	350,000	350,000	0%
BNR Basins Public Bonds/Cash	1,468,308	4,873,509	24,187,500	19,313,991	20%
Dewatering Facility Upgrades	1,345,256	1,550,936	24,174,000	22,623,064	6%
Blower Building	406,459	1,778,098	6,323,637	4,545,539	28%
Sidestream Phosphorus	8,910	48,895	145,000	96,105	34%
Thickening Building	828,664	4,694,513	24,390,000	19,695,487	19%
Sidestream Nitrogen	271,311	704,899	4,000,511	3,295,612	18%
Construction Contingency	-	-	-	-	0%
Total	4,328,908	13,650,850	83,570,648	69,919,798	16%

Pay-As-You-Go CIP

Project Description	Current Period	YTD Actual	Budget	Remaining Budget	% Used
Operations	-	-	363,138	363,138	0%
Maintenance	402,637	497,712	2,317,300	1,819,588	21%
Compost/Bio-solids	74,925	209,054	852,920	643,866	25%
Engineering	620,551	1,373,031	3,252,000	1,878,969	42%
Lab	-	-	163,320	163,320	0%
Pretreatment	-	-	16,942	16,942	0%
Administration (IT)	-	-	555,000	555,000	0%
Total	1,098,113	2,079,797	7,520,620	5,440,823	28%

Total Capital Spent YTD 15,730,647

Bond Trust Payments	Current Period	YTD Actual
2017A Bonds (CW, GH, MC, SSL)	185,388	521,322
2017B Bonds (K)	41,200	123,474
2019A Bonds (CW, GH, K, MC)	510,927	934,814
2020A State Loan DS (CW, MO, GH, K, MC, TB)	-	631,879
2021A Bank of Utah (CW, MO, GH, K, MC, SSL, TB)	125,933	354,583
2021B Bonds (CW, MO, GH, K, MC, SSL, TB)	136,496	388,391
2021C Bonds (CW, MO, GH, K, MC, TB)	683,546	1,961,069
	1,683,490	4,915,532

Central Valley Water Reclamation Facility
Balance Sheet (unaudited)
March 31, 2024

Current Assets	2024	2023
Cash & Equivalents	\$ 15,679,531	\$ 12,956,797
Accounts Receivable, Net		
Member Entity Receivables	4,698,758	5,502,472
Other Receivables	106,271	21,123
Inventory	530,776	485,840
Prepaid Expenses	28,485	27,062
Total Current Assets	21,043,821	18,993,294
Noncurrent Assets		
Restricted Cash		
2021A Bank of Utah	255,365	18,361,739
2021B Bond Construction Funds	238,893	5,655,971
2021C Bond Construction Funds	51,147,303	87,219,744
Debt Service Reserves	16,373,642	16,320,557
Bond Payment	4,773,872	4,235,407
Bond - Due from Member	596,250	1,057,500
Capital assets		
Land	10,147,897	10,147,897
Construction in Progress	264,505,401	194,413,564
Facility	173,758,581	173,574,335
Facility Equipment	97,128,543	95,252,979
Interceptor Lines	30,945,615	30,945,615
Vehicle & Equipment	11,707,352	11,602,557
Golf Course	5,601,756	5,601,756
Accumulated Depreciation	(180,060,365)	(171,088,527)
Total Non-Current Assets	487,120,105	483,301,094
Total Assets	\$ 508,163,926	\$ 502,294,388
Current Liabilities		
Accounts Payable	7,588,053	8,679,551
Retainage	7,469,878	7,927,685
Accrued Liabilities	486,138	665,626
Compensated Absences	1,577,810	1,313,682
Interest Payable	3,434,036	3,562,169
Bonds Payable	11,091,000	10,713,000
Total Current Liabilities	31,646,915	32,861,713
Noncurrent Liabilities		
Bonds Payable	266,727,000	277,818,000
Bond Premiums	35,569,952	37,375,177
Total Non-Current Liabilities	302,296,952	315,193,177
Total Liabilities	333,943,867	348,054,890
Member Equity		
Cottonwood Improvement District	27,598,267	25,320,490
Mt Olympus Improvement District	41,534,194	36,888,540
Granger-Hunter Improvement District	42,030,071	37,811,520
Kearns Improvement District	18,843,426	16,582,921
Murray City	13,525,545	12,460,266
South Salt Lake City	8,686,443	8,029,949
Taylorsville-Bennion Improvement District	18,775,029	16,736,752
Retained Earnings	3,227,084	409,060
Total Member Entity's Equity	174,220,059	154,239,498
Total Liabilities and Member Entity's Equity	\$ 508,163,926	\$ 502,294,388

Central Valley Water Reclamation Facility
Income Statement (unaudited)
March 31, 2024

	<u>Current Period</u>	<u>2024</u>	<u>2023</u>
Revenue			
Cottonwood Improvement District	\$ 746,102	\$ 2,205,534	\$ 1,960,128
Mt Olympus Improvement District	956,891	3,085,158	2,670,383
Granger-Hunter Improvement District	1,318,760	3,927,503	3,275,319
Kearns Improvement District	555,048	1,659,330	1,484,439
Murray City	363,737	1,073,937	972,636
South Salt Lake City	379,829	1,178,692	491,918
Taylorville-Bennion Improvement District	378,392	1,216,845	1,185,165
Septage	33,365	104,071	69,656
Compost	27,387	32,955	10,249
Wood Chips	77	110	-
Rent	8,542	25,227	918
Sale of Capital Assets	32,700	32,700	-
Other Income	15,410	173,373	74,270
Total Member Entity Revenue	<u>4,816,240</u>	<u>14,715,435</u>	<u>12,195,081</u>
Operating Expenses:			
Operations	1,110,375	4,400,471	4,344,222
Administration	338,223	1,189,329	1,115,782
Laboratory	113,955	357,285	295,858
Board	2,984	8,352	8,713
Pretreatment	63,877	252,927	251,391
Engineering & Safety	83,581	499,375	527,984
Depreciation	8,206	1,649,326	2,280,787
Total Operating Expenses	<u>1,721,201</u>	<u>8,357,065</u>	<u>8,824,737</u>
Operating Income (Loss)	3,095,039	6,358,370	3,370,344
Other Income/(Expense):			
Interest Income	29,463	79,317	36,725
Restricted Interest Income	392,094	1,244,871	1,618,063
Fiscal Charges	<u>(4,450,346)</u>	<u>(4,455,474)</u>	<u>(4,616,072)</u>
Total Other Income/(Expense)	(4,028,789)	(3,131,286)	(2,961,284)
Net Income (Loss)	<u>\$ (933,750)</u>	<u>\$ 3,227,084</u>	<u>\$ 409,060</u>



Central Valley Water Reclamation Facility,

Detail Report

Account Detail

Date Range: 03/01/2024 - 03/31/2024

Account	Name	Source	Transaction	Packet Number	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
Fund: 10 - Operational Fund										
10-401-4001										
Operations Wages										
03/14/2024	PYPKT01110	PYPKT01110	- Payroll 0...			PYPKT01110 - Payroll 03/14/2024 - Pay 3...		186,933.54		649,387.08
03/14/2024	PYPKT01127	PYPKT01127	- Jeremy ...			PYPKT01127 - Jeremy Larsen 03/14/202...		93,089.30		555,542.84
03/28/2024	PYPKT01115	PYPKT01115	- Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...		127.03		555,669.87
								93,717.21		649,387.08
10-401-4002										
Operations Overtime										
03/14/2024	PYPKT01110	PYPKT01110	- Payroll 0...			PYPKT01110 - Payroll 03/14/2024 - Pay 3...		16,492.15		24,044.94
03/28/2024	PYPKT01115	PYPKT01115	- Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...		3,522.06		20,014.21
								4,030.73		24,044.94
10-401-4003										
Operations Retirement										
03/14/2024	PYPKT01110	PYPKT01110	- Payroll 0...			PYPKT01110 - Payroll 03/14/2024 - Pay 3...		108,592.50		157,214.09
03/28/2024	PYPKT01115	PYPKT01115	- Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...		24,184.59		132,777.09
								24,437.00		157,214.09
10-401-4004										
Operations Benefits										
03/01/2024	APPKT02894	MAR24-4327			3144	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.	63,686.14		260,795.03
03/14/2024	PYPKT01110	PYPKT01110	- Payroll 0...			PYPKT01110 - Payroll 03/14/2024 - Pay 3...		147.06		197,255.95
03/28/2024	PYPKT01115	PYPKT01115	- Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...		32,919.28		230,175.23
								30,619.80		260,795.03
10-401-4021										
Operations Uniforms										
03/06/2024	APPKT02910	4185498401			103061	UNIFORMS - OPERATION DEPT.	0136 - CINTAS	3,094.53		9,259.47
03/13/2024	APPKT02919	4186286120			103124	UNIFORMS - OPERATION DEPT.	0136 - CINTAS	364.22		6,529.16
03/20/2024	APPKT02916	03202024			3175	BOOTS REIMBURSEMENT - 2024	VEN01462 - HOPES, DANIEL	356.60		6,885.76
03/20/2024	APPKT02919	4187000285			103124	UNIFORMS - OPERATION DEPT.	0136 - CINTAS	215.00		7,100.76
03/26/2024	APPKT02921	03212024			3186	BOOTS REIMBURSEMENT 2024	VEN0396 - JOSH HUNSAKER	365.52		7,466.28
03/27/2024	APPKT02935	4187738643				UNIFORMS - OPERATION DEPT.	0136 - CINTAS	215.00		7,681.28
03/29/2024	APPKT02927	03282024			3200	BOOTS REIMBURSEMENT - OPERATION	VEN0829 - WADE HAMBLIN	356.50		8,037.78
03/31/2024	POPKT12116	INV0016587			DFT0002081	Challenge Team Hard Hats	0784 - US BANK	293.93		8,546.71
03/31/2024	POPKT12116	INV0016587			DFT0002081	Challenge Team Gloves	0784 - US BANK	305.40		8,852.11
03/31/2024	POPKT12116	INV0016587			DFT0002081	Challenge Team Jerseys	0784 - US BANK	272.51		9,124.62
03/31/2024	POPKT12116	INV0016599			DFT0002081	Challenge Team Belts	0784 - US BANK	134.85		9,259.47

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-401-4022				Operations Travel and Learning				1,681.06	5,012.35	6,693.41
	03/31/2024	GLPKT06092	JN06014		weau annual conf.				Amount	Running Balance
	03/31/2024	GLPKT06092	JN06014		expedia weau rooms brady, dustin, josh				515.00	2,196.06
	03/31/2024	GLPKT06092	JN06014		weau annual conf.				847.35	3,043.41
	03/31/2024	GLPKT06092	JN06014		weau annual conf.				1,825.00	4,868.41
	03/31/2024	GLPKT06092	JN06014		weau annual conf.				1,460.00	6,328.41
	03/31/2024	GLPKT06092	JN06014		weau annual conf.				365.00	6,693.41
10-401-4023				Operations Memberships				370.00	95.00	465.00
	03/06/2024	APPKT02894	ERNIE N. 2024		MEMBERSHIP RENEW - ERNIE NUNEZ 2...	0841 - WATER ENVIRONMENT FEDERATION			Amount	Running Balance
			103051						95.00	465.00
10-401-402Z				Operations Supplies				8,561.20	797.20	9,358.40
	03/01/2024	POPKT11967	154938		Propane	0837 - WASATCH PROPANE INC.			Amount	Running Balance
	03/12/2024	POPKT11985	9048895016		Floor Cleaner	0827 - GRAINGER			131.18	8,692.38
	03/20/2024	POPKT12074	9058799603		DIVERSEY Deodorizing Cleaner and Disi...	0827 - GRAINGER			242.18	8,934.56
	03/31/2024	POPKT12116	INV0016585		Blower Keys for SSN and SSP	0784 - US BANK			134.66	9,069.22
	03/31/2024	POPKT12116	INV0016588		Challenge Saw Blades	0784 - US BANK			13.98	9,083.20
	03/31/2024	POPKT12116	INV0016592		Item #: 197000-01 LF3 Filter Holder 30...	0784 - US BANK			186.39	9,269.59
	03/31/2024	POPKT12116	INV0016592						88.81	9,358.40
10-401-4300				Operations Telephone				697.50	207.87	905.37
	03/12/2024	APPKT02916	680493305		ACCT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK			Amount	Running Balance
			103100						207.87	905.37
10-401-4600				Operations Water				6,979.92	3,246.96	10,226.88
	03/11/2024	APPKT02919	.5940.01.03112024		ACCT#.5940.01; SERVICE - FEB. 2024	0138 - CITY OF SOUTH SALT LAKE			Amount	Running Balance
	03/11/2024	APPKT02919	.6230.01.03112024		ACCT#.6230.01; SERVICE - FEB. 2024	0138 - CITY OF SOUTH SALT LAKE			3,000.00	9,979.92
	03/11/2024	APPKT02919	.6255.01.03112024		ACCT#.6255.01; SERVICE - FEB. 2024	0138 - CITY OF SOUTH SALT LAKE			244.96	10,224.88
	03/11/2024	APPKT02919							2.00	10,226.88
10-401-5100				Operations Polymer				53,281.80	26,640.90	79,922.70
	03/05/2024	POPKT11913	1813853		CLARIFLOC WE-1110 - MARCH, 2024	0538 - POLYDYNE, INC.			Amount	Running Balance
			103040						26,640.90	79,922.70
10-401-5200				Operations Hypo Chlorite				11,157.48	11,069.65	22,227.13
	03/14/2024	POPKT11985	2024100102302		Sodium Hypochlorite	0742 - THATCHER CHEMICAL COMPANY			Amount	Running Balance
			3169						11,069.65	22,227.13
10-401-5300				Operations Ferric Sulfate				52,510.17	12,124.89	64,635.06
	03/12/2024	POPKT11985	2024100103129		Ferric Sulfate / Dewatering	0742 - THATCHER CHEMICAL COMPANY			Amount	Running Balance
			3169						12,124.89	64,635.06

Detail Report

Date Range: 03/01/2024 - 03/31/2024

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-401-6200				Operations Tools & Small Equipment				10,381.61	247.28	10,628.89
	03/12/2024	POPKT11985	992401		Item #1953559 Alignment punch	0430 - LOWES		Amount	Amount	Running Balance
	03/12/2024	POPKT11985	992401		Item #1916360 Three pack pry bars	0430 - LOWES		13.30	13.30	10,394.91
	03/12/2024	POPKT11985	992401		Item #1080940 Chisel set	0430 - LOWES		43.66	43.66	10,438.57
	03/31/2024	POPKT12116	INV0016586		Shop Vacuums for SSN and SSP	0784 - US BANK		30.36	30.36	10,468.93
								159.96	159.96	10,628.89
10-401-6400				Operations Maintenance				1,746.68	132.05	1,878.73
	03/07/2024	APPKT02916	EA1384190		CONTROL ROOM PRINTER SERVICE 2/7/...	0425 - LES OLSON COMPANY		Amount	Amount	Running Balance
	03/31/2024	GLPKT06092	JN06014		Original pancake house new line team ...			54.76	54.76	1,801.44
								77.29	77.29	1,878.73
10-401-6700				Operations Fuel				4,763.51	28,837.36	33,600.87
	03/01/2024	ARPKT00910	Invoice Packet ARPKT...		February 2024 Activity			Amount	Amount	Running Balance
	03/05/2024	POPKT11913	1130740-IN		Diesel Fuel	0175 - REBEL OIL COMPANY		-30.63	-30.63	4,732.88
								28,867.99	28,867.99	33,600.87
10-402-4001				Mechanics Wages				192,599.49	77,987.25	270,586.74
	03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...			Amount	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			38,963.09	38,963.09	231,562.58
								39,024.16	39,024.16	270,586.74
10-402-4002				Mechanics Overtime				1,050.59	570.63	1,621.22
	03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...			Amount	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			46.08	46.08	1,096.67
								524.55	524.55	1,621.22
10-402-4003				Mechanics Retirement				43,936.60	19,639.50	63,576.10
	03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...			Amount	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			9,752.31	9,752.31	53,688.91
								9,887.19	9,887.19	63,576.10
10-402-4004				Mechanics Benefits				75,428.52	21,957.86	97,386.38
	03/01/2024	APPKT02894	MAR24-4327		EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.		Amount	Amount	Running Balance
	03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...			53.78	53.78	75,482.30
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			10,943.52	10,943.52	86,425.82
								10,960.56	10,960.56	97,386.38

Detail Report

Date Range: 03/01/2024 - 03/31/2024

Account	Name	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-402-4021										
Mechanics Uniforms										
03/01/2024	APPKT02910	1904676185	103061	UNIFORMS	0136 - CINTAS	2,859.83	5,671.28	Amount	Running Balance	
03/06/2024	APPKT02910	4185498209	103061	UNIFORMS - MECHANIC DEPT.	0136 - CINTAS	1,400.00	4,211.45	Amount	Running Balance	
03/13/2024	APPKT02919	4186285636	103124	UNIFORMS - MECHANIC DEPT.	0136 - CINTAS	323.92	4,535.37	Amount	Running Balance	
03/20/2024	APPKT02924	4186999888	103124	UNIFORMS - MECHANICS DEPT.	0136 - CINTAS	298.50	4,833.87	Amount	Running Balance	
03/27/2024	APPKT02935	1904682707		COAT/ JACKETS	0136 - CINTAS	323.91	5,157.78	Amount	Running Balance	
03/27/2024	APPKT02935	4187738389		MECHANICS DEPT.	0136 - CINTAS	215.00	5,372.78	Amount	Running Balance	
10-402-4022										
Mechanics Travel and Learning										
03/31/2024	GLPKT06092	JN06014		wEAU annual conf.		1,849.07	5,970.56	Amount	Running Balance	
03/31/2024	GLPKT06092	JN06014		expedia Jared obrien st george		515.00	4,636.49	Amount	Running Balance	
03/31/2024	GLPKT06092	JN06014		wEAU annual conf.		239.07	4,875.56	Amount	Running Balance	
03/31/2024	GLPKT06092	JN06014		wEAU hadley annual conf.		730.00	5,605.56	Amount	Running Balance	
10-402-4027										
Mechanics Supplies										
03/05/2024	POPKT11913	3670892	103024	10 liter Liquid Nitrogen Dewar	0149 - COLE-PARMER INSTRUMENT CO.	880.52	1,862.23	Amount	Running Balance	
03/21/2024	POPKT12060	9060990869	3185	Chest Wader: DUNLOP Steel toe, Size 8...	0827 - GRAINGER	701.23	1,682.94	Amount	Running Balance	
10-402-4100										
Mechanics Contract Services										
03/31/2024	POPKT12135	428		taco stand stairs	0600 - R & S GUNN, INC.	13,550.25	74,597.68	Amount	Running Balance	
03/31/2024	POPKT12135	428		secondary clarifier #1 repair skimmer a...	0600 - R & S GUNN, INC.	3,150.00	64,197.43	Amount	Running Balance	
03/31/2024	POPKT12135	428		deep sump pump brackets	0600 - R & S GUNN, INC.	1,323.00	65,520.43	Amount	Running Balance	
03/31/2024	POPKT12135	428		deep sump pump brackets	0600 - R & S GUNN, INC.	1,890.00	67,410.43	Amount	Running Balance	
03/31/2024	POPKT12135	428		secondary clarifiers install gates	0600 - R & S GUNN, INC.	945.00	68,355.43	Amount	Running Balance	
03/31/2024	POPKT12135	428		secondary clarifier #1 repair skimmer a...	0600 - R & S GUNN, INC.	1,260.00	69,615.43	Amount	Running Balance	
03/31/2024	POPKT12135	428		secondary clarifier #1 repair skimmer a...	0600 - R & S GUNN, INC.	236.25	69,851.68	Amount	Running Balance	
03/31/2024	POPKT12135	428		secondary clarifiers install gates	0600 - R & S GUNN, INC.	840.00	70,691.68	Amount	Running Balance	
03/31/2024	POPKT12135	428		secondary clarifiers install gates	0600 - R & S GUNN, INC.	945.00	71,636.68	Amount	Running Balance	
03/31/2024	POPKT12135	428		secondary clarifiers install gates	0600 - R & S GUNN, INC.	2,961.00	74,597.68	Amount	Running Balance	
10-402-4300										
Mechanics Telephone										
03/12/2024	APPKT02916	680493305	103100	ACCT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK	157.77	577.30	Amount	Running Balance	
10-402-6200										
Mechanics Tools & Small Equipment										
03/31/2024	POPKT12116	INV0016598	DFT0002081	B0943T93KB Bosch GLM165-22 Blaze m...	0784 - US BANK	79.00	738.94	Amount	Running Balance	
10-402-6300										
Mechanics Vehicles Maintenance										
03/27/2024	POPKT12074	PSO062271-1		Stellar part #75932 transmitter	VEN01368 - MGX EQUIPMENT SERVICES, LLC	2,157.14	9,099.64	Amount	Running Balance	

Detail Report

Date Range: 03/01/2024 - 03/31/2024

Account	Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-402-6400								207,744.57	61,228.74	268,973.31
									Amount	Running Balance
	03/01/2024	POPKT11967	32534	103087	15 E seal gasket material	VEN01265 - STEEL PRODUCTS MANUFACT...			450.00	208,194.57
	03/01/2024	POPKT11967	S105951193.001	103072	#6DIIMJ x flanged adapter MJ fitting	0472 - MOUNTAINLAND SUPPLY COMPANY			161.11	208,355.68
	03/01/2024	POPKT11967	S105951193.001	103072	6" x 2 ft ductile iron flanged spool	0472 - MOUNTAINLAND SUPPLY COMPANY			358.40	208,714.08
	03/01/2024	POPKT11967	S105951193.001	103072	6" flanged gate valve w hand wheel #25...	0472 - MOUNTAINLAND SUPPLY COMPANY			2,408.44	211,122.52
	03/01/2024	POPKT11967	S105951193.001	103072	4" 150# flanged bolt pack	0472 - MOUNTAINLAND SUPPLY COMPANY			63.60	211,186.12
	03/01/2024	POPKT11967	S105951193.001	103072	4" flanged gate valve w hand wheel #25...	0472 - MOUNTAINLAND SUPPLY COMPANY			1,801.60	212,987.72
	03/01/2024	POPKT11967	S105951193.001	103072	4" x4 ft ductile iron flanged spool	0472 - MOUNTAINLAND SUPPLY COMPANY			449.12	213,436.84
	03/01/2024	POPKT11967	S105951193.001	103072	6" Apollo wye strainer flanged	0472 - MOUNTAINLAND SUPPLY COMPANY			682.27	214,119.11
	03/01/2024	POPKT11967	S105951193.001	103072	Ford bolt pack #ufr1400DA-4-14	0472 - MOUNTAINLAND SUPPLY COMPANY			49.47	214,168.58
	03/01/2024	POPKT11967	S105951193.001	103072	Ford bolt pack #ufr1400DA-6-11	0472 - MOUNTAINLAND SUPPLY COMPANY			371.42	214,229.69
	03/01/2024	POPKT11967	S105951193.001	103072	4" Apollo wye strainer flanged	0472 - MOUNTAINLAND SUPPLY COMPANY			117.34	214,718.45
	03/01/2024	POPKT11967	S105951193.001	103072	#4DIIMJ x flanged adapter my fitting	0472 - MOUNTAINLAND SUPPLY COMPANY			99.60	214,818.05
	03/05/2024	POPKT11913	INVUT-24-3371	103045	6" 150# flange bolt pack	0472 - MOUNTAINLAND SUPPLY COMPANY			907.49	215,725.54
	03/05/2024	POPKT11954	223855	103028	Netzsch rotor 5023298	0735 - TECH FLOW			671.00	216,396.54
	03/05/2024	POPKT11967	9041507519	3164	WO#00059 Falcon Single Point Latch	0288 - GLENS KEYS LOCKS AND SAFES			36.04	216,432.58
	03/05/2024	POPKT11967	9041507519	3164	Weld-On PVC Primer #P70 purple (6KW...	0827 - GRAINGER			40.82	216,473.40
	03/05/2024	POPKT11967	9041507519	3164	Weld-On PVC Cement 711 (6KWU2) 16oz	0827 - GRAINGER			93.12	216,566.52
	03/05/2024	POPKT11967	9041507519	3164	Silicone Lubricant - Super Lube (436P94)	0827 - GRAINGER			23.16	216,589.68
	03/05/2024	POPKT11967	9041507519	3164	Blue thread sealant 16oz PTFE (4YRX1)	0827 - GRAINGER			69.84	216,659.52
	03/05/2024	POPKT11967	9041507519	3164	Duct Tape (30F044)	0827 - GRAINGER			69.08	216,728.60
	03/05/2024	POPKT11967	9041507519	3164	Dust off aerosol duster (40KJ50)	0827 - GRAINGER			110.40	216,839.00
	03/05/2024	POPKT12000	121623720	103106	Loctite LB C5-A Item # 5E203	0827 - GRAINGER			1,102.60	217,941.60
	03/06/2024	APPKT02919	0014469092-001	103063	Model#WB298541 Flammable Cabinet,...	0289 - GLOBAL INDUSTRIAL			278.47	218,220.07
	03/06/2024	POPKT12036	9147609068	3181	6" Schedule 80 PVC cap (slip)	0158 - CONELY COMPANY			60.00	218,280.07
	03/07/2024	POPKT11985	35610307240945	103058	LIQUID NITROGEN (PO#12939)- DOUBLE...	0024 - AIRGAS USA, LLC			60.00	218,340.07
	03/07/2024	POPKT11985	35610307240946	103058	Liquid nitrogen	0024 - AIRGAS USA, LLC			845.46	219,185.53
	03/07/2024	POPKT11985	9045174472	3164	6 ea 8v golf cart batteries cart 94 T875 L...	0075 - BATTERY SYSTEMS			805.74	219,991.27
	03/07/2024	POPKT11985	9045174472	3164	6-6volt golf cart batteries T105 LPT MV	0075 - BATTERY SYSTEMS			49.05	220,040.32
	03/07/2024	POPKT11985	9045174472	3164	Skin lotion (45GY61) 12PK	0827 - GRAINGER			69.48	220,109.80
	03/08/2024	POPKT11967	INV004336272	103057	Blue thread sealant 16oz PTFE (4YRX1)	0827 - GRAINGER			5,460.48	225,570.28
	03/08/2024	POPKT11985	BINV0011245	103067	Chesterton seal item#691291 / Seal 155	VEN01479 - AW CHESTERTON COMPANY			2,607.33	228,177.61
	03/09/2024	APPKT02910	0724149S15	103084	V801-309HESP/TC SEAL, ASSEMBLY	0292 - GOBLE SAMPSON			703.81	228,881.42
	03/11/2024	POPKT11985	28560311240942	103058	TOOLS	VEN01221 - SAVAGE SCAFFOLD AND EQUI...			75.21	228,956.63
	03/11/2024	POPKT12036	01898751	103131	Truck Battery 78-85 side post	0075 - BATTERY SYSTEMS			48.15	229,004.78
	03/12/2024	POPKT11985	0204753-IN	103062	3/8" x 15' coolant hose	0325 - HOSE & RUBBER SUPPLY			529.00	229,533.78
	03/12/2024	POPKT11985	0204753-IN	103062	02250106-791 separator	0155 - COMPRESSOR PUMP			170.00	229,703.78
	03/12/2024	POPKT11985	0204753-IN	103062	02250156-601 Oil Filter	0155 - COMPRESSOR PUMP			72.00	229,775.78
	03/12/2024	POPKT11985	221614	103090	02250125-370 air filter	0155 - COMPRESSOR PUMP			349.50	230,125.28
	03/12/2024	POPKT11985	401318213	103095	MISC. BOLTS AND BUTS FOR STOCK	0770 - JINTAH FASTENERS & SUPPLY			30.87	230,156.15
	03/12/2024	POPKT11985	401318213	103095	RE504836 Deere Oil Filter	VEN01218 - XYLEM DEWATERING SOLLUTIO ...			30.87	230,187.02
	03/12/2024	POPKT11985	401318213	103095	RE504836 Deere Oil Filter	VEN01218 - XYLEM DEWATERING SOLLUTIO ...			78.16	230,265.18
	03/12/2024	POPKT11985	401318213	103095	RS3734 4045L Tier III Air Filter	VEN01218 - XYLEM DEWATERING SOLLUTIO ...				

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-402-6400				Mechanics Maintenance - Continued				207,744.57	61,228.74	268,973.31
	03/12/2024	POPKT11985	401318213		103095	RE509031 PT 4045D-6068HF Fuel Filter	VEN01218 - XYLEM DEWATERING SOLUTIO...			230,300.57
	03/12/2024	POPKT11985	9048895008		3164	Baldwin #BT287-10	0827 - GRAINGER	35.39	60.32	230,360.89
	03/12/2024	POPKT11985	9304752541		103082	Flt Ext 6061 T6511 Mq .75 X 8 X 144	0651 - RYERSON INC.	268.11	268.11	230,629.00
	03/12/2024	POPKT11985	973163		103070	1/2"x2"x2" patch sheetrock IT#193074	0430 - LOWES	26.52	230,655.52	230,655.52
	03/12/2024	POPKT11985	988712		103070	Shark Navigator Lift-Away Upright Vacu...	0430 - LOWES	189.99	230,845.51	230,845.51
	03/12/2024	POPKT11985	UT01-00833248		103071	#123813 pillow block bearing	0466 - MOTION INDUSTRIES, INC.	281.22	231,126.73	231,126.73
	03/12/2024	APPKT02910	0134337		103064	PO#12543, 55 GAL DRUM	0170 - CRUS OIL INC.	248.65	231,375.38	231,375.38
	03/12/2024	APPKT02910	41268625		3166	ACCT#75909258, CYLINDER RENT 1/20/...	0541 - LINDE GAS & EQUIPMENT INC.	959.03	232,334.41	232,334.41
	03/12/2024	APPKT02910	5506390297		3159	RENT CYL	0024 - AIRGAS USA, LLC	72.00	232,406.41	232,406.41
	03/13/2024	POPKT12000	9050467753		3174	4 INCH FERNO	0827 - GRAINGER	41.30	232,447.71	232,447.71
	03/13/2024	POPKT12036	IN004338115		103119	NI2750R14320 (316) Spiral Trac	VEN01479 - AW CHESTERTON COMPANY	1,202.00	233,649.71	233,649.71
	03/18/2024	POPKT12036	9056025134		3174	5VX710 V BELT	0827 - GRAINGER	285.39	233,935.10	233,935.10
	03/18/2024	POPKT12036	107584		103118	12" DeZurik valve	0665 - ATSCO SALES & SERVICE	2,602.50	236,537.60	236,537.60
	03/19/2024	POPKT12000	9057263577		3174	item #4XZ81 worm gear hose clamp (pkg..	0827 - GRAINGER	22.60	236,560.20	236,560.20
	03/19/2024	POPKT12036	0142567		103128	PC turboflo R&O 150 55 gal drum	0170 - CRUS OIL INC.	1,077.02	237,637.22	237,637.22
	03/19/2024	POPKT12036	0142567		103128	DRUM RETURN	0170 - CRUS OIL INC.	-125.00	237,512.22	237,512.22
	03/19/2024	POPKT12036	16481		3194	Diaphragms 4TS-ACN-12	0808 - UTILITY MANAGEMENT SYSTEM	9,091.30	246,603.52	246,603.52
	03/19/2024	POPKT12036	UT01-00833834		103132	SJX1 sure flex flange item#00513350	0466 - MOTION INDUSTRIES, INC.	137.54	246,741.06	246,741.06
	03/19/2024	POPKT12036	UT01-00833835		103132	SJES flex sleeve item #00513405	0466 - MOTION INDUSTRIES, INC.	44.42	246,785.48	246,785.48
	03/19/2024	POPKT12036	VW321389		3190	40"ID 46"OD 24 holes Garlock 1/8" thick	0244 - LGG INDUSTRIAL, INC.	253.68	247,039.16	247,039.16
	03/20/2024	POPKT12036	002662		103139	LS-200 Link seal with stainless hardware	0632 - ROCKY MOUNTAIN VALVE & AUTO...	31.20	247,070.36	247,070.36
	03/20/2024	POPKT12036	0204887-IN		103127	PT# 02250152-678 Coupler cover	0155 - COMPRESSOR PUMP	128.99	247,199.35	247,199.35
	03/20/2024	POPKT12036	0204887-IN		103127	PT# 02250152-670 Coupler element	0155 - COMPRESSOR PUMP	191.00	247,390.35	247,390.35
	03/20/2024	POPKT12074	9058799611			3/8" x 15' coolant hose	0827 - GRAINGER	69.09	247,459.44	247,459.44
	03/20/2024	POPKT12074	INVUT-24-3537			99800101 SPARE,BACKPLATE,L,X3/	0735 - TECH FLOW	328.21	247,787.65	247,787.65
	03/20/2024	POPKT12122	0204890-IN			Replace the desiccant in the tanks.	0155 - COMPRESSOR PUMP	1,694.29	249,481.94	249,481.94
	03/20/2024	POPKT12122	0204890-IN			THE PRICE IS HIGHER THAN BUDGETED	0155 - COMPRESSOR PUMP	1,580.00	251,061.94	251,061.94
	03/21/2024	POPKT12036	0204916-IN		103127	PT# 042582 temperature 2"	0155 - COMPRESSOR PUMP	314.00	251,375.94	251,375.94
	03/21/2024	POPKT12036	0204916-IN		103127	PT# 250005-185 pressure 2"	0155 - COMPRESSOR PUMP	98.00	251,473.94	251,473.94
	03/21/2024	POPKT12036	0204916-IN		103127	PT# 001684 kit, oil stop VLV	0155 - COMPRESSOR PUMP	109.26	251,583.20	251,583.20
	03/21/2024	POPKT12036	0331492		103142	Husky corp. model 012828 s/h 0007281...	VEN01131 - WESTTECH FUEL EQUIPMENT IN...	471.93	252,055.13	252,055.13
	03/21/2024	POPKT12036	9060545564		3185	item #38875 Sump pump for misc use	0827 - GRAINGER	447.67	252,502.80	252,502.80
	03/21/2024	POPKT12036	9060545564		3185	item #21TN69 Sump pump for misc use	0827 - GRAINGER	1,328.35	253,831.15	253,831.15
	03/21/2024	POPKT12036	9060990851		3185	MOBIL Extreme Pressure Grease	0827 - GRAINGER	261.36	254,092.51	254,092.51
	03/21/2024	POPKT12060	105303		103144	2" suction Hose with cam lock fittings 33...	0860 - WESTERN INDUSTRIAL PRODUCTS	746.78	254,839.29	254,839.29
	03/21/2024	POPKT12074	BINV0011269			V111-133-118 impeller	0292 - GOBLE SAMPSON	2,338.84	257,178.13	257,178.13
	03/21/2024	POPKT12074	BINV0011269			V103-852 upper cutter	0292 - GOBLE SAMPSON	475.00	257,653.13	257,653.13
	03/22/2024	APPKT02924	41848417		3191	ACCT#75909258, CYLINDER RENT 2/20/...	0541 - LINDE GAS & EQUIPMENT INC.	903.86	258,556.99	258,556.99
	03/22/2024	POPKT12074	INVUT-24-3548			92569023 SPARE,HOUSING,L,X3 SEAL,S...	0735 - TECH FLOW	226.14	258,783.13	258,783.13
	03/25/2024	POPKT12074	IN004339680		103148	170 2.75 SA SSS/TC S FKM 414057 SEAL	VEN01479 - AW CHESTERTON COMPANY	5,874.52	264,657.65	264,657.65
	03/26/2024	POPKT12060	9065459639		3185	5VX710 V BELT	0827 - GRAINGER	40.77	264,698.42	264,698.42
	03/26/2024	POPKT12074	S3-24-142			1" DIXON # FBV100 BRASS BALL VALVE	0529 - PIPE VALVE AND FITTING CO.	250.14	264,948.56	264,948.56

Detail Report

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-402-6400			Mechanics Maintenance - Continued					207,744.57		268,973.31
	03/26/2024	POPKT12074	S3-24-142			1-1/4" DIXON # FBV125 BRASS BALL VA...	0529 - PIPE VALVE AND FITTING CO.	61,228.74		268,973.31
	03/26/2024	POPKT12074	S3-24-142			1/2" X 1/4" GALV BELL REDUCER	0529 - PIPE VALVE AND FITTING CO.	405.62		265,354.18
	03/26/2024	POPKT12074	S3-24-142			1" X CL XH BLACK NIPPLE	0529 - PIPE VALVE AND FITTING CO.	13.60		265,367.78
	03/26/2024	POPKT12074	S3-24-142			1" DIXON # BN10 BRASS NOZZLE	0529 - PIPE VALVE AND FITTING CO.	18.92		265,386.70
	03/26/2024	POPKT12074	S3-24-142			3/4" DIXON # BN7 BRASS NOZZLE	0529 - PIPE VALVE AND FITTING CO.	93.76		265,480.46
	03/26/2024	POPKT12074	S3-24-142			1-1/4" SPEARS # 836-012 SLIP X MNPT ...	0529 - PIPE VALVE AND FITTING CO.	39.33		265,519.79
	03/26/2024	POPKT12074	S3-24-142			1/2" X 3" STD GALV NIPPLE	0529 - PIPE VALVE AND FITTING CO.	16.84		265,536.63
	03/26/2024	POPKT12074	S3-24-142			2" X 3/4" GALV BELL REDUCER	0529 - PIPE VALVE AND FITTING CO.	9.65		265,546.28
	03/26/2024	POPKT12074	S3-24-142			1/2" WARREN 1022C SS THRD BALL VAL...	0529 - PIPE VALVE AND FITTING CO.	99.18		265,645.46
	03/27/2024	POPKT12074	0014767120.001	103151		1 1/2" sch 80 slip check valve	0158 - CONELY COMPANY	75.32		265,720.78
	03/28/2024	APPKT02935	INVUT-24-3571			PO#12476; INTERMEDIATE BRACKET	0735 - TECH FLOW	18.45		265,739.23
	03/31/2024	POPKT12116	INV0016593	DFT0002081		Forklift Horn Assembly 12V Toyota ASIN...	0784 - US BANK	506.96		266,246.19
	03/31/2024	POPKT12116	INV0016594	DFT0002081		Henryroofpatch mod#He208R142	0784 - US BANK	15.42		266,261.61
	03/31/2024	POPKT12116	INV0016597	DFT0002081		QCAA2.5" forgedsolidbrassdoorlatch	0784 - US BANK	22.92		266,284.53
	03/31/2024	GLPKT06092	JN06014			Virg's weau leadership training lunch		27.37		266,311.90
	03/31/2024	GLPKT06092	JN06014			home depot paint supplies		75.37		266,387.27
	03/31/2024	GLPKT06092	JN06014			Amazon shelf bookcase		71.16		266,458.43
	03/31/2024	GLPKT06092	JN06014			home depot salt, wall board supplies		116.99		266,575.42
	03/31/2024	GLPKT06092	JN06014			precision balance influent pump		990.99		267,566.41
	03/31/2024	GLPKT06092	JN06014			home depot wall board		1,300.00		268,866.41
	03/31/2024	POPKT12122	25082462			Toyota forklift horn	0204 - DILLON TOYOTA LIFT	14.09		268,880.50
								92.81		268,973.31

Detail Report

Date Range: 03/01/2024 - 03/31/2024

Account	Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
Mechanics Pay-As-You-Go									
10-402-7070	03/01/2024	POPKT11913	221241	103046	5/8" X 2" SS NC CAP SCREW	0770 - UINTAH FASTENERS & SUPPLY	95,074.67	402,637.09	497,711.76
	03/12/2024	APPKT02914	7290554	103105	70% POAI AFTER DELIVERY	VEN01461 - FLOWSERVE US INC	Project Account	Amount	Running Balance
	03/12/2024	APPKT02914	7290555	103105	70% POAZ AFTER DELIVERY	VEN01461 - FLOWSERVE US INC	Primary & Secondary C..	2,750.00	97,824.67
	03/13/2024	POPKT12000	9304909747		100010556 0.5in X 6in X 144in	0651 - RYERSON INC.	Influent Pumps 2024	210,007.00	307,831.67
	03/14/2024	POPKT12000	S3-24-75	3178	1-1/2" SCH 40 304 SS PIPE WELDED	0529 - PIPE VALVE AND FITTING CO.	Influent Pumps 2024	90,778.36	398,610.03
	03/14/2024	POPKT12000	S3-24-75	3178	2" SCH 40 304 SS PIPE WELDED	0529 - PIPE VALVE AND FITTING CO.	Primary & Secondary C..	1,513.56	400,123.59
	03/14/2024	POPKT12122	9304909748		161000362 0.25in X 60in X 120in	0651 - RYERSON INC.	Primary & Secondary C..	326.20	400,340.59
	03/19/2024	POPKT12122	9304918280		161000381 SKETCH 0.1875in X 12in X 16...	0651 - RYERSON INC.	Primary & Secondary C..	3,522.23	404,189.02
	03/19/2024	POPKT12122	9304918281		SHEET 12GA X 48in X 84in 160009404	0651 - RYERSON INC.	Primary & Secondary C..	2,741.43	406,930.45
	03/19/2024	POPKT12122	9304918282		160008425 2in X 2in X 0.25in X 240in RL	0651 - RYERSON INC.	Primary & Secondary C..	7,057.64	413,988.09
	03/19/2024	POPKT12122	9304918283		4in X 4in X 0.375in X 240in RL 160008439	0651 - RYERSON INC.	Primary & Secondary C..	3,389.21	417,377.30
	03/19/2024	POPKT12122	9304918284		2.5in X 2.5in X 0.25in X 240in RL 160008...	0651 - RYERSON INC.	Primary & Secondary C..	2,970.72	420,348.02
	03/19/2024	POPKT12122	9304918285		3in X 3in X 0.25in X 240in RL 160008432	0651 - RYERSON INC.	Primary & Secondary C..	5,425.28	425,773.30
	03/19/2024	POPKT12122	9304918285		0.5in X 6in X 144in 100010556	0651 - RYERSON INC.	Primary & Secondary C..	7,716.72	433,490.02
	03/19/2024	POPKT12122	9304918285		0.375in X 4in X 144in 100010779	0651 - RYERSON INC.	Primary & Secondary C..	1,972.44	435,462.46
	03/21/2024	POPKT12122	9304926648		0.25in X 60in X 96in 100007101	0651 - RYERSON INC.	Primary & Secondary C..	848.44	436,310.90
	03/31/2024	POPKT12116	INV0016589	DFT0002081	HW1509 R LTP H/STR	0784 - US BANK	Primary & Secondary C..	3,814.41	440,125.31
	03/31/2024	POPKT12122	9304906400		0.25in X 48in X 96in 161000359	0651 - RYERSON INC.	Primary & Secondary C..	7,741.77	447,867.08
	03/31/2024	POPKT12122	9304906400		11GA X 48in X 96in 160009895	0651 - RYERSON INC.	Primary & Secondary C..	2,327.52	450,194.60
	03/31/2024	POPKT12135	428		primary clarifier #2 welding repairs	0600 - R & S GUNN, INC.	Primary & Secondary C..	458.64	450,653.24
	03/31/2024	POPKT12135	428		secondary clarifier #5	0600 - R & S GUNN, INC.	Primary & Secondary C..	2,835.00	453,488.24
	03/31/2024	POPKT12135	428		primary clarifier #2 welding repairs	0600 - R & S GUNN, INC.	Primary & Secondary C..	5,433.75	458,921.99
	03/31/2024	POPKT12135	428		material stainless steel welding rod	0600 - R & S GUNN, INC.	Primary & Secondary C..	420.00	459,341.99
	03/31/2024	POPKT12135	428		secondary clarifier #5	0600 - R & S GUNN, INC.	Primary & Secondary C..	1,472.77	460,814.76
	03/31/2024	POPKT12135	428		secondary clarifier #5	0600 - R & S GUNN, INC.	Primary & Secondary C..	8,988.00	469,802.76
	03/31/2024	POPKT12135	428		secondary clarifier #5	0600 - R & S GUNN, INC.	Primary & Secondary C..	27,909.00	497,711.76
Electrical Wages									
10-403-4001	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...	Vendor	105,190.80	41,087.86	146,278.66
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	Project Account	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	833.65	20,375.53	125,566.33
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	Project Account	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	833.65	2,292.18	3,125.83
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	Project Account	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	833.65	347.55	1,181.20
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	Project Account	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	833.65	1,944.63	3,125.83
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	Project Account	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	23,830.18	10,785.03	34,615.21
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	Project Account	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	Project Account	Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	Vendor	Project Account	Amount	Running Balance

Detail Report

Account	Name	Beginning Balance	Total Activity	Ending Balance
<u>10-403-4004</u>	Electrical Benefits	31,569.08	10,094.02	41,763.10
03/01/2024	APPKT02894		Amount	Running Balance
03/14/2024	PYPKT01110 - Payrol 0...		29.51	31,698.59
03/28/2024	PYPKT01115 - Payroll...		5,004.46	36,703.05
			5,060.05	41,763.10
<u>10-403-4021</u>	Electrical Uniforms	1,074.62	603.80	1,678.42
03/06/2024	APPKT02910		Amount	Running Balance
03/13/2024	APPKT02919		150.95	1,225.57
03/20/2024	APPKT02924		150.95	1,376.52
03/27/2024	APPKT02935		150.95	1,527.47
			150.95	1,678.42
<u>10-403-4100</u>	Electrical Travel and Learning	7,634.56	421.16	8,055.72
03/31/2024	GLPKT06092		Amount	Running Balance
03/31/2024	GLPKT06092		365.00	7,999.56
03/31/2024	GLPKT06092		18.72	8,018.28
03/31/2024	GLPKT06092		18.72	8,037.00
			18.72	8,055.72
<u>10-403-4100</u>	Electrical Contract Services	29,153.96	33,519.71	62,673.67
03/26/2024	POPKT12074		Amount	Running Balance
03/31/2024	POPKT12122		26,456.10	55,610.06
03/31/2024	POPKT12122		440.10	56,050.16
			6,623.51	62,673.67
<u>10-403-4300</u>	Electrical Telephone	350.32	149.45	499.77
03/12/2024	APPKT02916		Amount	Running Balance
			149.45	499.77
<u>10-403-6200</u>	Electrical Tools & Small Equipment	2,175.25	39.98	2,215.23
03/15/2024	POPKT12000		Amount	Running Balance
			39.98	2,215.23

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor
03/01/2024	APPKT02894	MAR24-4327	3144	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...	
03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...	
03/06/2024	APPKT02910	4185498048	103061	UNIFORMS - ELECTRICAL DEPT.	0136 - CINTAS
03/13/2024	APPKT02919	4186285271	103124	UNIFORMS - ELECTRICAL DEPT.	0136 - CINTAS
03/20/2024	APPKT02924	4186999813	103124	UNIFORMS - ELECTRICAL DEPT.	0136 - CINTAS
03/27/2024	APPKT02935	4187738246		UNIFORMS - BIO SOLID DEPT.	0136 - CINTAS
03/31/2024	GLPKT06092	JN06014		weau annual conf.	
03/31/2024	GLPKT06092	JN06014		expedia nav.	
03/31/2024	GLPKT06092	JN06014		expedia andy	
03/31/2024	GLPKT06092	JN06014		expedia zack	
03/26/2024	POPKT12074	6695-1074873	103155	XFMFRF3 oil change.	0645 - ROYAL WHOLESAL ELECTRIC
03/31/2024	POPKT12122	2024-3		Eggs Modicon upgrade//update loop dr...	0090 - BOB RENWICK
03/31/2024	POPKT12122	2024-3		Dewatering new modicon	0090 - BOB RENWICK
03/12/2024	APPKT02916	680493305	103100	ACCT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK
03/15/2024	POPKT12000	6Z22767	103110	Item#0497361 Klein Wire Stripper	0534 - PLATT ELECTRIC SUPPLY

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-403-6400				Electrical Maintenance			47,179.73	50,759.45	97,939.18
	03/05/2024	POPKT11913	9019027556		70119074 Micro switch	0031 - RS AMERICAS, INC		61.60	47,241.33
	03/05/2024	POPKT11967	4X10114		122581 Fan	0534 - PLATT ELECTRIC SUPPLY		136.12	47,377.45
	03/05/2024	POPKT11967	Y847936		Power Strut PS 3792 25 PL	0534 - PLATT ELECTRIC SUPPLY		171.14	47,548.59
	03/08/2024	POPKT11985	6Z16662		0026838 back plane	0534 - PLATT ELECTRIC SUPPLY		49.20	47,597.79
	03/08/2024	POPKT11985	6Z16662		0026860 J-box	0534 - PLATT ELECTRIC SUPPLY		527.40	48,125.19
	03/11/2024	POPKT11985	9047638615		horn	0827 - GRAINGER		159.55	48,284.74
	03/12/2024	POPKT11985	0672654-IN		Fasco 42FJ53	0214 - DYKMAN ELECTRICAL, INC.		649.08	48,933.82
	03/12/2024	POPKT11985	400010052		W/O 0062016 Seepex 75 HP motor	0695 - SKYLINE ELECTRIC COMPANY		2,150.28	51,084.10
	03/12/2024	POPKT11985	400010053		W/O 662050 #2 Agitation blower motor.	0695 - SKYLINE ELECTRIC COMPANY		6,957.28	58,041.38
	03/12/2024	POPKT11985	6Z19220		0237036 Stainless strut \$31.01, per foot	0534 - PLATT ELECTRIC SUPPLY		310.10	58,351.48
	03/13/2024	POPKT12000	0014566816-001		PVC pipe	0158 - CONELY COMPANY		73.51	58,424.99
	03/13/2024	POPKT12000	4Z66415		0418045 Stainless flat angle	0534 - PLATT ELECTRIC SUPPLY		268.55	58,693.54
	03/13/2024	POPKT12074	231441728-001		Plate rental for scissor lift	0774 - UNITED RENTALS, INC		63.34	58,756.88
	03/18/2024	POPKT12074	231441728-001		Cross Plate lifting screw rental	0774 - UNITED RENTALS, INC		52.70	58,809.58
	03/19/2024	POPKT12000	5A12047		Item# 0074635, Cat#CN15DN3AB, Eaton...	0534 - PLATT ELECTRIC SUPPLY		769.28	59,578.86
	03/19/2024	POPKT12000	6Z22763		Def. Purpose Contactor, Item# 0010230,...	0534 - PLATT ELECTRIC SUPPLY		214.87	59,793.73
	03/19/2024	POPKT12000	6Z22768		Item# 0074635, Cat#CN15DN3AB, Eaton...	0534 - PLATT ELECTRIC SUPPLY		769.28	60,563.01
	03/19/2024	POPKT12000	9057263569		5 gal water jug Item# 3U595 Model 108...	0827 - GRAINGER		36.48	60,599.49
	03/19/2024	POPKT12036	6695-1076712		BMXFTA300 3M CORB ANA 28-WAYWAY	0645 - ROYAL WHOLESale ELECTRIC		359.85	60,959.34
	03/19/2024	POPKT12036	6695-1077584		JBSF0540HZ 2X 40 Cal kit	0645 - ROYAL WHOLESale ELECTRIC		1,228.77	62,188.11
	03/19/2024	POPKT12036	6695-1077584		JBSF050HZ XL 40 Cal kit	0645 - ROYAL WHOLESale ELECTRIC		1,179.45	63,367.56
	03/19/2024	POPKT12036	6695-1077584		RBCTDHW Retract Belt	0645 - ROYAL WHOLESale ELECTRIC		1,767.10	65,134.66
	03/19/2024	POPKT12036	6695-1077584		GLVCLINER Glove liner	0645 - ROYAL WHOLESale ELECTRIC		15.06	65,149.72
	03/19/2024	POPKT12036	9058096182		1UYE9 ground clamp	0827 - GRAINGER		167.88	65,317.60
	03/19/2024	POPKT12036	9058096182		19YE25 #4 welding cable	0827 - GRAINGER		48.40	65,366.00
	03/19/2024	POPKT12036	5008440853.001		3411015 Stainless spring nuts	0146 - CODALE ELECTRIC SUPPLY, INC.		200.52	65,566.52
	03/19/2024	POPKT12060	9057277395		16D701 Storage cabinet	0827 - GRAINGER		1,989.28	67,555.80
	03/19/2024	POPKT12074	137815		MOU-VLM-DS-SSSK3 MOUNTING	VEN01152 - PROCESS ENGINEERED PRODU...		9,112.50	76,668.30
	03/19/2024	POPKT12074	137815		DES-F532WD Flexim flow meter	VEN01152 - PROCESS ENGINEERED PRODU...		8,856.00	85,524.30
	03/19/2024	POPKT12074	137815		CDM2N53 TRANSDUCER	VEN01152 - PROCESS ENGINEERED PRODU...		8,856.00	94,380.30
	03/20/2024	APPKT02919	5A12047 - SHIPPING		0824942-CUSTOM relay	0645 - ROYAL WHOLESale ELECTRIC		35.82	94,416.12
	03/20/2024	POPKT12036	6695-1076892		Baldor washdown Motor	0534 - PLATT ELECTRIC SUPPLY		9.82	94,425.94
	03/21/2024	POPKT12036	5A35601		Item# 0392671, cat#D7PRA4, Relay, Ice ...	0214 - DYKMAN ELECTRICAL, INC.		1,056.19	95,482.13
	03/21/2024	POPKT12036	6Z25843		2084489 Service drop wire support.	0534 - PLATT ELECTRIC SUPPLY		108.90	95,591.03
	03/21/2024	POPKT12036	6Z26201		0708302 compression lugs	0534 - PLATT ELECTRIC SUPPLY		424.58	96,015.61
	03/21/2024	POPKT12036	6Z26201		0173877 1/4 stainless spring nuts	0534 - PLATT ELECTRIC SUPPLY		52.80	96,068.41
	03/21/2024	POPKT12036	6Z26208		2084489 mesh grips	0534 - PLATT ELECTRIC SUPPLY		48.96	96,117.37
	03/21/2024	POPKT12060	9060990844		brass barbed tee	0827 - GRAINGER		84.92	96,202.29
	03/27/2024	POPKT12074	6Z30490		0101273 3 position switch	0534 - PLATT ELECTRIC SUPPLY		34.44	96,236.73
	03/27/2024	POPKT12074	6Z30490		0012548 contact block 2NO contacts	0534 - PLATT ELECTRIC SUPPLY		141.04	96,377.77
	03/28/2024	POPKT12074	5A87322		2084489 mesh grips	0534 - PLATT ELECTRIC SUPPLY		440.95	96,818.72
								339.66	97,158.38

Detail Report

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-403-6400			Electrical Maintenance - Continued					47,179.73	50,759.45	97,939.18
	03/28/2024	POPKT12074		9068215574		2V384 Halogen light bulbs	0827 - GRAINGER		Amount	Running Balance
	03/29/2024	POPKT12090		S008321395.004		LAMP Philips F32T8/adv841/ew bulb	0146 - CODALE ELECTRIC SUPPLY, INC.		25.25	97,183.63
	03/31/2024	POPKT12116		INV0016591	DFT0002081	Internet#314818853 Direct Wire 36' LE...	0784 - US BANK		-323.40	96,860.23
	03/31/2024	POPKT12116		INV0016591	DFT0002081	Internet#314367453, 6" White AC Plug ...	0784 - US BANK		109.94	96,970.17
	03/31/2024	POPKT12116		INV0016596	DFT0002081	PD6200-680 ProVu Flow Rate/Totalizer	0784 - US BANK		11.34	96,981.51
			Building & Grounds Wages						957.67	97,939.18
10-404-4001			Building & Grounds Wages					42,086.39	20,309.97	62,396.36
	03/14/2024	PYPKT01110		PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...			Amount	Running Balance
	03/28/2024	PYPKT01115		PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			10,160.65	52,247.04
			Building & Grounds Overtime						10,149.32	62,396.36
10-404-4002			Building & Grounds Overtime					5,081.11	2,125.97	7,207.08
	03/14/2024	PYPKT01110		PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...			Amount	Running Balance
	03/28/2024	PYPKT01115		PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			1,551.95	6,633.06
			Building & Grounds Retirement						574.02	7,207.08
10-404-4003			Building & Grounds Retirement					9,006.10	4,014.26	13,020.36
	03/14/2024	PYPKT01110		PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...			Amount	Running Balance
	03/28/2024	PYPKT01115		PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			2,123.42	11,129.52
			Building & Grounds Benefits						1,890.84	13,020.36
10-404-4004			Building & Grounds Benefits					17,731.24	5,172.07	22,903.31
	03/01/2024	APPKT02894		MAR24-4327	3144	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.		Amount	Running Balance
	03/14/2024	PYPKT01110		PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...			19.51	17,750.75
	03/28/2024	PYPKT01115		PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			2,589.98	20,340.73
			Building & Grounds Uniforms						2,562.58	22,903.31
10-404-4021			Building & Grounds Uniforms					1,317.72	417.74	1,735.46
	03/06/2024	APPKT02910		4185498209	103061	UNIFORMS - MECHANIC DEPT.	0136 - CINTAS		Amount	Running Balance
	03/13/2024	APPKT02919		4186285636	103124	UNIFORMS - MECHANIC DEPT.	0136 - CINTAS		108.67	1,426.39
	03/20/2024	APPKT02924		4186999888	103124	UNIFORMS - MECHANICS DEPT.	0136 - CINTAS		100.20	1,526.59
	03/27/2024	APPKT02935		4187738389		MECHANICS DEPT.	0136 - CINTAS		108.67	1,635.26
									100.20	1,735.46

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-404-4025				Building & Grounds Janitorial				14,045.88	10,532.09	24,577.97
	03/05/2024	POPKT11913	219388		NuVision Window & Windshield Cleaner	0496 - NUTECH SPECIALTIES, INC			56.16	14,102.04
	03/05/2024	POPKT11913	219388		1080 Kleenex White 8" Hardwound Roll ...	0496 - NUTECH SPECIALTIES, INC			517.57	14,619.61
	03/05/2024	POPKT11913	219388		Johnson Brake Clnr. 12/cs.	0496 - NUTECH SPECIALTIES, INC			59.76	14,679.37
	03/05/2024	POPKT11913	219388		Multi Laminate/ White Oil Only Absorbe...	0496 - NUTECH SPECIALTIES, INC			132.26	14,811.63
	03/05/2024	POPKT11967	9041507519		55 gal Garbage Bags Trash (# 31DK61 Gr...	0827 - GRAINGER			189.16	15,000.79
	03/05/2024	POPKT11967	9041507519		10/15gal 50 per Box TRASH BAGS (31DK...	0827 - GRAINGER			99.54	15,100.33
	03/05/2024	POPKT12036	51419		MECH GLOVES for stock DOZ MIED	0766 - TRI-COMBINED RESOURCES INC			156.24	15,256.57
	03/05/2024	POPKT12036	51419		MECH GLOVES for stock DOZ L	0766 - TRI-COMBINED RESOURCES INC			156.24	15,412.81
	03/05/2024	POPKT12036	51419		MECH GLOVES for stock DOZ XL	0766 - TRI-COMBINED RESOURCES INC			156.24	15,569.05
	03/07/2024	POPKT11967	219534		Livi Select Bath Tissue 2-ply 80/cs	0496 - NUTECH SPECIALTIES, INC			510.00	16,079.05
	03/12/2024	POPKT11967	219436		Bucket of Scrubs 6/cs 70 towels	0496 - NUTECH SPECIALTIES, INC			83.16	16,162.21
	03/12/2024	POPKT11967	219436		1080 Kleenex White 8" Hardwound Roll ...	0496 - NUTECH SPECIALTIES, INC			338.38	16,500.59
	03/25/2024	POPKT12074	219949		Vinyl Polish 2000 (qt) 12/cs	0496 - NUTECH SPECIALTIES, INC			150.00	16,650.59
	03/25/2024	POPKT12074	219949		Livi Select Bath Tissue 2-ply 80/cs	0496 - NUTECH SPECIALTIES, INC			408.00	17,058.59
	03/25/2024	POPKT12074	219949		Fuel Surcharge	0496 - NUTECH SPECIALTIES, INC			10.00	17,068.59
	03/25/2024	POPKT12074	219949		LIVI Premium Bleached Multi-Fold Towel	0496 - NUTECH SPECIALTIES, INC			400.80	17,469.39
	03/25/2024	POPKT12074	219949		1080 Kleenex White 8" Hardwound Roll ...	0496 - NUTECH SPECIALTIES, INC			676.76	18,146.15
	03/25/2024	POPKT12074	219949		Multi Laminate/ Gray Universal Absorbe...	0496 - NUTECH SPECIALTIES, INC			248.80	18,394.95
	03/27/2024	APPKT02924	715468		JANITORIAL SERVICE - FEB. 2024	0355 - AMERICAN MAINTENANCE			4,714.00	23,108.95
	03/27/2024	APPKT02924	7715352		JANITORIAL SERVICES - ADMIN - FEB. 20...	0355 - AMERICAN MAINTENANCE			1,307.50	24,416.45
	03/31/2024	POPKT12116	INV0016595		Clorox Disinfecting Wipes	0784 - US BANK			161.52	24,577.97
10-404-4300				Building & Grounds Telephone				121.56	60.85	182.41
	03/12/2024	APPKT02916	680493305		ACCT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK			16.55	138.11
	03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...				22.15	160.26
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...				22.15	182.41

Detail Report

Account	Name	Source Transaction	Packet Number	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-404-6400	Building & Grounds Maintenance						6,502.31	9,804.69	16,307.00
03/04/2024	9039779476	3149	Item 35U064 Spill Platform.15 gal Spill C...	0827 - GRAINGER	Amount	Running Balance	308.84	6,811.15	6,811.15
03/04/2024	23834206	103073	Black spray paint cans.	0480 - NATIONAL COATING & SUPPLIES	Amount	Running Balance	77.76	6,888.91	6,888.91
03/05/2024	9041507519	3164	Filter - 20x25x2 (2W233)	0827 - GRAINGER	Amount	Running Balance	390.24	7,279.15	7,279.15
03/05/2024	9041507519	3164	Filter 16x20x2 (2W230)	0827 - GRAINGER	Amount	Running Balance	129.60	7,408.75	7,408.75
03/05/2024	9041507519	3164	Filter - 24x24x2 (6B924)	0827 - GRAINGER	Amount	Running Balance	480.24	7,888.99	7,888.99
03/06/2024	9044103555	3164	Rigid Cell Air Filter: 20x20x12	0827 - GRAINGER	Amount	Running Balance	968.30	8,857.29	8,857.29
03/07/2024	26713	103098	Magnetic Signs for Dumpsters (Keep lid...	0003 - A&H SIGN	Amount	Running Balance	339.30	9,196.59	9,196.59
03/11/2024	WJQX64	103086	SKU#1241 UNIV ADAPT 3&4 CORR TO S...	0712 - STANDARD PLUMBING SUPPLY	Amount	Running Balance	43.38	9,239.97	9,239.97
03/12/2024	1406325	103088	Pramitol 5ps Pellets Herbicide 25lb bags	0723 - STEVE REAGAN COMPANY	Amount	Running Balance	2,852.40	12,092.37	12,092.37
03/13/2024	23859347	103073	Column Biege Paint	0480 - NATIONAL COATING & SUPPLIES	Amount	Running Balance	199.50	12,291.87	12,291.87
03/14/2024	9052198471	3174	#5TT84 Norbak brushable ceramic coati...	0827 - GRAINGER	Amount	Running Balance	1,158.20	13,450.07	13,450.07
03/14/2024	S106023994.001	103108	6" black corrugated drainage pipe.	0472 - MOUNTAINLAND SUPPLY COMPANY	Amount	Running Balance	119.49	13,569.56	13,569.56
03/20/2024	23897469	103135	Lt Grey paint	0480 - NATIONAL COATING & SUPPLIES	Amount	Running Balance	199.50	13,769.06	13,769.06
03/20/2024	23897469	103135	Paint brush	0480 - NATIONAL COATING & SUPPLIES	Amount	Running Balance	27.00	13,796.06	13,796.06
03/20/2024	23897469	103135	Masking tape	0480 - NATIONAL COATING & SUPPLIES	Amount	Running Balance	51.06	13,847.12	13,847.12
03/25/2024	S105968318.001		2 ea. CLM 275A fine filter 4" flanged	0472 - MOUNTAINLAND SUPPLY COMPANY	Amount	Running Balance	2,459.88	16,307.00	16,307.00
10-405-4001	Biosolids & Compost Wages					86,100.87	38,167.81	124,268.68	124,268.68
03/14/2024	PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...		Amount	Running Balance	18,529.66	104,630.53	104,630.53
03/28/2024	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...		Amount	Running Balance	19,638.15	124,268.68	124,268.68
10-405-4002	Biosolids & Compost Overtime					907.17	104.08	1,011.25	1,011.25
03/14/2024	PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...		Amount	Running Balance	22.51	929.68	929.68
03/28/2024	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...		Amount	Running Balance	81.57	1,011.25	1,011.25
10-405-4003	Biosolids & Compost Retirement					19,757.03	8,755.55	28,512.58	28,512.58
03/14/2024	PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...		Amount	Running Balance	4,367.24	24,124.27	24,124.27
03/28/2024	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...		Amount	Running Balance	4,388.31	28,512.58	28,512.58
10-405-4004	Biosolids & Compost Benefits					45,233.47	13,590.67	58,824.14	58,824.14
03/01/2024	APPKT02894	3144	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.	Amount	Running Balance	29.51	45,262.98	45,262.98
03/14/2024	PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...		Amount	Running Balance	6,771.73	52,034.71	52,034.71
03/28/2024	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...		Amount	Running Balance	6,789.43	58,824.14	58,824.14

Detail Report

Account	Name	Source Transaction	Packet Number	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-405-4021	Biosolids & Compost Uniforms						2,550.52	573.32	3,123.84
		4185498111	APPKT02910	103061	UNIFORMS - BIO SOLID	0136 - CINTAS	Project Account	Amount	Running Balance
03/06/2024		4185498401	APPKT02910	103061	UNIFORMS - OPERATION DEPT.	0136 - CINTAS		111.69	2,662.21
03/06/2024		4184838267	APPKT02910	103061	UNIFORMS - BIO SOLID	0136 - CINTAS		12.80	2,675.01
03/12/2024		4186285351	APPKT02919	103124	UNIFORMS - BIO SOLID DEPT.	0136 - CINTAS		97.04	2,772.05
03/13/2024		4186286120	APPKT02919	103124	UNIFORMS - OPERATION DEPT.	0136 - CINTAS		101.20	2,873.25
03/13/2024		4187000285	APPKT02919	103124	UNIFORMS - OPERATION DEPT.	0136 - CINTAS		12.50	2,885.75
03/20/2024		4186999823	APPKT02924	103124	UNIFORMS - BIO SOLID DEPT.	0136 - CINTAS		12.70	2,898.45
03/20/2024		4187738248	APPKT02935	103124	UNIFORMS - BIO SOLID DEPT.	0136 - CINTAS		111.69	3,010.14
03/27/2024		4187738643	APPKT02935	103124	UNIFORMS - OPERATION DEPT.	0136 - CINTAS		101.20	3,111.34
03/27/2024								12.50	3,123.84
							Project Account	Amount	Running Balance
10-405-4024	Biosolids & Compost Credit Card Fees						1,592.64	801.65	2,394.29
							Project Account	Amount	Running Balance
03/05/2024		BRPKT00069	BRPKT00069		bank fees			90.71	1,683.35
03/05/2024		BRPKT00069	BRPKT00069		cc fees			135.05	1,818.40
03/12/2024		BRPKT00069	BRPKT00069		cc fees			171.66	1,990.06
03/21/2024		BRPKT00069	BRPKT00069		bank fees			404.23	2,394.29
							Project Account	Amount	Running Balance
10-405-4027	Biosolids & Compost Supplies						13,439.11	93.62	13,532.73
							Project Account	Amount	Running Balance
03/28/2024		POPKT12074	POPKT12074		ig/oo cooler 28QT #55TP48	0827 - GRAINGER		93.62	13,532.73
							Project Account	Amount	Running Balance
10-405-4300	Biosolids & Compost Telephone						940.22	648.51	1,588.73
							Project Account	Amount	Running Balance
03/01/2024		APPKT02894	APPKT02894	103013	ACCT#CVMW100, CONNECT PLUS SYSTEM...	VEN01224 - ALPHA COMMUNICATION SITES..		115.00	1,055.22
03/01/2024		APPKT02902	APPKT02902	103048	ACCT#100000124710, VEHICLE TRACKI...	0817 - VERIZON WIRELESS		431.10	1,486.32
03/12/2024		APPKT02916	APPKT02916	103100	ACCT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK		58.11	1,544.43
03/14/2024		PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...			22.15	1,566.58
03/28/2024		PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			22.15	1,588.73
							Project Account	Amount	Running Balance
10-405-6100	Biosolids & Compost Tipping Fees						22,479.46	21,002.64	43,482.10
							Project Account	Amount	Running Balance
03/01/2024		APPKT02919	APPKT02919	103143	WET TONS BIO SOLIDS - FEB. 2024	0859 - WESTERN BASIN LAND & LIVESTOCK		14,769.77	37,249.23
03/12/2024		APPKT02908	APPKT02908	103083	LANDFILL-SERVICE - FEB. 2024	0652 - S L VALLEY SOLID WASTE FACILIT		6,232.87	43,482.10

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Description	Pmt Number	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-405-6400				Biosolids & Compost Maintenance					29,485.61	15,050.87	44,536.48
	03/04/2024	POPKT11913	750278-00		O-ring	103031	0331 - HYDRAPAK SEALS, INC			20.00	29,505.61
	03/07/2024	POPKT11985	105039		1"x8ft hydraulic hose.	103093	0860 - WESTERN INDUSTRIAL PRODUCTS			225.39	29,731.00
	03/07/2024	POPKT12000	62208		Vehicle inspection #93 trailer	103112	0772 - UNITED DIESEL SERVICE			40.00	29,771.00
	03/07/2024	POPKT12000	62267		EMISSION COMPLETE	103112	0772 - UNITED DIESEL SERVICE			72.00	29,843.00
	03/07/2024	POPKT12000	62267		Vehicle inspection #62	103112	0772 - UNITED DIESEL SERVICE			40.00	29,883.00
	03/07/2024	POPKT12000	62274		I/M EMISSION	103112	0772 - UNITED DIESEL SERVICE			72.00	29,955.00
	03/07/2024	POPKT12000	62274		Vehicle inspection util trailer	103112	0772 - UNITED DIESEL SERVICE			40.00	29,995.00
	03/11/2024	POPKT11985	P04987R2		T147932 cutting edge	103080	0324 - RDO EQUIPMENT			1,870.00	31,865.00
	03/11/2024	POPKT11985	P04987R2		PB100350 bolt	103080	0324 - RDO EQUIPMENT			328.32	32,193.32
	03/12/2024	POPKT12000	62325		EMISSION COMPLETE	103112	0772 - UNITED DIESEL SERVICE			72.00	32,265.32
	03/12/2024	POPKT12000	62325		Vehicle inspection #59	103112	0772 - UNITED DIESEL SERVICE			40.00	32,305.32
	03/13/2024	POPKT12000	62171		Vehicle inspection Lowboy	103112	0772 - UNITED DIESEL SERVICE			40.00	32,345.32
	03/13/2024	POPKT12000	62172		Vehicle inspection #68	103112	0772 - UNITED DIESEL SERVICE			40.00	32,385.32
	03/13/2024	POPKT12000	62207		Vehicle inspection #72	103112	0772 - UNITED DIESEL SERVICE			40.00	32,425.32
	03/13/2024	POPKT12074	62335		#57; EMISSION COMPLETE	103158	0772 - UNITED DIESEL SERVICE			72.00	32,497.32
	03/13/2024	POPKT12074	62335		Vehicle inspection #57	103158	0772 - UNITED DIESEL SERVICE			40.00	32,537.32
	03/14/2024	POPKT12036	C26015		26559 WASHER	103120	VEN01505 - BEJAC CORPORATION			8.14	32,545.46
	03/14/2024	POPKT12036	C26015		71431-01 FILTER, ELEMENT	103120	VEN01505 - BEJAC CORPORATION			185.77	32,731.23
	03/19/2024	POPKT12074	C26107		PT# 80129-02 bit holder	103149	VEN01505 - BEJAC CORPORATION			345.91	33,077.14
	03/19/2024	POPKT12074	C26107		PT# 26559 o-ring	103149	VEN01505 - BEJAC CORPORATION			8.14	33,085.28
	03/19/2024	POPKT12074	C26107		PT# 79134 bit spacer	103149	VEN01505 - BEJAC CORPORATION			43.18	33,128.46
	03/19/2024	POPKT12074	C26107		PT# 71431-01 filter element	103149	VEN01505 - BEJAC CORPORATION			163.38	33,291.84
	03/21/2024	POPKT12074	62416		Vehicle inspection #73	103158	0772 - UNITED DIESEL SERVICE			40.00	33,331.84
	03/21/2024	POPKT12074	62416		#73 EMISSION COMPLETE	103158	0772 - UNITED DIESEL SERVICE			72.00	33,403.84
	03/21/2024	POPKT12074	62421		Vehicle inspection #91 trailer	103158	0772 - UNITED DIESEL SERVICE			40.00	33,443.84
	03/27/2024	POPKT12074	PS001672487		PT# 346-9824 ,100A ,12V Alternator, C...		0863 - WHEELER MACHINERY CO.			522.58	33,966.42
	03/27/2024	POPKT12122	62129		W/O #62099 68 clamp, light, cord		0863 - WHEELER MACHINERY CO.			1,114.48	35,080.90
	03/27/2024	APPKT02935	PS001672488		BRACKET		0772 - UNITED DIESEL SERVICE			257.13	35,338.03
	03/29/2024	APPKT02927	61896-B		#73 REPLACE REAR PS BREAK CAN - PAR...	103158	0772 - UNITED DIESEL SERVICE			5,648.36	40,986.39
	03/31/2024	GLPKT06092	JN06014		one9 team meal fairfield					30.04	41,016.43
	03/31/2024	GLPKT06092	JN06014		one9 team meal fairfield					38.45	41,054.88
	03/31/2024	GLPKT06092	JN06014		utah track and welding wear plate					226.60	41,281.48
	03/31/2024	POPKT12135	428		compost screener fabricate plow		0600 - R & S GUNN, INC.			630.00	41,911.48
	03/31/2024	POPKT12135	428		Peterson grinder welding repairs on dr...		0600 - R & S GUNN, INC.			1,050.00	42,961.48
	03/31/2024	POPKT12135	428		Peterson grinder welding repairs on dr...		0600 - R & S GUNN, INC.			1,575.00	44,536.48
10-405-7070				Biosolids & Compost Pay-As-You-Go					134,128.61	74,925.00	209,053.61
	03/12/2024	POPKT11985	INV00302		30% DOWN PAYMENT	103089	VEN01515 - SUSTAINABLE GENERATION, LLC	Compost Tarp Cover ...		74,925.00	209,053.61

Detail Report

Account	Name	Source Transaction	Packet Number	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-406-4001	Energy Management Wages						90,343.17	35,888.57	126,231.74
03/14/2024	PYPKT01110 - Payroll 0...	PYPKT01110			PYPKT01110 - Payroll 03/14/2024 - Pay 3...			Amount	Running Balance
03/28/2024	PYPKT01115 - Payroll...	PYPKT01115			PYPKT01115 - Payroll March 28, 2024 - ...			18,090.47	108,433.64
10-406-4002	Energy Management Overtime						926.92	17,798.10	126,231.74
03/14/2024	PYPKT01110 - Payroll 0...	PYPKT01110			PYPKT01110 - Payroll 03/14/2024 - Pay 3...			2,760.00	3,686.92
03/28/2024	PYPKT01115 - Payroll...	PYPKT01115			PYPKT01115 - Payroll March 28, 2024 - ...			869.10	1,796.02
10-406-4003	Energy Management Retirement						20,679.55	1,890.90	3,686.92
03/14/2024	PYPKT01110 - Payroll 0...	PYPKT01110			PYPKT01110 - Payroll 03/14/2024 - Pay 3...			9,662.15	30,341.70
03/28/2024	PYPKT01115 - Payroll...	PYPKT01115			PYPKT01115 - Payroll March 28, 2024 - ...			4,739.90	25,419.45
10-406-4004	Energy Management Benefits						32,995.78	4,922.25	30,341.70
03/01/2024	APPKT02894	MAR24-4327		3144	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.		9,700.62	42,696.40
03/14/2024	PYPKT01110 - Payroll 0...	PYPKT01110			PYPKT01110 - Payroll 03/14/2024 - Pay 3...			24.75	33,020.53
03/28/2024	PYPKT01115 - Payroll...	PYPKT01115			PYPKT01115 - Payroll March 28, 2024 - ...			4,827.48	37,848.01
10-406-4021	Energy Management Uniforms						917.08	4,848.39	42,696.40
03/06/2024	APPKT02910	4185498401		103061	UNIFORMS - OPERATION DEPT.	0136 - CINTAS		414.38	1,331.46
03/13/2024	APPKT02919	4186286120		103124	UNIFORMS - OPERATION DEPT.	0136 - CINTAS		104.19	1,021.27
03/20/2024	APPKT02919	4187000285		103124	UNIFORMS - OPERATION DEPT.	0136 - CINTAS		103.00	1,124.27
03/27/2024	APPKT02935	4187738643			UNIFORMS - OPERATION DEPT.	0136 - CINTAS		104.09	1,228.36
10-406-4022	Energy Management Travel and Learning						987.94	103.10	1,331.46
03/08/2024	APPKT02908	03142024		3172	ETAP LOADSHED FAT - HOUSTON, TX	VEN0879 - ZACKERY VANWORMER		1,149.84	2,137.78
03/31/2024	GLPKT06092	JN06014			united Zack Vanwormer			327.75	1,315.69
03/31/2024	GLPKT06092	JN06014			Opacitek training			430.69	1,746.38
10-406-4300	Energy Management Telephone						110.75	391.40	2,137.78
03/28/2024	PYPKT01110 - Payroll 0...	PYPKT01110			PYPKT01110 - Payroll 03/14/2024 - Pay 3...			44.30	155.05
03/28/2024	PYPKT01115 - Payroll...	PYPKT01115			PYPKT01115 - Payroll March 28, 2024 - ...			22.15	132.90
10-406-4400	Energy Management Natural Gas						75,384.68	22.15	155.05
03/05/2024	APPKT02916	7424610000 03052024		103103	ACCT#742461000	0209 - DOMINION ENERGY		66,589.89	141,974.57
03/30/2024	APPKT02932	21328297		3196	NATURAL GAS SERVICE FOR FEB. 2024	0095 - BP ENERGY COMPANY		9,846.65	85,231.33
								56,743.24	141,974.57

Detail Report

Account	Name	Source Transaction	Packet Number	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-406-4500	Energy Management Power						102,792.43	51,489.37	154,281.80
		22213486-002 2 0307...	APPKT02916	103111	ACCT#22213486-002 2; SERVICE 2/1/24 ...	0628 - ROCKY MOUNTAIN POWER		124.22	102,916.65
		42872 03072024	APPKT02916	103109	ACCT#42872, SERVICE 1/23/24 TO 2/23...	0477 - MURRAY CITY UTILITIES		37.51	102,954.16
		444 03072024	APPKT02916	103109	ACCT#444-1043419, SERVICE 1/23/24 T...	0477 - MURRAY CITY UTILITIES		64.46	103,018.62
		22213486-001 4 0304...	APPKT02916	103111	ACCT#22213486-001 4; SERVICE - FEB. 2...	0628 - ROCKY MOUNTAIN POWER		152.21	103,170.83
		25610026-001 5 0312...	APPKT02932	103154	ACCT#25610026-001 5; SERVICE FEB. 20...	0628 - ROCKY MOUNTAIN POWER		51,110.97	154,281.80
10-406-6400	Energy Management Maintenance						43,287.83	30,478.80	73,766.63
		20241600325	POPKT11913	3150	Item #: 632847	VEN01233 - INNIO JENBACHER NORTH AM...		339.66	43,627.49
		20241600325	POPKT11913	3150	Item #: 659127	VEN01233 - INNIO JENBACHER NORTH AM...		313.62	43,941.11
		20241600339	POPKT11985	3165	Filter Element (Gear Box) E5015148, 12...	VEN01233 - INNIO JENBACHER NORTH AM...		7,724.65	51,665.76
		20241600339	POPKT11985	3165	PRE CHAMBER (update) PT#9029947	VEN01233 - INNIO JENBACHER NORTH AM...		3,406.59	55,072.35
		20241600339	POPKT11985	3165	spark plug socket (CUP) update 9029957	VEN01233 - INNIO JENBACHER NORTH AM...		1,094.46	56,166.81
		20241600339	POPKT11985	3165	9029697 Sealing Ring pre chamber (Bras...	VEN01233 - INNIO JENBACHER NORTH AM...		1,112.40	57,279.21
		20241600339	POPKT11985	3165	JENBACHER Oil Filter (ALT#1102333)	VEN01233 - INNIO JENBACHER NORTH AM...		7,015.20	64,294.41
		03-06-2024	POPKT12000	3179	RGASKETX882	VEN01434 - SKYE TECHNICAL SOLUTIONS, L...		1,065.00	65,359.41
		03-06-2024	POPKT12000	3179	RPACKX00022	VEN01434 - SKYE TECHNICAL SOLUTIONS, L...		415.00	65,774.41
		9055036504	POPKT12036	3185	O-Ring: 011, 5/16 in	0827 - GRAINGER		32.80	65,807.21
		9056429146	POPKT12036	3185	O-Ring: 013, 7/16 in	0827 - GRAINGER		36.92	65,844.13
		9056429146	POPKT12036	3185	O-Ring: 012, 3/8 in	0827 - GRAINGER		36.72	65,880.85
		9056429146	POPKT12036	3185	Putty knives	0827 - GRAINGER		23.64	65,904.49
		9056429146	POPKT12036	3185	O-Ring: 010, 1/4 in	0827 - GRAINGER		30.88	65,935.37
		9056429146	POPKT12036	3185	Stool	0827 - GRAINGER		236.52	66,171.89
		9055961289	POPKT12060	3185	O-Ring: 018, 3/4 in	0827 - GRAINGER		36.36	66,208.25
		ARV/60794157	POPKT12074	103156	24mm	VEN01139 - SNAP-ON INC.		49.18	66,257.43
		ARV/60794157	POPKT12074	103156	21mm	VEN01139 - SNAP-ON INC.		43.57	66,301.00
		ARV/60794157	POPKT12074	103156	19mm	VEN01139 - SNAP-ON INC.		66.48	66,367.48
		ARV/60794157	POPKT12074	103156	22mm	VEN01139 - SNAP-ON INC.		45.71	66,413.19
		ARV/60802012	POPKT12074	103156	25mm	VEN01139 - SNAP-ON INC.		50.33	66,463.52
		03-25-2024	POPKT12121	3199	Vibration Dampener	VEN01434 - SKYE TECHNICAL SOLUTIONS, L...		7,105.00	73,568.52
		9065459647	POPKT12074		WO# 0062981	0827 - GRAINGER		129.60	73,698.12
		9067069923	POPKT12074		EKLAND Torx Key Set: Long, 11 Pieces	0827 - GRAINGER		68.51	73,766.63
10-501-4001	Lab Wages						96,739.83	39,785.62	136,525.45
		PYPKT01110 - Payroll...	PYPKT01110		PYPKT01110 - Payroll 03/14/2024 - Pay 3...			19,892.81	116,632.64
		PYPKT01115 - Payroll...	PYPKT01115		PYPKT01115 - Payroll March 28, 2024 - ...			19,892.81	136,525.45
10-501-4002	Lab Overtime						2,438.00	1,150.09	3,588.09
		PYPKT01110 - Payroll 0...	PYPKT01110		PYPKT01110 - Payroll 03/14/2024 - Pay 3...			969.26	3,407.26
		PYPKT01115 - Payroll...	PYPKT01115		PYPKT01115 - Payroll March 28, 2024 - ...			180.83	3,588.09

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-501-4003	03/07/2024	APPKT02894	MAR24-4327	Lab Retirement	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.	Project Account	22,512.49	10,233.94	32,746.43
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...		Project Account	5,215.53	5,215.53	27,728.02
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...		Project Account	5,018.41	5,018.41	32,746.43
10-501-4004	03/01/2024	APPKT02894	MAR24-4327	Lab Benefits	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.	Project Account	36,970.85	10,901.92	47,872.77
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...		Project Account	24.75	24.75	36,995.60
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...		Project Account	5,449.98	5,449.98	42,445.58
							Project Account	5,427.19	5,427.19	47,872.77
10-501-4021	03/07/2024	APPKT02916	LSAL2840238	Lab Uniforms	TOWEL, UNIFORMS CLEANING SERVICE ..	0035 - ALSCO	Project Account	677.98	143.19	821.17
	03/14/2024	APPKT02916	LSAL2842615		TOWEL, UNIFORMS CLEANING SERVICE..	0035 - ALSCO	Project Account	54.21	54.21	732.19
	03/21/2024	APPKT02919	LSAL2844958		TOWEL, UNIFORMS CLEANING SERVICE..	0035 - ALSCO	Project Account	26.76	26.76	758.95
							Project Account	62.22	62.22	821.17
10-501-4022	03/31/2024	GLPKT06092	JN06014	Lab Travel and Learning	weau annual conf.		Project Account	793.77	365.00	1,158.77
							Project Account	365.00	365.00	1,158.77
10-501-4027	03/01/2024	POPKT11913	33991	Lab Supplies	MS-5T-150PS 150 mL Bottle with Thiosul..	0454 - MICROTECH SCIENTIFIC	Project Account	22,560.61	8,251.61	30,812.22
	03/04/2024	POPKT11967	0390746		08-732-107 (Aluminum dish case)	0262 - FISHER SCIENTIFIC	Project Account	1,494.32	1,494.32	24,054.93
	03/04/2024	POPKT11967	0390746		FB965N (Crucibles Pack of 6)	0262 - FISHER SCIENTIFIC	Project Account	410.64	410.64	24,465.57
	03/05/2024	POPKT11913	0193294		10-329a Corning Pyrex Short stem funne..	0262 - FISHER SCIENTIFIC	Project Account	50.99	50.99	24,516.56
	03/06/2024	APPKT02919	3569766410010		5 TIER, PAPER, TRAY	0499 - OFFICE DEPOT	Project Account	240.89	240.89	24,757.45
	03/06/2024	APPKT02927	356975169001		BOARD- LAB	0499 - OFFICE DEPOT	Project Account	171.87	171.87	24,929.32
	03/06/2024	APPKT02927	356975169001		BOARD AND MARKER - LAB	0499 - OFFICE DEPOT	Project Account	165.42	165.42	25,094.74
	03/14/2024	APPKT02927	358133909001		INV#356975169001, ONLY RECEIVED 1 ...	0499 - OFFICE DEPOT	Project Account	12.30	12.30	25,107.04
	03/15/2024	APPKT02927	358178637001		REPLACE THE MISSING BOARD FOR ORIG..	0499 - OFFICE DEPOT	Project Account	-110.28	-110.28	24,996.76
	03/19/2024	POPKT12074	84815515		S7515-20 (Luer Lock Syringe 100 pk)	VENO1274 - LIFE TECHNOLOGIES CORPORAT..	Project Account	55.14	55.14	25,051.90
	03/20/2024	POPKT12060	0856877		09-873J (125 mm filter)	0262 - FISHER SCIENTIFIC	Project Account	627.83	627.83	25,679.73
	03/20/2024	POPKT12060	0856877		09-873E (55 mm filter)	0262 - FISHER SCIENTIFIC	Project Account	2,089.50	2,089.50	27,769.23
	03/20/2024	POPKT12060	0856877		19-167-032B (M Gloves 10 pk)	0262 - FISHER SCIENTIFIC	Project Account	1,459.60	1,459.60	29,228.83
	03/21/2024	POPKT12036	0896345		10-067R (100 Roud Bottom)	0262 - FISHER SCIENTIFIC	Project Account	324.24	324.24	29,553.07
	03/22/2024	POPKT12074	297761		B252D (1 pt.Dairy bottle)	0338 - INDUSTRIAL CONTAINER AND SUPPL...	Project Account	53.78	53.78	29,606.85
	03/22/2024	POPKT12074	297761		L190 (1 pt.Dairy bottle LID)	0338 - INDUSTRIAL CONTAINER AND SUPPL...	Project Account	178.40	178.40	29,785.25
	03/22/2024	POPKT12074	297761		L237 (1 pt.Dairy bottle LID)	0338 - INDUSTRIAL CONTAINER AND SUPPL...	Project Account	28.80	28.80	29,814.05
	03/28/2024	POPKT12074	9068215582		52RW71 Condor Reading Safety Classes ...	0827 - GRAINGER	Project Account	25.92	25.92	29,839.97
	03/31/2024	POPKT12116	INV0016590		Coliform Bottle, 120ml,	0784 - US BANK	Project Account	68.50	68.50	29,908.47
	03/31/2024	POPKT12116	INV0016590		150mL Coli bottle w/ tablet, White cap	0784 - US BANK	Project Account	310.00	310.00	30,218.47
							Project Account	593.75	593.75	30,812.22

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-501-4040				Lab Professional Fees				33,435.22	38,556.76	71,991.98
	03/01/2024	APPKT02894	24B1868	103021	LAB PROFESSIONAL TEST - FINAL METALS	VEN01132 - CHEMTECH-FORD, INC.			233.00	33,668.22
	03/02/2024	APPKT02894	5112	3158	CHRONIC CERIODAPHRINA, CO2 ATMOS...	VEN01170 - W.E.T. INC.			2,600.00	36,268.22
	03/04/2024	APPKT02894	2422853	103018	QA MANAGEMENT SUPPORT - FEB. 2024	0057 - AQS, INC.			5,500.00	41,768.22
	03/06/2024	APPKT02908	24B1683	103060	LAB PROFESSIONAL TEST - BIOMONITOR...	VEN01132 - CHEMTECH-FORD, INC.			457.00	42,225.22
	03/06/2024	APPKT02908	24B1882	103060	LAB PROFESSIONAL TEST - MON&TUES ...	VEN01132 - CHEMTECH-FORD, INC.			680.00	42,905.22
	03/06/2024	APPKT02910	24B2142	103060	LAB PROFESSIONAL TEST - BIOMONITOR...	VEN01132 - CHEMTECH-FORD, INC.			344.00	43,249.22
	03/09/2024	APPKT02910	5118	3171	CHRONIC SPECIES, CO2 ATMOSPHERE T...	VEN01170 - W.E.T. INC.			5,850.00	49,099.22
	03/11/2024	APPKT02910	24C0024	103060	LAB PROFESSIONAL TEST - BIOMONITOR...	VEN01132 - CHEMTECH-FORD, INC.			344.00	49,443.22
	03/11/2024	APPKT02910	24C0158	103060	LAB PROFESSIONAL TEST - FINAL METALS	VEN01132 - CHEMTECH-FORD, INC.			233.00	49,676.22
	03/11/2024	APPKT02910	24C0160	103060	LAB PROFESSIONAL TEST - DI H2O TOC	VEN01132 - CHEMTECH-FORD, INC.			40.00	49,716.22
	03/11/2024	APPKT02910	24C0164	103060	LAB PROFESSIONAL TEST - KR09	VEN01132 - CHEMTECH-FORD, INC.			291.00	50,007.22
	03/12/2024	APPKT02910	24B1288	103060	LAB PROFESSIONAL TEST - GHEX	VEN01132 - CHEMTECH-FORD, INC.			316.00	50,323.22
	03/12/2024	APPKT02914	24B2144	103101	LAB PROFESSIONAL TEST - HAULER PRO...	VEN01132 - CHEMTECH-FORD, INC.			3,031.00	53,354.22
	03/13/2024	APPKT02916	24C0173	103101	LAB PROFESSIONAL TEST - GHBX	VEN01132 - CHEMTECH-FORD, INC.			941.00	54,295.22
	03/13/2024	APPKT02916	24C0357	103101	LAB PROFESSIONAL TEST - GHEH	VEN01132 - CHEMTECH-FORD, INC.			941.00	55,236.22
	03/14/2024	APPKT02916	24C0025	103101	LAB PROFESSIONAL TEST - HAULER PRO...	VEN01132 - CHEMTECH-FORD, INC.			2,754.00	57,990.22
	03/14/2024	APPKT02916	24C0167	103101	LAB PROFESSIONAL TEST - MON&TUES ...	VEN01132 - CHEMTECH-FORD, INC.			680.00	58,670.22
	03/14/2024	APPKT02916	24C0519	103101	LAB PROFESSIONAL TEST - HG SAMPLING	VEN01132 - CHEMTECH-FORD, INC.			438.00	59,108.22
	03/15/2024	APPKT02916	24B0865	103101	LAB PROFESSIONAL SERVICE - SL 50	VEN01132 - CHEMTECH-FORD, INC.			1,567.00	60,675.22
	03/15/2024	APPKT02916	24C0326	103101	LAB PROFESSIONAL TEST - HAULER PRO...	VEN01132 - CHEMTECH-FORD, INC.			561.00	61,236.22
	03/15/2024	APPKT02916	24C0529	103101	LAB PROFESSIONAL TEST - CN SAMPLING	VEN01132 - CHEMTECH-FORD, INC.			106.00	61,342.22
	03/18/2024	APPKT02916	24C0703	103101	LAB PROFESSIONAL TEST - RIVER METALS	VEN01132 - CHEMTECH-FORD, INC.			466.00	61,808.22
	03/19/2024	APPKT02919	24B0436	103123	LAB PROFESSIONAL SERVICE - SL45	VEN01132 - CHEMTECH-FORD, INC.			1,567.00	63,375.22
	03/20/2024	APPKT02919	24B0439	103123	LAB PROFESSIONAL TEST - SL25	VEN01132 - CHEMTECH-FORD, INC.			1,567.00	64,942.22
	03/25/2024	APPKT02927	24C0705	103101	LAB PROFESSIONAL TEST - M005	VEN01132 - CHEMTECH-FORD, INC.			291.00	65,233.22
	03/25/2024	APPKT02927	24C0718	103101	LAB PROFESSIONAL TEST - MON&TUES ...	VEN01132 - CHEMTECH-FORD, INC.			393.00	65,626.22
	03/25/2024	APPKT02927	24C0739	103101	LAB PROFESSIONAL TEST - HAULER PRO...	VEN01132 - CHEMTECH-FORD, INC.			536.00	66,162.22
	03/27/2024	APPKT02927	24C1159	103101	LAB PROFESSIONAL TEST	VEN01132 - CHEMTECH-FORD, INC.			1,895.00	68,057.22
	03/28/2024	APPKT02927	24C1214	103101	LAB PROFESSIONAL TEST - FINAL METALS	VEN01132 - CHEMTECH-FORD, INC.			233.00	68,290.22
	03/28/2024	APPKT02927	LSAL2847317	103147	TOWEL AND UNIFORMS CLEANING - L...	0035 - ALSICO			71.76	68,361.98
	03/29/2024	APPKT02935	3200133543		PFAS, EXTENDED LIST 62 ANALYTES	VEN01414 - EUROFINS ENVIRONMENT TEST...			3,630.00	71,991.98
10-501-4300				Lab Telephone				259.68	119.07	378.75
	03/12/2024	APPKT02916	680493305	103100	ACCT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK			74.77	334.45
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...		PYPKT01110 - Payroll 03/14/2024 - Pay 3...				22.15	356.60
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...				22.15	378.75

Detail Report

Account	Name	Source Transaction	Packet Number	Pmt Number	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-501-5700	Lab Chemicals							12,753.67	4,197.47	16,951.14
03/05/2024	POPRT11913	0232975	103027	103027	AA35629K2 1 L 1.0 N Standardized Sodi...	0262 - FISHER SCIENTIFIC		105.92	105.92	12,859.59
03/05/2024	POPRT11913	0316193	103027	103027	50-199-8157 TNT 872 Volatile Acids Test...	0262 - FISHER SCIENTIFIC		1,226.40	1,226.40	14,085.99
03/05/2024	POPRT11913	8815387357	103050	103050	EM1.10266.0500 (Lauryl Sulfate)	0825 - VWR SCIENTIFIC		431.84	431.84	14,517.83
03/05/2024	POPRT12036	562181613	3193	3193	241172-50G (Oxalic acid 50 g)	0689 - SIGMA-ALDRICH RTC		67.41	67.41	14,585.24
03/07/2024	APPKT02910	41595248	3166	3166	ACCT#54251209, ARGON - LAB	0541 - LINDE GAS & EQUIPMENT INC.		653.05	653.05	15,238.29
03/19/2024	POPRT12000	1000775711	103104	103104	LC148451-BODGGA (GGA reagent)	0239 - ENVIRONMENTAL EXPRESS		331.92	331.92	15,570.21
03/20/2024	POPRT12060	0856877	103130	103130	A412-4 (4 L size Methanol box containin...	0262 - FISHER SCIENTIFIC		163.69	163.69	15,733.90
03/21/2024	APPKT02927	41770092			ACCT#54251209, ARGON - LAB	0541 - LINDE GAS & EQUIPMENT INC.		419.01	419.01	16,152.91
03/22/2024	APPKT02927	41886630			ACCT#54251209, ARGON - LAB	0541 - LINDE GAS & EQUIPMENT INC.		798.23	798.23	16,951.14
10-501-6200	Lab Tools & Small Equipment							4,337.51	250.06	4,587.57
03/31/2024	GLPKT06092	JN06014			costco blenders			121.39	121.39	4,458.90
03/31/2024	GLPKT06092	JN06014			costco blenders			128.67	128.67	4,587.57
10-502-4001	Pretreatment Wages							116,816.48	40,136.46	156,952.94
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...			PYPKT01110 - Payrol 03/14/2024 - Pay 3...			20,039.70	20,039.70	136,856.18
03/28/2024	PYPKT01115	PYPKT01115 - Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...			20,096.76	20,096.76	156,952.94
10-502-4002	Pretreatment Overtime							558.49	417.43	975.92
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...			PYPKT01110 - Payrol 03/14/2024 - Pay 3...			417.43	417.43	975.92
10-502-4003	Pretreatment Retirement							26,584.78	10,078.48	36,663.26
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...			PYPKT01110 - Payrol 03/14/2024 - Pay 3...			5,084.29	5,084.29	31,669.07
03/28/2024	PYPKT01115	PYPKT01115 - Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...			4,994.19	4,994.19	36,663.26
10-502-4004	Pretreatment Benefits							39,859.71	9,702.09	49,561.80
03/01/2024	APPKT02894	MAR24-4327	3144	3144	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.		34.27	34.27	39,893.98
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...			PYPKT01110 - Payrol 03/14/2024 - Pay 3...			4,838.48	4,838.48	44,732.46
03/28/2024	PYPKT01115	PYPKT01115 - Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...			4,829.34	4,829.34	49,561.80
10-502-4022	Pretreatment Travel and Learning							1,300.00	1,114.12	2,414.12
03/31/2024	GLPKT06092	JN06014			delta brad woodhouse			536.20	536.20	1,836.20
03/31/2024	GLPKT06092	JN06014			grouse mtn lodge, mt eric p.			144.48	144.48	1,980.68
03/31/2024	GLPKT06092	JN06014			grouse mtn lodge, mt brad w.			144.48	144.48	2,125.16
03/31/2024	GLPKT06092	JN06014			grouse mtn lodge, mt jim r.			144.48	144.48	2,269.64
03/31/2024	GLPKT06092	JN06014			grouse mtn lodge, mt talena			144.48	144.48	2,414.12

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
	03/29/2024	APPKT02927	24B1053	Pretreatment Professional Fees	LAB PROFESSIONAL TEST - SL28	VEN01132 - CHEMTECH-FORD, INC.		0.00	1,567.00	1,567.00
	03/29/2024	APPKT02927	24B1053	Pretreatment Telephone				1,516.38	1,567.00	1,567.00
	03/11/2024	APPKT02910	287310660504X03112...		ACCT#287310660504, SERVICE - 2/4/24 ...	VEN01383 - AT&T MOBILITY		420.85	420.85	1,937.23
	03/12/2024	APPKT02916	680493305		ACCT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK		124.55	124.55	2,061.78
	03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...			22.15	22.15	2,083.93
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			22.15	22.15	2,106.08
	03/07/2024	APPKT02916	LSAL2840236		MAT CLEANING SERVICE - PRE TREAT...	0035 - ALSCO		25.19	25.19	479.95
	03/20/2024	APPKT02919	UT202303448		BILLABLE NOTIFICATIONS - OCT 23 TO D...	0088 - BLUE STAKES OF UTAH 811		43.24	43.24	523.19
	03/21/2024	APPKT02919	LSAL2844956		MAT CLEANING SERVICE - PRE TREAT...	0035 - ALSCO		25.19	25.19	548.38
	03/31/2024	GLPKT06092	JN06014		Lowes fridge, tools			178.53	178.53	726.91
	03/20/2024	APPKT02919	MARCH24		BOARD MEETING ON 03/27/2024	VEN01226 - KIM R. GALBRAITH		375.00	375.00	8,202.00
	03/20/2024	APPKT02919	MARCH24		BOARD MEETING ON 03/27/2024	VEN01493 - KEITH LORD		375.00	375.00	5,743.00
	03/20/2024	APPKT02919	MARCH24		1.5 HRS FOR RETIREMENT COMMITTEE	VEN01226 - KIM R. GALBRAITH		150.00	150.00	6,118.00
	03/27/2024	APPKT02919	MARCH24		BOARD MEETING ON 03/27/2024	0476 - MURRAY CITY CORPORATION		375.00	375.00	6,268.00
	03/27/2024	APPKT02919	MARCH24		BOARD MEETING ON 03/27/2024	VEN01141 - DONALD RUSSELL		375.00	375.00	6,643.00
	03/27/2024	APPKT02919	MARCH24		BOARD MEETING ON 03/27/2024	VEN01484 - LEANNE HUFF		375.00	375.00	7,018.00
	03/27/2024	APPKT02919	MARCH24		BOARD MEETING ON 03/27/2024	VEN01230 - CHERYLE ANN HATCH		375.00	375.00	7,393.00
	03/27/2024	APPKT02919	MARCH24		BOARD MEETING ON 03/27/2024	0188 - DEBRA K. ARMSTRONG		375.00	375.00	7,768.00
	03/31/2024	GLPKT06092	JN06014		Board Wages			434.00	434.00	8,202.00
	03/31/2024	GLPKT06092	JN06014		Board Miscellaneous			5,368.00	5,368.00	8,202.00
	03/31/2024	GLPKT06092	JN06014		walmart board photo			6.32	6.32	150.32
	03/31/2024	GLPKT06092	JN06014		Mcgees stamp and trophy board plaques			144.00	144.00	150.32
	03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...			95,950.86	39,079.40	135,030.26
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			19,539.70	19,539.70	115,490.56
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			19,539.70	19,539.70	135,030.26
	03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...			21,086.64	9,500.62	30,587.26
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			4,750.31	4,750.31	25,836.95
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			4,750.31	4,750.31	30,587.26

Detail Report

Account	Name	Source Transaction	Packet Number	Pmt Number	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-601-4004	GM Benefits							16,754.51	5,193.97	21,948.48
03/01/2024	MAR24-4327	3144			EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.			Amount	Running Balance
03/14/2024	PYPKT01110 - Payrol 0...				PYPKT01110 - Payrol 03/14/2024 - Pay 3...				9.99	16,764.50
03/28/2024	PYPKT01115 - Payroll...				PYPKT01115 - Payroll March 28, 2024 - ...				2,585.85	19,350.35
									2,598.13	21,948.48
10-601-4022	GM Travel and Learning							435.24	1,030.00	1,465.24
03/31/2024	JN06014				weau annual conf.				Amount	Running Balance
									1,030.00	1,465.24
10-601-4026	GM Postage							400.00	400.00	800.00
03/05/2024	BRPKT00069				postalia				Amount	Running Balance
03/22/2024	BRPKT00069				Postalia				200.00	600.00
									200.00	800.00
10-601-4027	GM Supplies							336.82	58.69	395.51
03/12/2024	357109623001	103075			OFFICE SUPPLIES AND CHAIR FOR DENN...	0499 - OFFICE DEPOT			Amount	Running Balance
03/12/2024	357111493001	103075			FASTENER CAP. - OFFICE SUPPLIES	0499 - OFFICE DEPOT			5.95	342.77
									52.74	395.51
10-601-4029	GM Miscellaneous							7,255.92	690.19	7,946.11
03/14/2024	19073-1	103097			INITIAL NON-REFUNDABLE DEPOSIT FOR...	VEN01519 - UTAH CULTURAL CELEBRATION...			Amount	Running Balance
03/31/2024	JN06014				sizzler alex. Mecham bday lunch				500.00	7,755.92
03/31/2024	JN06014				Pats BBQ.ed. Check in meal				60.95	7,816.87
03/31/2024	JN06014				sizzler gauge o. bday lunch				45.92	7,862.79
03/31/2024	JN06014				caf? rio henry m. bday lunch				49.16	7,911.95
									34.16	7,946.11
10-601-4032	GM Legislative Issues							7,500.00	3,750.00	11,250.00
03/04/2024	MARCH 2024	103020			GOVERNMENT SERVICE - MARCH 2024	VEN01386 - CAPSTONE STRATEGIES, LLC			Amount	Running Balance
									3,750.00	11,250.00
10-601-4040	GM Professional Fees							21,342.00	31,369.35	52,711.35
03/12/2024	1570876	103078			PROFESSIONAL SERVICE - JAN. 2024	0510 - PARSONS BEHLE & LATIMER			Amount	Running Balance
03/12/2024	1570877	103078			PROFESSIONAL SERVICES - JAN. 2024	0510 - PARSONS BEHLE & LATIMER			13,727.85	35,069.85
03/26/2024	1579139				#001, GENERAL PROFESSIONAL SERVICE...	0510 - PARSONS BEHLE & LATIMER			526.50	35,596.35
03/26/2024	1579140				PROFESSIONAL SERVICES - FEB. 2024	0510 - PARSONS BEHLE & LATIMER			12,122.00	47,718.35
03/30/2024	10324	103157			PROFESSIONAL SERVICE - CACANT LAND	VEN01248 - STEPHEN STUART & COMPANY			243.00	47,961.35
									4,750.00	52,711.35
10-601-4300	GM Telephone							419.53	157.77	577.30
03/12/2024	680493305	103100			ACCT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK			Amount	Running Balance
									157.77	577.30

Detail Report

Account	Name	Source Transaction	Packet Number	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-601-6400	GM Maintenance						711.27	533.49	1,244.76
03/01/2024	APPKT02910	5069030887	103081	103081	PRINTER AT ADMIN BUILDING (MAILRO...	0624 - RICOH USA, INC	Project Account	Amount	Running Balance
03/07/2024	APPKT02916	LSAL2840237	103099	103099	MAT CLEANING SERVICE - ADMIN	0035 - ALSCO		493.49	1,204.76
03/21/2024	APPKT02919	LSAL2844957	103115	103115	URINAL MAT CLEANING SERVICE - ADM...	0035 - ALSCO		20.00	1,224.76
								20.00	1,244.76
10-602-4001	HR Wages						72,982.40	29,540.33	102,522.73
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...			PYPKT01110 - Payrol 03/14/2024 - Pay 3...		Project Account	Amount	Running Balance
03/28/2024	PYPKT01115	PYPKT01115 - Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...			14,770.17	87,752.57
								14,770.16	102,522.73
10-602-4003	HR Retirement						16,173.17	7,229.71	23,402.88
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...			PYPKT01110 - Payrol 03/14/2024 - Pay 3...		Project Account	Amount	Running Balance
03/28/2024	PYPKT01115	PYPKT01115 - Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...			3,614.86	19,788.03
								3,614.85	23,402.88
10-602-4004	HR Benefits						18,998.89	4,999.19	23,998.08
03/01/2024	APPKT02894	MAR24-4327	3144	3144	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.	Project Account	Amount	Running Balance
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...			PYPKT01110 - Payrol 03/14/2024 - Pay 3...			14.75	19,013.64
03/28/2024	PYPKT01115	PYPKT01115 - Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...			2,492.25	21,505.89
								2,492.19	23,998.08
10-602-4023	HR Memberships						439.00	595.00	1,034.00
03/19/2024	APPKT02916	03192024	3177	3177	REIMBURSEMENT FOR SPHR APPLICATI...	VEN0451 - MICHAEL LEE	Project Account	Amount	Running Balance
								595.00	1,034.00
10-602-4029	HR Miscellaneous						2,518.45	373.39	2,891.84
03/19/2024	APPKT02916	03122024	3176	3176	REIMBURSE FOR THE 1ST LUNCHEON P...	VEN0390 - JONATHAN PORTER	Project Account	Amount	Running Balance
03/19/2024	APPKT02916	03122024	3175	3175	REIMBURSE FOR THE 1ST LUNCHEON	VEN01462 - HOPES, DANIEL		53.46	2,571.91
03/31/2024	GLPKT06092	JN06014			harmon flowers aaron nielson			38.38	2,610.29
03/31/2024	GLPKT06092	JN06014			harmon flowers dave. G.			68.63	2,678.92
03/31/2024	GLPKT06092	JN06014			samsclub strategy session snacks, kitche...			86.86	2,765.78
								126.06	2,891.84
10-602-4300	HR Telephone						169.58	44.30	213.88
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...			PYPKT01110 - Payrol 03/14/2024 - Pay 3...		Project Account	Amount	Running Balance
03/28/2024	PYPKT01115	PYPKT01115 - Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...			22.15	191.73
								22.15	213.88
10-603-4001	Finance Wages						118,059.55	48,330.15	166,389.70
03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...			PYPKT01110 - Payrol 03/14/2024 - Pay 3...		Project Account	Amount	Running Balance
03/28/2024	PYPKT01115	PYPKT01115 - Payroll...			PYPKT01115 - Payroll March 28, 2024 - ...			24,128.98	142,188.53
								24,201.17	166,389.70

Detail Report

Account	Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
10-603-4002					Finance Overtime		139.06	73.21	212.27
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...					Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...					43.58	182.64
10-603-4003					Finance Retirement		25,441.17	29.63	212.27
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...					Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...					5,742.12	31,183.29
10-603-4004					Finance Benefits		36,838.98	5,754.02	36,937.31
	03/01/2024	APPKT02894	MAR24-4327	3144	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.		Amount	Running Balance
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...					29.51	36,868.49
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...					5,405.48	42,273.97
10-603-4022					Finance Travel and Learning		660.00	5,408.35	47,682.32
	03/01/2024	GLPKT06080	JN06009		Reclass Justin golf reimb. for UGFOA pai...			Amount	Running Balance
	03/31/2024	GLPKT06092	JN06014		UGFOA Justin golf registration. He reim...			25.00	660.00
	03/31/2024	GLPKT06092	JN06014		weau annual conf.			365.00	1,025.00
	03/31/2024	GLPKT06092	JN06014		UGFOA Justin registration Spring conf.			200.00	1,225.00
	03/31/2024	GLPKT06092	JN06014		UGFOA Mike registration Spring conf.			200.00	1,425.00
10-603-4023					Finance Memberships		0.00	50.00	50.00
	03/31/2024	GLPKT06092	JN06014		UGFOA mike membership			Amount	Running Balance
	03/31/2024	GLPKT06092	JN06014		UGFOA justin membership			25.00	25.00
10-603-4040					Finance Professional Fees		0.00	12,500.00	12,500.00
	03/05/2024	APPKT02910	4825	103069	FINANCIAL STATEMENT AUDIT FOR 2023	0403 - K&C, CPAS		Amount	Running Balance
10-603-4300					Finance Telephone		369.42	78.60	448.02
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...					Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...					39.30	408.72
10-603-6400					Finance Maintenance		0.00	39.30	448.02
	03/31/2024	GLPKT06092	JN06014		caf? rio becky team meal			Amount	Running Balance
10-604-4001					IT Wages		180,495.53	73,202.37	253,697.90
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...					Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...					36,695.69	217,191.22
								36,506.68	253,697.90

Detail Report

Account	Name	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
<u>10-604-4002</u>	IT Overtime			11,575.85	4,833.40	16,409.25
03/14/2024	PYPKT01110 - Payroll 0...	PYPKT01110 - Payroll 03/14/2024 - Pay 3...		Project Account	Amount	Running Balance
03/28/2024	PYPKT01115 - Payroll...	PYPKT01115 - Payroll March 28, 2024 - ...			2,358.81	13,934.66
<u>10-604-4003</u>	IT Retirement			43,376.14	2,474.59	16,409.25
03/14/2024	PYPKT01110 - Payroll 0...	PYPKT01110 - Payroll 03/14/2024 - Pay 3...		Project Account	Amount	Running Balance
03/28/2024	PYPKT01115 - Payroll...	PYPKT01115 - Payroll March 28, 2024 - ...			9,719.88	53,096.02
<u>10-604-4004</u>	IT Benefits			56,004.08	9,701.57	62,797.59
03/01/2024	APPKT02894	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.	Project Account	Amount	Running Balance
03/14/2024	PYPKT01110 - Payroll 0...	PYPKT01110 - Payroll 03/14/2024 - Pay 3...			34.27	56,038.35
03/28/2024	PYPKT01115 - Payroll...	PYPKT01115 - Payroll March 28, 2024 - ...			8,598.28	64,636.63
<u>10-604-4021</u>	IT Uniforms			113.55	8,593.30	73,229.93
03/06/2024	APPKT02910	UNIFORMS - OPERATION DEPT.		Project Account	Amount	Running Balance
03/13/2024	APPKT02919	UNIFORMS - OPERATION DEPT.			14.80	128.35
03/20/2024	APPKT02919	UNIFORMS - OPERATION DEPT.			13.51	141.86
03/27/2024	APPKT02935	UNIFORMS - OPERATION DEPT.			13.70	155.56
<u>10-604-4022</u>	IT Travel and Learning			0.00	13.51	169.07
03/08/2024	APPKT02908	ETAP LOADSHED FAT - HOUSTON, TX		Project Account	Amount	Running Balance
03/31/2024	GLPKT06092	Linkedin learning subscription	VEN0050 - ANDREW LARSEN		600.77	600.77
<u>10-604-4300</u>	IT Telephone			539.12	299.88	900.65
03/12/2024	APPKT02916	ACCT#90236455, SERVICE 2/12/24 TO 3...		Project Account	Amount	Running Balance
03/14/2024	PYPKT01110 - Payroll 0...	PYPKT01110 - Payroll 03/14/2024 - Pay 3...			64.77	603.89
03/28/2024	PYPKT01115 - Payroll...	PYPKT01115 - Payroll March 28, 2024 - ...			74.77	613.89
<u>10-604-6200</u>	IT Tools & Small Equipment			782.00	-5.00	608.89
03/12/2024	APPKT02910	OFFICE SUPPLIES AND CHAIR FOR DENN...		Project Account	Amount	Running Balance
03/31/2024	GLPKT06092	Amazon proximity card access control	0499 - OFFICE DEPOT		-5.00	603.89
					1,229.99	2,011.99
					269.99	1,051.99
					960.00	2,011.99

Detail Report

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-604-6400			IT Maintenance						4,044.79	1,718.38	5,763.17
	03/01/2024	APPKT02894	24MAR0497	103044	ACCT# 020458,- MARCH 2024 SERVICE	VEN01264 - SYRINGA NETWORKS				Amount	Running Balance
	03/07/2024	POPKT12000	9044984327	3174	Garbage can	0827 - GRAINGER				1,149.00	5,193.79
	03/31/2024	GLPKT06092	JN06014		Amazon usb microphone					25.25	5,219.04
	03/31/2024	GLPKT06092	JN06014		Amazon keyboard tray					39.58	5,258.62
	03/31/2024	GLPKT06092	JN06014		Amazon trackball mouse					172.24	5,430.86
	03/31/2024	GLPKT06092	JN06014		Amazon 5 of keyboard and mice combo					36.98	5,467.84
	03/31/2024	GLPKT06092	JN06014		Amazon dvd writer					124.95	5,592.79
	03/31/2024	GLPKT06092	JN06014		Amazon 10 of keyboard					53.98	5,646.77
	03/31/2024	GLPKT06092	JN06014							116.40	5,763.17
10-604-6500			IT Software Support						46,991.86	861.27	47,853.13
	03/31/2024	GLPKT06092	JN06014		alloy software annual license					Amount	Running Balance
	03/31/2024	GLPKT06092	JN06014		goto.com annual goto license					562.27	47,554.13
	03/31/2024	GLPKT06092	JN06014							299.00	47,853.13
10-605-4001			Safety Wages						37,203.60	15,042.60	52,246.20
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...							Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...							7,521.30	44,724.90
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...							7,521.30	52,246.20
10-605-4003			Safety Retirement						8,440.92	3,760.66	12,201.58
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...							Amount	Running Balance
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...							1,880.33	10,321.25
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...							1,880.33	12,201.58
10-605-4004			Safety Benefits						11,273.25	3,331.80	14,605.05
	03/01/2024	APPKT02894	MAR24-4327	3144	EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.				Amount	Running Balance
	03/14/2024	PYPKT01110	PYPKT01110 - Payroll 0...							9.99	11,283.24
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...							1,660.92	12,944.16
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...							1,660.89	14,605.05
10-605-4021			Safety Uniforms						0.00	144.00	144.00
	03/31/2024	APPKT02932	12826252	103146	SAFETY UNIFORMS	VEN01229 - ALPINE PROMOTIONS INC.				Amount	Running Balance
	03/31/2024	APPKT02932	12826252	103146						144.00	144.00
10-605-4022			Safety Travel and Learning						0.00	365.00	365.00
	03/31/2024	GLPKT06092	JN06014		weau annual conf.					Amount	Running Balance
	03/31/2024	GLPKT06092	JN06014							365.00	365.00
10-605-4023			Safety Supplies						37.75	41.12	78.87
	03/31/2024	GLPKT06092	JN06014		Blanks/USA wallet cards for forklift cert.					Amount	Running Balance
	03/31/2024	GLPKT06092	JN06014							41.12	78.87

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
10-605-4040	03/31/2024	GLPKT06092	JN06014	Safety Professional Fees	National Safety Council defensive driving..			0.00	251.70	251.70
10-605-4100	03/01/2024	APPKT02910	03-01-2024	Safety Physicals & Testing	SAFETY PHYSICALS TESTING - 3/1/24	0698 - SL COUNTY HEALTH DEPARTMENT		663.50	467.00	1,130.50
10-605-4100	03/12/2024	APPKT02908	71050		SAFETY PHYSICALS TESTING - FEB. 2024	0089 - BLUELINE HEALTH SERVICES			250.00	913.50
10-605-4100	03/16/2024	APPKT02910	SL3497919		SAFETY PHYSICALS + TESTING	0357 - INTERMOUNTAIN WORKMED SLC			167.00	1,080.50
10-605-4300	03/14/2024	PYPKT01110		Safety Telephone					50.00	1,130.50
10-605-4300	03/28/2024	PYPKT01115						196.36	60.84	257.20
10-605-5200	03/04/2024	POPKT11913	4105	Safety Tools & Small Equipment	ISG 60-150-100 60 L Cylinder of Calibrat...	0505 - OLYMPUS SAFETY & SUPPLY		904.00	235.00	1,139.00
10-605-5400	03/04/2024	POPKT11913	4105	Safety Maintenance	ACT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK			16.54	212.90
10-605-5400	03/05/2024	APPKT02910	D653538		PYPKT01110 - Payrol 03/14/2024 - Pay 3...				22.15	235.05
10-605-5400	03/31/2024	GLPKT06092	JN06014		PYPKT01115 - Payroll March 28, 2024 - ...				22.15	257.20
10-605-4001	03/14/2024	PYPKT01110		Engineering Wages					2,311.98	6,758.69
10-605-4001	03/28/2024	PYPKT01115			MSA V-Gard Protective Hat with Logo	0505 - OLYMPUS SAFETY & SUPPLY		4,446.71	1,040.00	5,486.71
10-605-4001	03/14/2024	PYPKT01110			SAFETY SUPPLIES	VEN01243 - UNIFIRST FIRST AID AND SAFETY			824.22	6,310.93
10-605-4001	03/28/2024	PYPKT01115			GlobalIndustrial EQ underground utility ...			85,073.73	447.76	6,758.69
10-605-4001	03/14/2024	PYPKT01110		Engineering Retirement					34,356.52	119,430.25
10-605-4001	03/28/2024	PYPKT01115			PYPKT01110 - Payrol 03/14/2024 - Pay 3...				17,178.25	102,251.98
10-605-4001	03/14/2024	PYPKT01110			PYPKT01115 - Payroll March 28, 2024 - ...				17,178.27	119,430.25
10-605-4001	03/14/2024	PYPKT01110							8,427.58	27,227.14
10-605-4001	03/28/2024	PYPKT01115			PYPKT01110 - Payrol 03/14/2024 - Pay 3...				4,213.79	23,013.35
10-605-4001	03/14/2024	PYPKT01110			PYPKT01115 - Payroll March 28, 2024 - ...				4,213.79	27,227.14
10-605-4001	03/01/2024	APPKT02894	MAR24-4327	Engineering Benefits					6,201.50	27,838.33
10-605-4001	03/14/2024	PYPKT01110			EMPLOYEE ASSISTANCE COVERAGE - M...	0086 - BLOMQUIST HALE CONSULTING, INC.			14.28	21,651.11
10-605-4001	03/28/2024	PYPKT01115			PYPKT01110 - Payrol 03/14/2024 - Pay 3...				3,093.64	24,744.75
10-605-4001	03/14/2024	PYPKT01110			PYPKT01115 - Payroll March 28, 2024 - ...				3,093.58	27,838.33

Detail Report

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
<u>10-606-4022</u>				Engineering Travel and Learning			343.68	1,979.20	2,322.88
	03/08/2024	APPKT02908	03142024	3167	ETAP LOADSHED FAT - HOUSTON, TX	VEN01344 - NAVNEET PRASAD		Amount	Running Balance
	03/31/2024	GLPKT06092	JN06014		weau bryan mansell training			327.75	671.43
	03/31/2024	GLPKT06092	JN06014		weau annual conf.			35.00	706.43
	03/31/2024	GLPKT06092	JN06014		weau annual conf.			1,030.00	1,736.43
	03/31/2024	GLPKT06092	JN06014		Opacitek training			365.00	2,101.43
	03/31/2024	GLPKT06092	JN06014					221.45	2,322.88
<u>10-606-4040</u>				Engineering Professional Fees			176,452.21	250.00	176,702.21
	03/31/2024	GLPKT06092	JN06014		deq epa storm water general permit			Amount	Running Balance
	03/31/2024	GLPKT06092	JN06014					250.00	176,702.21
<u>10-606-4300</u>				Engineering Telephone			334.47	60.84	395.31
	03/12/2024	APPKT02916	680493305	103100	ACCT#90236455, SERVICE 2/12/24 TO 3...	0124 - CENTURYLINK		Amount	Running Balance
	03/14/2024	PYPKT01110	PYPKT01110 - Payrol 0...		PYPKT01110 - Payrol 03/14/2024 - Pay 3...			16.54	351.01
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...		PYPKT01115 - Payroll March 28, 2024 - ...			22.15	373.16
	03/28/2024	PYPKT01115	PYPKT01115 - Payroll...					22.15	395.31
<u>10-606-6400</u>				Engineering Maintenance			0.00	6,293.21	6,293.21
	03/08/2024	APPKT02914	20150-8006011	3173	RELOCATE 3W DISCHARGE IN THE ML C...	0026 - ALDER CONSTRUCTION		Amount	Running Balance
	03/08/2024	APPKT02914	20150-8006011	3173				6,293.21	6,293.21
<u>10-606-7070</u>				Engineering Pay-As-You-Go			752,479.99	620,551.00	1,373,030.99
	03/26/2024	APPKT02921	9695	103117	SIDESTREAM P. - FEB. 2024	VEN01279 - APCO INC.		Amount	Running Balance
	03/26/2024	APPKT02921	9698	103117	LOADSHED SYSTEM - FEB. 2024	VEN01279 - APCO INC.		3,420.00	755,899.99
	03/26/2024	APPKT02921	9699	103117	HVAC PROJECT - FEB. 2024	VEN01279 - APCO INC.		475.00	756,374.99
	03/31/2024	GLPKT06106	JN06022		March 2024 Retainage			1,710.00	758,084.99
	03/31/2024	GLPKT06106	JN06022		March 2024 Retainage			29,313.00	787,397.99
	03/31/2024	APPKT02935	PAY APP 10 - TUNNEL		TUNNEL AIR CONDITIONING, MARCH 20...	VEN01410 - ARCHER WESTERN CONSTRUCT...		1,434.30	788,832.29
	03/31/2024	APPKT02935	PAY APP 26 - FIRE ALA...		FIRE ALARM SYSTEM - MARCH 2024	0695 - SKYLINE ELECTRIC COMPANY		556,947.00	1,345,779.29
	03/31/2024	APPKT02935	PAY APP 26 - FIRE ALA...					27,251.70	1,373,030.99
<u>10-700-7005</u>				Capital Bond/Cash BNR Public Bonds			3,405,200.61	1,468,308.45	4,873,509.06
	03/10/2024	APPKT02910	2024-0617	103055	APS SECURITY GUARDS - 2/18/24 TO 3/2...	VEN01266 - ALL PRO SECURITY		Amount	Running Balance
	03/12/2024	APPKT02910	61440045	103094	BNR PROJECT - FEB. 2024	VEN01239 - WESTERN TECHNOLOGIES INC.		944.58	3,406,145.19
	03/23/2024	APPKT02927	2024-0692	103145	APS SECURITY GUARDS 3/3/24 TO 3/16/...	VEN01266 - ALL PRO SECURITY		463.00	3,406,608.19
	03/26/2024	APPKT02921	9694	103117	BNR PROJECT - FEB. 2024	VEN01279 - APCO INC.		889.00	3,407,497.19
	03/31/2024	APPKT02935	PAY APP 51 - BNR		BNR PROJECT - 2/12/24 TO 3/16/24	0284 - GERBER CONSTRUCTION COMPANY		190.00	3,407,687.19
	03/31/2024	APPKT02935	PAY APP 51 - BNR					1,465,821.87	4,873,509.06
<u>10-700-7010</u>				Dewatering			205,680.10	1,345,256.00	1,550,936.10
	03/27/2024	APPKT02935	18002605		50% OF \$499,320.00 ENGINEERING PO...	VEN01474 - SCHWING BIOSET, INC		Amount	Running Balance
	03/31/2024	GLPKT06106	JN06022		March 2024 Retainage			249,660.00	455,340.10
	03/31/2024	APPKT02935	PAY APP 01 - DEWATE...		DEWATERING PROJECT - MARCH 2024	0284 - GERBER CONSTRUCTION COMPANY		54,779.80	510,119.90
	03/31/2024	APPKT02935	PAY APP 01 - DEWATE...					1,040,816.20	1,550,936.10

Detail Report

Account	Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Beginning Balance	Total Activity	Ending Balance	
10-700-7014			Blower Building				1,371,638.69	406,459.42	1,778,098.11	
			Project Account				Amount	Amount	Running Balance	
	03/10/2024	APPKT02910	2024-0617	103055	APS SECURITY GUARDS - 2/18/24 TO 3/2/...	VEN01266 - ALL PRO SECURITY	Blower Building Const...	944.58	1,372,583.27	
	03/15/2024	POPKT12000	6216107	103110	Item #: 0203569 Alias-X1 Cat 6A Shielde...	0534 - PLATT ELECTRIC SUPPLY	Blower Building Syste...	175.84	1,372,759.11	
	03/23/2024	APPKT02927	2024-0692	103145	APS SECURITY GUARDS 3/3/24 TO 3/16/...	VEN01266 - ALL PRO SECURITY	Blower Building Const...	889.00	1,373,648.11	
	03/26/2024	APPKT02921	9693	103117	BLOWER BUILDING PROJECT	VEN01279 - APCO INC.	Blower Building Mater...	855.00	1,374,503.11	
	03/31/2024	GLPKT06106	JN06022	PAY APP 49 - BLOWER	March 2024 Retainage		Blower Building Const...	10,089.88	1,384,592.99	
03/31/2024	APPKT02935			BLOWER BUILDING PROJECT - 2/28/24 ...	0026 - ALDER CONSTRUCTION	Blower Building Const...	393,505.12	1,778,098.11		
10-700-7015			Sidestream Phosphorus				39,985.12	8,910.01	48,895.13	
			Project Account				Amount	Amount	Running Balance	
	03/31/2024	GLPKT06106	JN06022		March 2024 Retainage		Sidestream Phosphoru...	222.76	40,207.88	
	03/31/2024	APPKT02935	PAY APP 37 - SIDESTR...		SIDESTREAM P. PROJECT - MARCH 2024	0026 - ALDER CONSTRUCTION	Sidestream Phosphoru...	8,687.25	48,895.13	
	10-700-7016			Thickening Building				3,865,849.43	828,663.59	4,694,513.02
				Project Account				Amount	Amount	Running Balance
		03/10/2024	APPKT02910	2024-0617	103055	APS SECURITY GUARDS - 2/18/24 TO 3/2/...	VEN01266 - ALL PRO SECURITY	Thickening Building C...	944.59	3,866,794.02
03/23/2024		APPKT02927	2024-0692	103145	APS SECURITY GUARDS 3/3/24 TO 3/16/...	VEN01266 - ALL PRO SECURITY	Thickening Building C...	889.00	3,867,683.02	
03/26/2024		APPKT02921	9696	103117	THICKENING & STRAINING PROJECT - FE...	VEN01279 - APCO INC.	Thickening Building M...	7,220.00	3,874,903.02	
03/31/2024		GLPKT06106	JN06022	PAY APP 24 - THICKEN...	March 2024 Retainage		Thickening Building C...	40,980.50	3,915,883.52	
03/31/2024		APPKT02935			THICKENING AND STRAINING PROJECT - ...	VEN01410 - ARCHER WESTERN CONSTRUCT...	Thickening Building C...	778,629.50	4,694,513.02	
10-700-7017			Sidestream Nitrogen				433,587.50	271,311.00	704,898.50	
			Project Account				Amount	Amount	Running Balance	
	03/13/2024	POPKT12060	73492926	103122	INSULATION FOR FILTRATE TANKS	VEN01511 - CARDALLS	Sidestream Nitrogen C...	7,440.00	441,027.50	
	03/26/2024	APPKT02921	9697	103117	SIDESTREAM N. PROJECT - FEB. 2024	VEN01279 - APCO INC.	Sidestream Nitrogen ...	2,280.00	443,307.50	
	03/30/2024	APPKT02919	9465	103117	SIDESTREAM N. PROJECT - NOV. 2023	VEN01279 - APCO INC.	Sidestream Nitrogen S...	1,170.00	444,477.50	
	03/31/2024	APPKT02935	PAY APP 34 - SIDESTR...		SIDESTREAM N. PROJECT - MARCH 2024	0026 - ALDER CONSTRUCTION	Sidestream Nitrogen C...	260,421.00	704,898.50	
	03/31/2024	GLPKT06093	JN06015		Principal 2017A Bond		Project Account	0.00	1,175,000.00	
10-801-8117			Principal 2017A Bond				1,175,000.00	1,175,000.00	1,175,000.00	
			Project Account				Amount	Amount	Running Balance	
	03/31/2024	GLPKT06093	JN06015		2017A Bond Principal		Project Account	0.00	1,175,000.00	
	10-801-8119			Principal 2019A Bond				1,335,000.00	1,335,000.00	1,335,000.00
				Project Account				Amount	Amount	Running Balance
		03/31/2024	GLPKT06093	JN06015		Principal 2019A Bond		Project Account	0.00	1,335,000.00
		10-801-8121			Principal 2021A Bond				1,123,000.00	1,123,000.00
				Project Account				Amount	Amount	Running Balance
03/31/2024			GLPKT06093	JN06015		Principal 2021A Bond		Project Account	0.00	1,123,000.00
10-801-8122					Principal 2021B Bond				855,000.00	855,000.00
				Project Account				Amount	Amount	Running Balance
	03/31/2024		GLPKT06093	JN06015		Principal 2021B Bond		Project Account	0.00	855,000.00

Detail Report

Account	Packet Number	Post Date	Name	Source Transaction	Pmt Number	Description	Vendor	Beginning Balance	Total Activity Amount	Ending Balance
10-801-8123	GLPKT06093	03/31/2024	Principal 2021C Bond	JN06015		Principal 2021C Bond		0.00	2,945,000.00	2,945,000.00
10-801-8217	GLPKT06093	03/31/2024	Interest 2017A Bond	JN06015		2017A Bond Interest		0.00	2,945,000.00	2,945,000.00
10-801-8219	GLPKT06093	03/31/2024	Interest 2019A Bond	JN06015		Interest 2019A Bond		0.00	524,200.00	524,200.00
10-801-8221	GLPKT06093	03/31/2024	Interest 2021A Bond	JN06015		Interest 2021A Bond		0.00	700,800.00	700,800.00
10-801-8222	GLPKT06093	03/31/2024	Interest 2021B Bond	JN06015		Interest 2021B Bond		0.00	193,653.75	193,653.75
10-801-8223	GLPKT06093	03/31/2024	Interest 2021C Bond	JN06015		Interest 2021C Bond		0.00	193,653.75	193,653.75
10-804-8118	GLPKT06093	03/31/2024	Principal 2017B Bond	JN06015		2017B Bond Principal		0.00	390,350.00	390,350.00
10-804-8218	GLPKT06093	03/31/2024	Interest 2017B Bond	JN06015		Interest 2017B Bond		0.00	390,350.00	390,350.00
10-850-8000	APPKT02908	03/06/2024	Trust Payments 2017A	03062024	3180	ACCT#8938253&8913375A&1345084 - ...	0882 - ZIONS FIRST NATIONAL BANK	335,934.10	185,387.50	521,321.60
10-851-8000	APPKT02908	03/06/2024	Trust Payments 2017B	03062024	3180	ACCT#8938253&8913375A&1345084 - ...	0882 - ZIONS FIRST NATIONAL BANK	82,273.75	41,200.00	123,473.75
10-852-8000	APPKT02908	03/06/2024	Trust Payments 2019A	03062024	3180	ACCT#8938253&8913375A&1345084 - ...	0882 - ZIONS FIRST NATIONAL BANK	423,887.04	510,927.08	934,814.12

Detail Report

Account		Name		Date Range: 03/01/2024 - 03/31/2024		Beginning Balance	Total Activity	Ending Balance			
<u>10-854-8000</u>		Trust Payments 2021A									
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance			
03/06/2024	APPKT02908	03062024	3180	ACCT#8938253&8913375A&1345084 - ...	0882 - ZIONS FIRST NATIONAL BANK		125,933.38	354,583.07			
							125,933.38	354,583.07			
<u>10-855-8000</u>		Trust Payments 2021B									
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance			
03/06/2024	APPKT02908	03062024	3180	ACCT#8938253&8913375A&1345084 - ...	0882 - ZIONS FIRST NATIONAL BANK		136,495.83	388,390.87			
							136,495.83	388,390.87			
<u>10-856-8000</u>		Trust Payments 2021C									
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance			
03/06/2024	APPKT02908	03062024	3180	ACCT#8938253&8913375A&1345084 - ...	0882 - ZIONS FIRST NATIONAL BANK		683,545.84	1,961,068.98			
							683,545.84	1,961,068.98			
<u>10-900-4900</u>		Depreciation									
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance			
03/31/2024	GLPKT06095	JN06016		Depreciation Estimate			8,205.60	1,649,325.60			
							8,205.60	1,649,325.60			
Total Fund: 10 - Operational Fund:						Beginning Balance:	18,622,141.10	Total Activity:	21,180,057.22	Ending Balance:	39,802,198.32
Grand Totals:						Beginning Balance:	18,622,141.10	Total Activity:	21,180,057.22	Ending Balance:	39,802,198.32

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
10 - Operational Fund	18,622,141.10	21,180,057.22	39,802,198.32
Grand Total:	18,622,141.10	21,180,057.22	39,802,198.32



Central Valley Water Reclamation Facility,

Check Report

By Check Number

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
0022	AIR COMM	03/06/2024	EFT	0.00	250.00	3143
0086	BLOMQUIST HALE CONSULTING, INC.	03/06/2024	EFT	0.00	475.93	3144
0090	BOB RENWICK	03/06/2024	EFT	0.00	8,295.89	3145
0095	BP ENERGY COMPANY	03/06/2024	EFT	0.00	237,535.21	3146
0104	BROWN AND CALDWELL	03/06/2024	EFT	0.00	39,156.75	3147
VEN0106	BRYON PETERSON	03/06/2024	EFT	0.00	215.00	3148
0827	GRAINGER	03/06/2024	EFT	0.00	722.24	3149
VEN01233	INNIO JENBACHER NORTH AMERICA LLC	03/06/2024	EFT	0.00	653.28	3150
0541	LINDE GAS & EQUIPMENT INC.	03/06/2024	EFT	0.00	1,275.32	3151
VEN0443	MELISSA WILLES	03/06/2024	EFT	0.00	110.40	3152
0504	OLYMPUS INSURANCE AGENCY	03/06/2024	EFT	0.00	185,000.00	3153
0529	PIPE VALVE AND FITTING CO.	03/06/2024	EFT	0.00	421.25	3154
0600	R & S GUNN, INC.	03/06/2024	EFT	0.00	62,665.35	3155
0175	REBEL OIL COMPANY	03/06/2024	EFT	0.00	28,867.99	3156
0663	SALT LAKE WINDUSTRIAL CO.	03/06/2024	EFT	0.00	25.48	3157
VEN01170	W.E.T. INC.	03/06/2024	EFT	0.00	2,600.00	3158
0024	AIRGAS USA, LLC	03/13/2024	EFT	0.00	72.00	3159
0026	ALDER CONSTRUCTION	03/13/2024	EFT	0.00	658,837.81	3160
VEN0050	ANDREW LARSEN	03/13/2024	EFT	0.00	600.77	3161
VEN01410	ARCHER WESTERN CONSTRUCTIONS	03/13/2024	EFT	0.00	2,880,463.06	3162
0104	BROWN AND CALDWELL	03/13/2024	EFT	0.00	413,082.91	3163
0827	GRAINGER	03/13/2024	EFT	0.00	3,280.12	3164
VEN01233	INNIO JENBACHER NORTH AMERICA LLC	03/13/2024	EFT	0.00	20,353.30	3165
01	LINDE GAS & EQUIPMENT INC.	03/13/2024	EFT	0.00	1,612.08	3166
01344	NAVNEET PRASAD	03/13/2024	EFT	0.00	327.75	3167
0695	SKYLINE ELECTRIC COMPANY	03/13/2024	EFT	0.00	33,193.39	3168
0742	THATCHER CHEMICAL COMPANY	03/13/2024	EFT	0.00	23,194.54	3169
0784	US BANK	03/13/2024	EFT	0.00	32,631.34	3170
VEN01170	W.E.T. INC.	03/13/2024	EFT	0.00	5,850.00	3171
VEN0879	ZACKERY VANWORMER	03/13/2024	EFT	0.00	327.75	3172
0026	ALDER CONSTRUCTION	03/20/2024	EFT	0.00	6,293.21	3173
0827	GRAINGER	03/20/2024	EFT	0.00	1,583.04	3174
VEN01462	HOPES, DANIEL	03/20/2024	EFT	0.00	253.38	3175
VEN0390	JONATHAN PORTER	03/20/2024	EFT	0.00	53.46	3176
VEN0451	MICHAEL LEE	03/20/2024	EFT	0.00	595.00	3177
0529	PIPE VALVE AND FITTING CO.	03/20/2024	EFT	0.00	543.20	3178
VEN01434	SKYE TECHNICAL SOLUTIONS, LLC	03/20/2024	EFT	0.00	1,480.00	3179
0882	ZIONS FIRST NATIONAL BANK	03/20/2024	EFT	0.00	1,683,489.63	3180
0024	AIRGAS USA, LLC	03/27/2024	EFT	0.00	120.00	3181
VEN01230	CHERYLE ANN HATCH	03/27/2024	EFT	0.00	375.00	3182
0188	DEBRA K. ARMSTRONG	03/27/2024	EFT	0.00	434.00	3183
VEN01141	DONALD RUSSELL	03/27/2024	EFT	0.00	375.00	3184
0827	GRAINGER	03/27/2024	EFT	0.00	4,931.28	3185
VEN0396	JOSH HUNSAKER	03/27/2024	EFT	0.00	215.00	3186
VEN01493	KEITH LORD	03/27/2024	EFT	0.00	375.00	3187
VEN01226	KIM R. GALBRAITH	03/27/2024	EFT	0.00	525.00	3188
VEN01484	LEANNE HUFF	03/27/2024	EFT	0.00	375.00	3189
0244	LGG INDUSTRIAL, INC.	03/27/2024	EFT	0.00	253.68	3190
0541	LINDE GAS & EQUIPMENT INC.	03/27/2024	EFT	0.00	903.86	3191
0476	MURRAY CITY CORPORATION	03/27/2024	EFT	0.00	375.00	3192
0689	SIGMA-ALDRICH RTC	03/27/2024	EFT	0.00	67.41	3193
0808	UTILITY MANAGEMENT SYSTEM	03/27/2024	EFT	0.00	9,091.30	3194
0016	ACE DISPOSAL INC	03/06/2024	Regular	0.00	1,478.93	103011
9	AED EVERYWHERE	03/06/2024	Regular	0.00	904.00	103012

Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01224	ALPHA COMMUNICATION SITES, INC	03/06/2024	Regular	0.00	115.00	103013
	ALSCO	03/06/2024	Regular	0.00	26.76	103014
0194	AMERITAS LIFE INSURANCE CORP	03/06/2024	Regular	0.00	10,938.39	103015
0194	AMERITAS LIFE INSURANCE CORP	03/06/2024	Regular	0.00	6,037.77	103016
0051	ANIXTER-DISTRIBUTION	03/06/2024	Regular	0.00	1,132.44	103017
0057	AQS, INC.	03/06/2024	Regular	0.00	5,500.00	103018
VEN01440	BRIGHTPOINT CREATIVE LLC	03/06/2024	Regular	0.00	3,835.90	103019
VEN01386	CAPSTONE STRATEGIES, LLC	03/06/2024	Regular	0.00	3,750.00	103020
VEN01132	CHEMTECH-FORD, INC.	03/06/2024	Regular	0.00	1,370.00	103021
0136	CINTAS	03/06/2024	Regular	0.00	1,035.26	103022
0146	CODALE ELECTRIC SUPPLY, INC.	03/06/2024	Regular	0.00	435.60	103023
0149	COLE-PARMER INSTRUMENT CO.	03/06/2024	Regular	0.00	701.23	103024
0158	CONELY COMPANY	03/06/2024	Regular	0.00	229.03	103025
0164	CPI INTERNATIONAL	03/06/2024	Regular	0.00	1,506.49	103026
0262	FISHER SCIENTIFIC	03/06/2024	Regular	0.00	1,573.21	103027
0288	GLENS KEYS LOCKS AND SAFES	03/06/2024	Regular	0.00	18.00	103028
0298	GRATING SYSTEMS INC.	03/06/2024	Regular	0.00	3,089.00	103029
0325	HOSE & RUBBER SUPPLY	03/06/2024	Regular	0.00	342.24	103030
0331	HYDRAPAK SEALS, INC	03/06/2024	Regular	0.00	20.00	103031
0346	INTERMOUNTAIN BOBCAT	03/06/2024	Regular	0.00	1,521.72	103032
0346	INTERMOUNTAIN BOBCAT	03/06/2024	Regular	0.00	38,435.10	103033
0454	MICROTECH SCIENTIFIC	03/06/2024	Regular	0.00	1,494.32	103034
0466	MOTION INDUSTRIES, INC.	03/06/2024	Regular	0.00	82.14	103035
0496	NUTECH SPECIALTIES, INC	03/06/2024	Regular	0.00	765.75	103036
0505	OLYMPUS SAFETY & SUPPLY	03/06/2024	Regular	0.00	1,275.00	103037
VEN01278	O'REILLY AUTO PARTS	03/06/2024	Regular	0.00	65.75	103038
0534	PLATT ELECTRIC SUPPLY	03/06/2024	Regular	0.00	34.04	103039
0538	POLYDYNE, INC.	03/06/2024	Regular	0.00	26,640.90	103040
0645	ROYAL WHOLESALE ELECTRIC	03/06/2024	Regular	0.00	2,686.37	103041
0031	RS AMERICAS, INC	03/06/2024	Regular	0.00	288.64	103042
	STRINGHAM LUMBER	03/06/2024	Regular	0.00	844.44	103043
01264	SYRINGA NETWORKS	03/06/2024	Regular	0.00	1,149.00	103044
0735	TECH FLOW	03/06/2024	Regular	0.00	907.49	103045
0770	UINTAH FASTENERS & SUPPLY	03/06/2024	Regular	0.00	2,750.00	103046
0728	VEOLIA WTS SERVICES USA, INC	03/06/2024	Regular	0.00	426.65	103047
0817	VERIZON WIRELESS	03/06/2024	Regular	0.00	862.20	103048
0823	VORTEX DOORS	03/06/2024	Regular	0.00	1,362.00	103049
0825	VWR SCIENTIFIC	03/06/2024	Regular	0.00	683.98	103050
0841	WATER ENVIRONMENT FEDERATION	03/06/2024	Regular	0.00	95.00	103051
0841	WATER ENVIRONMENT FEDERATION	03/06/2024	Regular	0.00	95.00	103052
0841	WATER ENVIRONMENT FEDERATION	03/06/2024	Regular	0.00	95.00	103053
0875	WORKERS COMPENSATION FUND	03/06/2024	Regular	0.00	10,125.58	103054
VEN01266	ALL PRO SECURITY	03/13/2024	Regular	0.00	2,833.75	103055
VEN01383	AT&T MOBILITY	03/13/2024	Regular	0.00	420.85	103056
VEN01479	AW CHESTERTON COMPANY	03/13/2024	Regular	0.00	5,460.48	103057
0075	BATTERY SYSTEMS	03/13/2024	Regular	0.00	1,726.41	103058
0089	BLUELINE HEALTH SERVICES	03/13/2024	Regular	0.00	167.00	103059
VEN01132	CHEMTECH-FORD, INC.	03/13/2024	Regular	0.00	2,705.00	103060
0136	CINTAS	03/13/2024	Regular	0.00	2,688.28	103061
0155	COMPRESSOR PUMP	03/13/2024	Regular	0.00	771.00	103062
0158	CONELY COMPANY	03/13/2024	Regular	0.00	278.47	103063
0170	CRUS OIL INC.	03/13/2024	Regular	0.00	248.65	103064
0214	DYKMAN ELECTRICAL, INC.	03/13/2024	Regular	0.00	649.08	103065
0262	FISHER SCIENTIFIC	03/13/2024	Regular	0.00	461.63	103066
0292	GOBLE SAMPSON	03/13/2024	Regular	0.00	2,607.33	103067
0357	INTERMOUNTAIN WORKMED SLC	03/13/2024	Regular	0.00	50.00	103068
0403	K&C, CPAs	03/13/2024	Regular	0.00	12,500.00	103069
0430	LOWES	03/13/2024	Regular	0.00	303.83	103070
0466	MOTION INDUSTRIES, INC.	03/13/2024	Regular	0.00	281.22	103071
0472	MOUNTAINLAND SUPPLY COMPANY	03/13/2024	Regular	0.00	6,623.48	103072
	NATIONAL COATING & SUPPLIES	03/13/2024	Regular	0.00	277.26	103073

Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5	NUTECH SPECIALTIES, INC	03/13/2024	Regular	0.00	931.54	103074
	OFFICE DEPOT	03/13/2024	Regular	0.00	328.68	103075
0501	OFFICE OF RECOVERY SERVICES	03/13/2024	Regular	0.00	705.27	103076
0506	OPTICARE OF UTAH	03/13/2024	Regular	0.00	1,007.60	103077
0510	PARSONS BEHLE & LATIMER	03/13/2024	Regular	0.00	14,254.35	103078
0534	PLATT ELECTRIC SUPPLY	03/13/2024	Regular	0.00	1,193.96	103079
0324	RDO EQUIPMENT	03/13/2024	Regular	0.00	2,198.32	103080
0624	RICOH USA, INC	03/13/2024	Regular	0.00	493.49	103081
0651	RYERSON INC.	03/13/2024	Regular	0.00	268.11	103082
0652	S L VALLEY SOLID WASTE FACILIT	03/13/2024	Regular	0.00	6,232.87	103083
VEN01221	SAVAGE SCAFFOLD AND EQUIPMENT COMPAN	03/13/2024	Regular	0.00	703.81	103084
0698	SL COUNTY HEALTH DEPARTMENT	03/13/2024	Regular	0.00	250.00	103085
0712	STANDARD PLUMBING SUPPLY	03/13/2024	Regular	0.00	43.38	103086
VEN01265	STEEL PRODUCTS MANUFACTURING	03/13/2024	Regular	0.00	450.00	103087
0723	STEVE REAGAN COMPANY	03/13/2024	Regular	0.00	2,852.40	103088
VEN01515	SUSTAINABLE GENERATION, LLC	03/13/2024	Regular	0.00	74,925.00	103089
0770	UINTAH FASTENERS & SUPPLY	03/13/2024	Regular	0.00	349.50	103090
VEN01243	UNIFIRST FIRST AID AND SAFETY	03/13/2024	Regular	0.00	824.22	103091
0837	WASATCH PROPANE INC.	03/13/2024	Regular	0.00	131.18	103092
0860	WESTERN INDUSTRIAL PRODUCTS	03/13/2024	Regular	0.00	225.39	103093
VEN01239	WESTERN TECHNOLOGIES INC.	03/13/2024	Regular	0.00	463.00	103094
VEN01218	XYLEM DEWATERING SOLUTIONS, INC.	03/13/2024	Regular	0.00	175.29	103095
	Void	03/14/2024	Regular	0.00	0.00	103096
VEN01519	UTAH CULTURAL CELEBRATION CENTER	03/14/2024	Regular	0.00	500.00	103097
0003	A&H SIGN	03/20/2024	Regular	0.00	339.30	103098
0035	ALSCO	03/20/2024	Regular	0.00	126.16	103099
0124	CENTURYLINK	03/20/2024	Regular	0.00	1,054.69	103100
VEN01132	CHEMTECH-FORD, INC.	03/20/2024	Regular	0.00	11,485.00	103101
0158	CONELY COMPANY	03/20/2024	Regular	0.00	73.51	103102
0209	DOMINION ENERGY	03/20/2024	Regular	0.00	9,846.65	103103
	ENVIRONMENTAL EXPRESS	03/20/2024	Regular	0.00	331.92	103104
01461	FLOWSERVE US INC	03/20/2024	Regular	0.00	300,785.36	103105
0289	GLOBAL INDUSTRIAL	03/20/2024	Regular	0.00	1,102.60	103106
0425	LES OLSON COMPANY	03/20/2024	Regular	0.00	54.76	103107
0472	MOUNTAINLAND SUPPLY COMPANY	03/20/2024	Regular	0.00	119.49	103108
0477	MURRAY CITY UTILITIES	03/20/2024	Regular	0.00	101.97	103109
0534	PLATT ELECTRIC SUPPLY	03/20/2024	Regular	0.00	2,237.80	103110
0628	ROCKY MOUNTAIN POWER	03/20/2024	Regular	0.00	276.43	103111
0772	UNITED DIESEL SERVICE	03/20/2024	Regular	0.00	496.00	103112
0780	UNIVERSITY OF UTAH	03/20/2024	Regular	0.00	148,534.70	103113
0781	UNUM LIFE INSURANCE	03/20/2024	Regular	0.00	651.10	103114
0035	ALSCO	03/27/2024	Regular	0.00	107.41	103115
0355	AMERICAN MAINTENANCE	03/27/2024	Regular	0.00	6,021.50	103116
VEN01279	APCO INC.	03/27/2024	Regular	0.00	17,320.00	103117
0065	ATSCO SALES & SERVICE	03/27/2024	Regular	0.00	2,602.50	103118
VEN01479	AW CHESTERTON COMPANY	03/27/2024	Regular	0.00	1,202.00	103119
VEN01505	BEJAC CORPORATION	03/27/2024	Regular	0.00	193.91	103120
0088	BLUE STAKES OF UTAH 811	03/27/2024	Regular	0.00	43.24	103121
VEN01511	CARDALLS	03/27/2024	Regular	0.00	7,440.00	103122
VEN01132	CHEMTECH-FORD, INC.	03/27/2024	Regular	0.00	3,134.00	103123
0136	CINTAS	03/27/2024	Regular	0.00	2,327.69	103124
0138	CITY OF SOUTH SALT LAKE	03/27/2024	Regular	0.00	3,246.96	103125
0146	CODALE ELECTRIC SUPPLY, INC.	03/27/2024	Regular	0.00	200.52	103126
0155	COMPRESSOR PUMP	03/27/2024	Regular	0.00	841.25	103127
0170	CRUS OIL INC.	03/27/2024	Regular	0.00	952.02	103128
0214	DYKMAN ELECTRICAL, INC.	03/27/2024	Regular	0.00	1,056.19	103129
0262	FISHER SCIENTIFIC	03/27/2024	Regular	0.00	4,090.81	103130
0325	HOSE & RUBBER SUPPLY	03/27/2024	Regular	0.00	48.15	103131
0466	MOTION INDUSTRIES, INC.	03/27/2024	Regular	0.00	181.96	103132
0478	MUTUAL OF OMAHA	03/27/2024	Regular	0.00	17,611.89	103133
3	MUTUAL OF OMAHA	03/27/2024	Regular	0.00	280.24	103134

Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0501	NATIONAL COATING & SUPPLIES	03/27/2024	Regular	0.00	277.56	103135
0534	OFFICE DEPOT	03/27/2024	Regular	0.00	171.87	103136
0632	OFFICE OF RECOVERY SERVICES	03/27/2024	Regular	0.00	705.27	103137
0645	PLATT ELECTRIC SUPPLY	03/27/2024	Regular	0.00	729.98	103138
0766	ROCKY MOUNTAIN VALVE & AUTOMAT	03/27/2024	Regular	0.00	31.20	103139
VEN01131	ROYAL WHOLESALE ELECTRIC	03/27/2024	Regular	0.00	4,550.23	103140
0859	TRI-COMBINED RESOURCES INC	03/27/2024	Regular	0.00	468.72	103141
0860	WESTECH FUEL EQUIPMENT INC.	03/27/2024	Regular	0.00	471.93	103142
0258	WESTERN BASIN LAND & LIVESTOCK	03/27/2024	Regular	0.00	14,769.77	103143
0258	WESTERN INDUSTRIAL PRODUCTS	03/27/2024	Regular	0.00	746.78	103144
0258	FIDELITY INVESTMENTS	03/14/2024	Bank Draft	0.00	90,539.36	DFT0002058
0258	FIDELITY INVESTMENTS	03/14/2024	Bank Draft	0.00	4,848.06	DFT0002059
0258	FIDELITY INVESTMENTS	03/14/2024	Bank Draft	0.00	240.00	DFT0002060
0258	FIDELITY INVESTMENTS	03/14/2024	Bank Draft	0.00	10,952.07	DFT0002061
0258	FIDELITY INVESTMENTS	03/14/2024	Bank Draft	0.00	364.97	DFT0002062
0258	FIDELITY INVESTMENTS	03/14/2024	Bank Draft	0.00	7,740.33	DFT0002063
0258	FIDELITY INVESTMENTS	03/14/2024	Bank Draft	0.00	288.84	DFT0002064
0315	HEALTH EQUITY CLIENT SERVICES	03/14/2024	Bank Draft	0.00	12,617.08	DFT0002065
0315	HEALTH EQUITY CLIENT SERVICES	03/14/2024	Bank Draft	0.00	2,333.30	DFT0002066
0358	INTERNAL REVENUE SERVICE	03/14/2024	Bank Draft	0.00	367.30	DFT0002067
0358	INTERNAL REVENUE SERVICE	03/14/2024	Bank Draft	0.00	38,646.62	DFT0002068
0358	INTERNAL REVENUE SERVICE	03/14/2024	Bank Draft	0.00	10,463.96	DFT0002069
0258	FIDELITY INVESTMENTS	03/28/2024	Bank Draft	0.00	91,087.30	DFT0002070
0258	FIDELITY INVESTMENTS	03/28/2024	Bank Draft	0.00	4,848.06	DFT0002071
0258	FIDELITY INVESTMENTS	03/28/2024	Bank Draft	0.00	240.00	DFT0002072
0258	FIDELITY INVESTMENTS	03/28/2024	Bank Draft	0.00	11,724.42	DFT0002073
0258	FIDELITY INVESTMENTS	03/28/2024	Bank Draft	0.00	364.97	DFT0002074
0258	FIDELITY INVESTMENTS	03/28/2024	Bank Draft	0.00	7,544.34	DFT0002075
0258	FIDELITY INVESTMENTS	03/28/2024	Bank Draft	0.00	288.84	DFT0002076
0315	HEALTH EQUITY CLIENT SERVICES	03/28/2024	Bank Draft	0.00	11,767.08	DFT0002077
0358	INTERNAL REVENUE SERVICE	03/28/2024	Bank Draft	0.00	742.20	DFT0002078
0358	INTERNAL REVENUE SERVICE	03/28/2024	Bank Draft	0.00	39,401.49	DFT0002079
0784	INTERNAL REVENUE SERVICE	03/28/2024	Bank Draft	0.00	10,580.44	DFT0002080
0358	US BANK	03/31/2024	Bank Draft	0.00	11,486.53	DFT0002081
0358	INTERNAL REVENUE SERVICE	03/14/2024	Bank Draft	0.00	254.06	DFT0002088

Bank Code AP Bank Summary

Payment Type	Payable	Payment	Discount	Payment
	Count	Count		
Regular Checks	223	133	0.00	856,729.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	39	25	0.00	369,731.62
EFT's	88	52	0.00	6,354,804.36
	350	211	0.00	7,581,265.37

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	223	133	0.00	856,729.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	39	25	0.00	369,731.62
EFT's	88	52	0.00	6,354,804.36
	350	211	0.00	7,581,265.37

Fund Summary

Fund	Name	Period	Amount
10	Operational Fund	3/2024	7,581,265.37
			7,581,265.37

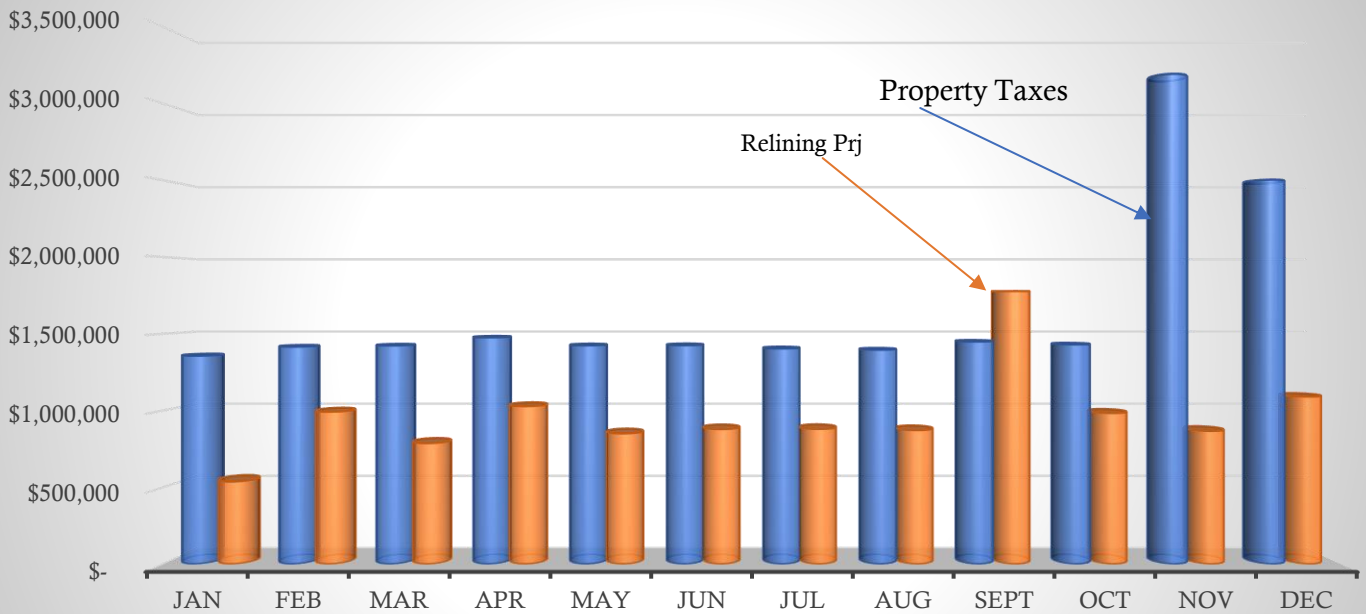
Mt Olympus Improvement District Financial Summary

Period Ending March 2024

- Reserves: \$18.7 million
 - Increase of \$600k from the prior month, mainly due to a smaller distribution to CVWRF in March and a greater volume of cash receipts.
- Current Assets increased by \$723k due to increased cash and receivables
- Current Liabilities increased by \$430k
 - Unearned sewer fees (billing for two months) earned in March
- Operational Revenues are at 21.2% of the Budget. The cash basis target is 25% as of March
 - Tax Revenues: 2%
 - Sewer Revenue Fees: 24.8%
 - Engineering Revenue Fees: 53.7%
 - Inspection Fees: 15.8%
 - Nose on Fees: 13.6%
 - Late Fee interest and Certification Fee Revenue: 26.9%
 - Misc. Revenues: 390% (sale of generator for \$13.5k)
- Operational expenses are at 12.6% of the Budget. The cash basis target is 16% for February
 - Lines Department: 15.9%.
 - IT Dept: 25.8%
 - CVWRF: 17.9% (2 of 12 periods reporting)
 - Admin Dept: 24.9%
 - Eng. Dept: 22.4%
- Currently down 1 FTE – Offer accepted (additional FTE needed)

Reserve Name	Current Balance	Reserve Policy	(Under) / Over Funded	%
Operating Reserve (200 days)	\$ 7,422,104.85	\$ 7,372,259.18	\$ 49,846	100.7%
Capacity Fee Reserve	\$ 1,570,513.44	\$ 1,570,513.44	\$ -	100.0%
MOID Capital Reserve (3yr)	\$ 5,991,124.98	\$ 7,475,230.00	\$ (1,484,105)	80.1%
CVWRF Capital Reserve (3yr)	\$ 3,759,441.11	\$ 3,747,527.00	\$ 11,914	100.3%
Self-Funded Insurance Reserve	\$ -	\$ -	\$ -	0.0%

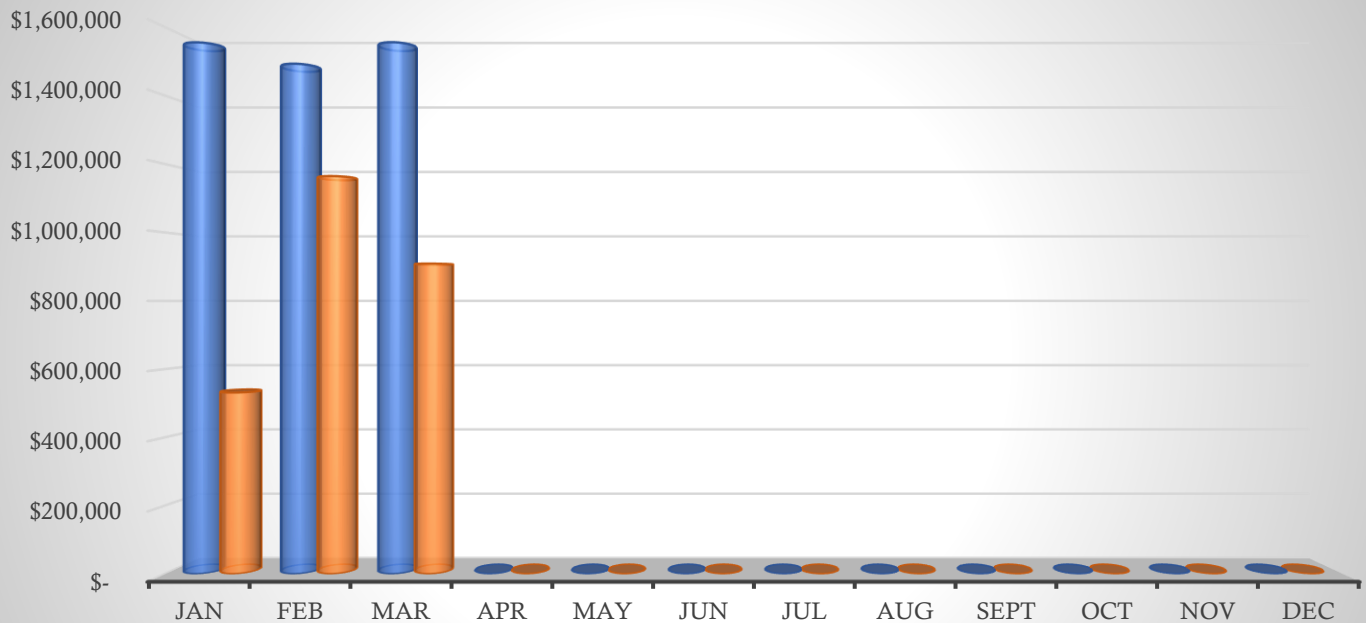
2023 Revenues & Expenses (O&M Only)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
■ 2023 Rev	\$1,356,70	\$1,415,81	\$1,423,16	\$1,476,41	\$1,424,38	\$1,425,23	\$1,404,18	\$1,395,76	\$1,448,93	\$1,430,18	\$3,192,94	\$2,503,50
■ 2023 Exp	\$537,661	\$992,022	\$787,543	\$1,028,47	\$850,930	\$878,991	\$880,044	\$872,243	\$1,778,25	\$983,609	\$867,312	\$1,090,78

■ 2023 Rev ■ 2023 Exp

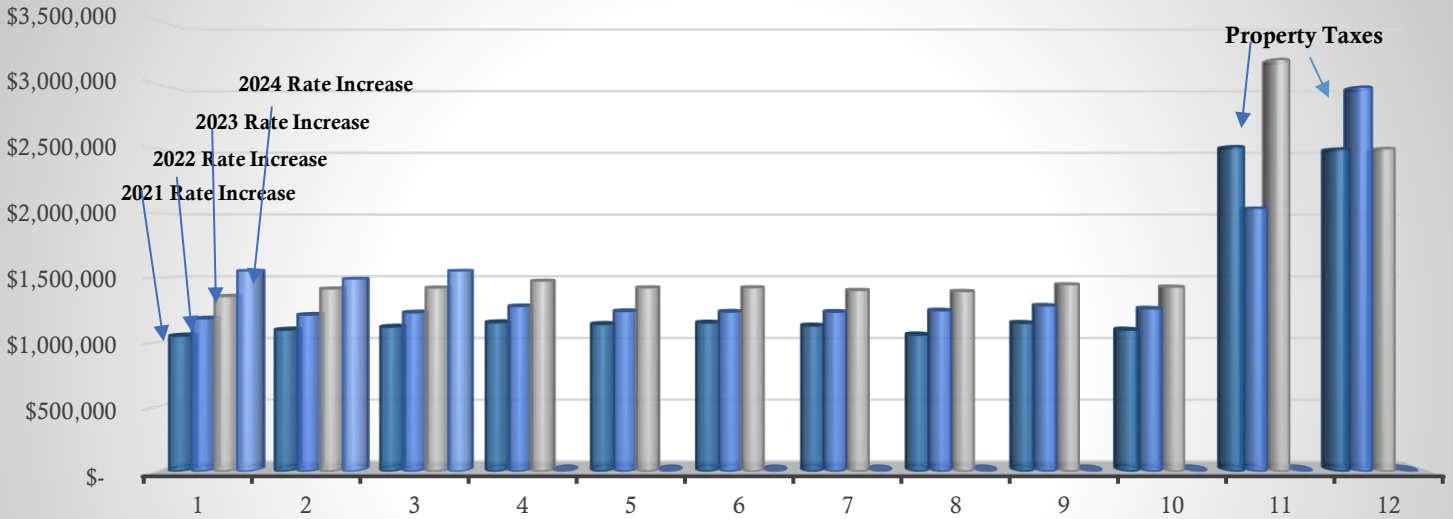
2024 Revenues & Expenses (O&M Only)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
■ 2024 Rev	\$1,554,67	\$1,492,29	\$1,555,02	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
■ 2024 Exp	\$531,453	\$1,164,30	\$908,789	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-

■ 2024 Rev ■ 2024 Exp

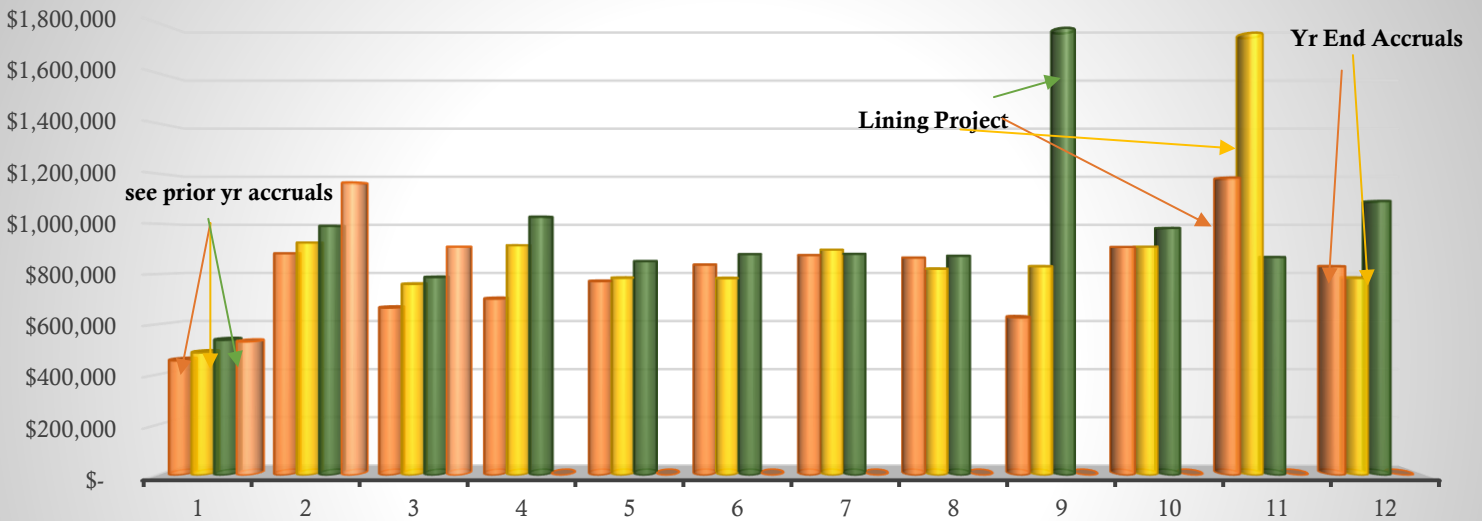
Prior Yr's vs Current Yr Revenues



	1	2	3	4	5	6	7	8	9	10	11	12
2021 Rev	\$1,049,51	\$1,096,34	\$1,119,32	\$1,153,90	\$1,140,41	\$1,151,14	\$1,127,87	\$1,057,30	\$1,148,94	\$1,095,81	\$2,518,30	\$2,500,76
2022 Rev	\$1,183,25	\$1,212,42	\$1,231,04	\$1,279,67	\$1,241,00	\$1,236,81	\$1,235,55	\$1,246,34	\$1,284,20	\$1,261,62	\$2,042,23	\$2,979,01
2023 Rev	\$1,356,70	\$1,415,81	\$1,423,16	\$1,476,41	\$1,424,38	\$1,425,23	\$1,404,18	\$1,395,76	\$1,448,93	\$1,430,18	\$3,192,94	\$2,503,50
2024 Rev	\$1,554,67	\$1,492,29	\$1,555,02	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-

■ 2021 Rev ■ 2022 Rev ■ 2023 Rev ■ 2024 Rev

Prior Yr's vs Current Yr Expenses (O&M Only)

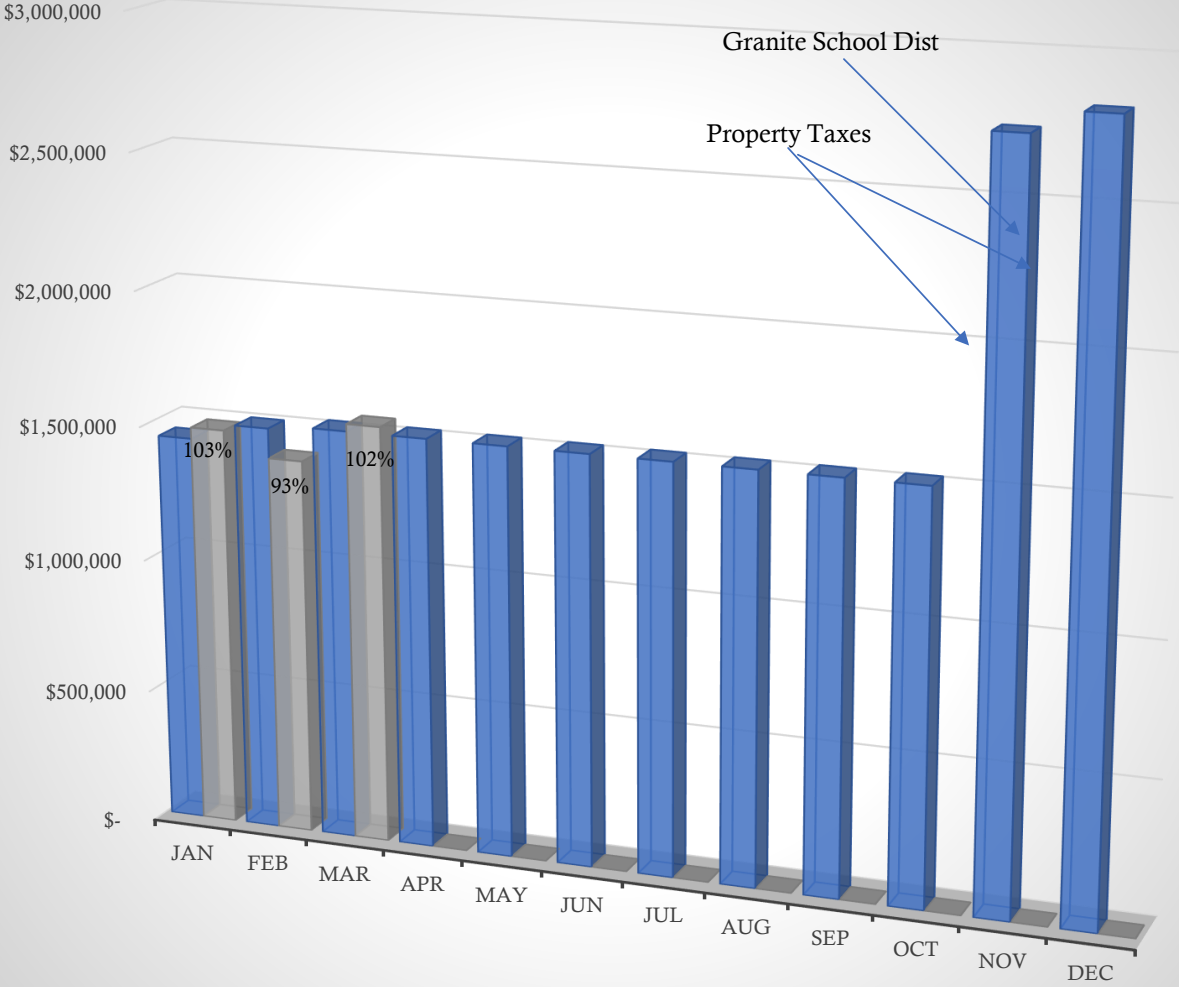


	1	2	3	4	5	6	7	8	9	10	11	12
2021 Exp	\$456,410	\$882,377	\$666,054	\$701,565	\$771,326	\$836,933	\$875,255	\$864,968	\$626,689	\$907,906	\$1,183,64	\$830,326
2022 Exp	\$487,680	\$925,300	\$760,066	\$914,620	\$784,510	\$782,816	\$896,971	\$820,589	\$830,386	\$908,912	\$1,759,04	\$784,488
2023 Exp	\$537,661	\$992,022	\$787,543	\$1,028,47	\$850,930	\$878,991	\$880,044	\$872,243	\$1,778,25	\$983,609	\$867,312	\$1,090,78
2024 Exp	\$531,453	\$1,164,30	\$908,789	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-

■ 2021 Exp ■ 2022 Exp ■ 2023 Exp ■ 2024 Exp

2024 Budget to Actual Revenue

Year to Date



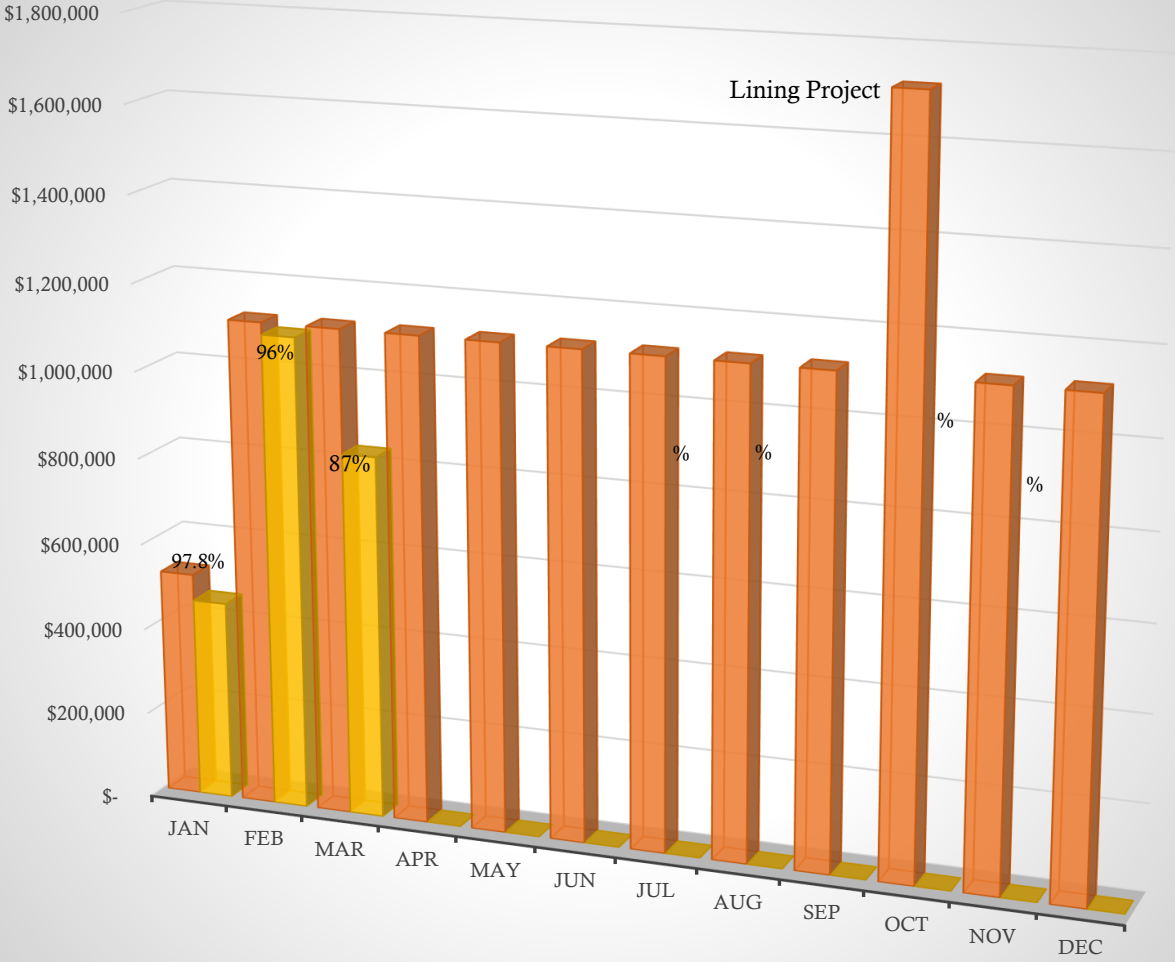
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
■ Budget	\$1,446,61	\$1,511,42	\$1,527,62	\$1,527,62	\$1,527,62	\$1,527,62	\$1,527,62	\$1,527,62	\$1,527,62	\$1,527,62	\$1,527,62	\$2,742,71	\$2,823,71
■ Actual	\$1,488,55	\$1,401,40	\$1,555,02	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-

■ Budget ■ Actual

2023 Budget to Actual Expenses

Year to Date

YTD 20.5%



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Budget	\$521,198	\$1,121,19	\$1,121,19	\$1,121,19	\$1,121,19	\$1,121,19	\$1,121,19	\$1,121,19	\$1,121,19	\$1,721,19	\$1,121,19	\$1,121,19
Actual	\$460,910	\$1,093,76	\$838,246	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-

Legend: Budget (Orange), Actual (Yellow)

MT. OLYMPUS IMPROVEMENT DISTRICT
STATEMENT OF NET POSITION
AS OF MARCH 31, 2024
(UNAUDITED)

<u>ASSETS</u>		
<u>CURRENT ASSETS</u>		
CASH ON HAND		
1113	PETTY CASH	450.00
	TOTAL CASH ON HAND	450.00
CASH IN BANK - CHECKING & SAVINGS		
1121	ZFNB CHECKING	321,785.83
1135	PTIF 8603- CF	1,570,513.44
1170	CLEARING - XBP DEPOSIT	553,984.26
	TOTAL CASH IN BANK - CHECKING & SAVINGS	2,446,283.53
CURRENT SECURITIES		
1501	PTIF 8604 - RESERVE	6,546,334.76
	TOTAL CURRENT SECURITIES	6,546,334.76
ACCOUNTS RECEIVABLE		
1301	ACCOUNTS RECEIVABLE	895.00
1303	SEWER FEES	728,063.34
1305	LIENS	122,046.55
	TOTAL ACCOUNTS RECEIVABLE	851,004.89
INVENTORY		
1372	GAS, OIL, PARTS	44,733.07
	TOTAL INVENTORY	44,733.07
	TOTAL CURRENT ASSETS	9,888,806.25
RESTRICTED ASSETS		
1502	MT OLYMPUS I D RESERVE 301	5,991,124.98
1503	MT OLYMPUS/CVWRF RESERVE 302	3,759,441.11
	TOTAL RESTRICTED ASSETS	9,750,566.09

MT. OLYMPUS IMPROVEMENT DISTRICT
STATEMENT OF NET POSITION
AS OF MARCH 31, 2024
(UNAUDITED)

LIABILITIES AND EQUITIES		
<u>CURRENT LIABILITIES</u>		
2020	ACCOUNTS PAYABLE	264.19
2050	ESCHEATMENTS PAYABLE	3,021.47
2062	MANHOLE DEPOSITS	31,800.00
2090	UNEARNED SEWER FEES	1,287,162.59
		1,322,248.25
TOTAL CURRENT LIABILITIES		
<u>LONG TERM LIABILITIES</u>		
2140	ACCRUED SICK LEAVE	442,413.31
2150	ACCRUED VACATION LEAVE	182,910.27
2170	NET PENSION LIABILITY	288,500.00
2250	DEFERRED PENSION INFLOW	22,353.00
		936,176.58
TOTAL LONG TERM LIABILITIES		
<u>EQUITIES</u>		
CONTRIBUTIONS		
2410	COUNTY PROPERTY TAXES	23,785,528.69
2411	DELINQUENT TAX COLLECTIONS	425,130.32
2412	FEE IN LIEU G. O.	742,917.60
2413	TAXES GO BONDS JUDGEMENT	13,578.41
2414	FEE IN LIEU GO BOND JUDGEMNT	2,094.28
2420	OTHER CONTRIBUTIONS	15,970,761.58
2440	CAPACITY FEES	16,843,672.30
		57,783,683.18
TOTAL CONTRIBUTIONS		
RETAINED EARNINGS		
2500	RETAINED EARNINGS	15,869,530.39
	REVENUE OVER EXPENDITURES - YTD	1,889,374.18
		17,758,904.57
TOTAL RETAINED EARNINGS		
TOTAL LIABILITIES & EQUITIES		
		77,801,012.58

MT. OLYMPUS IMPROVEMENT DISTRICT
STATEMENT OF REVENUES, EXPENSES & CHANGES IN NET POSITION WITH BUDGET COMPARISON
FOR THE 3 MONTHS ENDING MARCH 31, 2024

	CURRENT PERIOD ACTUAL	YTD ACTUAL	YEAR BUDGET	BDDT PCNT	BUDGET REMAINING	ACCOUNT NO
<u>OPERATING REVENUE</u>						
SEWER FEES	1,423,919.42	4,256,670.41	17,196,900.00	24.8	12,940,229.59	3020
ENGINEERING FEES	8,051.00	8,051.00	15,000.00	53.7	6,949.00	3025
SEWER AVAILABILITY LETTER	.00	.00	.00	.0	.00	3030
TAXES M & O	14,208.55	26,497.08	3,047,253.00	.9	3,020,755.92	3035
DELINQUENT TAX COLLECTIONS	10,123.42	10,586.72	54,445.00	19.4	43,858.28	3036
FEE IN LIEU M & O	8,249.52	17,341.59	113,539.00	15.3	96,197.41	3037
RDA TAXES	.00	.00	25,000.00	.0	25,000.00	3038
INSPECTION FEES	1,400.00	3,950.00	25,000.00	15.8	21,050.00	3040
NOSE ON FEES	500.00	1,500.00	11,000.00	13.6	9,500.00	3060
INTEREST AND ADMIN FEES	10,753.12	29,064.79	108,000.00	26.9	78,935.21	3070
MISCELLANEOUS INCOME	150.00	13,650.00	3,500.00	390.0	(10,150.00)	3090
TOTAL OPERATING REVENUE	1,477,355.03	4,367,311.59	20,599,637.00	21.2	16,232,325.41	
<u>OPERATING EXPENSES</u>						
SEWER LINES	253,443.84	515,135.35	3,238,651.00	15.9	2,723,515.65	
INFORMATION TECHNOLOGY EXPENSES	40,380.29	112,217.78	434,731.00	25.8	322,513.22	
CVWR FACILITY EXPENSES	497,649.90	1,246,786.85	6,986,532.00	17.9	5,739,745.15	
ADMINISTRATIVE	(23,225.48)	498,372.80	2,003,290.00	24.9	1,504,917.20	
ENGINEERING AND INSPECTION	69,997.14	177,561.46	791,171.00	22.4	613,609.54	
OTHER OPER REVENUE DEDUCTION						
DEPRECIATION	70,543.43	211,630.29	.00	.0	(211,630.29)	
TOTAL OTHER OPERATING EXPENSE	908,789.12	2,761,704.53	13,454,375.00	20.5	10,692,670.47	
<u>NON-OPERATING INCOME</u>						
INTEREST INCOME	77,670.71	283,767.12	750,000.00	37.8	466,232.88	
GAIN (LOSS) SALE FIXED ASSETS	.00	.00	.00	.0	.00	
GAIN ON PUR OF DISTRICT BONDS	.00	.00	.00	.0	.00	
MISCELLANEOUS INCOME	.00	.00	.00	.0	.00	
TOTAL NON-OPERATING INCOME	77,670.71	283,767.12	750,000.00	37.8	466,232.88	
<u>NON-OPERATING EXPENSE</u>						
INTEREST EXPENSE	.00	.00	2,448,411.00	.0	2,448,411.00	
TRUST AND PAYING AGENT FEES	.00	.00	127,739.00	.0	127,739.00	
ACTUARIAL & BENEFIT PENSION EXPENSE	.00	.00	.00	.0	.00	
TOTAL NON-OPERATING EXPENSE	.00	.00	2,576,150.00	.0	2,576,150.00	
NET (GAIN) LOSS	(646,236.62)	(1,889,374.18)	(5,319,112.00)	(35.5)	(3,429,737.82)	

MT. OLYMPUS IMPROVEMENT DISTRICT
 STATEMENT OF REVENUES, EXPENSES & CHANGES IN NET POSITION WITH BUDGET COMPARISON
 FOR THE 3 MONTHS ENDING MARCH 31, 2024

	CURRENT PERIOD ACTUAL	YTD ACTUAL	YEAR BUDGET	BDGT PCNT	BUDGET REMAINING	ACCOUNT NO
INFORMATION TECHNOLOGY EXPENSES						
SALARIES & WAGES	17,355.20	52,111.31	237,142.00	22.0	185,030.69	4210
EMPLOYEE BENEFITS	8,511.79	25,205.99	129,006.00	19.5	103,800.01	4220
SUBSCRIPTION & TRAINING	1,544.61	1,544.61	8,098.00	19.1	6,553.39	4230
TOOLS	.00	.00	200.00	.0	200.00	4231
PHONE & INTERNET	216.98	651.94	4,791.00	13.6	4,139.06	4235
UNIFORMS	.00	.00	160.00	.0	160.00	4240
INSURANCE	9,157.18	9,157.18	11,746.00	78.0	2,588.82	4245
SOFTWARE & LICENSING	236.88	17,903.14	24,156.00	74.1	6,252.86	4250
PARTS & EQUIPMENT	3,357.65	5,643.61	16,196.00	34.9	10,552.39	4266
SUPPLIES	.00	.00	.00	.0	.00	4270
CONTINGENCY FUND	.00	.00	3,236.00	.0	3,236.00	4298
TOTAL INFORMATION TECHNOLOGY EXPENSE	40,380.29	112,217.78	434,731.00	25.8	322,513.22	

MT. OLYMPUS IMPROVEMENT DISTRICT
STATEMENT OF REVENUES, EXPENSES & CHANGES IN NET POSITION WITH BUDGET COMPARISON
FOR THE 3 MONTHS ENDING MARCH 31, 2024

	CURRENT PERIOD ACTUAL	YTD ACTUAL	YEAR BUDGET	BDGT PCNT	BUDGET REMAINING	ACCOUNT NO
ADMINISTRATIVE EXPENSES						
SALARIES AND WAGES	50,042.43	265,407.23	787,036.00	33.7	521,628.77	4410
EMPLOYEE BENEFITS	26,526.28	89,452.95	444,087.00	20.1	354,634.05	4420
LEGAL FEES	3,572.85	13,777.05	86,400.00	16.0	72,622.95	4425
DISTRICT TRUSTEE FEES	.00	.00	15,000.00	.0	15,000.00	4426
ADDL BOARD MEETING PER DIEM	.00	.00	3,540.00	.0	3,540.00	4427
SUBSCRIPTION & TRAINING	3,918.20	21,515.36	58,588.00	36.7	37,072.64	4430
PHONE & INTERNET	485.49	1,286.03	10,191.00	12.6	8,904.97	4435
INSURANCE	(135,535.57)	22,367.43	27,115.00	82.5	4,747.57	4450
EQUIPMENT EXPENSE	.00	.00	5,700.00	.0	5,700.00	4460
AUTO EXPENSE REIMBURSEMENT	1,550.00	4,764.47	18,250.00	26.1	13,485.53	4470
BUILDING MAINTENANCE	1,170.16	5,283.10	23,350.00	22.6	18,066.90	4485
GROUNDS MAINTENANCE	.00	.00	19,500.00	.0	19,500.00	4486
EMERGENCY GENERATOR	.00	.00	1,500.00	.0	1,500.00	4487
COVID 19 SUPPLIES	.00	.00	3,100.00	.0	3,100.00	4501
OFFICE SUPPLIES	473.21	2,073.40	10,500.00	19.8	8,426.60	4502
POSTAGE	6,692.61	19,417.96	80,528.00	24.1	61,110.04	4503
ADVERTISING	.00	1,318.80	3,750.00	35.2	2,431.20	4506
BAD DEBT EXPENSE	.00	.00	3,500.00	.0	3,500.00	4510
ELECTION EXPENSE	.00	.00	.00	.0	.00	4512
RDA TAXES	.00	.00	38,000.00	.0	38,000.00	4515
OTHER EXPENSE	.00	.00	20,000.00	.0	20,000.00	4520
STORM WATER	12.00	36.00	.00	.0	(36.00)	4528
HEAT	1,100.09	2,291.34	8,480.00	27.0	6,188.66	4529
ELECTRICITY	567.41	1,170.77	8,365.00	14.0	7,194.23	4530
WATER	10.80	20.75	3,504.00	.6	3,483.25	4531
CLOSED VEH ACCT	.00	.00	.00	.0	.00	4555
2019 FORD F150 CREWCAB	(110.96)	.00	.00	.0	.00	4556
2021 FORD F150 XLT CREWCAB	(156.30)	.00	.00	.0	.00	4557
BANK CHARGES	14,719.01	33,593.33	161,220.00	20.8	127,626.67	4560
ACCOUNTING & AUDITING	.00	.00	12,000.00	.0	12,000.00	4565
DATA PROCESSING	1,651.00	6,604.00	22,168.00	29.8	15,564.00	4567
PROFESSIONAL SERVICES	.00	4,101.50	100,000.00	4.1	95,898.50	4582
WATER REUSE DEMONSTRATION PROJ	.00	.00	.00	.0	.00	4585
MISCELLANEOUS	85.81	3,891.33	13,005.00	29.9	9,113.67	4590
CONTINGENCY FUND	.00	.00	14,913.00	.0	14,913.00	4594
TOTAL ADMINISTRATIVE EXPENSE	(23,225.48)	498,372.80	2,003,290.00	24.9	1,504,917.20	

MT OLYMPUS IMPROVEMENT DISTRICT



EMPLOYMENT POLICIES MANUAL

Effective as of _____

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MT OLYMPUS IMPROVEMENT DISTRICT

EMPLOYMENT POLICIES MANUAL

TABLE OF CONTENTS

CHAPTER 1 – OVERVIEW	1
CHAPTER 2 – WELCOME	3
CHAPTER 3 – AT-WILL EMPLOYMENT	5
CHAPTER 4 – CLASSIFICATION PLAN	7
CHAPTER 5 – COMPENSATION PLAN.....	9
CHAPTER 6 – RECURITING AND HIRING	11
6.1. ANNOUNCEMENTS OF JOB VACANCIES.....	11
6.2. APPLICATIONS	11
6.3. SELECTION	11
6.4. PHYSICAL EXAMINATION.....	11
6.5. DRIVING RECORD.....	11
CHAPTER 7 – PROBATIONARY PERIOD.....	13
CHAPTER 8 – TRAINING, PROMOTIONS, AND TRANSFERS.....	15
CHAPTER 9 – SUPERVISION AND PERFORMANCE EVALUATION	17
CHAPTER 10 – ETHICS & STANDARDS OF CONDUCT.....	19
CHAPTER 11 – WORKING HOURS	21
CHAPTER 12 – ATTENDANCE	23
CHAPTER 13 – GENERAL PERSONAL STANDARDS AND PUBLIC RELATIONS.....	25
13.1. SMOKING AND VAPING	25
CHAPTER 14 – TERMINATIONS	27
CHAPTER 15 – DISCIPLINE AND GRIEVANCES.....	31
15.1. GRIEVANCE PROCEDURES.....	31
CHAPTER 16 – LEAVE OF ABSENCE WITHOUT PAY	33
CHAPTER 17 – REST PERIODS AND LUNCH	35
CHAPTER 18 – PAY PERIODS AND TIME RECORDS.....	37
CHAPTER 19 – EMPLOYMENT FILE	39
CHAPTER 20 – DISTRICT VEHICLE USE.....	41
CHAPTER 21 – ON-THE-JOB ACCIDENTS.....	43
CHAPTER 22 – ELECTED OFFICIALS	45

CHAPTER 23 – BENEFITS.....	47
23.1. VACATION.....	47
23.2. SICK LEAVE.....	48
23.3. HOLIDAYS	50
23.4. PAID PARENTAL AND POSTPARTUM LEAVE	51
23.5. BEREAVEMENT LEAVE	52
23.6. MILITARY LEAVE	52
23.7. JURY DUTY.....	52
23.8. VOTING TIME.....	53
23.9. UNIFORM ALLOWANCE	53
23.10. RETIREMENT.....	53
23.11. INSURANCE.....	54
23.12. EMPLOYEE EDUCATION ASSISTANCE PROGRAM	55
23.13. FITNESS ALLOWANCE POLICY	56
CHAPTER 24 – FAMILY AND MEDICAL LEAVE ACT (FMLA)	59
24.1. GENERAL POLICY	59
24.2. ELIGIBILITY	59
24.3. LEAVE OPTIONS.....	60
24.4. NOTICE AND MEDICAL CERTIFICATION REQUIREMENTS	60
24.5. BENEFITS AND EMPLOYMENT STATUS.....	60
CHAPTER 25 – AMERICANS WITH DISABILITIES ACT.....	63
25.1. BACKGROUND.....	63
25.2. PURPOSE	63
25.3. DEFINITIONS.....	63
25.4. HIRING PROCEDURE	64
25.5. REASONABLE ACCOMMODATIONS IN THE WORKPLACE.....	65
25.6. SAFETY AND SECURITY.....	66
25.7. TRANSFERS/REASSIGNMENTS	66
25.8. COSTS	67
25.9. UNDUE HARDSHIP	67
25.10. UNDUE HARDSHIP DOCUMENTATION.....	68
25.11. COMPLAINT PROCEDURE.....	68
CHAPTER 26 – RESPECT IN THE WORKPLACE – HARASSMENT PREVENTION	71
26.1. DEFINITIONS OF HARASSMENT.....	71
26.2. INDIVIDUALS AND CONDUCT COVERED	72

26.3. RETALIATION IS PROHIBITED.....	73
26.4. REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION, OR RETALIATION.....	73
26.5. THE INVESTIGATION.....	74
26.6. RESPONSIVE ACTION.....	74
CHAPTER 27 – CRIMINAL ACTIVITY/ARRESTS.....	75
CHAPTER 28 – PREVENTION OF VIOLENCE / ZERO TOLERANCE.....	77
CHAPTER 29 – NON-FRATERNIZATION.....	79
CHAPTER 30 – SOCIAL MEDIA POLICY.....	81
CHAPTER 31 – INTERNET USE AND RELATED TECHNOLOGY.....	83
32.1. WORK PRODUCTS, FILES, INTERNET, HARDWARE, AND SOFTWARE.....	84
32.2. CONFIDENTIALITY.....	84
CHAPTER 32 – CELL PHONES.....	85
33.1. PERSONAL CELL PHONES.....	85
33.2. CELL PHONES IN DISTRICT OWNED VEHICLES.....	85
CHAPTER 33 – DRUG FREE WORKPLACE.....	87
33.1. PURPOSE.....	87
33.2. MANDATORY TESTING.....	88
33.3. NOTICE.....	89
33.4. APPLICANTS FOR EMPLOYMENT.....	89
33.5. EMPLOYEES – RANDOM TESTING.....	89
33.6. RECORD RETENTION.....	92
33.7. FEDERAL REQUIREMENTS.....	92
33.8. POOL TESTING - CONSORTIUMS.....	93
CHAPTER 34 – ACKNOWLEDGMENT OF RECEIPT.....	95
APPENDIX 1 – FORMS.....	97
A. Ethical Behavior Pledge Form – Employee	
B. Ethical Behavior Pledge Form – Board Member	
C. Conflict of Interest Disclosure Form – Employee	
D. Conflict of Interest Disclosure Form – Board Member	
E. Driver’s Accident Report	
F. WHD – Form WH-381	
G. WHD – Form WH-380-E	
H. WHD – Form WH-380-F	

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CHAPTER 1 – OVERVIEW



We are excited that you decided to join the Mt. Olympus Improvement District. You will find your job here unique, challenging, inspiring, and rewarding. We hope your life and career will be enhanced and elevated due to your time with us.

Our team represents a winning combination of knowledgeable individuals, passionate workers, and those committed to our natural resources.

We take pride in our employees as well as the learning and development of each person. Your personal growth is very important to us. We work hard, and we work smart. We are committed to success both individually and for the District. A customer-focused culture will, in turn, benefit all of us.

Please take the time now to read this Employment Policies Manual carefully. Sign the acknowledgments at the end to show that you have read, understood, and agree to the contents. This Employment Policies Manual or “Handbook” serves as a guide and resource for our long-standing District. With this document, we will establish and maintain a culture of transparency while illustrating the basic rules, guidelines, and suggestions concerning your employment.

Please understand that this Handbook cannot address every situation in the workplace. If you have any difficulty reading or understanding any of this Handbook, please contact your department head. If you have any suggestions related to District policies, benefits, practices, or procedures, please let us know.

We wish you great success in your employment here.

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CHAPTER 2 – WELCOME

This booklet has been prepared with you in mind. It has been designed to inform you of the policies and procedures that are followed at the District.

In it you will find information concerning compensation, working hours, group insurance, retirement, vacations, holidays, benefits, and other items of importance.

This Handbook will be a useful reference.

Department heads always stand ready to help and answer questions. If you have questions that the department head cannot answer, the main office is always glad to assist.

We hope employment with the District is satisfying and a place to build your career.

Mt. Olympus Improvement District is an Equal Employment Opportunity employer and assures that employment, promotion, and other employment decisions at the District shall be based on merit, skills, experience, and job fitness. These employment decisions are free from personal and political considerations, and shall in no way be influenced by race, religion, creed, sex, national origin, disability, or any other classifications or individual characteristics expressly protected under currently applicable federal, state, or local laws. The Merit System of the District is set up to guide District policies - to see that you, the District employee, are treated fairly.

As the District grows and changes, policies may also be changed to be equitable to the District and the employee.

These employment policies and procedures supersede and replace any and all previous policies and procedures.

Approved by:

Ami Neff, Chairman

Keith Lord, Trustee

Michele Rivera, Trustee

Giles Demke, General Manager

Date

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CHAPTER 3 – AT-WILL EMPLOYMENT

Employment with Mt. Olympus Improvement District is at-will. This means that the employment relationship may be terminated by either the employee or the District at any time, with or without notice, and for any reason not expressly prohibited by law. We believe at-will employment is a benefit to the employee and our organization. We are committed to compliance with all federal, state, or local laws that may require notice and an opportunity to be heard in the event of discipline or dismissal. This Handbook is not a contract between you and the District. The District reserves the right to change these policies at any time and without prior notice to you or other employees. Other than the Board of Trustees, no manager, department head, or representative of the District has the authority to enter into any agreement, express or implied, for employment for any specific period, or to make any agreement for employment other than at-will. Only the Board of Trustees has the authority to make any such agreement and then only in writing signed by a representative of the Board.

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CHAPTER 4 – CLASSIFICATION PLAN

The following job titles are included in the job classification plan and may be added to or deleted as necessary.

- A. General Manager / CEO
- B. Assistant General Manager / CFO / HR Manager
- C. Financial Controller
- D. IT Administrator
- E. GIS / Database Administrator
- F. Administrative Assistant / District Clerk
- G. Accounts Receivable Coordinator
- H. Accounting Clerk II
- I. Accounting / Customer Service Clerk
- J. Accounting Clerk I
- K. Receptionist / Customer Service Clerk
- L. Engineer
- M. Assistant Engineer / Inspector II
- N. Inspector II
- O. Inspector I / Blue Stakes Specialist
- P. Operations Manager
- Q. Operations Supervisor / Safety Coordinator
- R. Lead Operator
- S. Collection System Operator IV
- T. Maintenance Mechanic
- U. Collection System Operator IV Restricted
- V. Collection System Operator III
- W. Collection System Operator II
- X. Collection System Operator I
- Y. Collection System Operator Trainee

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CHAPTER 5 – COMPENSATION PLAN (Salaries and Wages)

New employees are started on step one of the compensation level corresponding to the job classification and job description for which they were hired.

Job compensation ranges and increases are set for each job function and are based upon performance, skill, attitude, punctuality, promptness, quality of work, cost of living index, local factors, *etc.* Evaluation of employees is not driven solely on employee's length of service with the District, although that may also be a factor.

Salary and wage increases are determined by individual merit within the range of the job and an annual review has been set up for this purpose. The overall financial position of the organization may be a factor in determining compensation increases.

All non-exempt (hourly) employees will receive overtime compensation at the rate of one and one-half (1.5) times the regular rate of pay for all hours worked above 40 hours in their regularly scheduled work week.

All exempt (salaried) employees are compensated in their pay scale and are not eligible for overtime pay.

At its discretion, the District may award additional compensation and/or benefits to appointed employees (people given positions for specific reasons or purposes as opposed to being hired through customary interview and selection processes) as reasonably determined to provide fair and competitive compensation. Such additional compensation may include but shall not be limited to an annual bonus, time off with pay and/or retirement contributions. Any such additional compensation shall be authorized by the Board of Trustees.

When employees reach the top of their associated pay grade they are redlined. Redlined employees are not eligible for a performance merit increase in compensation. However, a redlined employee may be eligible to receive a bonus equal to the year's recommended performance merit increase, based on a satisfactory performance review. The employee's department head must recommend the bonus pay to the general manager for consideration and approval.

To assure proper handling of emergencies, management may designate an employee to be "on call". This requires the employee to remain where they can be readily contacted and provide them with a "phone". Employees "on-call" must always be fit for duty and be able to respond to on-site emergencies within 45 minutes. For being "on call" for 7 days, they will be paid one extra day's pay in addition to their regular pay. This pay may be either in cash or compensatory time when approved. Compensatory time should be taken within 3 weeks of the end of the "on-call" period. Under special circumstances, the general manager may authorize an employee to bank compensatory time with the understanding that the time must be used within the calendar year that the time was earned.

Calls taken when "on call" will be paid at a minimum of two (2) hours of pay at the rate of one and one half (1.5) times the employee's regular rate for any call that requires the employee to go into the field.

Part-time employees, those working a regular schedule of less than 28 hours per week, and temporary seasonal employees are not eligible for sick leave, vacation, holiday pay, insurance, retirement, or other benefits, but will be compensated for actual hours worked at their designated hourly rate. Part-time employees may also receive consideration for performance reviews and wage increases. Part-time employees are protected under the District's workers' compensation policy, protecting them in the event of an accident or injury occurring while working.

CHAPTER 6 – RECURITING AND HIRING

6.1. ANNOUNCEMENTS OF JOB VACANCIES

Job vacancies shall be announced through normal workplace communication channels to all qualified employees and consideration given to any requests for transfer. After determining that no present employee wishes to apply for the job or the job qualifications cannot be met, notice will be listed on the District's website, along with the Department of Workforce Services. Active employee referrals regarding open positions in the District are encouraged.

6.2. APPLICATIONS

Applications will be accepted from all qualified persons wishing to be considered for a job opening. Relatives of present employees, because of the State of Utah's nepotism law, and former employees having "involuntary separation" status will be reviewed under special conditions.

6.3. SELECTION

The department head will conduct one or more interviews with qualified applicants and verify the previous training, experience, skills and other data pertinent to the consideration for hiring. Following a review of this information, the department head will submit the names of the top applicants to the general manager. The District reserves the right to conduct background checks, referral calls, and verification of applicant data. The general manager may conduct a second interview and advise the department head, who will make the final selection.

6.4. PHYSICAL EXAMINATION

After being selected for employment, candidates shall, subject to any Federal, State, or Local laws, be required to successfully pass a physical examination given by a District-approved facility before starting work. Candidates will also be required to pass a drug test pursuant to the District's drug free workplace policy. (See Chapter 33 of this Manual). Candidates will also be required to successfully complete a criminal background check.

6.5. DRIVING RECORD

An appropriately classed CDL license is required for any employee driving classified District vehicles. All employees are required to maintain a valid Utah Driver License to operate any vehicle for work purposes. Potential employees driving record (MVR) will be investigated before actual hiring. If, after being hired the employee's driving record becomes such that they cannot drive or they cannot be insured due to their driving record, it could be grounds for termination. Any moving violations must be communicated to the District within three (3) working days of the conviction.

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CHAPTER 7 – PROBATIONARY PERIOD

New employees will go through a probationary period of up to six (6) months. During this time, employees will participate in orientation and training. Each department head will establish effective training programs for each job, and, during the probationary period review strengths and weaknesses with the employee and make suggestions as to the areas where improvement or corrective action may be necessary. After successfully completing the probationary period, the department head will review and evaluate the employee's competence, attitude, and fitness for the job. At this point, the employee may either be placed on full-time employment or terminated. The department head's decision will be final and not subject to further review or appeal. Good habits and proper work attitudes developed during the probationary period will be of benefit to the employee over the months and years to come.

Nothing in this chapter may be construed as guaranteeing ongoing employment during the probationary period.

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CHAPTER 8 – TRAINING, PROMOTIONS, AND TRANSFERS

We seek to provide training for our employees to promote and maintain safety, improve skills and provide career advancement. Many kinds of training will be made available to all employees, some optional and some mandatory. All employees are required to make satisfactory progress in safety and all other training and demonstrate that job performance reflects this knowledge. Direct job performance procedures, as well as associated skills and information will be taught in a variety of methods, places, and times.

If a vacancy occurs in a position within the District, the District endeavors to promote from within. The District may also elect to eliminate that position. The selection of an employee for a transfer or promotion is dependent on attitude, performance, interest, attendance, and participation in the training programs as well as skills, ability, reliability, dependability, responsibility, and the potential for growth. It is to the employee's advantage, if additional skills or knowledge is acquired, to verify it is recorded in their employment record.

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CHAPTER 9 – SUPERVISION AND PERFORMANCE EVALUATION

Each department head will supervise the activities of that department and make periodic individual employee performance evaluations. Evaluations will be discussed privately with the employee at least once a year. Evaluations at the end of your probationary period and at the end of each year are given to encourage and promote quality performance, to provide feedback concerning your work, to set work performance goals for the coming year, and to determine eligibility for merit increases. An unsatisfactory evaluation will lead to you being given a Corrective Action Plan to correct the issues. Based on the outcome of the Corrective Action Plan, you may receive additional discipline, up to and including termination of your employment by the District or an extension of the probationary period.

A Corrective Action Plan will be completed by your department head and will be approved by the general manager. This plan will detail what issues were identified for correction, a plan to improve your performance and a timeline to accomplish the work. It will also include any further consequences should you fail to improve your performance.

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CHAPTER 10 – ETHICS & STANDARDS OF CONDUCT

Employees of the District are held to the standards of conduct set forth in the Utah Public Officers' and Employees' Ethics Act. District employees pledge to NOT do the following:

- A. Engage in an activity or transaction which would cause a conflict of interest or reasonably create a perceived conflict of interest.
- B. Use of their position to receive personal gain, interest, or control.
- C. Accept compensation, gift(s), gratuity, value or enter into an agreement outside of the employee's job responsibilities.
- D. Disclose or use of District information for personal gain.
- E. Engage in nepotism which prohibits employment of relatives, with some exceptions.
- F. Use of District (public) resources or property for personal gain.
- G. Engage in outside employment which could interfere with performance, be a conflict of interest and/or give reason for criticism or suspicion of the employee's job responsibilities.
- H. Engage in political activities at work.
- I. Discriminate against another person based on race, color, age, sex, sexual orientation, national origin, functional limitations, or any other class protected under State or Federal law.
- J. During the one-year period of time after leaving employment with the District, disclose any District information, advocate for or against any matter relating to the District, or assist in proceedings of the District in any respect.

District employees should not put themselves in a position of conflict between their own interests and those of the District and must conduct themselves according to the highest level of ethical standards. Annually, each employee will be asked to attest that they will follow the District's policy as well as the Utah Public Officers' and Employees' Ethics Act (See Utah Code, Title 67 Chapter 16). The Ethical Behavior Pledge Form and Conflict of Interest Disclosure Form are attached to the back of this Employment Policies Manual as Attachments I and II respectively.

The District strives to promote an atmosphere whereby employees can talk freely with their department heads or other members of the management staff. Employees are encouraged to openly discuss any problems with their department head or a manager. Know that our open doors are not provided to address problems alone. We seek to communicate often, and we provide mentoring and coaching opportunities with a manager or department head.

Open communication will allow the opportunity to respond appropriately and benefit all employees. The District is interested in the success of each employee, and we are proud of our family atmosphere and open and honest communication culture. We, therefore, welcome the opportunity to help employees whenever feasible. We seek a work environment focused on teamwork and we believe that direct, honest, and respectful communication are crucial to resolving any difficulties that may arise.

We strive to provide a comfortable, productive, legal, and ethical work environment. We strive to solve our problems at the source through open communication. To this end, we encourage employees to bring any problems, concerns, or grievances they have about their employment or the workplace to the attention of their department head and, if necessary, to senior management or a Trustee. To help manage conflict resolution we have instituted the following problem-solving procedure:

If an employee believes there is inappropriate conduct or activity on the part of the District's management, its employees, vendors, customers, or any other persons or entities related to the District, the employee should bring their concerns to the attention of the department head as soon as reasonably possible and at a time and place that will allow the department head to properly listen to the concern.

CHAPTER 11 – WORKING HOURS

Working hours for District staff are based on a forty (40) hour work week. Days worked, and starting and ending times will be set by the general manager for each department based on the needs of the District. It is expected that when an employee is at work, they are doing the work of the District and not personal business.

It is expected that employees will not use District tools or equipment for personal use, either during working time or before or after working hours and will not do personal work on the premises of the District. The infraction of this policy is grounds for termination.

All employees are expected to assist with emergencies when called upon.

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CHAPTER 12 – ATTENDANCE

Excessive absence and/or tardiness is an abuse of the employment privilege. The day's work is planned under the assumption that all employees will be at work and on time. If something prevents an employee from coming to work or causes them to be late, the department head should be notified immediately. Frequent absences for inadequate reasons and continued tardiness are grounds for termination. Two consecutive days of unreported absence is interpreted as job abandonment and the employee will be terminated without notice. Employees are required to notify their department head within one hour of their normal starting time if they are going to be absent or late.

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CHAPTER 13 – GENERAL PERSONAL STANDARDS AND PUBLIC RELATIONS

The personal appearance and grooming of an employee should reflect a good image of the District. Employees should dress for the type of work they are doing. Everyone is expected to be well-groomed, have good hygiene and wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should adhere to community standards of modesty. Clothing and grooming styles dictated by religion or ethnicity are allowed as long as they fall within generally accepted community standards. Open toe shoes are not allowed. If there are any questions about appropriate dress or appearance, please contact the department head. The District reserves the right to determine the level of appropriate dress and standards and modify them as necessary. Managers and department heads are expected to inform employees when they are violating the dress code. Employees in violation must immediately correct the issues. This may include leaving work to change clothes. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

When dealing with the public and fellow employees, do so with dignity and respect. Answer the telephone promptly and with a pleasant voice. In all contacts with other people, be courteous and helpful. Much of the District's business is carried out using the telephone. It is important, therefore, not to tie up the telephone with personal calls, either incoming or outgoing. Employees may use the phone for brief personal emergency calls.

13.1. SMOKING AND VAPING

In compliance with the Utah Indoor Clean Air Act, smoking or vaping is not permitted in any Mt. Olympus Improvement District facilities and is banned within 25 feet of any entrance, window, door, or air intake where smoking is banned. The District also prohibits smoking or vaping in District owned vehicles and within 25 feet of the vehicle. The District also prohibits smoking or vaping within 50 feet of the District's fuel island and diesel generator. Disregard of this policy is grounds for termination. "Smoking" includes all combustible tobacco products, vapor products and hookah.

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CHAPTER 14 – TERMINATIONS

Unfortunately, despite the best efforts of good supervision and training, it is sometimes necessary to terminate the employment of an employee. If an individual's work record, attendance, conduct, production, or quality of work is unsatisfactory, the District will make every effort to resolve the problems before resorting to termination of employment. If there is any problem, the department head should discuss the nature of the problem and how best to correct it with the employee. We encourage proactive communication from every employee.

If improvement is required, the department head will discuss the deadline for achieving the necessary improvement. Such a discussion with an employee may be followed by a written confirmation and will be considered a written warning interview. If an employee does not meet the required standards after such an interview, the individual may be required to complete Corrective Action Plan (See Chapter 9), be placed on disciplinary probation, required to take time off without pay, may be reprimanded and/or terminated.

There may be situations when employment may be terminated without the benefit of a warning interview. Such situations will occur when the offense is a serious matter. Any employee who is involuntarily terminated will be advised by the department head of reasons for such actions.

The following is a partial listing of reasons for disciplinary probation, or termination:

- A. Violation of District policy
- B. Job performance less than required
- C. Not adapting to assignment
- D. Excessive absenteeism and/or tardiness
- E. Excessive time taken on break and/or lunch periods
- F. Excessive errors in work
- G. Failure to support District goals and objectives
- H. Failure to develop skills required to do the work assigned
- I. Attitude not becoming an employee
- J. Disharmony with other employees
- K. Conflict of interest
- L. Abuse of management
- M. Improper customer and/or public relationships
- N. Insubordination

- O. Conduct not becoming an employee
- P. Breach of trust
- Q. Misappropriation of District funds or assets or any form of theft
- R. Breach of confidence
- S. Dishonesty including all documentation or dishonesty in timekeeping, or the reporting of time worked.
- T. Negligence
- U. Failure to notify the District, preferably the department head of any scheduled absence. This must be within one hour of the scheduled starting time. The employee must call in each day they are not going to report for work. Emergency situations will be considered, but two days' absence without proper notification will be assumed that the employee has terminated without notice
- V. Abuse of District equipment
- W. Fighting or causing a fight on or near premises or any acts of violence
- X. Drinking alcoholic beverages on the premises or reporting for work in an intoxicated condition
- Y. Refusal or failure to use safety equipment methods or procedures
- Z. Performing an act hostile to public service
- AA. Inappropriate use of computers and district database information
- BB. Viewing or downloading of pornography or other inappropriate material
- CC. Installing of unlicensed or pirated software

Should an employee resign, a two-week notice is required to qualify for District benefits. If an employee resigns and then returns to work, the employee's anniversary date is the date of re-hire. Should an employee return to work in less than ninety (90) days they will retain their original date of hire.

Upon resignation of employment, an employee's last paycheck will be paid on the next scheduled pay date. Should employment be terminated for cause (involuntary termination), the employee's final paycheck will be paid in accordance with applicable state and federal laws. The final pay may be completed through the initiation of a direct deposit, the presentation of a live check, or by mailing a physical check to the employee at the employer's discretion in accordance with applicable laws.

Employees are required to return all company property immediately upon involuntary termination or at the end of their last day of employment in the case of voluntary resignation. This includes

uniforms, gloves, key fobs, computers, phones, tablets, chargers, company vehicles, *etc.* Failure to do so will result in the final paycheck being reduced by the replacement cost of those items. Final paycheck deductions will also comply with State and Federal law.

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CHAPTER 15 – DISCIPLINE AND GRIEVANCES

The department head will require adherence to District policy and procedures, work schedules, and work accomplishments as is necessary to meet the needs of the District. After consultation with the general manager and department heads and upon their recommendations, the assistant general manager may discipline an employee by reprimand, reassignment, suspension without pay, or by placing the employee on a Corrective Action Plan according to the seriousness and/or frequency of the infraction.

All full-time regular employees have the right to air a grievance and receive a fair hearing to solve working problems and misunderstandings in the operation of merit service. This policy must be followed when making a grievance complaint.

A grievance is a complaint to the department head concerning a working condition which has allegedly caused an injury, injustice, or wrong. All grievances must be made in writing and must clearly state the reason for the grievance, the people directly involved, and a desired solution to the problem. If the problem is not satisfactorily resolved, the employee may make an administrative appeal. All appeals to the department head, general manager and Board of Trustees must be in writing. No compensation will be given during appeals, as all appeals are to be handled on individual time and not on District time.

15.1. GRIEVANCE PROCEDURES

The grievance procedure (for any grievance, discharge or transfer) includes the following steps that must be followed in direct order, or the employee will forfeit any further action.

- A. Submit the grievance in writing to the department head within five (5) working days after the occurrence of the event which is the subject of the grievance. Within five (5) working days after receiving the grievance, the department head will invite the employee to discuss the problem with the department head and give a decision within a reasonable period of time thereafter.
- B. If no satisfactory agreement is reached and it is necessary to carry the grievance further, the aggrieved shall, within five (5) working days of receiving the decision of the department head, request the assistance of the general manager in policy clarification, clearing up misunderstandings, and recommending solutions.
- C. If a satisfactory agreement has not been reached yet, the aggrieved shall, within five (5) working days, make a written appeal to the Board of Trustees. The written appeal will be forwarded to the general manager who will arrange for the appeal to be heard by the Board of Trustees.
- D. The general manager will schedule a meeting with the Board of Trustees within thirty (30) calendar days. The Board of Trustees will receive the appeal from the general manager and will begin the investigation, take and receive evidence, and fully hear and determine the matter relating to the grievance being appealed. The aggrieved will either be notified in person or by certified mail of the date, time and place of the meeting with the Board of Trustees.

- E. The employee is entitled to appear in person and to be represented by counsel and to examine the evidence being considered by the Board of Trustees.
- F. The decision of the Board of Trustees will be final.

CHAPTER 16 – LEAVE OF ABSENCE WITHOUT PAY

The District appreciates the commitment and hard work of our employees, and we understand that a leave of absence will not be granted unless the general manager, in their sole discretion, deems it to be necessary or advisable. The employee must submit a written request for a leave of absence. We also understand that providing an unpaid leave of absence can be part of a solution to a larger issue. If a leave of absence is granted under exceptional circumstances, it shall be unpaid. A leave of absence without pay, not to exceed ninety (90) days, may be permitted by the District for a limited period under conditions agreed upon in writing. Failure on the part of the employee to make such a written request will be regarded as a resignation.

- A. An employee granted a “leave of absence” will not be paid for any holidays falling within that period and no vacation or sick leave will be accrued.
- B. An employee granted a “leave of absence” may keep in force the life, hospitalization and medical insurance for up to sixty (60) calendar days by making arrangements with the District to pay the premiums during the “leave of absence”.
- C. An employee granted a “leave of absence” is not disqualified from the employee retirement plan (if otherwise qualified) if they are back in the employment of the District within the specified ninety (90) day maximum “leave of absence” period.
- D. A granted “leave of absence” will not interrupt an employees’ continuous service provided the employee returns to work on or before the expiration date of the leave.

We consider each employee to be an integral and important part of our organization and as a small organization if an employee is off for any extended period of time it can quickly create an undue hardship or burden to the District. Therefore, the District will consider any adverse effects when employees are unable to be on the job. The employee must properly communicate any leave requests with written explanations of the need for the requested leave of absence and seek to return to work as soon as possible.

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CHAPTER 17 – REST PERIODS AND LUNCH

The District will provide a fifteen (15) minute paid break in the morning and a fifteen (15) minute paid break in the afternoon. Break periods and the unpaid lunch period times are not to be abused. If excessive breaks and lunch periods are taken, it could be grounds for termination. The unpaid lunch period provides for employees to take thirty (30) minutes away from work to recharge and rest. Any request to work through a designated lunch period must be approved by the department head in advance. Each department will arrange its own lunch and rest schedules so as not to impair customer service.

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CHAPTER 18 – PAY PERIODS AND TIME RECORDS

Work time will be recorded on a timekeeping system. Employees must submit their own time and department heads must approve hours worked immediately following the last working day of the pay period. Pay periods are bi-weekly (every two weeks). Each work week begins at 12:01 a.m. on Monday and ends on the following Sunday at midnight. Pay will be deposited via direct deposit into their accounts on the following Thursday. If a payday falls on a holiday, deposits will be made the previous working day.

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CHAPTER 19 – EMPLOYMENT FILE

The District office keeps an individual employment file that is confidential and contains any employment information that concerns the employee. A record of promotions, commendations, evaluations, raises, etc. and anything that concerns the employee will be included in the employment file. Employees may view their individual files twice per year by arranging with the assistant general manager or their designee. During the review, the employee may view and make copies of any nonconfidential signed documents pertaining to their employment. If the employee changes their address or phone number or needs to make changes to their withholding, insurance, retirement forms, or gain additional knowledge or skills that will be of value in their employment, please contact the assistant general manager or their designee.

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CHAPTER 20 – DISTRICT VEHICLE USE

All motor vehicles owned or operated by the District are for District use only. A District vehicle may be taken home by an employee overnight only as required for service coverage and only when specifically authorized by the District. Individuals who are not employed by the District may not drive, ride, or travel in any District vehicle without prior written authorization from the general manager. General manager vehicle usage is per Board agreement.

All employees are required to report to their department head and the general manager or their designee within forty-eight (48) hours of receiving any driving violation/citation and submit a copy of the citation. Failure to notify the department head, the general manager or their designee may result in termination of employment.

Two (2) or more violations on any employee's DMV record may result in disciplinary actions up to and including termination. The District reserves the right to request and receive, without the employee's consent, DMV records at any time.

All employees are required to report to their department head and general manager immediately when they are involved in any work-related vehicle accident. The employee is required to fill out and sign a "Driver's Accident Report" form (Exhibit #III attached to the end of this Manual) within twenty-four (24) hours of the occurrence of the vehicle accident.

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CHAPTER 21 – ON-THE-JOB ACCIDENTS

The District carries industrial accident insurance to cover any injuries or illness resulting from employment with the District. If an employee receives an injury that requires treatment away from the worksite and/or prohibits immediately returning to work, they must report it as soon as possible to their department head, and by the end of the daily shift complete an Employer's First Report of Injury. The District will then file a Worker's Compensation Employer's First Report of Injury claim within twenty-four (24) hours after notification from the employee.

Failure to notify the District of the accident and to complete and file an Employer's First Report of Injury within the time limits above may result in the claim being denied and the employee being reprimanded and/or their employment terminated.

If there is a need to go to a medical facility the department head will facilitate getting the employee to the District's preferred provider. If it is an emergency, the employee should go to the nearest emergency facility. If the employee goes to a doctor or hospital, the employee must notify the doctor or hospital that it is an industrial accident covered by the District's industrial insurance carrier. If the claim is approved by the industrial commission, the medical costs and compensation are paid in accordance with the policy.

On the job accidents may result in mandatory drug testing. (See Chapter 33 of this Manual.)

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CHAPTER 22 – ELECTED OFFICIALS

“For purposes of Utah Retirement Systems (URS) coverage, the District classifies all elected officials as part-time. Eligibility for retirement coverage under Utah Retirement Systems shall be administered in accordance with the statutory rules governing Utah Retirement Systems.”

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CHAPTER 23 – BENEFITS

All full-time employees are eligible to receive benefits as described in this Section. All District employees who are regularly scheduled to work at least 30 hours per week are considered full-time employees. Part-time, seasonal, and temporary employees are not eligible to receive benefits.

23.1. VACATION

Vacation time is accrued throughout the year as follows:

- A. 0-4 years = 4 hours per pay period = 96 hours
- B. 5-9 years = 5 hours per pay period = 120 hours
- C. 10-14 years = 6 hours per pay period = 144 hours
- D. 15-19 years = 7 hours per pay period = 168 hours
- E. 20+ years = 8 hours per pay period = 192 hours

During the two (2) months each year when three (3) pay periods occur – no vacation will be accrued on the third pay period.

Vacation time is earned from the date of employment. However, paid time off cannot be taken until the employee successfully completes the probation period. All vacation time must be verbally approved by your department head or the general manager.

All vacation time must be arranged with your department head and general manager in advance. All employees requesting vacation time must have earned and accrued hours to cover those days being requested. If the employee does not have hours accrued the vacation request will be denied. Negative balances are not allowed.

As stated above, all vacation time must be scheduled and approved in advance of taking the time. Advance notice is a minimum of 12 hours, given on the working day prior to the start of your working shift. Management is aware that emergencies do arise and will grant ten (10) short-notice vacation requests per calendar year. Short notice is defined as requesting vacation hours any time after the 12-hour advance, working day notice requirement. Requesting vacation time once the employee is at work for vacation time on that day will not be considered short notice unless more than six (6) hours are requested. Anyone exceeding the ten (10) short-notice days will be subject to disciplinary actions up to and including termination. Sick time is excluded from this requirement.

Requests for vacation time near the end-of-year holidays for the upcoming year will be accepted by the District from December 1st to December 10th or on the next business day if the 10th falls on a non-working day. Any employee may request vacation days near an end-of-year holiday; however, priority will be given based on a rotating schedule unless no one else requests that date from the department. Rotating dates will be determined by reviewing who in the department had that holiday off in the prior years.

All non-holiday vacation requests for the upcoming year will be accepted starting December 10th to December 15th or on the next business day if the 15th is a non-working day. Priority for all non-holiday vacation time will be assigned based on length

of service (seniority). After December 15th all vacation requests will be reviewed on a first come request basis.

The department head may deny the request if it will create a conflict in the District's needs or requires overtime for the employee's replacement. Vacation time can be accumulated up to the employee's current year allocation plus 120 additional hours. Hours accrued over the limit will be forfeited.

Vacation time accrued may be cashed-in, in increments of eight (8) or ten (10) hours based on the employee's schedule. Cashed-in vacation time is calculated at the current hourly rate times the number of hours cashed-in.

If a paid holiday falls within the vacation period, the holiday is not counted as part of the vacation time. An employee does not earn vacation time while on a "leave without pay". Temporary or part-time employees are not entitled to a paid vacation.

Resigning employees who give at least two (2) weeks' notice and employees who are terminated for cause are entitled to payment for vacation time accumulated but not yet taken.

23.2. SICK LEAVE

Sick leave starts accumulating from the day of hire at the rate of eight (8) hours per month. This amounts to ninety-six (96) hours per year. Sick leave can only be accumulated up to a maximum of 2080 hours (the "Maximum Actual" or "Maximum Accrued Sick Leave"). Thereafter, sick leave is permanently forfeited unless usage of the accrued time brings the total below 2080 hours. Every December, employees will be paid 25% of the unused sick leave hours accumulated through November 30th of the current year at the employees' current rate of pay. The remaining unused sick leave hours for the current year is hereinafter referred to as the "Current Year Sick Leave".

To the extent that the unused sick leave hours accumulated from previous years (the "Accrued Unused Sick Leave"), is less than the Maximum Accrued Sick Leave hours, up to 75% of the remaining Year Sick Leave hours, will be added to the Accrued Unused Sick Leave hours.

Sick leave is allowed when:

- A. The employee is unable to work because of illness, injury or hospitalization (not industrial).
- B. There is an illness or accident of a family member requiring the attention of the employee.
- C. Medical, dental, or optical examinations or treatment appointments that cannot be made other than during working hours. These must be approved in advance by your department head, or they may not be allowed unless it is an emergency situation.
- D. Temporary or part-time employees are not eligible for sick leave.

E. Sick leave may not be used for additional vacation time or extra days off.

Employees that call in and request “sick time” must use accrued sick hours in the District’s time keeping system to cover the request and may not substitute vacation hours unless the hours needed fall below the hours available in the employee’s sick hour bank.

Employees may be required to furnish a doctor’s certification of illness and/or a “return to work” release any time sick leave is used.

Abuse of the sick leave benefit may be grounds for disciplinary actions up to and including termination. If an employee becomes ill, the department head should be notified within one (1) hour before the time the employee was to report to work. If the employee is unable to work and has no sick leave to their credit, they may charge the leave against earned vacation time. These arrangements must be made with the department head.

Employees separating from service with the District may not receive any benefit for accrued unused sick leave hours unless they are retiring. For purposes of the District’s Sick Leave Policy, the terms, “Retire”, “Retirement”, and “Retiring” mean the date when an employee is qualified to receive immediate retirement benefits under the then current State of Utah Public Employees Non-Contributory Retirement Plan or substantially similar plan referred to by the District and when an employee actually retires. Said person or persons are hereinafter referred to as “Retiring Employee” or as “Retiring Employees”.

To the extent that the Retiring Employees’ Accrued Unused Sick Leave hours and Current Year Sick Leave hours do not exceed the Maximum Accrued Sick Leave hours (collectively, the “Accumulated Sick Leave hours”), the Retiring Employee shall receive a cash payment of 25% of their Accumulated Sick Leave hours at their rate of pay at Retirement and, to the extent that their Accumulated Sick Leave hours is less than the Maximum Accrued Sick Leave hours, up to 75% of the remaining Accumulated Sick Leave hours will be recorded in an unfunded, non-interest bearing memorandum account in the District’s records.

Accrued amounts set forth in this memorandum account will be paid by the District from the District’s general assets exclusively for payment of premiums for accident and health insurance coverage (including Medicare supplements) under medical policies purchased by the District for the benefit of the retiring employee and/or their spouse and/or their “dependents” (said term is defined under Section 152 of the Internal Revenue Code) and said account shall be reduced by the amount of the payments.

The employee shall designate for whom, among the employee and their spouse and dependents (defined above), the medical policies shall be purchased.

All payments of insurance premiums will be made directly to the insurer. Upon the death of the employee and their spouse and dependents (defined above), the amount of the remaining Accumulated Sick Leave shall be forfeited and said account shall be closed.

In the event of the death of an employee, if the employee is in good standing with the District and is eligible for the death benefit to be paid to the beneficiary under the Utah Retirement System, the employee’s beneficiary will be entitled to a pay out by the

employees accrued sick leave in the same terms as stated previously for a retiring employee. The beneficiary is also entitled to their vacation accrual to be paid out.

23.3. HOLIDAYS

Each full-time employee will be granted pay for holidays in accordance with this schedule:

- A. New Year's Day
- B. Martin Luther King Day
- C. President's Day
- D. Memorial Day
- E. Juneteenth Day
- F. Independence Day
- G. Pioneer Day
- H. Labor Day
- I. Veteran's Day
- J. Thanksgiving Day
- K. Day after Thanksgiving – 5/8's schedule only
- L. Christmas Day

Employees must be in paid status (not on leave without pay) the day before and the day after the holiday to receive holiday pay. Employees who are required to work on a holiday will receive a floating holiday for each full day worked during the holiday.

If any of the scheduled holidays fall on a Sunday, the following Monday will be recognized by the District as the holiday. If any of these days fall on Saturday, the prior Friday is recognized as the holiday. If while working a schedule of four ten-hour (4/10) shifts, and the holiday falls on the normal day off, the employee will be granted a floating holiday to be used within the calendar year.

The Juneteenth Day holiday is on June 19th, if that day is on a Monday. If June 19th is on a Tuesday, Wednesday, Thursday, or Friday, the Juneteenth Day holiday is on the immediately preceding Monday. If June 19th is on a Saturday or Sunday, the Juneteenth National Freedom Day holiday is on the immediately following Monday.

Holidays occurring during vacations are not counted as vacation days. (See Vacation above)

Employees will not be paid for any days absent without prior permission before, between, or after a holiday and a weekend except in cases of accidents or illness supported by a physician's statement.

23.4. PAID PARENTAL AND POSTPARTUM LEAVE

Paid Parental and Postpartum Leave is intended to provide a supportive and flexible framework for employees experiencing the joy of welcoming a new child into their family. It aligns with our commitment to fostering a positive work-life balance and supporting the well-being of our employees. The District is committed to supporting our employees during significant life events, such as the birth or adoption of a child. This Section outlines the leave entitlements for eligible employees in such situations.

- A. Eligibility Criteria: All regular full-time employees who have been employed by the District for at least six continuous months of service are eligible for Parental and Postpartum Leave.
- B. Leave Entitlements:
 - 1. Mother's Leave (Postpartum/maternity): Eligible mothers are entitled to take up to 12 weeks of Parental and Postpartum leave following the birth or adoption of a child.
 - 2. Father's or Legal Spouse's Leave (Parental): Eligible fathers or legal spouses are entitled to take up to 2 weeks of Parental leave following the birth or adoption of a child.
- C. Leave Approval: Employees must provide at least two weeks' notice prior to the intended start date of their Parental and Postpartum leave when reasonably possible. Their leave request should be submitted to the employee's department head, along with any required documentation stating the upcoming birth or adoption date.
- D. Intermittent Leave: Normally, Parental and Postpartum leave is taken consecutively, but if arrangements are made with your department head beforehand and you reach a mutual written agreement. Leave may be broken up into two segments within the first two months after the birth or adoption.
- E. Benefits During Leave: During approved Parental and Postpartum Leave, employees will maintain their health benefits. The employee's share of the health premium will be deducted from the paycheck as usual.
- F. Return to Work:
 - 1. Employees are expected to return to work on the agreed-upon date at the end of their Parental and Postpartum leave.
 - 2. Failure to return to work may result in the employee being required to repay the employer's share of health premiums paid during the leave period.
- G. Job Protection: Parental and Postpartum Leave is protected under applicable state and federal laws. The employer will make reasonable efforts to reinstate employees to their previous position or an equivalent position upon their return from leave.

23.5. BEREAVEMENT LEAVE

The District will grant bereavement leave for three (3) days with pay following the death of a member of the employee's immediate family. The immediate family means relatives of the employee including in-laws, step-relatives, or equivalent relationship as follows:

- A. Spouse
- B. Parents
- C. Siblings
- D. Children, including unborn or stillborn
- E. All levels of grandparents
- F. All levels of grandchildren

It is recognized that in certain unusual instances, the death of some family member or person other than those described above could create a hardship situation on the employee if they were not granted bereavement leave. Situations of this unusual type should be brought to the attention of the general manager by the employee's department head. A final decision regarding bereavement leave will be rendered by the general manager.

Any bereavement leave must be approved by the department head of the affected employee and the time off documented in the employment file.

Any abuse of this policy may be grounds for disciplinary actions up to and including termination of employment.

23.6. MILITARY LEAVE

When an employee is inducted into the armed forces, the employment file shall show "leave of absence – Military duty". When the employee is released from active duty and desires re-employment with the District, the employee shall be given consideration for rehiring in accordance with applicable law. Re-employment shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act then in force.

If the employee has a reserve military training obligation, the employee may be required to spend time each year on full-time training duty. Employees are expected to use their vacation for this training period. If the employee does not have enough vacation time, the employee will be paid the difference between the service pay and District pay.

23.7. JURY DUTY

Jury duty occasionally calls an employee to appear in court. If an employee is required to serve on a jury or appear as a potential juror, the District will continue the employee's pay for five (5) days. The employee should report for work on any business day or hour that the jury is not in session. Pay for jury duty extending beyond five (5) consecutive days must be reviewed by the General Manager. If an employee volunteers their services for jury duty, they must use vacation time.

All time off must be cleared with the employee's department head.

23.8. VOTING TIME

On Election Day the District will close its office at 5:00 p.m. to allow employees ample time to vote. Additional time off to vote may be provided if needed.

23.9. UNIFORM ALLOWANCE

For the purpose of limiting exposure of employees and their families to hazards of employment, the District provides clothing from a commercial linen service for those employees assigned to the lines maintenance, inspection, and location activities. There is no cost to the employee for this service; however, responsibility for usual care and accounting for items is required.

Employees assigned to the lines maintenance, inspection, and location activities are required to wear safety shoes with approved steel toe protection. The District will contribute up to \$an amount set by the general manager each year toward the purchase of the required safety shoes or other equipment as approved by the department head and general manager.

23.10. RETIREMENT

The District participates in the Utah Retirement Systems (URS) retirement plan. All District employees who are regularly scheduled to work at least 30 hours per week and who receive benefits are eligible to participate in the plan, subject to all URS eligibility rules.

A. Purchasing Future Years of Service: The District offers eligible employees who participate in the URS retirement plan the option of purchasing future years of service toward their retirement benefits.

1. Eligibility:

- a. Must be an active member in the Public Employees Contributory or Noncontributory Retirement System **and** have 25 years of service **or** be age 65 with five years of service.
- b. The employee must actually retire from service and cannot be rehired back into another position at the District.

The employee (or jointly with District) may purchase up to five years, with an employer participation cap of 30 years for Tier 1 enrollment and 35 years for Tier 2 enrollment. At a minimum, the number of years of service credit you purchase must be enough to allow you to retire without an early age reduction.

2. Cost of Purchasing Years of Service is based on the following Retirement Tiers

Tier 1	District %	Employee %	Tier 2	District %	Employee %
1 Year	90%	10%	1 Year	92%	8%
2 Years	86%	14%	2 Year	89%	11%
3 Years	82%	18%	3 Year	86%	14%
4 Years	78%	22%	4 Year	83%	17%
5 Years	74%	26%	5 Year	80%	20%

The employee must pay their portion in full before the employee's retirement date.

3. Process for Purchasing Service Credit(s):
- a. The employee must submit a written request to District management 180 days before the proposed retirement date.
 - b. The employee must contact URS requesting an application for Purchase of Future Service Credits within 90 days prior to the proposed retirement date.
 - c. The employee must submit the actual costs to the District in writing 15 days prior to the retirement date.
 - d. Employees must make arrangements to roll over funds from an eligible plan prior to the retirement date.

Purchasing future years of service credit may be an effective way for URS members to increase their retirement benefits. However, members must carefully consider the cost and eligibility requirements before making the decision to purchase service credit.

The Purchase of Future Service Credits is available to all qualifying employees of the District.

23.11. INSURANCE

New employees are eligible for medical, dental, and vision coverage on the first day of the month following their hire date.

As a significant benefit to each employee the District may pay a percentage up to the entire premium for medical, dental, vision, life and disability insurance for each employee working a regular schedule of at least 30 hours a week. Spousal and Family coverage for certain of these benefits is available on a cost-sharing basis with the employee as set periodically by the Board of Trustees. A description of coverage and participation is described in the current summary plan booklets.

The employee must pay all insurance premiums if they take a leave of absence.

Health Insurance Premiums, including family coverage, will be paid for up to one (1) year for any employee who qualifies for and receives disability payments.

A. Health Savings Account (HSA) Funds Allocation Substitution for Employees Receiving VA Benefits

The District seeks to provide equitable benefits to employees who are unable to receive HSA funds due to receiving non-high deductible VA benefits. This substitution allows eligible employees to still benefit from tax-advantaged retirement savings through a Roth IRA.

The following outlines the procedures for substituting the allocation of Health Savings Account (HSA) funds from the employer to a Roth IRA in the event that an employee is not eligible to receive HSA funds due to receiving Veterans Affairs (VA) benefits that are not part of a high deductible health plan.

1. Eligibility Criteria: Employees who are eligible for HSA contributions under the current year health and benefits plan but are unable to receive contributions due to receiving VA benefits that are not part of a high deductible plan required by the IRS.
2. Substitution Process: Eligible HSA funds for Single, Double, and Family plans will be deposited into an employee's Roth IRA with Utah Retirement Systems (URS) equal to the amount they would have been allocated to the employee's HSA.
3. Communication: The District's HR manager or relevant personnel will communicate with eligible employees to inform them of the substitution process and timeline of deposits.

23.12. EMPLOYEE EDUCATION ASSISTANCE PROGRAM

It is the intention of the District to help employees improve their job skills. To assist employees in the pursuit of continuing education, the District may provide financial assistance for the following programs or courses:

- A. Associate's, bachelor's, or master's degree programs which are directly applicable to an established career position at the District, as determined by the general manager.
- B. Courses required for the completion of a degree.
- C. Individual courses that will enhance the employee's skills in a current job or prepare the employee for another established job within the District. This may include certificate programs or individual classes for continuing education if a letter grade or pass/fail is issued upon completion of the course.

The annual reimbursement amount is based on a calendar year if funds are available in the District's budget and is offered to employees who meet the following criteria:

- A. The employee must be employed by the District in a full-time position, as defined in the District's Employment Policies Manual for a minimum of twelve (12) consecutive months;
- B. The employee must submit an education plan in writing to their department head and District management for approval, prior to obtaining or furthering their education or degree if assistance is being requested.
- C. When classes are completed, the employee must give their department head and District management a copy of the employee's transcript along with copies of receipts for tuition, fees, books, and supplies.
- D. Eligible education costs include tuition, fees, books, supplies, and equipment necessary for the class, and fees for the purpose of testing. Costs for supplies the employee may keep after the course (such as computers, calculators, software, tools, etc.) are not eligible for reimbursement.
- E. In some cases, it will be a benefit to the District and the employee to give the Employee time off in place of reimbursement. There is a limit of ten (10) working days if this option is taken. All other requirements are applicable to this option.
- F. Based on the employee's grades, the District will reimburse the employee for all or part of the eligible educational expenses in an amount not to exceed \$3,500.00 per calendar year. The District will reimburse up to 100% of the eligible educational expenses if the employee receives a passing grade of an A, B or C grade. Grades of D or F are not reimbursable.
- G. Any employee who receives a reimbursement will be expected to continue employment with the District beyond the reimbursement date. If the employee terminates employment with the District for *any* reason within twelve (12) months after the reimbursement, the employee must repay the total reimbursement amount to the District and/or it will be deducted from the employee's final paycheck. Final paycheck deductions will also comply with State and Federal law.
- H. An employee who receives grants, scholarships, Veteran's Administration benefits or other educational financial aid must completely utilize these funding sources prior to receiving any District assistance funds.

23.13. FITNESS ALLOWANCE POLICY

The District seeks to promote employee wellness and encourage a healthy lifestyle while mitigating potential risks associated with on-site activities. This policy aligns with our commitment to supporting the well-being of our employees.

The following outlines the terms and conditions for providing a monthly fitness allowance to employees in place of having a gym on-site. This policy is for those full-time employees

who wish to attend a local gym, along with a hold harmless statement to indemnify the employer in the event of any issues related to gym attendance.

- A. Fitness Allowance Eligibility: All regular full-time employees are eligible to receive a monthly fitness allowance of \$10.00 per month to support their attendance at a local gym. The general manager may approve this allowance for other facilities or activities on a case-by-case basis.

- B. Reimbursement Process:
 - 4. Employees must submit valid proof of gym membership, such as a receipt or membership statement via email or hardcopy, to the HR manager monthly.
 - 5. The allowance will be disbursed to eligible employees in their next paycheck following the submission of proof.

- C. Local Gym Criteria:
 - 1. The local gym must be a reputable fitness facility with regular operating hours and appropriate safety measures.
 - 2. Attendance must be outside of working hours.

- D. Hold Harmless Statement: In consideration of receiving the fitness allowance, employees hereby agree to indemnify, release, defend, and hold harmless the District, its officers, employees, and agents from any claims, liabilities, damages, or expenses related to their attendance at a local gym.

- E. Tax Implications: Employees are responsible for understanding and complying with any tax implications related to receiving the fitness allowance. The allowance will be considered taxable income.

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CHAPTER 24 – FAMILY AND MEDICAL LEAVE ACT (FMLA)

24.1. GENERAL POLICY

- A. The Family and Medical Leave Act of 1993 requires many employers, including “public agencies” to provide up to a total of twelve (12) work weeks of unpaid leave during a rolling twelve (12) month period measured from the date on which an employee uses any FMLA time for the first time for “eligible” employees at the time of the birth or adoption of a child or at the time of a serious health condition affecting the employee or a family member.
- B. A single “public agency” is further defined under the Federal Labor Standards Act to include Mt Olympus Improvement District.
- C. A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a medical facility or continuing treatment by a health care provider.
- D. “Intermittent leave” or a “reduced leave schedule” for medical reasons can be taken under this policy “when medically necessary”. Intermittent leave or a reduced leave schedule to care for a new child can be taken only if the employee and the District mutually agree to that arrangement.
 - 1. Intermittent leave is leave that is not taken consecutively.
 - 2. A reduced leave schedule is a leave schedule that reduces the usual number of hours per work week or hours per workday.

24.2. ELIGIBILITY

To be “eligible” for FMLA leave, an employee must:

- A. Have been employed for at least twelve (12) consecutive months by the employer.
- B. Have been employed for at least one thousand two hundred fifty (1,250) hours of service with that employer during the previous twelve (12) months.

Family and Medical Leave will be granted to eligible employees for the following reasons:

- A. Family Leave of up to twelve (12) weeks for the birth of the employee’s child;
- B. Family Leave of up to twelve (12) weeks for the placement of a child with the employee for adoption or foster care;
- C. Medical Leave of up to twelve (12) weeks to care for a spouse, child, or parent with a serious health condition requiring the care of a professional health care provider;
- D. Medical Leave of up to twelve (12) weeks due to the employee’s own serious health condition that makes it impossible for the employee to perform the functions of their own job.

- E. Military Exigency Leave of up to twelve (12) weeks to deal with exigencies resulting from a Federal Contingency Act; or
- F. Military Caregiver Leave of up to twenty-six (26) weeks to care for a covered military family member who is injured in the line of duty.

24.3. LEAVE OPTIONS

The employee must use all sick and vacation hours before they take leave without pay. Paid sick and vacation hours will run concurrently with unpaid leave time including FMLA time.

24.4. NOTICE AND MEDICAL CERTIFICATION REQUIREMENTS

When an employee notifies the District of their request for FMLA leave, the District will provide the employee with a Notice of Eligibility and Rights & Responsibilities for Family and Medical Leave Form (Form WH-381 - Exhibit #IV attached to the end of this Manual). The District may require the employee to provide advanced leave notice and medical certification. Employees who are required to provide medical certification will use a Certification of Health Care Provider for Employee's Serious Health Condition for Family and Medical Leave Form (Form WH-380-E - Exhibit #V attached to the end of this Manual). Employees who are required to provide medical certification for a family member will use a Certification of Health Care Provider for Family Member's Serious Health Condition for Family and Medical Leave Form (Form WH-380-F - Exhibit #VI attached to the end of this Manual). Additionally, FMLA leave may be denied if the following requirements are not met:

- A. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable". When this is not possible, the employee should provide such notice as is possible.
- B. The employee may be required to provide the employer with medical certification to support a request for FMLA leave because of a serious health condition. If the employer requires a second or third medical opinion, the cost of the visits will both be at the employer's expense.
- C. If the leave has been for the employee's own serious medical condition, a fitness for duty report is required before an employee returns to work with the employer.

24.5. BENEFITS AND EMPLOYMENT STATUS

- A. During the FMLA leave, the employer must maintain the employee's health benefits coverage under any "group health plan" that the employee has with the employer.
- B. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's FMLA leave. However, no seniority or other benefits will accrue during the FMLA leave. Vacation pay will be accrued on a pro-rata basis.

- C. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

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CHAPTER 25 – AMERICANS WITH DISABILITIES ACT

25.1. BACKGROUND

Title I of the Americans with Disabilities Act (ADA) prohibits an employer from discriminating against qualified individuals with disabilities in their recruitment, hiring, promotion, training, lay-off, pay, firing, job assignments, leave, benefits, and all other employment-related activities. The ADA also makes it unlawful for an employer to discriminate against an applicant or an employee, whether disabled or not, because of the individual's family, business, social or other relationship or association with an individual with a disability. Additionally, the ADA prohibits an employer from retaliating against an applicant or employee for asserting their rights under the ADA.

25.2. PURPOSE

The purpose of this policy is to provide general guidance with respect to compliance with the provisions of the ADA as may be necessary with respect to the provision of reasonable accommodations to the known physical and mental limitations of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship. Another policy purpose is to provide guidance in determining types of reasonable accommodations that qualified individuals with a disability, as defined by the ADA, may require, and to implement a procedure to document inability to provide an accommodation due to undue hardship. The specific provisions of the ADA must be consulted regarding individual cases involving the District. If there is a conflict between this Chapter and the ADA, the relevant term or provision of the ADA will control.

25.3. DEFINITIONS

- A. Administrators. The General Manager, Assistant General Manager, and Trustees.
- B. Department Head. The person or persons supervising employees of the District, including the Operations Manager, Engineer, and the Controller.
- C. Disabled Individual. A person having a physical or mental impairment that substantially limits a major life activity; a person having a record of such impairment; or a person being regarded as having such an impairment.
- D. Essential Functions. The basic job duties that an employee must be able to perform, with or without reasonable accommodation. Fundamental job tasks as opposed to marginal, not critical and not frequently performed job functions.
- E. Light or Restricted Duty. A temporary adjustment of job tasks or duties which an employee is physically or mentally unable to perform due to a temporary disability.
- F. Major Life Activity. Activities that an average person can perform with little or no difficulty such as walking, hearing, seeing, speaking, breathing, performing manual tasks, learning, caring for oneself, standing and working.

- G. Mental Impairment. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- H. Physical Impairment. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine.
- I. Qualified Individual with a Disability. A person who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position held or desired and who, with or without reasonable accommodation, can perform the essential functions of the position.
- J. Reasonable Accommodation. Any change in the work environment or in the way things are customarily done that would enable an individual with a disability to perform the essential functions of the position sought without creating undue hardship for the organization.
- K. Substantial Limits. A physical or mental impairment that affects the duration, extent and manner in which a major life activity is performed.
- L. Undue Hardship. An accommodation that would be unduly costly, extensive, substantial or disruptive, or one that would fundamentally alter the nature or operation of business when considered in the light of factors such as employee's size, financial resources, and the nature and structure of its operation.

25.4. HIRING PROCEDURE

- A. The general manager, the assistant general manager, and all others responsible for hiring shall provide reasonable accommodations to applicants with a disability in the application, interview, and examination process. These accommodations may include providing assistance in filling out the employment application, rescheduling the examination or interview, reading the test to the applicant, providing interpreters, visual aids, enlarged print, extended time limits, etc.
- B. All requests will be reviewed on a case-by-case basis, and decisions will be based on the type of request, the applicant's disability, and the nature of the job.
- C. The District shall not ask whether an applicant has a disability or inquire as to the severity of the disability.
- D. The general manager or assistant general manager shall have a current job description on file which identifies the essential functions of a position before a vacancy is advertised or filled.
- E. Administrators shall inquire whether the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodations.

- F. After a job offer is made and prior to the commencement of the employee's duties, the District requires that, as with all prospective employees, the disabled employee obtain a medical examination and drug and alcohol screen test. The employee's job offer is conditioned on the results of the medical examination; however, the employee will be excluded because of the existence of a disability only if there is no reasonable accommodation that makes it possible for the applicant to perform their essential job functions. The results of the medical examination will be kept confidential and will be maintained in a separate medical file.

25.5. REASONABLE ACCOMMODATIONS IN THE WORKPLACE

The District supports the disabled and work to provide opportunities. Reasonable accommodations shall be provided to an employee with a disability who can perform the essential functions of the position held, unless the District can demonstrate undue hardship. Reasonable accommodations are required to ensure equal employment opportunity and to enable the disabled employee to perform the essential functions of the job, and to enable the disabled employee to enjoy benefits and privileges equal to that of non-disabled employees. Through the interactive process, the general manager or assistant general manager may inform the employee of the availability of accommodations and provide the individual with the opportunity to voluntarily suggest reasonable accommodations. It shall be the responsibility of the employee with a disability to request the type of accommodations necessary to perform the essential functions of the job. Reasonable accommodations may include:

- A. Restructuring the job (elimination of non-essential tasks, reassignment of work among co-workers, designing additional procedures for task accomplishment, etc.).
- B. Part-time or modified work or break schedules.
- C. Making facilities used by employees accessible to and usable by people with disabilities (for example, removing architectural barriers, modifying workplace lighting, using white-noise mechanisms, noise abatement, etc.).
- D. Acquiring or modifying equipment or devices like keyboards or computer pointing devices (mouse).
- E. Reassigning or transferring an employee to a vacant position.
- F. Adjusting or modifying examinations, training materials, or policies.
- G. Providing readers or interpreters.
- H. Job restructuring
- I. Providing additional unpaid leave of absence.
- J. Notwithstanding the foregoing, administrators are not required to lower performance standards to make an accommodation. Disabled employees are required to follow rules, policies, procedures, and standards that others are required to adhere to in the work environment. Any accommodation that would pose a

significant health or safety risk to the applicant, employees, or others in the workplace is not reasonable.

25.6. SAFETY AND SECURITY

Employee safety is the District's main concern. The District's goal is to create an environment at work where employees proactively prevent unsafe situations such that the District's employees work safely in order to return safely to their families on a daily basis.

It is the District's commitment to maintain a safe environment and work area in compliance with federal, state, and local safety regulations. Employees are expected to follow all safety rules and to exercise caution and proactive safety measures in all work activities. If any unsafe working conditions are observed, the employee is to report the matter to the Department Head immediately. Any injury, illness, or accident experienced at work, regardless of the seriousness of the injury, illness, or accident, which occurs on the job must also be reported immediately to the department head.

Maintaining a safe work environment for all employees is critical to the success of each of us individually and in turn the success of the District. These guidelines have been created with the employee in mind. The District expects each employee to be familiar with the safety guidelines and the emergency response steps.

Every employee plays a critical role in keeping the District and the areas within the District's boundaries safe places to work. We require that employees are vigilant in being aware of the environment to identify and quickly report any safety concerns as they arise.

25.7. TRANSFERS/REASSIGNMENTS

In cases where an employee is unable to continue performing the essential job functions even with accommodations, due to a permanent disability, Administrators may have thirty (30) days in which to attempt to transfer or reassign the employee to a vacant position in which the individual can meet the essential job functions.

- A. The employee may be placed on a leave of absence without pay while the department head attempts to place the employee in another position.
- B. Department heads who are unable to reassign or transfer a disabled employee shall notify the general manager or assistant general manager immediately. The general manager or assistant general manager may take an additional sixty (60) days to evaluate the vacancies available in the District in an effort to identify a position for which the employee may qualify and where the disability can be reasonably accommodated. During this period of time, the employee shall continue to be on leave without pay.
- C. If, in the judgment of the general manager or assistant general manager, a position is available for which the employee qualifies, the assistant general manager, in consultation and with the consent of the general manager and the department head wherein the vacancy exists, will effectuate a transfer.

- D. If a position is not found within the District, the employee will be separated from employment. An employee in this circumstance will be eligible to re-apply for open positions within the District in the future in the event they are released to full duty. The general manager or assistant general manager shall notify the terminated employee of any job openings that become available within the next thirty (30) days following the separation of employment.

25.8. COSTS

- A. The cost of reasonable accommodation shall be borne by the District. An example of a reasonable cost might be a new keyboard or noise-cancelling headphones.
- B. Applicants or employees with a disability who voluntarily offer to contribute toward the expense of an accommodation may be allowed to do so.
- C. Applicants or employees with a disability who wish to bring to the work environment equipment or devices that facilitate performing the essential job functions may be allowed to do so, unless the equipment or device is unreasonably or extraordinarily disruptive.

25.9. UNDUE HARDSHIP

Before an applicant or an employee is denied an employment opportunity because the accommodation required would pose an undue hardship, the District must consider the following:

- A. The nature and cost of the accommodation.
- B. The impact of the accommodation on the facility.
- C. The impact of the accommodation on other employees' abilities to perform their duties.
- D. The impact of the accommodation on the District's ability to conduct business or provide services.
- E. The financial resources of the District.
- F. The effect on expenses and resources.
- G. The District's operation, function and structure.

If the cost causes the undue hardship, the District will consider whether funding for an accommodation is available from an outside source, such as a vocational rehabilitation agency, and if the cost of providing the accommodation can be offset by state or federal tax credits or deductions. The District will also give the applicant or the employee with a disability the opportunity to provide the accommodation or pay for the portion of the accommodation that constitutes an undue hardship. If a particular accommodation would be an undue hardship, the District will try to identify another accommodation that will not pose such a hardship.

25.10. UNDUE HARDSHIP DOCUMENTATION

When the District is unable to provide an accommodation, the department head and the general manager or assistant general manager shall document the District's inability to provide the accommodation.

- A. A letter/memorandum which follows the considerations outlined in Section 25.9 shall be submitted to the general manager by the department head within five (5) working days of having informed the applicant or employee of the District's inability to provide the accommodation.
 - 1. Department heads shall document that they provided consultation with the individual requesting an accommodation. Department heads shall consult with the general manager or assistant general manager before a request for an accommodation is rejected in order to assess the reasonableness of the denial and verify that resources available to the District have been explored.
 - 2. A copy of the documentation shall be retained by the HR manager and shall be made available to the applicant or employee for review.
- B. Upon notifying an applicant or employee of the District's inability to provide the requested accommodation, the applicant or employee shall be provided a copy of the complaint procedure set forth in Section 25.11.

25.11. COMPLAINT PROCEDURE

- A. Public Complaints. Any member of the public can file a claim under the Utah Governmental Immunities Act, Utah Code, Title 63G, Chapter 7 (the "UGIA") regarding accessibility to buildings, employment, programs, services, or activities of the District, pursuant to the UGIA.
- B. Employee and Job Applicant Complaints. Employees and job applicants may file a complaint with the general manager, the assistant general manager, or the department head of the department in which the employee or job applicant is or may be employed. Upon receipt of a written or oral complaint by a department head, the department head shall immediately notify the general manager and/or the assistant general manager.
- C. Reasonable Efforts. Reasonable efforts shall be made to internally resolve complaints at the department head level. A complaint not resolved at the department head level shall be referred to the general manager.
- D. Inquiry. In cases where a complaint is not resolved at the department head level, or the complainant is not in agreement with the proposed resolution, the general manager or the assistant general manager shall conduct an inquiry into the issues raised.
 - 1. The general manager or the assistant general manager will have thirty (30) calendar days in which to conduct an inquiry and prepare a report.

2. Confidentiality shall be protected to the extent possible under the law.
 3. Copies of the report shall be forwarded to the complainant, the department head and the general manager and the assistant general manager.
 4. The complainant may appeal the department head's or assistant general manager's report to the general manager, who may conduct a hearing or otherwise attempt to resolve the matter.
- E. No person filing a complaint under this policy, no person named in the complaint, and no person who legitimately assists another in the prosecution of such a complaint shall be subjected to retribution of any kind for doing so. Retaliation may consist of but is not limited to open hostility; exclusion or ostracism; special or more closely monitored work performance; demotion; suspension; or assignment to demeaning duties not otherwise performed during the regular course of the employee's duties. Any employee engaging in prohibited retaliatory activities shall be subject to disciplinary action.

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CHAPTER 26 – RESPECT IN THE WORKPLACE – HARASSMENT PREVENTION

The District is committed to providing a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The District expects that all relationships and communication among persons in the workplace will be appropriate and free of bias, prejudice, and harassment. Harassment is defined as conduct that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. This would include but not be limited to harassment, threatening or offensive conduct directed toward a person's sex, race, age, disability, religion, national origin, sexual orientation, gender identity, veteran's status or any other personal trait protected under federal, state, or local laws.

The District prohibits and will not tolerate any such discrimination or harassment and will actively enforce the policy against harassment. The policy applies to all conduct on the District's premises or within the District's boundaries by any Officer, Department Head, Manager, Co-worker, Vendor, Client, or Customer and to all conduct off the District's premises that affects an employee's work environment. The District considers violation of this policy a serious offense that will lead to discipline, up to and including immediate termination of employment.

26.1. DEFINITIONS OF HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- A. Unwanted sexual advances or requests for sexual favors;
- B. Sexual jokes and innuendo;
- C. Verbal abuse of a sexual nature;

- D. Commentary about an individual's body, sexual prowess, or sexual deficiencies; inappropriate comments about one's own body;
- E. Leering, catcalls, or unwanted/overt touching;
- F. Physically blocking movements or impeding foot travel;
- G. Insulting or obscene comments or gestures;
- H. Display or circulation of sexually suggestive objects or pictures (including through e-mail, texts, posts);
- I. And other physical, verbal, or visual conduct of a sexual nature.
- J. Quid Pro Quo - offers of any employment benefits in exchange for sexual favors.
- K. Retaliation for refusal of advances.

Sex based harassment, that is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males), may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, national origin, age, disability, sexual orientation, gender identity or any other characteristic protected by law and that:

- A. has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- B. has the purpose or effect of unreasonably interfering with an individual's work performance; or
- C. otherwise adversely affect an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- A. epithets, slurs, or negative stereotyping;
- B. threatening, intimidating, or hostile acts;
- C. denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward individuals or groups (including through e-mail).

26.2. INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants and employees, and expressly prohibit harassment, discrimination, and/or retaliation whether engaged in by fellow employees, by a

department head or manager, or by someone not directly connected to the District (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

26.3. RETALIATION IS PROHIBITED

The District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment.

26.4. REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

The District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe are contrary to this policy or who have concerns about such matters should, if possible, file their complaints with the department head or general manager before the conduct becomes severe or pervasive. Details such as dates, times, places, and witnesses, if any, to the harassment would be useful information to discuss with the department head or general manager. Individuals should not feel obligated to file their complaints with their immediate department head before bringing the matter to the attention of one of the persons identified above.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to follow this complaint procedure. An employee's failure to fulfill this obligation could affect their rights in pursuing legal action. Also, please note that federal, state, and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid, constructive, and corrective action can be taken. The District will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that their behavior is unwelcome and/or offensive and requesting that it be discontinued.

26.5. THE INVESTIGATION

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially by the department head or general manager or other designee. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the process to the extent consistent with a proper and adequate investigation and appropriate corrective action.

Authority for the final resolution of all charges and determining appropriate sanctions rests with the general manager.

26.6. RESPONSIVE ACTION

Misconduct constituting harassment, discrimination, or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination of employment, as the District believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to the District's general manager and, if the appeal is subsequently denied by the general manager, to the Board of Trustees.

Individuals with questions or concerns about these policies should talk with the department head or the general manager.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the District prohibit disparate treatment based on sex or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

CHAPTER 27 – CRIMINAL ACTIVITY/ARRESTS

Involvement in criminal activity, whether on or off District property, during employment may result in disciplinary action up to and including termination of employment. Disciplinary action depends upon a review of all factors involved, including whether the employee's action was work-related, the nature of the act, or circumstances which adversely affect attendance, performance, or company reputation. Disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled following an arrest may lead to disciplinary action regarding violations of our attendance policy. Disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other credible source.

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CHAPTER 28 – PREVENTION OF VIOLENCE / ZERO TOLERANCE

The District believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in the District's business and there will be zero tolerance regarding proven acts of violence. Violence is not an effective solution to any problem. Neither threats of violence nor fighting will be tolerated. Furthermore, if an employee has a problem that is creating stress or otherwise making the employee agitated, the employee should immediately discuss the problem with their department head.

Employees are expected to immediately report to their department head any violation of this policy. Any employee found threatening another employee and or fighting will be subject to disciplinary action, up to and including termination.

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CHAPTER 29 – NON-FRATERNIZATION

Dating, request for dates and/or personal relationships between management and persons within their scope of influence are prohibited. If an employee is unsure if they fall within the scope of influence of another person, contact the general manager or their designee for clarification. Failure to comply with this policy will result in disciplinary action up to and including termination. If a relationship develops between non-management employees or employees who are peers, the employees involved should communicate the relationship to the general manager or their designee.

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CHAPTER 30 – SOCIAL MEDIA POLICY

The District recognizes the growing importance of online social media networks as a communication tool. This policy addresses employees' use of such networks, including personal websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other kind of social media. The District respects the right of employees to use these mediums during their personal time. Use of these mediums during District time or on District equipment, however, is prohibited.

The District takes no position on employees' decision to participate in the use of social media networks. In general, employees who participate in social media are free to publish personal information without restriction by the District. Employees must avoid, however, posting information that could harm the District using the guidelines set forth below.

All employees are responsible for maintaining the District's positive reputation and under no circumstances should employees present the District to the public in a manner that diminishes its standing within the community. Instead, employees are responsible for presenting the District in a manner that safeguards the positive reputation of themselves, as well as the District's employees, Managers, and Trustees.

If an employee chooses to identify themselves as a Mt. Olympus Improvement District employee on any social media network, they must adhere to the following:

- A. Employees are required to state in clear terms that the views expressed on any social media network are the employee's alone and that they do not necessarily reflect the views of Mt Olympus Improvement District.
- B. Employees are prohibited from disclosing information on any social media network that is confidential to Mt Olympus Improvement District or to a third party that has disclosed information to the District.
- C. Employees are prohibited from displaying the Mt Olympus Improvement District logo on any social media network without permission from the District. Also, they should not post images of co-workers without the co-workers' consent. Finally, employees are prohibited from posting any nonpublic images of District premises and property.
- D. Employees are prohibited from making statements about the District, their co-workers, its customers, competitors, agents, or partners without first obtaining the written consent of the general manager.
- E. Employees are prohibited from acting as a spokesperson for the District or posting comments as a representative of the District.
- F. Employees are prohibited from sharing any communication that is or may be construed as sexual harassment, unfounded accusations, or remarks that would contribute to a hostile work environment (racial, sexual, religious, etc.), or any behavior not in accordance with the policies contained in this Manual.

Employees may be required to disclose annually during a performance review to the District whether or not they have a personal web site or web log.

Employees who participate in social media may still decide to include information about their work at the District as part of their personal profile, as it would relate to a typical social conversation. This may include:

- A. Work information included in a personal profile, to include District name, job title, and job duties.
- B. Status updates regarding an employee's own job promotion.
- C. Personal participation in Mt Olympus Improvement District sponsored events, including volunteer activities.

An employee who is responsible for a social media posting that fails to comply with the guidelines set forth in this policy or that otherwise causes harm to the District may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or proprietary District information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media. Further, employees may be liable for monetary damages for such disclosure.

Anything posted on an employee's web site or web log or other Internet content for which the employee is responsible will be subject to all District policies, rules, regulations, and guidelines. The District is free to view and monitor an employee's website or web log at any time without consent or previous approval.

Finally, employees should let their department head know if they encounter incorrect information about the District that might randomly appear online. Employees themselves should not attempt to correct any such information that appears online.

CHAPTER 31 – INTERNET USE AND RELATED TECHNOLOGY

The District may provide Internet services for use by employees to assist them in performing their jobs. Use of the Internet by District employees should be for business purposes. Any use of the Internet by District employees for personal purposes must be during non-working time and tempered with common sense and good judgment.

The computer system and all information stored on the system belong to the District. Employees do not have any individual privacy rights on the system and should not have any expectation of personal privacy in anything they create, store, send, or receive on the computer system. The District has the right to monitor all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring files created on the system, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.

The District may use software to identify inappropriate or sexually explicit Internet sites. In the event you nonetheless encounter inappropriate or sexually explicit material while on the Internet, immediately disconnect from the site, regardless of whether the site was subject to District blocking software. Contact a member of the management team if you inadvertently are directed to an inappropriate site.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of District policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the computer system.

Employees may not use the District's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged.

Files obtained from sources outside the District, including storage media brought from home; files downloaded from the Internet, bulletin boards, or other online service; files attached to email; and files provided by customers or vendors may contain dangerous computer viruses that may damage the District's computer network. Employees should never download files from the Internet, accept email attachments from outsiders; or use storage media from non-District sources, without first scanning the material with District-approved virus checking software. If you suspect that a virus has been introduced into the District's network, notify your department head or IT administrator immediately.

Use of the Internet via the District's computer system constitutes consent by the user to all of the terms and conditions of this policy. Violation of this policy may result in disciplinary action up to and including termination of employment.

32.1. WORK PRODUCTS, FILES, INTERNET, HARDWARE, AND SOFTWARE

All supplies, materials, and work products of an employee, including items purchased by the District, shall remain the property of the District after resignation, discharge, or layoff of that employee. The employee may retain any personal files, but work files and other papers shall remain with the District.

32.2. CONFIDENTIALITY

The employee agrees and acknowledges that they will have access to and utilize confidential and proprietary information and materials developed by the District in the solicitation, maintenance, and service of customers of the District and such confidential and proprietary information and materials, if revealed to and/or utilized by individuals and entities not employed by and/or affiliated with the District, would severely damage the District.

As a result, the employee agrees they will never, directly or indirectly, use, disseminate, disclose or transfer any confidential and proprietary information or materials to an outside entity or individual. Confidential papers shall be placed in locked cabinets or drawers when their user leaves the work area.

Employees must exercise care in protecting confidential documents when carrying them out of the facility or using them at home or elsewhere. Removable storage media containing information are always to be clearly labeled to indicate their contents. When confidential data are stored on any storage media, the data are to be encrypted using approved software.

All computers must be serviced by approved District technicians. If a computer system contains highly sensitive materials, it may be necessary to use a secure wipe or to replace the disk drive(s) containing such data rather than allow outside technicians to have access to the unencrypted data in the operating system swap files.

CHAPTER 32 – CELL PHONES

33.1. PERSONAL CELL PHONES

The use of a personal cell phone while at work may present a hazard or distraction to the employee and /or co-employees. Cell phone use while at work must be both safe and not disruptive to business operations. It is expected that when an employee is at work, they are doing the work of the District and not personal business.

33.2. CELL PHONES IN DISTRICT OWNED VEHICLES

The use of personal or business cell phones in a District owned vehicle is prohibited by the District unless a hand free device is used. If a hands-free device is not available, the vehicle must be pulled to the side of the road and stopped to receive or make any type of communication.

Mobile Phone Restrictions For Commercial Motor Vehicle Drivers. The Federal Motor Carrier Safety Administration (FMCSA) established rules governing the use of cell phones by commercial motor vehicle (CMV) drivers. FMCSA rules prohibit CMV drivers from using all types of handheld mobile devices. These devices include cell phones and smartphones. FMCSA outlines the term “use” and stipulates that prohibited actions include:

- Using at least one hand to hold a cell phone to make or receive a call.
- Dialing a cell phone by pressing more than one button.
- Reaching for a cell phone so the truck driver is no longer in an upright and seated position, or the seat belt no longer restrains the driver.

The District always encourages our employees to pull over and find a safe parking location while driving vehicles of the District. Safe work methods are the priority. Failure to follow the guidance provided may result in disciplinary action.

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CHAPTER 33 – DRUG FREE WORKPLACE

33.1. PURPOSE

The purpose of this Section of the Handbook is to outline the District's policies and procedures to insure a drug free workplace.

- A. Application. It is the policy of the District that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcoholic beverage in the workplace is expressly prohibited. District employees involved in any unauthorized use, possession, transfer, sale, manufacture, distribution, purchase or presence of drugs/alcohol or drug paraphernalia on District property or having reported to work with detectable levels of illegal drugs or alcohol will be subject to termination.
- B. Definitions. Except as otherwise indicated in the context, as stated in this Section, the following terms shall have the meanings stated:
1. Alcohol. The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols in methyl and isopropyl alcohol no matter how packaged or in what form the alcohol is stored, utilized, or found.
 2. BAC. Blood alcohol content.
 3. Controlled Substance. Marijuana (THC), cocaine, phencyclidine (PCP), opiates, amphetamines (including methamphetamine), and any other illegal or FDA Schedule I substances, or other substances which may only be legally obtained and used pursuant to a physician's prescription.
 4. Drug Paraphernalia. Objects used to manufacture, compound, convert, produce, process, prepare, test, analyze, pack, re-pack, store, contain, and/or conceal drugs or inject, ingest, inhale, or otherwise introduce a drug into the human body.
 5. Drugs – Unauthorized/Illegal. Narcotics, marijuana, hashish, cocaine, alcohol, and controlled substances or medication other than those sold to the public on a non-prescription basis or those prescribed to an employee by a duly licensed physician.
 6. Prescription Drugs. Those medications (containing drugs or other controlled substances) that are prescribed to an individual by an authorized physician, carried in the original container that is labeled by a licensed pharmacist and taken as directed.
 7. Positive Test. A test result showing a blood alcohol content of 0.02 or greater or the presence of any controlled substance in the test subject.
 8. Refusal to Submit to Testing. Failure to provide an adequate breath or urine sample without a valid and verified medical explanation or conduct by the

employee that clearly obstructs the testing process, after the employee has received notice or is otherwise aware that they are to be tested and a breath or urine sample is required.

9. Reasonable Suspicion. Knowledge sufficient to induce an ordinarily prudent and cautious person under the circumstances to believe that a prohibited activity is occurring.
10. Safety-Sensitive Position or Duty. Any position or duty requiring a commercial driver's license, or which is identified as being a safety-sensitive position as determined by a position analysis using the "Safety Sensitive Position Analysis" form.

C. Prohibited Conduct. Employees shall not use, be under the influence of, be in possession of, or be in such a condition as to test positive for alcohol or controlled substances while on duty, on District premises or in District vehicles. For purposes of this policy, an employee with a BAC of 0.02 or higher shall be deemed to be under the influence of alcohol. District premises include buildings, parking lots, grounds and vehicles owned by the District, property controlled by the District, or personal vehicles in use for District business.

1. Consequences. Any employee using, possessing or being on District premises under the influence of alcohol or illegal or illegally obtained substances shall be subject to termination. Employees are also responsible for managing their use of other legal and prescribed medications consistent with the effective performance of their job duties. Employees performing duties determined to be safety-sensitive are responsible for informing their physicians who prescribe medications of their job requirements to avoid potential problems.
2. Determination That a Position is Safety-Sensitive. The District has determined that all positions in the Lines department and the Engineering and Inspection department are safety-sensitive. The general manager, or a department head designated by the general manager, may conduct a safety-sensitive position analysis for any employment position. That analysis may be conducted as often as deemed necessary or appropriate by the general manager.
3. Supervision. Department heads are to be vigilant in watching for either alcohol or drug abuse which violates this policy. When a department head has reason to believe that an employee may have violated this policy, that department head is to notify the general manager of those suspicions. If deemed necessary by management, termination proceedings will be initiated.

33.2. MANDATORY TESTING

To achieve a drug-free workplace, employees and applicants shall be required to participate in alcohol and controlled substances testing:

- A. When an applicant has been extended a conditional offer of employment, but before beginning work;
- B. When there is a reasonable suspicion and cause to believe that the employee is in an impaired state;
- C. When there is a reasonable suspicion and cause to believe that the employee is violating laws or regulations applying to drugs or controlled substances;
- D. When the employee has been involved in an on duty-accident or unsafe work practice; and
- E. At random, on an unannounced basis in compliance with random drug testing rules for employees in safety-sensitive positions who fall under Department of Transportation regulations and the Omnibus Transportation Employees Testing Act.

33.3. NOTICE

Before performing any alcohol or drug test authorized by the Act, the driver or other employee occupying a safety-sensitive position must be notified, orally or in writing, that the test being administered is required by the Act.

33.4. APPLICANTS FOR EMPLOYMENT

The District requires a final applicant selected for a safety-sensitive position with the District to undergo an alcohol and drug screen test to detect the presence of alcohol and illegal drugs in the body. Refusal to take such a test shall be grounds for denial of employment. An applicant who tests positive for controlled substances or whose test detects a blood alcohol content (“BAC”) of 0.02 or higher will be denied employment with the District.

- A. **Change in Position.** The alcohol and drug testing requirements applicable to an applicant for employment shall apply equally to employees of the District occupying non- safety-sensitive positions who apply and are selected for a change to a safety-sensitive position.

33.5. EMPLOYEES – RANDOM TESTING

Employees assigned to safety sensitive positions or performing safety-sensitive duties are subject to random drug and alcohol tests.

- A. Reasonable Suspicion. When a designated department head determines that there is reasonable suspicion and cause to believe that an employee is using, is under the influence of, is in possession of alcohol or controlled substances, or is otherwise violating applicable laws and regulations, the employee shall be subject to drug and/or alcohol testing.
- B. Department Head Training. The required observations underlying reasonable suspicion testing must be made by a department head or official who has received

biannual training on the physical, behavioral, speech and performance indicators of alcohol and drug use. Reasonable suspicion testing cannot be conducted by the department head that makes the reasonable suspicion determination.

- C. Documentation. Observations underlying the reasonable suspicion testing must be documented in writing and signed by the department head or official making the reasonable suspicion determination within twenty-four (24) hours or before the results of the test are announced, whichever is later.
- D. Post-Accident Testing. When an employee has been involved in any on-duty accident the employee is subject to post-accident testing. The employee must remain readily available for such testing. If the employee does not remain available for testing, it may be deemed that the employee refused to submit to testing.
 - 1. Timing. An alcohol test must be administered within two (2) hours following the accident and, if it is not administered within two (2) hours following the accident, the District must prepare and maintain documentation explaining why the test was not administered within two (2) hours. The controlled substances test must be administered within thirty-two (32) hours following the accident. If tests were not administered within the required time periods, the District must maintain documentation stating why the alcohol test was not administered within a maximum of and not to exceed two (2) hours and why the controlled substance test was not administered within thirty-two hours (32) following the accident.
- E. Inspections. The District reserves the right to search District property, facilities or equipment, as well as employee lockers, vehicles or other personal effects if on District premises and conduct unannounced inspections of District owned property, workstations, equipment, desks, cabinets, etc. The District may seize any controlled substance and report the same to any law enforcement personnel.
- F. Methods of Detection. The District may utilize detection methods necessary for the enforcement of this policy including blood, urine, or other tests, and the use of electronic detection equipment and trained animals.
 - 1. Failure to Cooperate. Failure to cooperate with these detection methods or inspections or to timely submit to required testing is grounds for termination of employment.
- G. Limitations on Duties. Upon required testing due to an accident or reasonable cause, the employee tested shall not engage in the operation of any District equipment or engage in any employment-related duties which the department head deems dangerous to the employee or others or injurious to the District until the results of the tests are received and the employee is released back to work by the General Manager.
- H. Rehire and Return to Duty. If results of drug/alcohol tests indicate that an employee has violated this policy, the employee will be terminated and is eligible for rehire consideration should a position become available, provided the individual

completes any recommended rehabilitation program and the individual successfully passes a pre-employment drug/alcohol test.

1. Follow-up Testing. Any individual who is rehired and is returning to a safety-sensitive position after tests show that the employee engaged in prohibited conduct shall be subject to unannounced follow-up alcohol and/or drug tests according to the following guidelines:

- a. The employee will be subject to a minimum of six (6) unannounced drug/alcohol tests during the twelve (12) months following their rehire.
- b. A substance-abuse professional may require additional testing for a maximum period of sixty (60) months from the date the employee is rehired.
- c. Follow-up alcohol tests may only be conducted while the employee is performing, just before the employee is to perform, or just after the employee has ceased performing safety-sensitive functions, such as operating large machinery, vehicles, or heavy equipment.
- d. Follow-up drug tests may be conducted any time the employee is on duty.
- e. Failure to submit to follow-up testing may result in termination of employment.

I. Rehabilitation. The District encourages employees to enroll in counseling or rehabilitation programs. Employees may be permitted to take a leave of absence, consistent with existing District policies, to seek professional help pursuant to an approved program for alcoholism or drug abuse. Such leave of absence must be requested prior to the commission of any act subject to disciplinary action under this policy.

1. Conditions to Continued Employment. An employee will be required to sign a document agreeing to the following conditions in order to remain employed with full rights and benefits while undergoing evaluation or treatment:

- a. Any employee for whom treatment is recommended will be responsible for all costs not covered by insurance. The employee will be required to use accrued comp-time, vacation, then sick leave until all leave is expended. The District will pay the employee's benefit package during the allotted treatment time, for up to a maximum of three (3) months, but not wage supplements during this time.
- b. If a required treatment or rehabilitation program involves confinement, the District may choose to hold the employee's

position for the determined length of the treatment allowing the employee to be restored to their former position upon successful completion of the substance abuse rehabilitation.

- c. Each incident will be reviewed on a case-by-case basis.

33.6. RECORD RETENTION

Subject to the requirements of Chapter 10 of the District's Administrative Policies and Procedures Manual, and the Government Records Access and Management Act ("GRAMA"), records related to drug and alcohol testing may not be released unless authorized by law and, except as otherwise required by law, the release is expressly authorized by the subject of the test. Records relating to post-accident testing must be made available to the National Transportation Safety Board when requested as part of an accident investigation. Records relating to drug and alcohol testing will be made available in accordance with the requirements of law to the Secretary of Transportation, any Department of Transportation agency and state or local officials with regulatory authority over the District or the test subject. A test subject is entitled, upon written request, to obtain copies of any records related to the subject's use of or testing for drugs and alcohol. Records will be provided to a subsequent employer or other identified person upon receipt by the District of a written request from the subject of the test.

- A. Time Periods. Subject to the requirements of GRAMA, records must be maintained by the District for the following time periods:
 - 1. Five (5) years: alcohol tests with results showing an alcohol concentration of 0.02 or greater; drug tests with verified positive results from controlled substances; documentation of refusal to take a drug or alcohol test; documentation of calibration of evidential breath testing devices; employee evaluations and referrals for rehabilitation; and annual calendar year summaries.
 - 2. Two (2) years: records related to the drug and alcohol collection process (except calibration of evidential breath testing devices) and training records.
 - 3. One (1) year: records of negative and canceled drug tests and records of alcohol tests showing a BAC of less than 0.02.

33.7. FEDERAL REQUIREMENTS

This Section has been promulgated, in part, to satisfy the requirements of the Omnibus Transportation Employees Testing Act of 1991 and applicable rules of the Department of Transportation. In the event of any conflict between this Section and any applicable federal statute or regulation, or any applicable state law or regulation, the applicable federal or state statute, law or regulation, including amendments, shall control.

33.8. POOL TESTING - CONSORTIUMS

The District may, as determined by either the general manager or the Board of Trustees, join a consortium for random testing purposes as allowed by the Department of Transportation rules. The District recognizes that those rules presently mandate that the District randomly test at least twenty-five percent (25%) of all employees holding safety sensitive positions annually for alcohol and at least fifty percent (50%) of all employees holding safety sensitive positions annually for controlled substances. These testing requirements may be lowered or raised by the federal highway administration depending upon test results.

- A. Procedures. The consortium, or third party performing testing and other services under contract, may establish the procedures, in conformance with the requirements of the Act and applicable rules and regulations, to be used in the performance of drug and alcohol tests.

- B. Documentation. If the District joins a consortium, it must obtain from the consortium or third party administering the testing program for the consortium members, and have available for inspection, the following information:
 - 1. How the random selection pool was assembled;
 - 2. The method of selection and notification of test subjects;
 - 3. The location of collection sites;
 - 4. Methods of reporting the test results on each person tested; and
 - 5. Summary reports on the consortium's program showing that the consortium tested at the prescribed minimum annual rates for alcohol and/or controlled substances.

- C. Administration. Whether or not the District joins a consortium, the District may contract with a qualified third party, who will administer the random testing program and may administer other tests as required by this Section.

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CHAPTER 34 – ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Mt Olympus Improvement District Employment Policy Handbook. I have been given the opportunity to read, understand, and agree that it is my responsibility to conduct myself within the policies and procedures contained in this Handbook.

I understand that any and all policies or practices can be changed at any time by the District. The District reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Board of Trustees, no manager, department head, or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period of time or to make any agreement for employment other than at-will. I understand that the District is an "at-will" employer and as such will not extend any employment agreements for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. Only the Board of Trustees has the authority to make an agreement outside of at-will employment and then only in writing signed by a representative of the Board.

I understand and agree that nothing in the Handbook creates or is intended to create a promise or representation of continued employment and that employment with the District is employment at-will. Employment may be terminated at the will of either the District or me.

By signing below, I acknowledge receiving a copy of the District Employment Policy Handbook. I have read it carefully, and I agree to follow it. I understand that ethical, conduct or policy violations can result in disciplinary action, including immediate termination of my employment.

(Employee's Signature)

(Date)

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APPENDIX 1– FORMS

Forms included in this manual are listed below and may be updated as necessary without prior notification.

- A. Ethical Behavior Pledge Form – Employee
- B. Ethical Behavior Pledge Form – Board Member
- C. Conflict of Interest Disclosure Form – Employee
- D. Conflict of Interest Disclosure Form – Board Member
- E. Driver’s Accident Report
- F. WHD – Form WH-381
- G. WHD – Form WH-380-E
- H. WHD – Form WH-380-F

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OFFICE OF THE
STATE AUDITOR



Form date May 19, 2021

Ethical Behavior Pledge Form

Annual Ethics Pledge

The following pledge is required to be made annually by all employees of Mt. Olympus Improvement District:

I, _____ am an employee of Mt. Olympus Improvement District.

I pledge to adhere to the code of ethics as approved by the Board of Trustees of Mt. Olympus Improvement District. These topics include, but are not limited to: improper use of official position, accepting gifts or loans, disclosing privileged information, retaining a financial or beneficial interest in a transaction, nepotism, misuse of public resources or property, outside employment that creates a conflict with the District, political activity, fair and equal treatment, and conduct after leaving office or employment. Additionally, I pledge to disclose all conflicts of interest on the conflict of interest disclosure form. I understand that state statute and District Regulations provide penalties for violation of specific unethical behavior. Signing this document verifies that I have been provided time to read the applicable statute, State of Utah Standards of Conduct Act, State Statute Title 67 Chapter 16, Utah Public Officers' and Employees' Ethics Act, which the District follows.

DATED THIS _____ DAY OF _____, 2022

By: _____

Title/Office: _____



OFFICE OF THE
STATE AUDITOR



Ethical Behavior Pledge Form

AS OF DECEMBER 8, 2021

Annual Ethics Pledge

The following pledge is required to be made annually by all officers and trustees of Mt. Olympus Improvement District:

I, _____ am the duly elected/appointed
_____ of Mt. Olympus Improvement
District.

I pledge to adhere to the code of ethics as approved by the Board of Trustees of Mt. Olympus Improvement District. These topics include, but are not limited to: improper use of official position, accepting gifts or loans, disclosing privileged information, retaining a financial or beneficial interest in a transaction, nepotism, misuse of public resources or property, outside employment, political activity, fair and equal treatment, and conduct after leaving office or employment. Additionally, I pledge to disclose all conflicts of interest on the conflict of interest disclosure form. I understand that state statute and District Regulations provide penalties for violation of specific unethical behavior. Signing this document verifies that I have been provided time to read applicable statutes and ordinances, as well as the Mt. Olympus Improvement District code of ethics.

DATED THIS _____ DAY OF _____, 2021

By: _____

Title/Office: _____

SWORN TO AND SUBSCRIBED BY ME

THIS _____ DAY OF _____, 2021

NOTARY PUBLIC



Conflict of Interest Disclosure Form

Form date May 19, 2021

Annual Conflict of Interest Disclosure Form

The following disclosures are required to be made annually by all employees of Mt. Olympus Improvement District pursuant to Utah Code Annotated 17-16a-6, 7, and 8. If additional space is needed, please use a separate sheet of paper. Per statute, the information provided shall be kept on file with Mt. Olympus Improvement District and may be subject to disclosure to the public.

I, _____ am an employee of Mt. Olympus Improvement District.

- 1) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which are subject to the regulation of Mt. Olympus Improvement District, and within such business entities, I hold the following positions:

Business Entity Name:

Position within Business Entity:

Ownership of a substantial interest is defined in U.C.A. 17-16a-3(8) as an interest of 10% or more of the shares of a corporation, or a 10% or more ownership interest in other entities, legally or equitably held or owned by the officer, the officer's spouse, or the officer's children.

- 2) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which do business with or anticipate doing business with Mt. Olympus Improvement District:

Business Entity Name:

Position within Business Entity:

Please note that pursuant to U.C.A. §17-16a-7, an officer must disclose his or her interest or involvement in such an entity immediately prior to any discussion in an open and public meeting pertaining to business that the District may do with any such entity, regardless of whether a disclosure of interest or involvement in the business was made in this document.

- 3) The following personal interests or investments of mine create a potential or actual conflict between my personal interest and my public duties:

*** OPTIONAL DISCLOSURES ***

- 4) The following disclosures of other business interests, investments, and other matters are not required to be made by law, but are made with the intent to more fully disclose other interests that may be deemed relevant to the administration of public duties, or in furtherance of my intent to provide a more complete disclosure of my economic or personal activities, or for other reasons:

DATED THIS _____ DAY OF _____ 2022

By: _____

Title/Office: _____



Conflict of Interest Disclosure Form

As of December 1, 2023

Annual Conflict of Interest Disclosure Form

The following disclosures are required to be made annually by all officers of Mt. Olympus Improvement District pursuant to Utah Code Annotated 17-16a-6, 7, and 8. If additional space is needed, please use a separate sheet of paper. Per statute, the information provided shall be kept on file with Mt. Olympus Improvement District and may be subject to disclosure to the public.

I, _____ am the duly elected/appointed
_____ of Mt. Olympus Improvement
District.

- 1) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which are subject to the regulation of Mt. Olympus Improvement District, and within such business entities, I hold the following positions:

Business Entity Name:

Position within Business Entity:

Ownership of a substantial interest is defined in U.C.A. 17-16a-3(8) as an interest of 10% or more of the shares of a corporation, or a 10% or more ownership interest in other entities, legally or equitably held or owned by the officer, the officer's spouse, or the officer's children.

*Note: There is no case law or statutory guidance as to what constitutes a business entity "subject to regulation of the County." A business which is simply issued a business license by the County may or may not be deemed by a court, administrative agency, an auditor, or member of the public to be an entity regulated by the County. Businesses regulated by interlocal agencies of which the County is a member may or may not be deemed to be a business regulated by the County (i.e., a restaurant subject to regulations imposed by an interlocal agency).

A business entity which requires a conditional use permit to operate may more likely be deemed to be a business entity regulated by the District than a business that simply receives a business license from the County.

- 2) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which do business with or anticipate doing business with Mt. Olympus Improvement District:

Business Entity Name:

Position within Business Entity:

Please note that pursuant to U.C.A. §17-16a-7, an officer must disclose his or her interest or involvement in such an entity immediately prior to any discussion in an open and public meeting pertaining to business that the District may do with any such entity, regardless of whether a disclosure of interest or involvement in the business was made in this document.

- 3) The following personal interests or investments of mine create a potential or actual conflict between my personal interest and my public duties:

*** OPTIONAL DISCLOSURES ***

- 4) The following disclosures of other business interests, investments, and other matters are not required to be made by law, but are made with the intent to more fully disclose other interests that may be deemed relevant to the administration of public duties, or in furtherance of my intent to provide a more complete disclosure of my economic or personal activities, or for other reasons:

DATED THIS _____ DAY OF _____ 2023

By: _____

Title/Office: _____

SWORN TO AND SUBSCRIBED BY ME

THIS _____ DAY OF _____ 2023


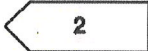



NOTARY PUBLIC

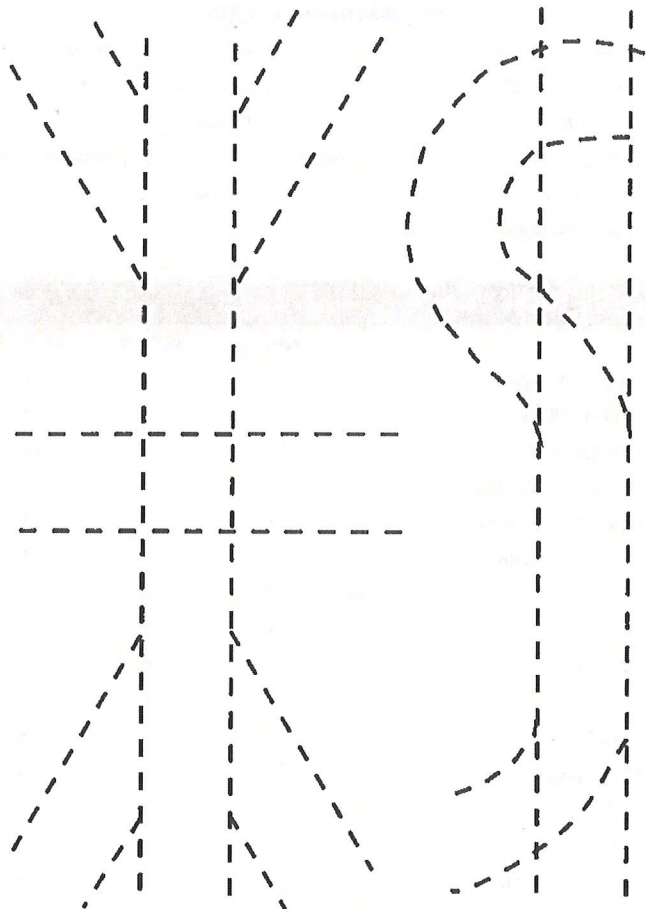


ACCIDENT SCENE

Instructions for Accident Diagram

Fill in dotted lines to correspond with road at accident site. Show position of all vehicles, pedestrians, etc., as follows:

- Your vehicle 
- Other vehicle(s)  Numbered successively.
- Pedestrian 
- Traffic signal  (indicate type)
- Traffic sign  (indicate type)



Signature _____

Date _____

DRIVER'S ACCIDENT REPORTING KIT
To Be Completed at Accident Scene

Driver's Name _____ Age _____
 License No. _____
 Phone No. _____
 Vehicle Owner / Home Terminal _____
 Equipment No. _____ Tractor: _____ TLR: _____

A. DATE, TIME, PLACE

Date _____ : Time _____ AM: _____ PM _____
 In _____
 (City or Town) (County) (State)
 On _____
 (Street or Highway)
 At _____
 (Street Address or Intersection)
 Distance and Direction from: _____
 (Nearest community junction, etc.)
 State Road Business-Shopping
 Residential Manufacturing-Industrial
 Other (Describe) _____

B. WITNESSES

Persons seeing the accident will be of service to our driver by giving their names and addresses.

NAME _____

Address _____ Phone _____

NAME _____

Address _____ Phone _____

License number and descriptions of first vehicles at scene.

INVESTIGATING OFFICER

Name _____

Badge No. _____ Dept. _____

Citation: You _____ Other _____

C. THOSE INVOLVED

COMPANY VEHICLE (VEHICLE #1)

Make & Model _____
 Vin. _____ Fleet No. _____
 Tag No. & State _____

OTHER VEHICLE (VEHICLE #2)

Make & Model _____
 Tag No. & State _____
 Driver _____
 Address _____
 Driver's License No. _____
 Name, address and phone of owner (if not the driver) _____
 Insurance Co. _____ Policy No. _____

OTHER VEHICLE (VEHICLE #3)

Make & Model _____
 Tag No. & State _____
 Driver _____
 Address _____
 Driver's License No. _____
 Name, address and phone of owner _____
 Insurance Co. _____ Policy No. _____

If other vehicles attach all information.

INJURED PERSONS

Number of persons injured _____ Killed _____
 Name _____ Age _____
 Address _____
 Injuries _____
 Where taken _____
 Name _____ Age _____
 Address _____
 Injuries _____
 Where taken _____
 Estimate of property damage \$ _____

D. TYPE OF ACCIDENT

Collision with Other Vehicle Collision with Fixed Object

	Veh. 1	Veh. 2	Veh. 3
<input type="checkbox"/> Ran off Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Overturn in Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mechanical Defect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Loading or Unloading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Boarding / Alighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Occupant fell out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Occupant injured inside vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____			

PEDESTRIAN ACTION

Crossing at Intersection Between Intersections
 With Signal Against Signal
 No Signal Diagonally
 Walking in Roadway Sidewalk No Sidewalk
 With Traffic Against Traffic
 Other (Describe): _____

E. VEHICLE MOVEMENT

	Veh. 1	Veh. 2	Veh. 3
Straight Ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turning Right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turning Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slowing or Stopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stopped in Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Starting in Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Starting from Curb or Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U-Turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skidding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weaving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrong Side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crowded off Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evasive Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____			

F. VEHICLE CONDITION

MECHANICAL CONDITION

	Veh. 1	Veh. 2	Veh. 3
No Defect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires / Wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Couplings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windshield / Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____			

G. ROADWAY CONDITIONS AND CONTROLS

- Not at Intersection
 - Street Intersection
 - DriveWay or Alley
 - Crosswalk
 - Other (describe) _____
 - Not Divided Divided Limited Access
 - No. of Lanes 2 3 4 6 _____
- (Specify)

ROAD SURFACE

- Lanes Marked
- Concrete
- Blacktop
- Metal Grating (Bridge)
- Other (specify) _____
- No Defects
- Dry
- Wet
- Ice
- Snow
- Other (describe) _____
- Unmarked
- Gravel
- Other Unpaved
- Mud
- Loose Material
- Cracks, holes, etc.
- Fresh Oil
- Under construction

- Straight Level Hills Steep Moderate
- Curve R L Sharp Moderate

TRAFFIC CONTROLS

- Traffic Light
- Stop Sign
- Yield Sign
- Police Officer
- Were controls operating? Yes No
- RR Crossing Signal / Gate
- No Traffic Control
- Posted Speed Limit _____
- Other _____

WEATHER CONDITIONS

- Clear
- Snow
- Sleet
- Fog
- Rain
- Other (specify) _____
- Daylight
- Dawn
- Sunset
- Dark - road lighted
- Dark - road unlighted

H. PROPERTY DAMAGE

Point of Impact

	Veh. 1	Veh. 2	Veh. 3
Front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right Front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left Front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right Rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left Rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right Side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left Side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____			

Cargo Weight / Type: _____

Cargo Damage: _____

Other Property Damage: _____

I. DAMAGE COSTS (recorded by Mechanic)

% of Vehicle Damaged: _____

Estimated replacement part(s) cost: _____

Estimated Shipping Cost: _____

Estimated Labor Costs: _____

Total Repair Estimate: _____

**Notice of Eligibility & Rights and Responsibilities
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage and Hour Division**



**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003
Expires: 6/30/2026

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy), we learned that you need leave (beginning on) _____ (mm/dd/yyyy) for one of the following reasons: (Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- You are needed to care for your family member due to a serious health condition. Your family member is your:
 - Spouse
 - Parent
 - Child under age 18
 - Child 18 years or older and incapable of self-care because of a mental or physical disability
- A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your:
 - Spouse
 - Parent
 - Child of any age
- You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's:
 - Spouse
 - Parent
 - Child
 - Next of kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

SECTION I – NOTICE OF ELIGIBILITY

This Notice is to inform you that you are:

- Eligible** for FMLA leave. (See Section II for any Additional Information Needed and Section III for information on your Rights and Responsibilities.)
- Not eligible** for FMLA leave because: (Only one reason need be checked)
 - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(months)
 - You have not met the FMLA's 1,250 hours of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(hours of service)

Employee Name: _____

- You are an airline flight crew employee and you have not met the special hours of service eligibility requirements for airline flight crew employees as of the first date of requested leave (i.e., worked or been paid for at least 60% of your applicable monthly guarantee, and worked or been paid for at least 504 duty hours.)
- You do not work at and/or report to a site with 50 or more employees within 75-miles as of the date of your request.

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION II – ADDITIONAL INFORMATION NEEDED

As explained in Section I, you meet the eligibility requirements for taking FMLA leave. Please review the information below to determine if additional information is needed in order for us to determine whether your absence qualifies as FMLA leave. Once we obtain any additional information specified below we will inform you, **within 5 business days**, whether your leave will be designated as FMLA leave and count towards the FMLA leave you have available. **If complete and sufficient information is not provided in a timely manner, your leave may be denied.**

(Select as appropriate)

- No additional information requested. If no additional information requested, go to Section III.
- We request that the leave be supported by a certification, as identified below.
 - Health Care Provider for the Employee
 - Health Care Provider for the Employee's Family Member
 - Qualifying Exigency
 - Serious Illness or Injury (Military Caregiver Leave)

Selected certification form is attached / not attached.

If requested, medical certification must be returned by _____ (mm/dd/yyyy) (Must allow at least 15 calendar days from the date the employer requested the employee to provide certification, unless it is not feasible despite the employee's diligent, good faith efforts.)

We request that you provide reasonable documentation or a statement to establish the relationship between you and your family member, including *in loco parentis* relationships (as explained on page one). The information requested must be returned to us by _____ (mm/dd/yyyy). You may choose to provide a simple statement of the relationship or provide documentation such as a child's birth certificate, a court document, or documents regarding foster care or adoption-related activities. Official documents submitted for this purpose will be returned to you after examination.

- Other information needed (e.g. documentation for military family leave): _____
The information requested must be returned to us by _____ (mm/dd/yyyy).

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION III – NOTICE OF RIGHTS AND RESPONSIBILITIES

Part A: FMLA Leave Entitlement

You have a right under the FMLA to take unpaid, job-protected FMLA leave in a 12-month period for certain family and medical reasons, including up to **12 weeks** of unpaid leave in a 12-month period for the birth of a child or placement of a child for adoption or foster care, for leave related to your own or a family member's serious health condition, or for certain qualifying exigencies related to the deployment of a military member to covered active duty. You also have a right

Employee Name: _____

under the FMLA to take up to **26 weeks** of unpaid, job-protected FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (*Military Caregiver Leave*).

The 12-month period for FMLA leave is calculated as: (*Select as appropriate*)

- The calendar year (January 1st - December 31st)
- A fixed leave year based on _____
(*e.g., a fiscal year beginning on July 1 and ending on June 30*)
- The 12-month period measured forward from the date of your first FMLA leave usage.
- A “rolling” 12-month period measured backward from the date of any FMLA leave usage. (*Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.*)

If applicable, the single 12-month period for *Military Caregiver Leave* started on _____ (*mm/dd/yyyy*).

You (*are* / *are not*) **considered a key employee** as defined under the FMLA. Your FMLA leave cannot be denied for this reason; however, we may not restore you to employment following FMLA leave if such restoration will cause substantial and grievous economic injury to us.

We (*have* / *have not*) determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Additional information will be provided separately concerning your status as key employee and restoration.

Part B: Substitution of Paid Leave – When Paid Leave is Used at the Same Time as FMLA Leave

You have a right under the FMLA to request that your accrued paid leave be substituted for your FMLA leave. This means that you can request that your accrued paid leave run concurrently with some or all of your unpaid FMLA leave, provided you meet any applicable requirements of our leave policy. Concurrent leave use means the absence will count against both the designated paid leave and unpaid FMLA leave at the same time. If you do not meet the requirements for taking paid leave, you remain entitled to take available unpaid FMLA leave in the applicable 12-month period. Even if you do not request it, the FMLA allows us to require you to use your available sick, vacation, or other paid leave during your FMLA absence.

(*Check all that apply*)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- You have requested to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** (*e.g., short- or long-term disability, workers' compensation, state medical leave law, etc.*) _____
Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

The applicable conditions for use of paid leave include: _____.

For more information about conditions applicable to sick/vacation/other paid leave usage please refer to _____

_____ available at: _____.

Employee Name: _____

Part C: Maintain Health Benefits

Your health benefits must be maintained during any period of FMLA leave under the same conditions as if you continued to work. During any paid portion of FMLA leave, your share of any premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, you must continue to make any normal contributions to the cost of the health insurance premiums. To make arrangements to continue to make your share of the premium payments on your health insurance while you are on any unpaid FMLA leave, contact _____ at _____.

You have a minimum grace period of (30-days or _____ *indicate longer period, if applicable*) in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave if you do not return to work following **unpaid** FMLA leave for a reason other than: the continuation, recurrence, or onset of your or your family member's serious health condition which would entitle you to FMLA leave; or the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control.

Part D: Other Employee Benefits

Upon your return from FMLA leave, your other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when your FMLA leave began. To make arrangements to continue your employee benefits while you are on FMLA leave, contact _____ at _____.

Part E: Return-to-Work Requirements

You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. An equivalent position is one that is virtually identical to your former position in terms of pay, benefits, and working conditions. At the end of your FMLA leave, all benefits must also be resumed in the same manner and at the same level provided when the leave began. You do not have return-to-work rights under the FMLA if you need leave beyond the amount of FMLA leave you have available to use.

Part F: Other Requirements While on FMLA Leave

While on leave you (will be / will not be) required to furnish us with periodic reports of your status and intent to return to work every _____.
(Indicate interval of periodic reports, as appropriate for the FMLA leave situation).

If the circumstances of your leave change and you are able to return to work earlier than expected, you will be required to notify us at least two workdays prior to the date you intend to report for work.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

Certification of Health Care Provider for
Employee's Serious Health Condition
under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division



**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.**

OMB Control Number: 1235-0003
Expires: 6/30/2026

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee at least 15 calendar days to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the [WHD website](#) at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you may not request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title: _____ Job description is / is not attached.

Employee's regular work schedule: _____

Statement of the employee's essential job functions:

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves **inpatient care** or **continuing treatment by a health care provider**. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: _____ Fax: _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)
Due to the condition, the patient (has been / is expected to be) incapacitated for **more than** three consecutive, full calendar days from: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).
The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment).

- Pregnancy:** The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).
- Chronic Conditions:** (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.
- Permanent or Long Term Conditions:** (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).
- Conditions requiring Multiple Treatments:** (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.
- None of the above:** If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: _____

(4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis)

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

(5) Due to the condition, the patient (had / will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

(6) Due to the condition, the patient (was / will be) **referred to other health care provider(s)** for evaluation or treatment(s). State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy).

for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

(7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ (mm/dd/yyyy)

to _____ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

(8) Due to the condition, the patient (was / will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy).

for the period of incapacity.

(9) Due to the condition, it (was / is / will be) medically necessary for the employee to be absent from work on an intermittent basis (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (day week month) and are likely to last approximately _____ (hours days) per episode.

Employee Name: _____

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee's essential functions or a job description, answer these questions based upon the employee's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be **not able** to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (was not able / is not able / will not be able) to perform **one or more** of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

Signature of Health Care Provider _____ Date: _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)
Inpatient Care <ul style="list-style-type: none">• An overnight stay in a hospital, hospice, or residential medical care facility.• Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: <ul style="list-style-type: none">o Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,o At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
Pregnancy: Any period of incapacity due to pregnancy or for prenatal care. _____
Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act

U.S. Department of Labor Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003 Expires: 6/30/2026

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave to care for a family member with a serious health condition to submit a medical certification issued by the family member's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee at least 15 calendar days to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Additionally, you may not request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days. 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

(1) Name of the family member for whom you will provide care: _____

(2) Select the relationship of the family member to you. The family member is your:

- Spouse Parent Child, under age 18
Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include in loco parentis relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

(3) Briefly describe the care you will provide to your family member: **(Check all that apply)**

- Assistance with basic medical, hygienic, nutritional, or safety needs Transportation
 Physical Care Psychological Comfort Other: _____

(4) Give your **best estimate** of the amount of leave needed to provide the care described:

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy), I am able to work _____ (hours per day) _____ (days per week)

Employee Signature _____ Date _____ (mm/dd/yyyy)

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form below. A family member of your patient has requested leave under the FMLA to care for your patient. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a family member with a serious health condition. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. For more information about the definitions of a serious health condition under the FMLA, see the chart at the end of the form.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: _____ Fax: _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) Patient's Name: _____

(2) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(3) Provide your **best estimate** of how long the condition lasted or will last: _____

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient (e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort).

Employee Name: _____

(5) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)
Due to the condition, the patient (has been / is expected to be) incapacitated for more than three consecutive, full calendar days from: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).
The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

- Pregnancy:** The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).
- Chronic Conditions:** (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.
- Permanent or Long Term Conditions:** (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).
- Conditions requiring Multiple Treatments:** (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.
- None of the above:** If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

(6) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis)

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine if the benefits and protections of the FMLA apply.

(7) Due to the condition, the patient (had / will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

(8) Due to the condition, the patient (was / will be) **referred to other health care provider(s)** for evaluation or treatment(s).
State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

Employee Name: _____

(9) Due to the condition, the patient (was / will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the period of incapacity.

(10) Due to the condition, it (was / is / will be) medically necessary for the employee to be absent from work to provide care for the patient on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (day week month) and are likely to last approximately _____ (hours days) per episode.

Signature of Health Care Provider _____ Date: _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)

Inpatient Care

- An overnight stay in a hospital, hospice, or residential medical care facility.
- Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.

Continuing Treatment by a Health Care Provider (any one or more of the following)

Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:

- o Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,
- o At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.

Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.

Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.

Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.

Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

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DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

MT. OLYMPUS IMPROVEMENT DISTRICT

CHAIRMAN
AMI NEFF

3932 SOUTH 500 EAST
SALT LAKE CITY, UTAH 84107-1895
PHONE 801-262-2904

GENERAL MANAGER
GILES E. DEMKE

TRUSTEES
KEITH LORD
MICHELE RIVERA

COUNSEL
KIRTON & MCCONKIE

2024 BOARD MEETING DATES

WEDNESDAY, JANUARY 17, 2024 (ANNUAL MEETING)

WEDNESDAY, FEBRUARY 21, 2024

WEDNESDAY, MARCH 20, 2024

MONDAY, APRIL 15, 2024 9:00 A.M.*

TUESDAY, MAY 14, 2024

TUESDAY, JUNE 18, 2024

JULY 2024* (NO MEETING)

TUESDAY, AUGUST 20, 2024

TUESDAY, SEPTEMBER 17, 2024

TUESDAY, OCTOBER 15, 2024 - TENTATIVE BUDGET

TUESDAY, NOVEMBER 19, 2024
BOARD MEETING 4:00 P.M.*
PUBLIC BUDGET HEARING 6:00 P.M.*

TUESDAY, DECEMBER 17, 2024
FINAL BUDGET APPROVAL

ALL MEETINGS ARE HELD AT THE DISTRICT OFFICES AT 2:00 P.M. ON THE
THIRD TUESDAY OF THE MONTH UNLESS NOTED*

Holliday Water Company

RECEIVED
MAR 27 2024

March 22, 2024

RE: Request for Manhole Rehabilitation

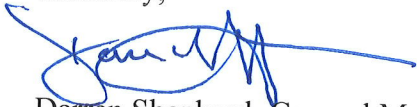
Dear Mr. Giles Demke,

It has been five months since our water line broke on Wander Lane, breaching your brick-and-mortar manhole cone and flooding a dozen homes. Holliday Water Company and its insurance company – at great expense – have taken care of those affected by the sewer water that came up through floor drains and toilets.

Later this year, we also will be replacing the main water line along Wander Lane to improve system integrity in that area. We appreciate your efforts to replace the brick-and-mortar cone with stronger, more durable concrete rings at that location. We request that Mt. Olympus Improvement District continue to upgrade all brick-and-mortar cones to concrete rings to minimize and likely eliminate such flooding events in the future.

Thank you for your attention to this matter. If you need any additional information or would like to discuss this further, please feel free to contact me.

Sincerely,



Darren Shepherd, General Manager
Holliday Water Company

March 26, 2024

Stephen Rohwer, CFO/Asst. GM
Mt. Olympus Improvement District
3932 S 500 E
Millcreek, UT 84107
rohwers@mtoid.org
801-262-2904, ext. 106

Fee Proposal For: **MTOID Building A Office Remodel**

Dear Stephen:

GSBS Architects is pleased to submit the following proposal to provide services for the MTOID Building A Office Remodel Project located at 3932 S 500 E in Millcreek, UT. We understand the Project to entail:

- Remodel of 2,800 SF of existing office space on 2 Levels of Building A.
- New interior roller shades on all office space exterior windows
- Modification of the existing office HVAC system to have additional cooling capacity.
- Reconfiguration of existing locker rooms into (3-4) individual shower and restroom spaces and a combined locker space, including replacement of plumbing and (30) new lockers.
- Reconfiguration of the existing open office and storage on Level 2 into a training room for up to 16 people.
- Move laundry area into office space
- Potential upgrade or modification of electrical system for additional mechanical capacity.
- Replacement of interior lighting.
- Replace canopy above southeast entrance to office.
- New furniture in the enclosed and open office spaces.

We estimate the construction cost for the scope described above is \$820,400 and broken down as follows:

• Replace finishes throughout 2,800 SF	\$350,000
• HVAC modification	\$84,000
• Plumbing modification	\$28,000
• Electrical upgrade and interior lighting	\$98,000
• Canopy replacement	\$20,000
• Lockers	\$6,000
• General Conditions, profit, and overhead	\$117,200
• Design Contingency (20%)	\$117,200

We estimate the FFE budget for the project is \$50,000 including the following:

- (7) workstations and chairs in enclosed and open office spaces \$28,000
- Tables and chairs for 16 people in the training space \$12,800
- Appliance and additional fixtures and equipment allowance \$9,200

Additional items that are not included in the construction budget or FFE budget above include:

- Hazardous Materials Survey
- Permitting
- Testing/Inspections
- Temporary office trailer rental
- Audio/Visual
- Telecom
- Security
- » Owner's Contingency

We anticipate the schedule for the scope described above is as follows:

- April, 2024 – December, 2025: Owner budget approval
- January, 2025 – June, 2025: Design
- July 2025 – August, 2025: Permitting/Bidding
- September, 2025 – February, 2026: Construction
- March, 2026 - April, 2026: Furniture install and owner move in

Scope of Services

Based on this understanding of the Project, GSBS proposes to provide complete Basic Services as anticipated by an AIA B104 with the following modifications:

In addition to the Basic Services outlined above, we propose the following Supplemental Services:

- Coordination with the Owner's furniture vendor
- Coordination with the Owner's A/V, security, and telecom provider, including raceway design
- As-cunsluclued record drawings
- Managing permitting through Millcreek City

Not included in our proposal:

- « Any exterior scope other than the canopy mentioned above
- Any scope in the garage area
- Geotechnical Surveys
- « Surveying
- Civil Engineering
- » Landscape Architecture

The Owner has provided existing drawings of the building that will be relied on to create the architectural REVIT model.

Other Terms and Conditions

We do not anticipate any Reimbursable Expenses being required for this project. Travel and printing costs are included in the proposed fee. Should any expenses be required, we will request Owner approval prior to proceeding with the expense. Approved Reimbursable Expenses are in addition to the compensation

for the Basic and Supplemental Services and include expenses incurred by GSBS and its consultants directly related to the project. Reimbursable expenses are billed at the cost of the expense plus ten percent.

Proposed Pee

The overall proposed fee for the Scope of Services described above is:

\$75,437

This fee is based on the State of Utah DFCM Architectural Fee Schedule dated February 3, 2022 for an office building of Complexity B between \$750,000 to \$999,999 + added renovation percentage.

- o Basic Services Fee = $\$820,400 \times (8.22\% + 0.65\%) =$ \$67,437
- » Supplemental Service fees for services described above = \$8,000

GSBS will invoice monthly in proportion to services performed. Payment is due and payable upon presentation of the invoice. Amounts unpaid 30 days after the invoice date will bear interest. Invoices unpaid for more than 45 days may result in suspension of our services until the account is made current.

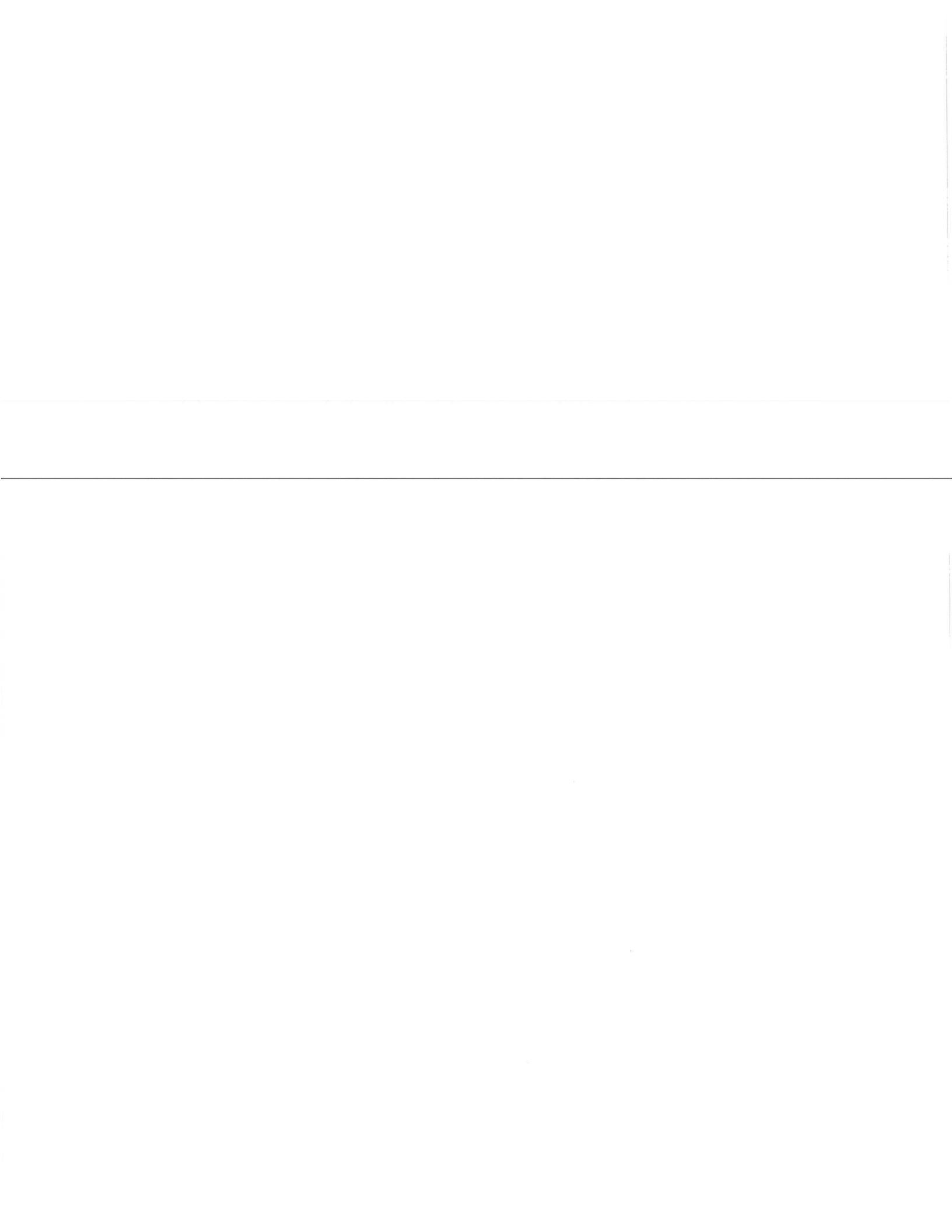
If this proposal is acceptable, we will prepare an agreement for the project.

Thank you for your trust and confidence, and for the opportunity to provide this proposal for your project. We look forward to a successful relationship.

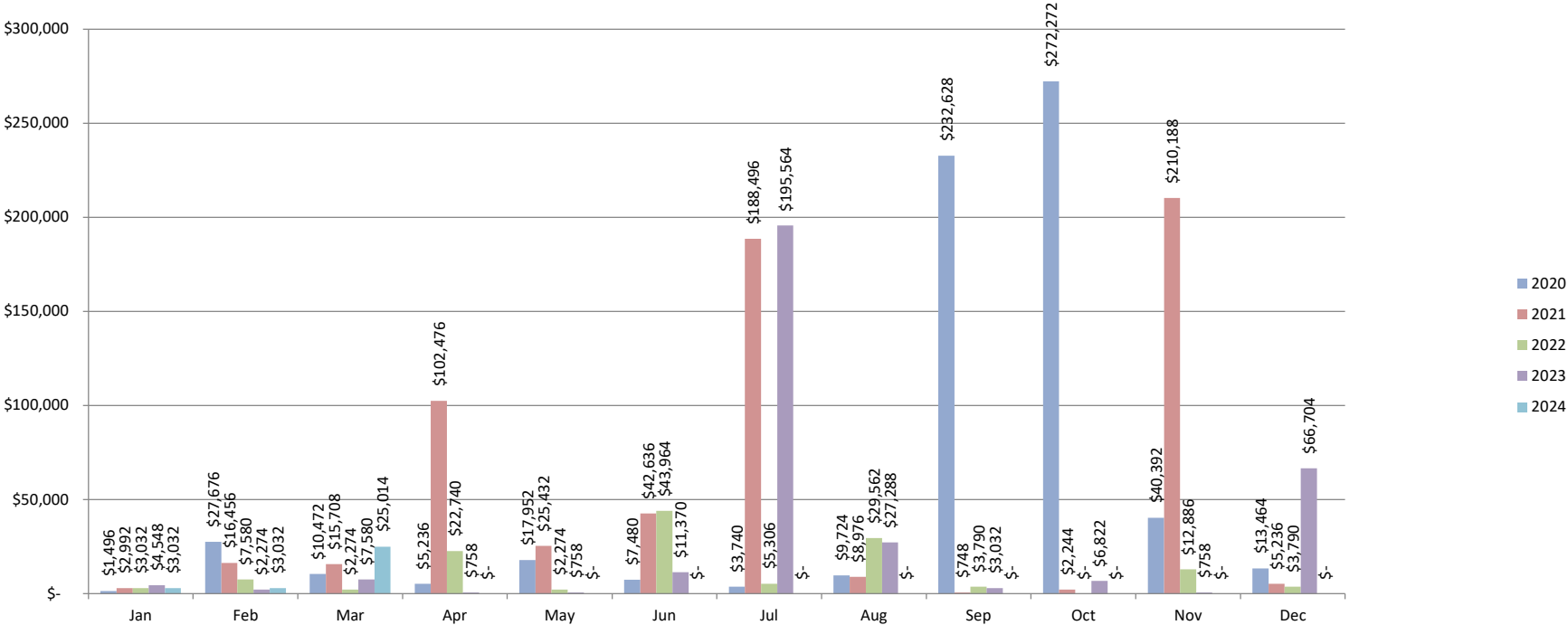
Sincerely,



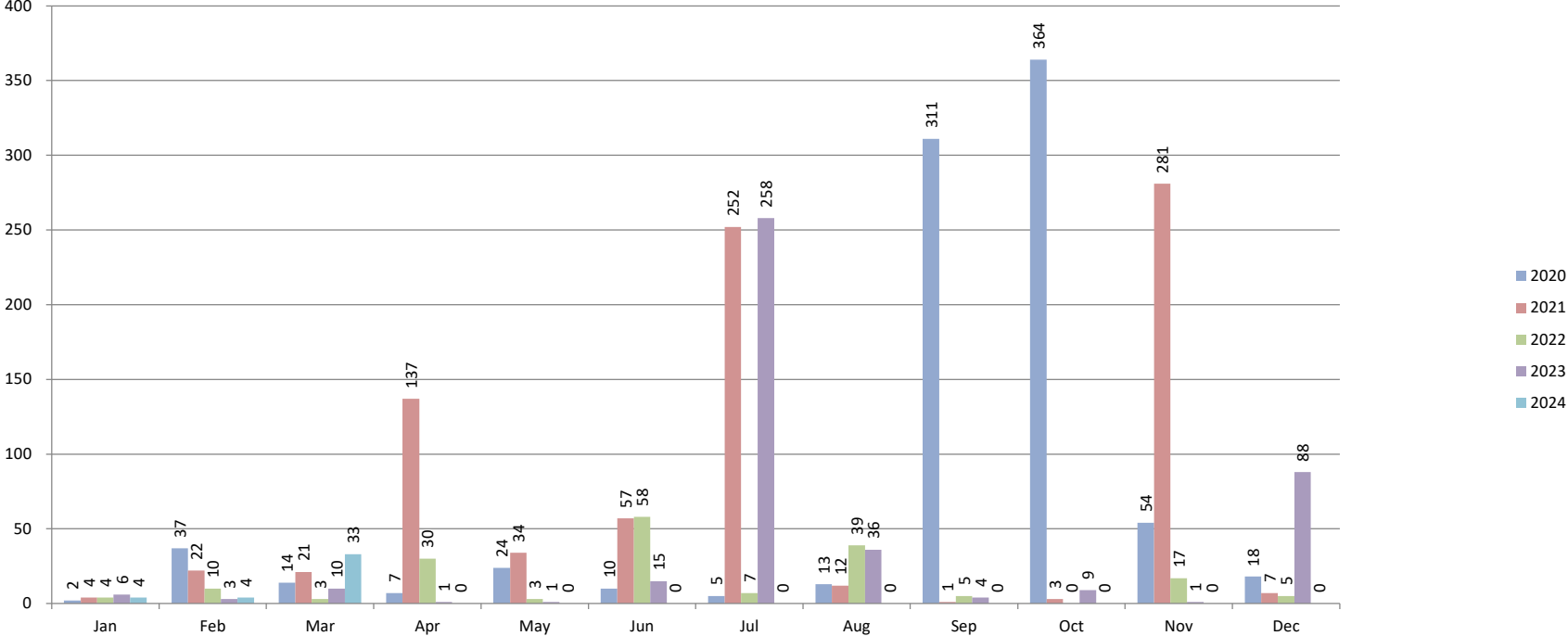
Jesse Allen
for GSBS Architects



CAPACITY FEES - DOLLARS



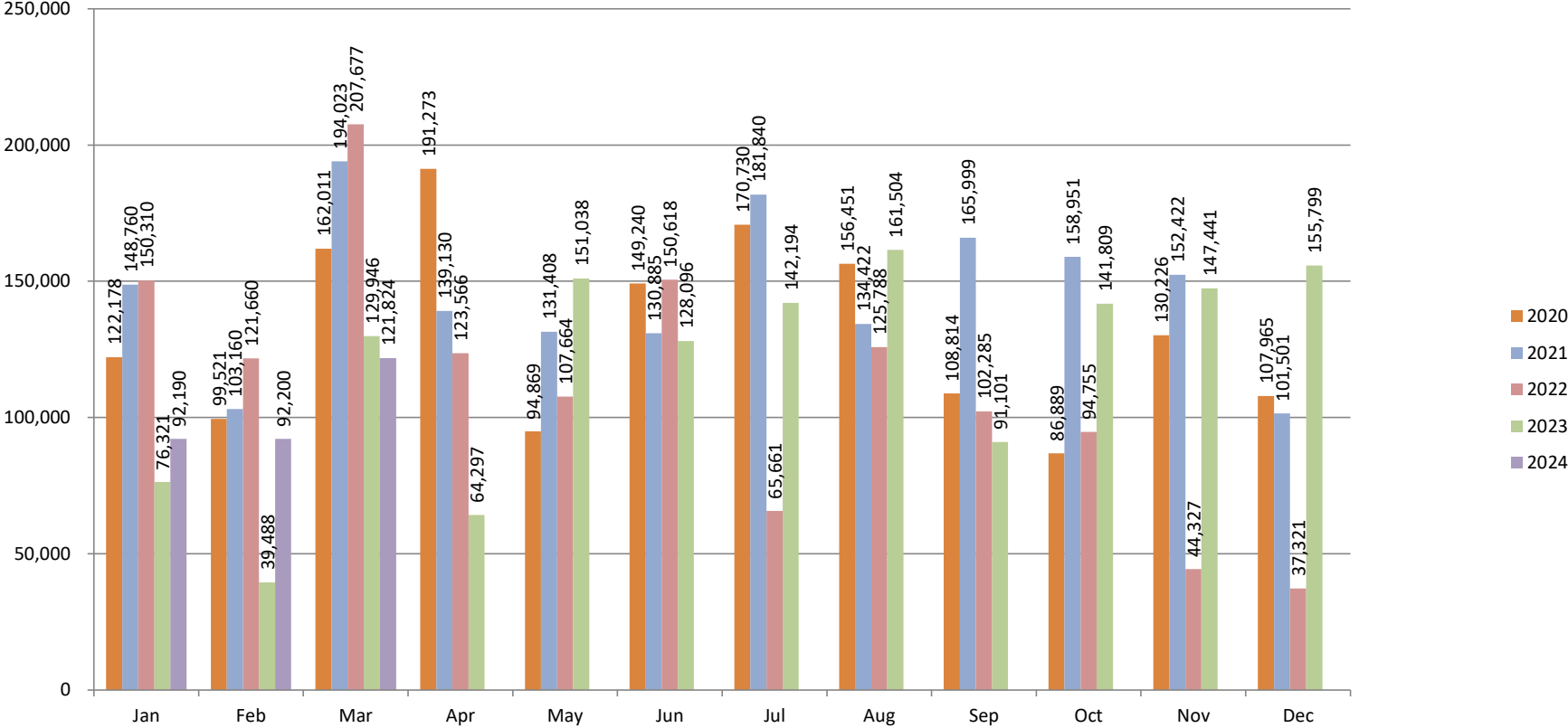
CAPACITY FEES - NUMBER



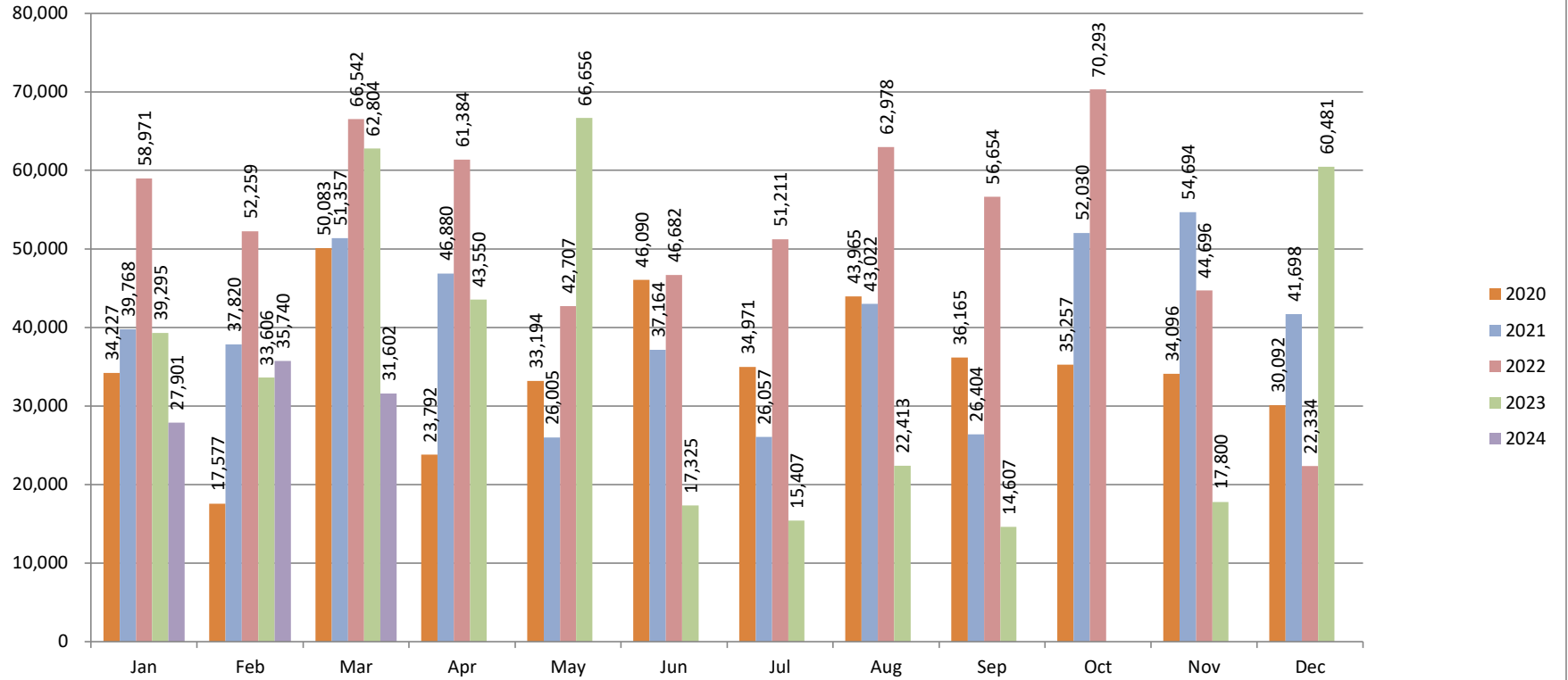
CAPACITY FEES - 2440

	MONTHLY RE'S	RUNNING TOTAL	MONTHLY DOLLARS	RUNNING TOTAL
2021 Jan	4	4	\$ 2,992	\$ 2,992
Feb	22	26	\$ 16,456	\$ 19,448
Mar	21	47	\$ 15,708	\$ 35,156
Apr	137	184	\$ 102,476	\$ 137,632
May	34	218	\$ 25,432	\$ 163,064
Jun	57	275	\$ 42,636	\$ 205,700
Jul	252	527	\$ 188,496	\$ 394,196
Aug	12	539	\$ 8,976	\$ 403,172
Sep	1	540	\$ 748	\$ 403,920
Oct	3	543	\$ 2,244	\$ 406,164
Nov	281	824	\$ 210,188	\$ 616,352
Dec	7	831	\$ 5,236	\$ 621,588
AVERAGE	69		\$ 51,799	
2022 Jan	4	4	\$ 3,032	\$ 3,032
Feb	10	14	\$ 7,580	\$ 10,612
Mar	3	17	\$ 2,274	\$ 12,886
Apr	30	47	\$ 22,740	\$ 35,626
May	3	50	\$ 2,274	\$ 37,900
Jun	58	108	\$ 43,964	\$ 81,864
Jul	7	115	\$ 5,306	\$ 87,170
Aug	39	154	\$ 29,562	\$ 116,732
Sep	5	159	\$ 3,790	\$ 120,522
Oct	0	159	\$ -	\$ 120,522
Nov	17	176	\$ 12,886	\$ 133,408
Dec	5	181	\$ 3,790	\$ 137,198
AVERAGE	15		\$ 11,433	
2023 Jan	6	6	\$ 4,548	\$ 4,548
Feb	3	9	\$ 2,274	\$ 6,822
Mar	10	19	\$ 7,580	\$ 14,402
Apr	1	20	\$ 758	\$ 15,160
May	1	21	\$ 758	\$ 15,918
Jun	15	36	\$ 11,370	\$ 27,288
Jul	258	294	\$ 195,564	\$ 222,852
Aug	36	330	\$ 27,288	\$ 250,140
Sep	4	334	\$ 3,032	\$ 253,172
Oct	9	343	\$ 6,822	\$ 259,994
Nov	1	344	\$ 758	\$ 260,752
Dec	88	432	\$ 66,704	\$ 327,456
AVERAGE	36		\$ 27,288	
2024 Jan	4	4	\$ 3,032	\$ 3,032
Feb	4	8	\$ 3,032	\$ 6,064
Mar	33	41	\$ 25,014	\$ 31,078
Apr			\$ -	
May			\$ -	
Jun			\$ -	
Jul			\$ -	
Aug			\$ -	
Sep			\$ -	
Oct			\$ -	
Nov			\$ -	
Dec			\$ -	
AVERAGE	14		\$ 2,590	

Feet of Main Lines Cleaned

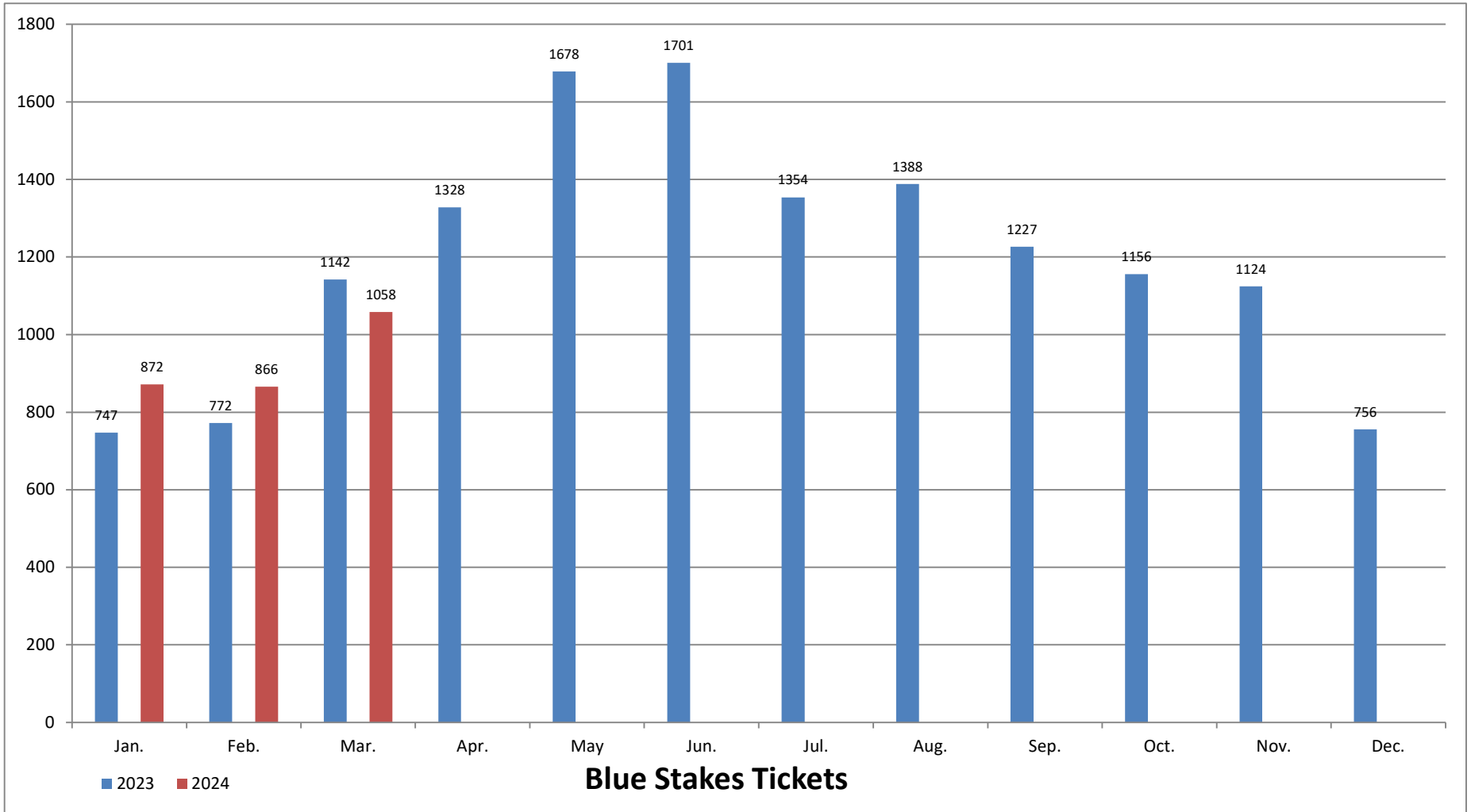


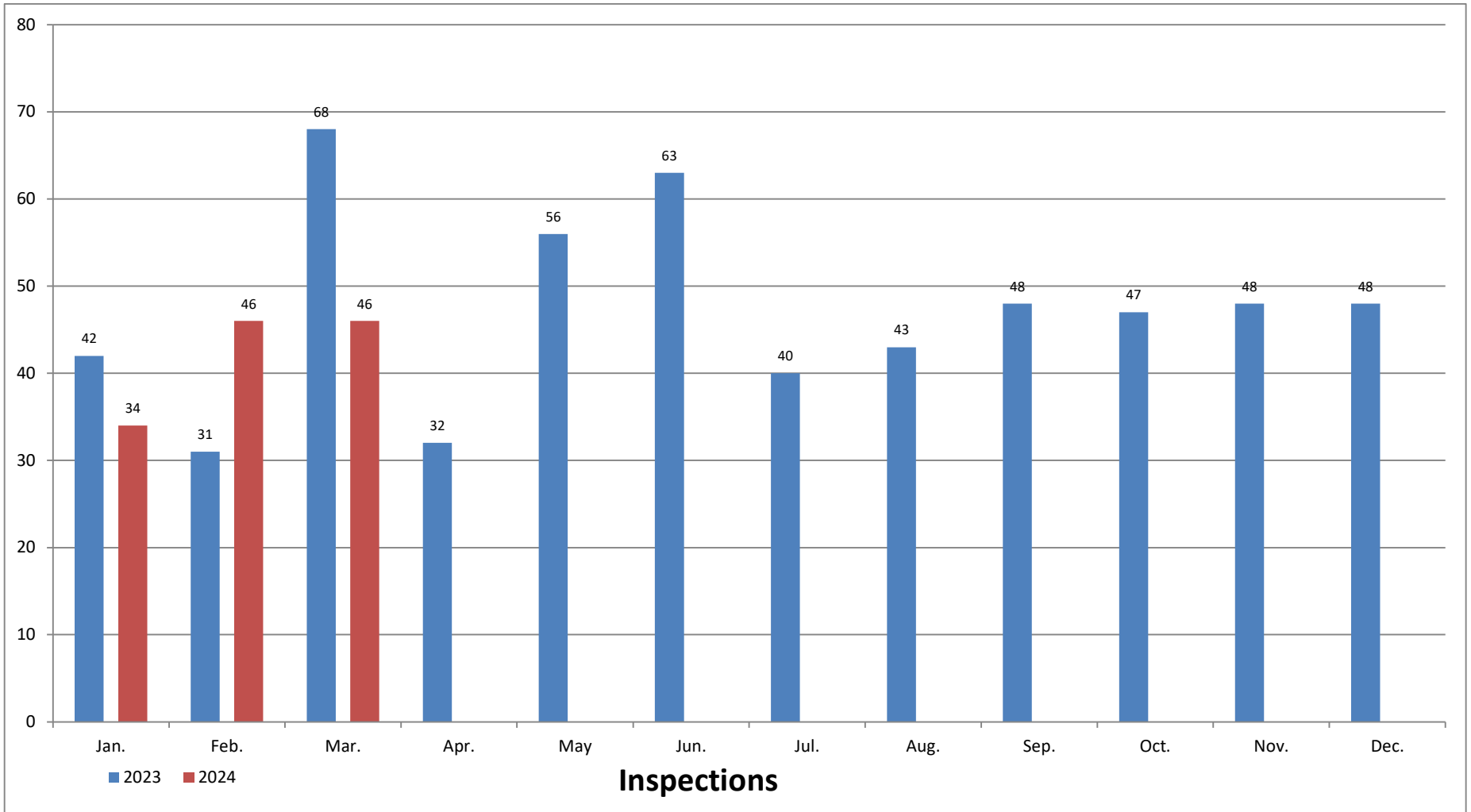
Feet of Main Lines TVd

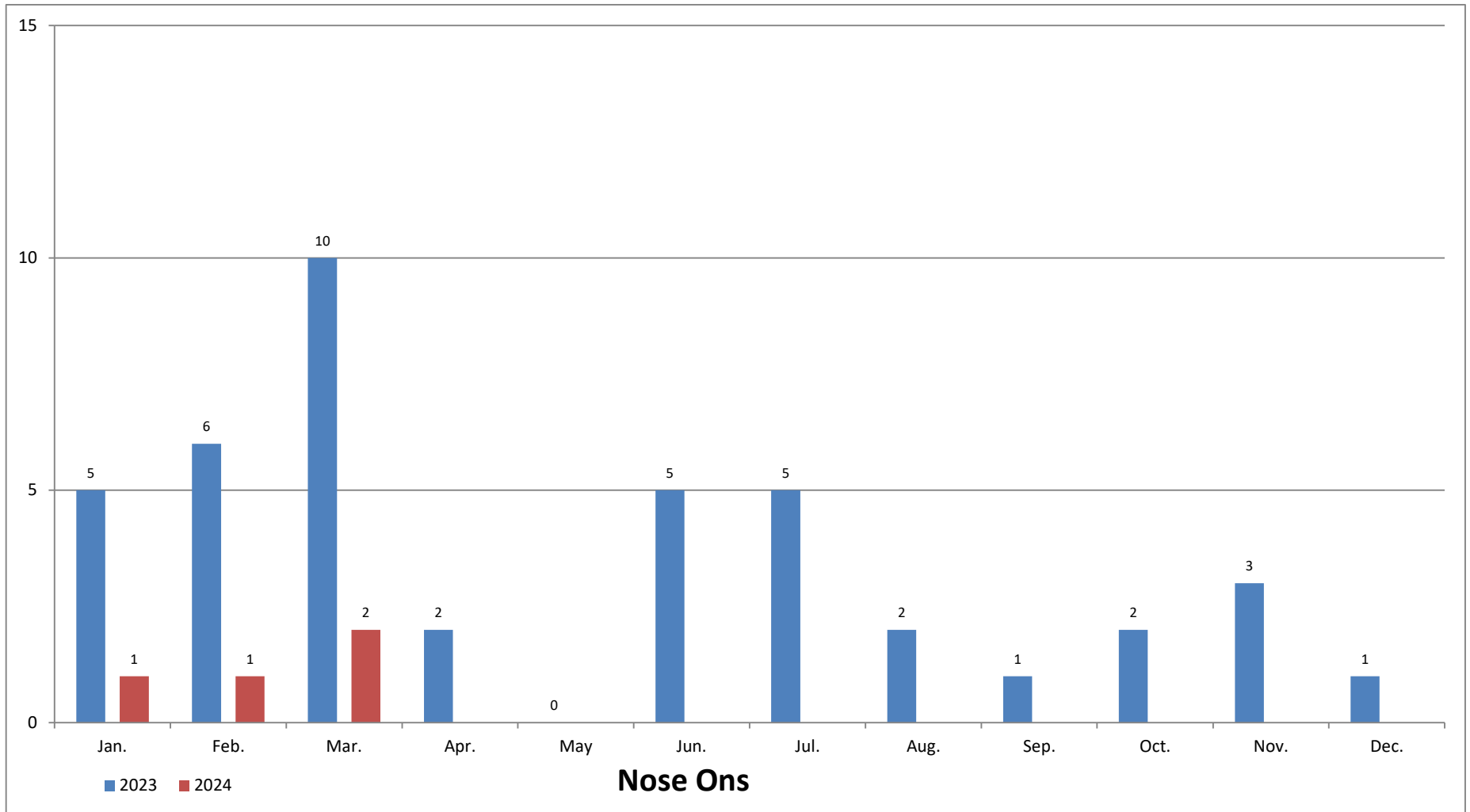


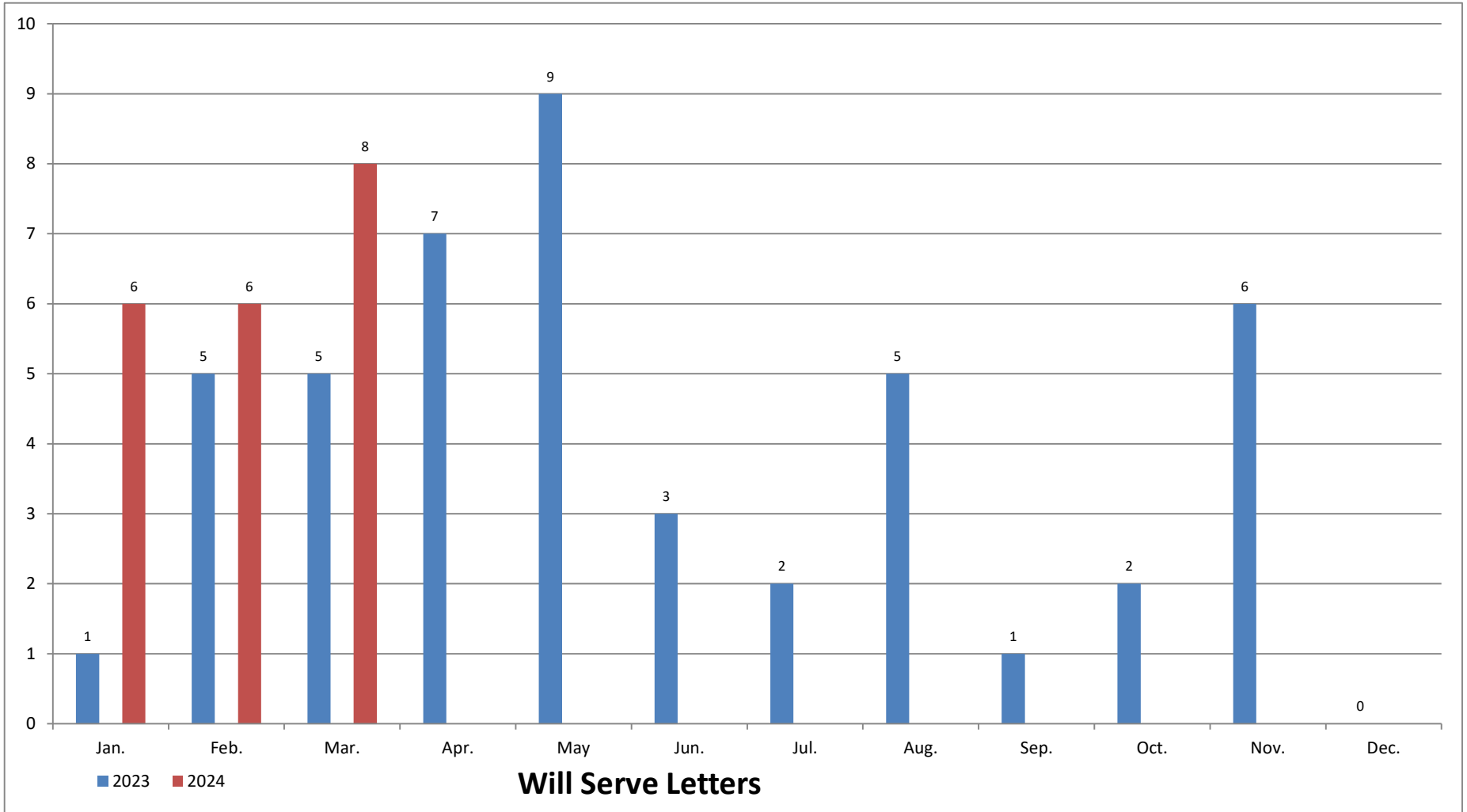
LINES MAINTENANCE MONTHLY REPORTS

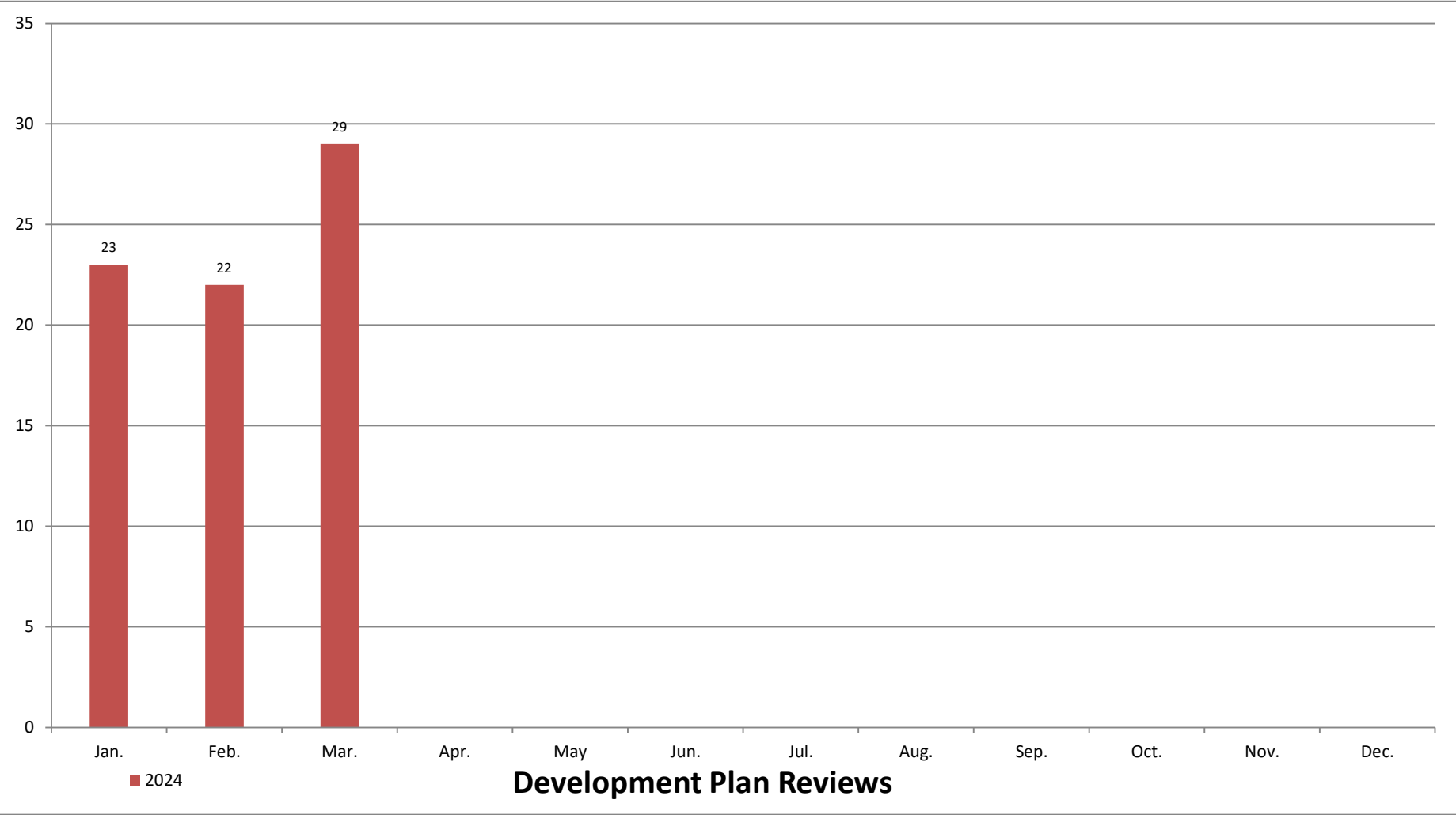
		MONTHLY CLEANING (ft)	RUNNING TOTAL (ft)	MILES	RUNNING TOTAL (mi)	MONTHLY TV (ft)	RUNNING TOTAL (ft)	MILES	RUNNING TOTAL (mi)	TOTAL SYSTEM WORK (mi)
2022	Jan	150,310	150,310	28.47	28.47	58,971	58,971	11.17	11.17	39.64
	Feb	121,660	271,970	23.04	51.51	52,259	111,230	9.90	21.07	72.58
	Mar	207,677	479,647	39.33	90.84	66,542	177,772	12.60	33.67	124.51
	Apr	123,566	603,213	23.40	114.24	61,384	239,156	11.63	45.29	159.54
	May	107,664	710,877	20.39	134.64	42,707	281,863	8.09	53.38	188.02
	Jun	150,618	861,495	28.53	163.16	46,682	328,545	8.84	62.22	225.39
	Jul	65,661	927,156	12.44	175.60	51,211	379,756	9.70	71.92	247.52
	Aug	125,788	1,052,944	23.82	199.42	62,978	442,734	11.93	83.85	283.27
	Sep	102,285	1,155,229	19.37	218.79	56,654	499,388	10.73	94.58	313.37
	Oct	94,755	1,249,984	17.95	236.74	70,293	569,681	13.31	107.89	344.63
	Nov	44,327	1,294,311	8.40	245.13	44,696	614,377	8.47	116.36	361.49
	Dec	37,321	1,331,632	7.07	252.20	22,334	636,711	4.23	120.59	372.79
AVERAGE		110,969		21.02		53,059		10.05		
2023	Jan	76,321	76,321	14.45	14.45	39,295	39,295	7.44	7.44	21.90
	Feb	39,488	115,809	7.48	21.93	33,606	72,901	6.36	13.81	35.74
	Mar	129,946	245,755	24.61	46.54	62,804	135,705	11.89	25.70	72.25
	Apr	64,297	310,052	12.18	58.72	43,550	179,255	8.25	33.95	92.67
	May	151,038	461,090	28.61	87.33	66,656	245,911	12.62	46.57	133.90
	Jun	128,096	589,186	24.26	111.59	17,325	263,236	3.28	49.86	161.44
	Jul	142,194	731,380	26.93	138.52	15,407	278,643	2.92	52.77	191.29
	Aug	161,504	892,884	30.59	169.11	22,413	301,056	4.24	57.02	226.13
	Sep	91,101	983,985	17.25	186.36	14,607	315,663	2.77	59.78	246.15
	Oct	141,809	1,125,794	26.86	213.22		315,663	0.00	59.78	273.00
	Nov	147,441	1,273,235	27.92	241.14	17,800	333,463	3.37	63.16	304.30
	Dec	155,799	1,429,034	29.51	270.65	60,481	393,944	11.45	74.61	345.26
AVERAGE		119,086		22.55		35,813		6.22		
2024	Jan	92,190	92,190	17.46	17.46	27,901	27,901	5.28	5.28	22.74
	Feb	92,200	184,389	17.46	34.92	35,740	63,642	6.77	12.05	46.98
	Mar	121,824	306,213	23.07	57.99	31,602	95,243	5.99	18.04	76.03
	Apr									
	May									
	Jun									
	Jul									
	Aug									
	Sep									
	Oct									
	Nov									
	Dec									
AVERAGE		102,071		19.33		31,748		6.01		



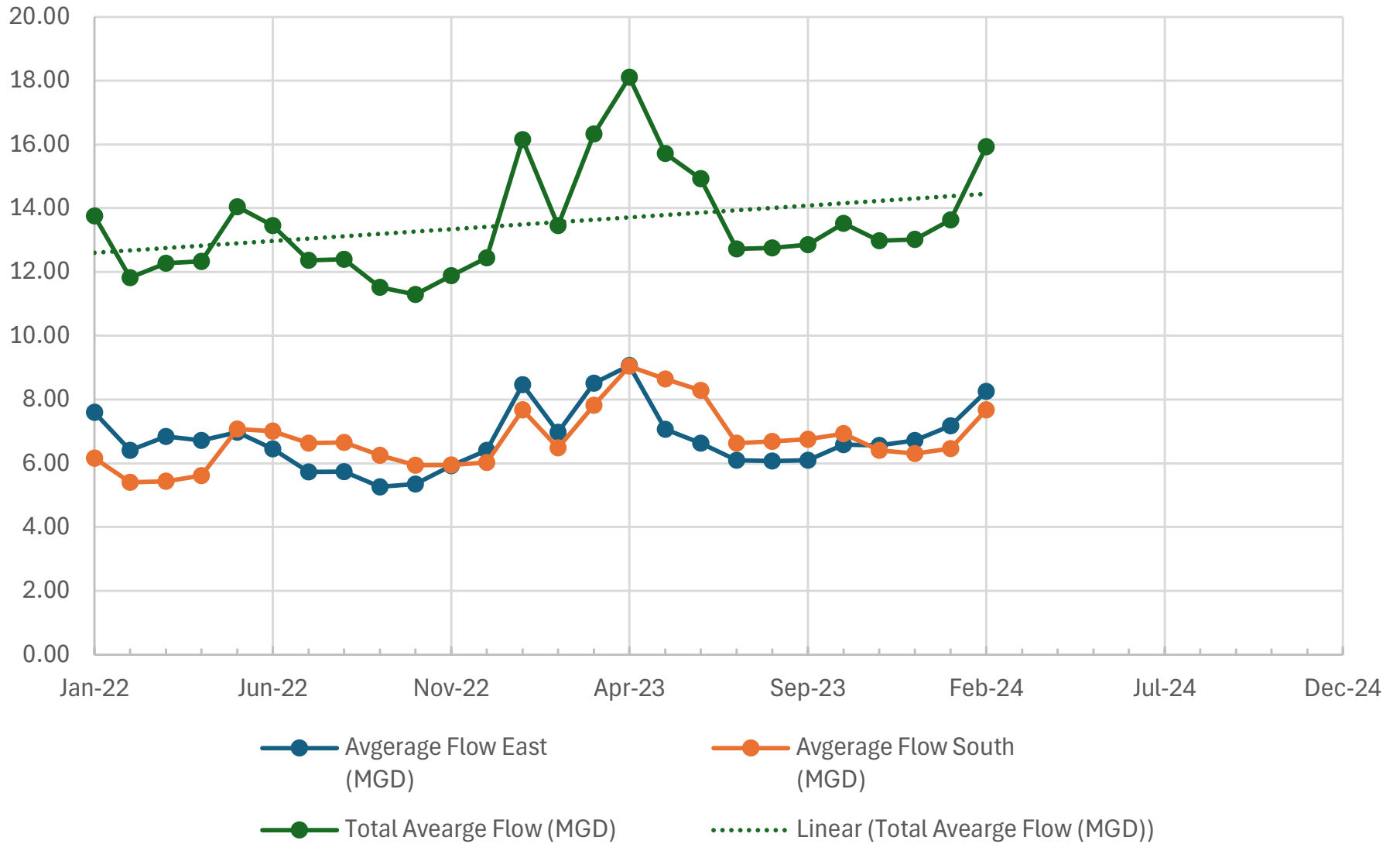








Interceptor Flows (MGD)



PTIF Rates

YEAR	MONTH	360 DAY	365 DAY
2024	MAR	5.36922674	5.44379934
2024	FEB	5.40567852	5.48075739
2024	JAN	5.40658518	5.48167664
2023	DEC	5.40108159	5.47609661
2023	NOV	5.41225688	5.48742712
2023	OCT	5.35897808	5.43340833
2023	SEP	5.35638436	5.43077859
2023	AUG	5.22880017	5.30142239
2023	JUL	5.10526591	5.17617238
2023	JUN	5.10499449	5.17589719
2023	MAY	4.99267195	5.06201462
2023	APR	4.93772852	5.00630809
2023	MAR	4.73499233	4.80075611
2023	FEB	4.60018241	4.66407384
2023	JAN	4.21846278	4.27705254
2022	DEC	3.80054822	3.85333361
2022	NOV	3.32264900	3.36879691
2022	OCT	2.82221903	2.86141652
2022	SEP	2.44491845	2.47887565