



**MAGNA WATER DISTRICT AGENDA  
FOR THE  
REGULAR BOARD MEETING  
AT 10:00 AM  
THURSDAY MAY 12, 2022**

8885 W 3500 S, MAGNA, UT 84044

GENERAL OFFICE BUILDING

(801)250-2118

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***MAY 12, 2022***  
***REGULAR BOARD MEETING AGENDA***  
***MAGNA WATER DISTRICT***

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MEETING DATE: May 12, 2022, at 10:00 am  
LOCATION: 8885 W 3500 S, MAGNA, UT, GENERAL OFFICE BUILDING

**A. Call to Order**

**B. Public, Board and Staff join in the Pledge of Allegiance**

**C. Welcome the Public and Guests**

**D. Public Comment**

Written requests that are received – Please do not take over three minutes due to time restraints for other individuals and the Board.

**E. Inquire of any conflicts of interests that need to be disclosed to the Board**

**F. Approval of common consent items**

1. Minutes of the regular board meeting held April 21, 2022
2. Expenses for April 18 – May 4, 2022:  
General Expenses: \$372,709.26  
Zions Bank bond payments: \$1,250,017.05

**G. Department Reports:**

1. General Manager Report
2. Engineering Report
  - Hourly billing rates for all firms selected for the engineering consultant pool
  - Work directive electrical changes in the Zone 3 Secondary & Culinary Pump Station project
3. Water Operations Report (including water production and call out report)
  - Identification, marking & mapping zone valves
4. Wastewater Operations Report (including status and call out report)
  - Increasing trends in wastewater strength, likely causes & comparative analysis

**H. Water & Sewer Availability**

Discussion and possible motion to approve the following developments:

1. Dixon Downs located at 8323 W 2700 S

**I. Project Awards & Agreements**

Discussion and possible motion to approve the following project awards and agreements:

1. 2022 Culinary Water & Sewer Pipeline replacement project to Newman Construction in the amount of \$1,493,000
2. Epic Engineering task order 2022-7 for construction management on the 2022 water and sewer pipeline repair & replacement project in the amount of \$71,000

**J. Training & Safety**

Discussion and possible motion on the following training conferences:

1. WEFTEC Conference, October 8 – 12, 2022, New Orleans, LA

**K. Administrative**

Discussion and possible motion to approve the following administrative items:

1. Water Reuse open house details & date

**L. Motion to meet immediately in closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code Ann. §§ 52-4-204 through 205.**

**M. Motion to close the closed meeting and re-open the public board meeting.**

**N. Consider action on any noticed agenda item discussed in closed meeting.**

**O. Adjourn**

# **COMMON CONSENT**

**MINUTES OF THE  
REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF  
MAGNA WATER DISTRICT**

A regular meeting of the Board of Trustees of the Magna Water District was held Thursday, April 21, 2022, at 10:00 a.m., at the Magna Water District General Office, Kim Bailey Board Room, located at 8885 West 3500 South, Magna, UT.

**Trustees Present:**

Mick Sudbury, Chairman  
Jeff White  
Dan Stewart

**Staff Present:**

Clint Dilley, General Manager  
LeIsle Fitzgerald, District Controller  
Trevor Andra, District Engineer  
Raymond Mondragon, Water Operations Manager, excused  
Steve Clark, Water Construction Leadman  
Dallas Henline, Wastewater Operations Manager  
Lonnie Thompson, Water Construction Mtnce Operator  
Spencer Simons, Water Construction Mtnce Operator  
Paul Bird, Wastewater Collections Mtnce Operator

**Also Present:**

Katy Steffey, Smith Hartvigsen, PLLC  
Don Olsen, Epic Engineering  
Clint Rogers, Stantec  
Joel Workman, AQS Consulting  
Dan Peay, Magna Mayor

**Call to Order:** Mick Sudbury called the meeting to order at 10:00 am.

**Public, Board, Staff join in the Pledge of Allegiance.**

**Welcome the Public and Guests:** Chairman welcomed those in attendance.

**Public Comment:** None.

**Chairman asked if any of the staff or board members had a conflict of interest with anything on this agenda.** There were no conflicts of interest.

**Approval of Common Consent Items:**

**Minutes of the regular board meeting held March 10, 2022  
Expenses for March 5 to April 17, 2022:**

**General Expenses:** \$1,022,523.32

**Zions Bank bond payments:** \$83,626.46

A motion was made by Dan Stewart, seconded by Jeff White, to approve the minutes of the regular board meeting held March 10, 2022, the general expenses, and the Zions Bank bond payment from March 5 to April 17, 2022, in the amount of \$1,022,523.32 and \$83,626.46, respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**Introduction of new employees: Lonnie Thompson, Spencer Simons, and Paul Bird:** Clint Dille introduced the new employees and welcomed them onboard.

**Discussion on recent changes to CDL licensing:** Dallas explained to the Board some of the changes the State has made to the requirements to obtain a CDL license. There is a mandatory statewide training course that needs to be taken, of which will be a mixture of computer-based training and training by a certified licensed assessment professional. The company who has assisted the District in the driving training for the CDL in the past, is certified to offer the State's new required training courses. There are options differing in costs for the training starting at \$1,185. In the past the employee would pay for any fees prior to obtaining the CDL, if passed, the District would reimburse the employee. Because of the cost of the training now at \$1,185 and higher, management and Board will need to reassess how we handle the payment for the CDL Training. In the training course, the instructor will be able to give the District an idea if an individual is likely to pass the State's written and driving tests. Management recommended the current probation period of 90 days be lengthened and there be additional reviews of the employee during that time to get a feel if the employee was going to be in the job long enough for the District to justify investing in the cost of the CDL training. The Board felt good about management's recommendation.

**Discussion and possible motion to approve resolution for CARES Act Reimbursement**

**Agreement with Magna Metro Township:** This agreement will allow the District to be reimbursed for COVID expenditures with CARES Act funds through Magna Metro Township. A motion was made by Jeff White, seconded by Dan Stewart, to approve Resolution 2022-01 to approve and ratify the Magna Metro Township Agreement, effective date of April 21, 2022, and the agreement be implemented according to the terms as set forth therein. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to approve changes to Engineering Consultant Pool:**

Trevor explained every two years, the District reevaluates its consultant pool. The pool was opened this year and a RFQ was sent out for other qualified consultants to submit their qualifications to be considered. There were six responses, four of those were new consultants and two were already in the pool but wanted to resubmit due to changes in staff or other changes they felt the District needed to be aware of. All qualifications submitted were reviewed by a four-person committee and ranked and scored based on certain criteria. Trevor presented those consultants recommended to continue in the pool; Hansen Allen & Luce, Carollo Engineers, Epic Engineering, Bowen Collins and Associates, JUB Engineers, SKM Inc., Loughlin Water Associates, IGES, Stantec, Terracon, T-O Engineers, and consultants that were newly qualified and added to the pool; AE2S (Advanced Engineering and Environmental

Services), and CRS Engineers. A motion was made by Jeff White, seconded by Dan Stewart, to approve the recommended consultants as the District's pool of Engineering Consultants. The motion was approved as follows: Dan Stewart, yea, Jeff White, yea and Mick Sudbury, yea.

**Discussion and possible motion to approve a new janitorial services contract:** Clint informed the Board the District's current janitorial services increased the monthly service charge for our locations serviced by them. Because of that, management felt it would be diligent to solicit quotes from other janitorial services. Two additional quotes were received along with the current company. Out of the three quotes, the current company was still the lowest price. Although the current company was still the lowest, there are some concerns on the quality. The Board agreed to continue with the current company for janitorial services, contingent upon an agreement containing language with the District's quality concerns and if the quality of the services is improved dramatically. If the District was still unhappy, then the relationship could be terminated with a 30-day written notice of cancellation. A motion was made by Jeff White, seconded by Dan Stewart, to continue with the current janitorial services at their proposed increased prices, subject to an agreed upon level of service, and the ability to terminate services with a written 30-day notice. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to approve a cost-of-living adjustment for all employees:** Clint shared with the Board the Social Security Administration cost of living figures, according to their calculations, cost of living increased 5.9% in 2021. SSA made an adjustment of 5.9% in October of 2021 to go into effect first of 2022. They also projected inflation to be even higher than the 5.9% in 2022. Between September 2020 – 2021 the CPI was 5.9% higher. Using the same number in September 2021 – March 2022 the increase in cost of living is already a 5.2% increase. The Union Contract currently has a 2.5% cost of living increase each year which was given to employees beginning 2022, the Union approached management to consider a one-time additional cost of living increase prior to the end of the contract terms. The contract terms expire May of 2023. Union and management met and tried to come up with a figure to stay within the District's 2022 budget. There was approximately 2.7% available in the budget for wages, management felt the District could afford 2.7% COLA adjustment without going over budget. A motion was made by Jeff White, seconded Dan Stewart, to approve the cost-of-living adjustment increase of 2.7%. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

**Discussion and possible motion to approve the 2021 Municipal Wastewater Planning Program Survey:** Dallas presented the 2021 Municipal Wastewater Planning Program Survey indicating this is an annual report the State uses to determine the status of the District's wastewater collection system and how much money the District would qualify for if it applied for any type of financial assistance. Management recommended Board approval. A motion was made by Jeff White, seconded by Dan Stewart, to approve the 2021 Municipal Wastewater Planning Program Survey. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to approve renewal of Dental Select for Executive dental benefits:** LeIsle indicated Dental Select's plan period runs from April 1 – March 31. This is the renewal of dental benefits for the executive team. The premium for the dental coverage

increased by 3.8% along with the vision benefit premium, increased 3.8%. A motion was made by Jeff White, seconded by Dan Stewart, to approve the renewal of Dental Select. The motion was approved as follows: Jeff White, yea, Mick Sudbury, yea and Dan Stewart, yea.

**Discussion and possible motion regarding employee's uniform allowance:** Board Chairman wanted to discuss procedures regarding the employee's uniforms. Currently the employees have the option to wear uniforms from the uniform service, or to choose to receive a uniform allowance instead. Board asked management to investigate the policies/practices and bring back to the Board recommendations that are fair and equitable, satisfy the needs of the employees, and comply with health and safety regulations according to the department the employees are working in. New employees have been given the option of the uniforms or the allowance immediately after their start date. If the allowance is chosen, the allowance is prorated for the year, if an employee leaves, the allowance is prorated for the year. Board asked to see average costs for the uniform service. Management will provide the Board that information. Safety boots are also to be provided to the employees, this is done through a safety drawing each quarter of the year, when the year is over, every employee, except management, end up being drawn and receives \$150 for safety boots. Clint explained the drawing is somewhat conflicting due to the fact the safety drawing is meant to promote safety in where if there are no accidents, the drawing will occur, if there were accidents, the drawing would not occur. If the drawing doesn't occur, then who is it that is not provided safety boots that year, which conflicts with the dress policy in the District's AR&R's. This is something that needs to be discussed and possibly resolved with the next Union contract negotiations. There was no motion made on the uniforms or clothing allowance.

**Discussion and possible motion to approve APA Benefits Investment Committee minutes and a recommended watch list:** LeIsle indicated the Investment Committee met in February. Berkley reviewed the performance of the Executive 401(k) & Defined Benefit Pension plans. From the review it is recommended the following changes be made:

Funds on the watchlist:

RFNFX	American Funds Fundamental Invs R5
RERFX	American Funds Europacific Growth R5
RWIFX	American Funds Capital World Gr&Inc R5
VBLAX	Vanguard Long Term Bond Index Adm

Funds to be removed from the watchlist and placed in good standing:

FADMX	Fidelity Strategic Income Fund
VEMAX	Vanguard Emerging Mkts Stock Idx Adm

A motion was made by Jeff White, seconded by Dan Stewart, to approve the funds to be placed or remain on the watchlist, and the funds to be removed from the watchlist and placed in good standing. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to approve Stantec task order for Design and Construction Management services on the West Side Collection Project 1B in the amount of \$148,895:** Trevor indicated this is Phase 2 of the West Side Collection Project. The first Phase was installed last fall from 8000 W going East along 2100 S and tied into the sewer main that goes to the District's wastewater headworks. This Project 1B will be an extension of that line extending to the South along 8000 W and will require micro-tunnelling under to cross I-80.



The task order includes some Geotech, additional survey and the micro-tunnelling under the freeway. A motion was made by Jeff White, seconded by Dan Stewart, to approve the Stantec task order for design and construction management services on the West Side Collection Project 1B in the amount of \$148,895. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to award Filter Procurement to AQUA-Aerobic, Inc. and approve initial payment for engineering submittals in the amount of \$43,131.73:** Trevor indicated the filter system is the main component to our reuse system. The District published a proposal for the filter equipment and received three bids. The bids were reviewed, ranked, and scored by management and the engineering technical team. Trevor made recommendation to award the filter procurement to AQUA-Aerobic, Inc. and approve an initial payment for engineering submittals in the amount of \$43,131.73. After the initial payment, the project will be awarded, and the contractor will assume the remaining filter costs and include that in the total project bid. A motion was made by Jeff White, seconded by Dan Stewart, to approve awarding the filter procurement to AQUA-Aerobic, Inc and approve an initial payment to them in the amount of \$43,131.73. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

**Discussion regarding the garage, storage, and parking lot project:** Trevor indicated there were no responses to the Invitation to Bid on this project. Trevor made the recommendation to pursue the projects each separately. By priority, management feels the storage building be bid first, then the garage and then the parking lot.

**Discussion and possible motion to approve Epic Engineering task order 2022-6 for Screw Press Building Addition Study in the amount of \$28,800:** Dallas indicated in the screw press building (solids handling building), is the last stage of the process where as much liquid as can be, is pressed out of the solids. In that facility currently there are two screw press units, the building is set up for four units for future growth, however, the way the building is configured if a third or fourth screw press is installed it will cause security issues. This study will address possible building modifications to solve any issues when the third and fourth presses are installed. A motion was made by Jeff White, seconded by Dan Stewart, to approve Epic Engineering task order 2022-6 for Screw Press Building Addition Study in the amount of \$28,800. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

**Discussion and possible motion to attend the following conferences:**

**National AWWA, June 12 – 15<sup>th</sup>, 2022, San Antonio, TX:** Clint Dilley, Mick Sudbury, Dan Stewart, and Steve Clark would like to attend this conference. Board agreed to attend this conference.

**UGFOA Annual Spring Conference, April 25 – 27, 2022, St George:** This is such short notice, it was discussed it be attended next year.

**GFOA Annual, June 5 – 8, 2022 Austin, TX:** LeIsle indicated a lot of this information could be received by registering for online courses through the GFOA website. It is kind of late to register for this conference, there were no hotels available under the conference, because of this if someone did attend the hotel would cost over \$2,600.

A motion was made by Jeff White, seconded by Dan Stewart, to approve attendance to the National AWWA conference, June 12 – 15, 2022, San Antonio, TX. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**Report & Discussion from General Manager:** In the interest of time, Clint indicated the Board has his manager's report in the Board packet and asked if the Board had any questions or items which they would like to discuss from the report. Clint pointed out he has taken a stab at reorganizing the board meeting agenda to be more streamline and grouped by categories to try and limit the repetitive "discussion and possible" motion language, and possibly cut down on number of motions. The Board expressed they would not mind trying this new format few a few months and see how it goes.

**Discussion on District's actual vs budget status as of March 31, 2022:** In the interest of time, LeIsle indicated the financial reports are included in the Board Packet, with the actual vs budget status as of March 31, 2022. She asked if the Board had any questions on the information or if they would like to discuss any items in the information.

**Engineering projects update:**

**Material Hauling:** Mick inquired about the status of the dirt pile being moved. Trevor indicated the material is being taken to the dump, there have been some bad weather days in which they weren't able to haul. Newman Construction investigated some alternative locations and found a dump site that would take the material. Newman was running 12 trucks and will continue with that until the pile is completely hauled away. The estimated completion date will be in about two weeks. They have made good progress on the pile.

**2022 Water and Sewer Repair & Replacement Project:** Trevor indicated this project is out for bid right now. When the project gets started, it may cause some traffic disruption. It will be on Florence Dr, Edith Dr and Katherine Dr. The project award will be brought to the board for approval in May, and possible start date in June.

**Water Distribution/Production:**

- 1. Water production report:** The culinary water production for March was 102.9 million gallons or 315.69-acre feet, a 11.39% increase from 2021. Year to date production was 282.8 million gallons or 867.87-acre feet, a 3.93% decrease from YTD 2021. We have purchased 197.38-acre feet of water from Jordan Valley Water as of March 2022.
- 2. Call out report:** Dallas reported for Raymond, there was a total of 12 call outs, all miscellaneous. Total of 30 hours paid.

**WWTP Operation/Collection System:**

- 1. Status of sewer system:** Dallas indicated the collection crew is moving along, they have some spot repairs coming up in the next couple of weeks/months. Have received bids for repairs throughout the District, as that project gets closer additional information will be brought to the Board of any possible road closures, or any needed notifications. Wastewater treatment plant, the callouts were a result of power loss. Dallas explained the aeration equipment is running as efficiently as possible, but still at a point where it's not enough. There's not enough aeration to take a piece off for maintenance, all must be running 100% all the time. Dallas is looking to alternatives to allow for maintenance as needed.

**Motion to meet immediately in closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation pursuant to Utah Code Ann. §§ 52-4-204 through 205:** Jeff White made a motion to meet immediately in closed session to discuss the character, professional competence, or physical or mental health of an individual and pending or reasonably imminent litigation pursuant to Utah Code Ann. 52-4-204 through 205. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. The open session of the Board meeting was closed at 12:21 p.m.

**Motion to close the closed session and to reopen the open session of the Board Meeting:** Mick Sudbury made a motion to close the closed session and reconvene the open session at 1:47 pm. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

**Consider action on any noticed agenda item discussed in closed meeting:** None

**Adjourn:** Having no further business to discuss, a motion was made by Mick Sudbury, seconded by Dan Stewart, to adjourn the meeting at 1:48 pm. The motion was approved as follows: Dan Stewart, yea, and Mick Sudbury, yea.

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Attest

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Chairperson

**MAGNA WATER DISTRICT  
INVOICE PAYMENTS  
4/18/2022 TO 5/4/2022**

Check Issue Date	Payee	Amount	Description
4/18/2022	BANKCARD CENTER	746.37	TRAILER PARTS FOR #88/EMERGENCY WATER TANK
4/18/2022	CRUS OIL INC./QUALCO	443.40	OIL ABSORBENT
4/18/2022	HACH COMPANY	449.16	REAGENT SET
4/19/2022	AUTOZONE	30.78	SUPPLIES TO FIX VALVE
4/19/2022	COSTCO WHOLESALE	57.03	JANITORIAL SUPPLIES
4/19/2022	COSTCO WHOLESALE	27.12	JANITORIAL SUPPLIES
4/19/2022	DOMINION ENERGY	118.78	NATURAL GAS 3291 S 8000 W
4/19/2022	DOMINION ENERGY	1,028.98	NATURAL GAS 8931 W 3500 S
4/19/2022	DOMINION ENERGY	6,319.73	NATURAL GAS 7650 W 2100 S
4/19/2022	DOMINION ENERGY	560.15	NATURAL GAS 8885 W 3500 S
4/19/2022	ROCKY MOUNTAIN POWER CO.,	21,041.40	POWER BARTON WELLS 1&2
4/19/2022	ROCKY MOUNTAIN POWER CO.,	1,555.92	POWER HAYNES WELLS
4/20/2022	AETNA	1,726.50	OPEB OBLIGATION
4/20/2022	BANKCARD CENTER	194.69	BOARD MEETING LUNCH
4/20/2022	BANKCARD CENTER	161.82	EMPLOYEE APPRECIATION AWARDS
4/20/2022	BOWEN COLLINS & ASSOCIATES	944.25	W/2W/SS MASTER PLAN, IFFP,IFA
4/20/2022	BOWEN COLLINS & ASSOCIATES	5,489.35	MAGNA REUSE PROJECTS
4/20/2022	CITY CREEK WINDOW CLEANING	870.00	OFFICE WINDOW CLEANING
4/20/2022	DATA SERVICES	38.30	SALT LAKE COUNTY RECORDERS WEBSITE
4/20/2022	DJB GAS SERVICES, INC.,10056	165.69	WELDER REPAIR
4/20/2022	E.T. TECHNOLOGIES, INC	2,549.45	SLUDGE REMOVAL
4/20/2022	EPIC ENGINEERING, P.C.	444.00	BONANZA MEADOWS SUBDIVISION
4/20/2022	EPIC ENGINEERING, P.C.	78.00	GATEWAY TO LITTLE VALLEY
4/20/2022	EPIC ENGINEERING, P.C.	6,567.96	GATEWAY TO LITTLE VALLEY INSPECTION
4/20/2022	EPIC ENGINEERING, P.C.	172.71	2020 WATERLINE REPLACEMENTS
4/20/2022	EPIC ENGINEERING, P.C.	234.00	QUICK QUACK WEST VALLEY
4/20/2022	EPIC ENGINEERING, P.C.	655.00	GATEWAY TO LITTLE VALLEY PHASE 1 & 2
4/20/2022	EPIC ENGINEERING, P.C.	2,997.39	GATEWAY TO LITTLE VALLEY PHASE 1&2 INSPECTION
4/20/2022	EPIC ENGINEERING, P.C.	808.50	MAGNA GENERAL ENGINEERING
4/20/2022	EPIC ENGINEERING, P.C.	504.66	2022 MISC SMALL SUBD/LOTS-INSPECTION
4/20/2022	EPIC ENGINEERING, P.C.	945.00	2021 TANK PAINTINGS
4/20/2022	EPIC ENGINEERING, P.C.	990.00	TRUCK GARAGE AND SAND BINS
4/20/2022	EPIC ENGINEERING, P.C.	473.97	MAGNA PROPERTIES WAREHOUSE-INSPECTION
4/20/2022	EPIC ENGINEERING, P.C.	4,918.40	ZONE 3 SECONDARY BOOSTER PUMP STATION
4/20/2022	EPIC ENGINEERING, P.C.	412.50	ASCEND AT LITTLE VALLEY
4/20/2022	EPIC ENGINEERING, P.C.	7,073.16	ASCEND AT LITTLE VALLEY-INSPECTION
4/20/2022	ERIKS NORTH AMERICA, Inc	260.85	HEADWORKS HOSES
4/20/2022	ERIKS NORTH AMERICA, Inc	159.72	HEADWORKS HOSES
4/20/2022	FUEL NETWORK	7,158.09	GASOLINE FOR VEHICLES
4/20/2022	HESCO SERVICES, INC.	2,226.34	CRANE REPAIR & INSPECTION
4/20/2022	LAWSON PRODUCTS, INC.	2,374.48	SHOP STOCK FOR VEHICLES
4/20/2022	LEVERAGE IT SOLUTIONS	1,550.00	STANDARD SUPPORT
4/20/2022	METERWORKS	4,290.00	MACH10 METERS
4/20/2022	O'REILLY	16.20	REPAIR PART FOR BOOSTER STATION
4/20/2022	READY MADE CONCRETE, INC.	513.00	ASPHALT FOR REPAIRS
4/20/2022	REPUBLIC SERVICES #864	2,109.28	GARBAGE COLLECTION FOR WWTP
4/20/2022	ROCKY MOUNTAIN POWER CO.,	941.71	ZONE 3 CULINARY PUMP STATION
4/20/2022	ROCKY MOUNTAIN POWER CO.,	25.37	POWER BACCHUS TANKS
4/20/2022	ROCKY MOUNTAIN POWER CO.,	148.82	POWER DISTRICT OFFICE
4/20/2022	ROCKY MOUNTAIN POWER CO.,	332.12	POWER CEMENT BUILDING SHOPS
4/20/2022	ROCKY MOUNTAIN POWER CO.,	1,415.74	POWER 7600 RESERVOIR
4/20/2022	SAFETY-KLEEN SYSTEMS, INC.	269.59	USED OIL PICK UP
4/20/2022	STANTEC CONSULTING SERVICES INC.	16,973.50	MAGNA WATER WESTSIDE COLLECTIONS SYSTEM PROJECT
4/20/2022	STAPLES BUSINESS CREDIT	119.72	OFFICE FILE CABINET AT SHOP
4/20/2022	STAPLES BUSINESS CREDIT	230.69	OFFICE SUPPLIES
4/20/2022	TEN POINT SALES & MARKETING LLC	1,087.11	CAMERA CABLES & WHEEL HUBS FOR CAMERA VAN
4/20/2022	THE SALT LAKE TRIBUNE	348.20	LEGAL NOTICES
4/20/2022	USA BLUEBOOK	488.85	HACH ANALYSER SOLUTION
4/20/2022	UTAH WATER USERS ASSOCIATION	200.00	2022 MEMBERSHIP DUES
4/21/2022	MID ATLANTIC TRUST COMPANY	2,361.54	401(K) CONTRIBUTION
4/21/2022	UTAH BARRICADE COMPANY	316.65	BARRICADE SINAGE FOR VALVE REPAIR
4/21/2022	WORKERS COMPENSATION FUND OF U	1,686.04	WORKERS COMP INSURANCE
4/24/2022	CASELLE, INC.	1,800.00	SUPPORT & MAINTENANCE
4/25/2022	ANSERFONE	175.80	NIGHT ANSWERING SERVICE
4/26/2022	AWWA	89.00	MEMBERSHIP DUE
4/26/2022	BLUELINE SERVICES	118.10	PRE-EMPLOYMENT DRUG SCREENS & BACKGROUND CHECKS
4/26/2022	BLUELINE SERVICES	94.00	RADOM DRUG TESTING
4/26/2022	INTSEL STEEL WEST, LLC	507.62	METAL FOR THE WATER STORAGE TRAILER
4/26/2022	LOWE'S	350.54	MISC SUPPLIES FOR WATER CREW
4/26/2022	REPUBLIC SERVICES #864	718.85	SHOP GARBAGE COLLECTION

**MAGNA WATER DISTRICT  
INVOICE PAYMENTS  
4/18/2022 TO 5/4/2022**

Check Issue Date	Payee	Amount	Description
4/26/2022	ROCKY MOUNTAIN POWER CO.,	413.27	POWER BOOSTER STATION
4/26/2022	WEST VALLEY CITY	130.20	STORMWATER AT EDR
4/27/2022	AQS ENVIRONMENTAL SCIENCE	2,000.00	SEWER CHEMIST CONSULTANT
4/27/2022	ARNOLD MACHINERY CO.	1,448.67	QUICK COUPLER HYDRAULIC ATTACHMENT FOR #58
4/27/2022	BIG D CONSTRUCTION CORP	1,000.00	REFUND OF HYDRANT DEPOSIT
4/27/2022	BLUELINE SERVICES	141.00	RANDOM DRUG TEST
4/27/2022	BOLT & NUT SUPPLY CO.	5.68	20 MM NUTS
4/27/2022	BOWEN COLLINS & ASSOCIATES	12,309.94	MAGNA REUSE PROJECTS
4/27/2022	BOWEN COLLINS & ASSOCIATES	307.50	W/2W/SS MASTER PLAN, IFFP, IFA
4/27/2022	BOWEN COLLINS & ASSOCIATES	24,557.15	MAGNA REUSE PROJECTS
4/27/2022	CHEMTECH-FORD	238.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	441.00	EDR SAMPLES
4/27/2022	CHEMTECH-FORD	489.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	206.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	271.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	206.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	489.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	238.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	271.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	206.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	441.00	EDR SAMPLES
4/27/2022	CHEMTECH-FORD	271.00	WWTP SAMLES
4/27/2022	CHEMTECH-FORD	103.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	206.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	489.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	206.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	271.00	WWTP SAMPLES
4/27/2022	CHEMTECH-FORD	300.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	149.00	WATER SAMPLES EDR
4/27/2022	CHEMTECH-FORD	252.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	84.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	380.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	60.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	280.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	20.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	20.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	410.00	EDR WATER SAMPLES
4/27/2022	CHEMTECH-FORD	40.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	300.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	80.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	261.00	EDR SAMPLES
4/27/2022	CHEMTECH-FORD	375.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	50.00	WATER SAMPLES
4/27/2022	CHEMTECH-FORD	25.00	WATER SAMPLES
4/27/2022	CINTAS 1ST AID	151.41	FIRST AID SUPPLIES
4/27/2022	CORRIO CONSTRUCTION, INC.	1,000.00	HYDRANT METER DEPOSIT REFUND 2019
4/27/2022	CUMMINS SALES AND SERVICE	162.94	GENERATOR FILTER KITS # 52
4/27/2022	DURA-CRETE INC.	2,115.00	VAULT FOR DESERET SOAP
4/27/2022	DURA-CRETE INC.	(918.00)	CAST IRON GRADE RINGS
4/27/2022	E.T. TECHNOLOGIES, INC	7,809.89	SLUDGE REMOVAL
4/27/2022	E.T. TECHNOLOGIES, INC	2,080.19	SLUDGE REMOVAL
4/27/2022	ERIKS NORTH AMERICA, Inc	1,003.92	LEADER HOSES FOR #30
4/27/2022	ERIKS NORTH AMERICA, Inc	243.00	HOSING FOR EDR
4/27/2022	HANSEN ALLEN & LUCE, INC.	879.77	EVALUATION AND REHABILITATION SERVICES
4/27/2022	INDUSTRIAL SUPPLY CO., INC.	505.14	PPE
4/27/2022	LIGHTLINK INC	1,800.00	HYDRANT DEPOSIT REFUND
4/27/2022	MADDOX COMPRESSOR CO., INC	837.41	GAL. OIL, SERVICE KIT, LOADER KIT - EDR AIR COMPRESSOR
4/27/2022	METERWORKS	117.50	NUTS & BOLTS FOR METERS
4/27/2022	MGM CONSTRUCTION, INC.	1,000.00	HYDRANT METER DEPOSIT REFUND
4/27/2022	MORGAN PAVEMENT	1,000.00	HYDRANT METER DEPOSIT REFUND
4/27/2022	NEWMAN CONSTRUCTION	118,750.00	ZONE 3 SECONDARY BOOSTER PUMP STATION
4/27/2022	OLYMPUS SAFETY & SUPPLY, LLC	472.00	PPE
4/27/2022	RHINO PUMPS	3,122.84	CLARIFIER MAINTENCE PUMP
4/27/2022	ROCKY MOUNTAIN CARE CLINIC	110.00	DOT PHYSICAL
4/27/2022	ROCKY MOUNTAIN POWER CO.,	365.19	POWER SECONDARY WATER PUMP
4/27/2022	SAFETY SUPPLY & SIGN CO.	780.00	PAINT
4/27/2022	SKM INC.	753.75	SCADA MAINTENANCE SEWER SYSTEM
4/27/2022	SKM INC.	112.50	SCADA MAINTENANCE WATER SYSTEM
4/27/2022	STAKER PARSON	1,000.00	HYDRANT METER DEPOSIT REFUND
4/27/2022	SUNROC CORP	1,800.00	HYDRANT METER DEPOSIT REFUND

**MAGNA WATER DISTRICT**  
**INVOICE PAYMENTS**  
**4/18/2022 TO 5/4/2022**

Check Issue Date	Payee	Amount	Description
4/27/2022	TERRACON	1,000.00	HYDRANT METER DEPOSIT REFUND
4/27/2022	THATCHER COMPANY	6,723.93	CHEMICALS
4/27/2022	WEF MEMBERSHIP	150.00	MEMBERSHIP DUE
4/27/2022	WEF MEMBERSHIP	150.00	MEMBERSHIP DUE
4/27/2022	WHITE DUMPSTERS	301.20	DUMPSTER FOR OFFICE
4/28/2022	AIRGAS USA, LLC - CENTRAL DIVISION	10.60	CYLINDER RENTAL
4/28/2022	AIRGAS USA, LLC - CENTRAL DIVISION	89.04	CYLINDER RENTAL
4/28/2022	AMAZON CAPITAL SERVICES	24.70	WATER DISPENSER IN BOARD ROOM - WATER JUG
4/28/2022	ASPHALT MATERIALS, INC.	356.58	SAND FOR 8000 W JOB
4/28/2022	BLUE STAKES OF UTAH 811	773.17	BILLABLE E-MAIL NOTIFICATIONS
4/28/2022	GRAINGER	129.00	RED PASS PLUS ANNUAL MEMEBERSHIP FEE
4/28/2022	MOUNTAINLAND SUPPLY COMPANY	1,787.52	SUPPLIES/PARTS FOR 7495 W SR201 S FRONTAGE RD
4/28/2022	MOUNTAINLAND SUPPLY COMPANY	3,427.47	ZONE 3-2 JOB
4/28/2022	SAFELITE FULFILLMENT, INC	469.97	WINDSHEILD REPLACEMENT # 76
4/28/2022	SAFELITE FULFILLMENT, INC	469.97	WINDSHEILD REPLACEMENT #77
4/28/2022	SAFETY-KLEEN SYSTEMS, INC.	127.50	USED OIL PICK UP
4/28/2022	THE LINCOLN NATIONAL LIFE	602.51	INSURANCE
4/28/2022	THE SALT LAKE TRIBUNE	173.30	LEGAL NOTICES
4/28/2022	WHEELER MACHINERY CO	557.37	UREA DEF SENSOR PART #86
5/2/2022	ALLSTREAM	2,496.34	TELEPHONE & DATA SERVICE
5/2/2022	ROCKY MOUNTAIN POWER CO.,	9.76	POWER WWTP ADMIN BLDG
5/2/2022	ROCKY MOUNTAIN POWER CO.,	21,489.42	POWER SEWER PLANT
5/3/2022	BANKCARD CENTER	40.74	RETIREMENT LUNCHEON
5/3/2022	CRUS OIL INC./QUALCO	31.92	OIL FILTERS FOR CHEVY TRUCKS
5/3/2022	HACH COMPANY	292.63	SENSOR CAP REPLACEMENT KIT
5/3/2022	SMITH HARTVIGSEN, PLLC	3,094.00	GENERAL LEGAL MATTERS
5/3/2022	SMITH HARTVIGSEN, PLLC	26.00	EMPLOYMENT LAW & OTHER CONFIDENTIAL MATTER
5/3/2022	SMITH HARTVIGSEN, PLLC	1,308.50	KC LOGISTICS
5/4/2022	BANKCARD CENTER	58.78	RUBBER BOOTS
5/4/2022	BANKCARD CENTER	199.00	TRAINING FRED PRYOR
5/4/2022	DDP, INC.	532.88	OFFICE SUPPLIES/PRINTER TONER
5/4/2022	INTSEL STEEL WEST, LLC	243.49	METAL- RETROFIT EMEGENCY WATER TRAILER
5/4/2022	MID ATLANTIC TRUST COMPANY	2,608.80	401(K) CONTRIBUTION
5/4/2022	USA BLUEBOOK	1,706.67	METAL DETECTORS - CHLORINE CYLINDER PARTS - EDR
5/4/2022	UTAH BROADBAND	499.00	MONTHLY BROADBAND FEE
		\$ 372,709.26	

**MAGNA WATER DISTRICT  
ZIONS BANK BOND PAYMENT  
4/18/2022 TO 5/4/2022**

Check Issue Date	Payee	Amount	Description
4/27/2022	ZIONS FIRST NATIONAL BANK	\$ 80,028.06	5436869-BOND SER 2013
4/27/2022	ZIONS FIRST NATIONAL BANK	\$ 762,189.79	MAGNA WATER DISTRICT UT GO BOND SER 2017
4/27/2022	ZIONS FIRST NATIONAL BANK	\$ 407,799.20	MAGNA WATER DISTRICT UT GO BOND SER 2019
		\$ 1,250,017.05	

# **DEPARTMENT REPORTS**





# MEMO

**TO:** MWD Board of Directors

**FROM:** Clint Dilley, P.E., General Manager

**DATE:** 05/04/22 (May 10th Board Meeting)

**RE:** Report and Discussion from General Manager

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## **PURPOSE OF MEMO**

The purpose of this memo is to provide the Magna Water District (MWD) Board of Directors a general report from the General Manager and associated discussion with input from rest of management team to keep the board abreast of general matters in the District. The format of the memo will primarily be a list of bullet points to assist guiding the discussion in the board meeting.

## **REPORT FROM GENERAL MANAGER**

After discussions with the board and management team we have focused our efforts on three main areas including 1) Staffing 2) Operations and 3) Communication as outlined in the following sections.

## **STAFFING**

- Review Future Staffing/Facility/Vehicle Needs
  - Human Resources/Training/Safety/Administrative
    - Transition of 100% of day-to-day Accountant job duties/responsibilities from Controller is complete. 90% of semi-annual & annual duties also complete. Transition has intentionally been methodical and has maximized smooth integration with a focus on opportunities for optimization
    - Next phase to improve efficiency of operations and quality of services in the office with much needed focus on HR, safety and training programs would be hiring a full time HR Director
    - Would propose HR Director as a management position
    - District has significant HR, Administrative, Training, & Safety demands and typical HR rule of thumb guidance for private industry of 1.4 per 100 employees would justify 0.42 HR employees but is likely too low of a staffing level when compared to our District specific needs and historic challenges
    - Recommend budgeting for a full time HR Director in 2023
    - Last remaining office space on main floor would be available for this position
    - Would trigger additional need for a multi-use office “runner” vehicle

- Engineering & Inspection
  - A lot of opportunity for engineering & inspection staff to support operations and improve efficiency and services but limited time available as day to day demands continue to increase
  - Propose a staff Engineer (Engineer in Training) to perform plan reviews, development & project administrative work, GIS data collection, design & drafting for in house designs
  - Would propose Staff Engineer as a union position similar to Accountant position
  - 2<sup>nd</sup> Inspector to phase out consultant inspection would be proposed as a union position
  - Recommend budgeting for Staff Engineer position to be hired in 2023
  - Recommend budgeting for 2<sup>nd</sup> Inspector position in 2024
  - Recommend finishing office basement space to accommodate one full office and two partial office spaces (open with partitions) in SW Corner and remainder of basement in center with filing system and space for rectangular/oval conference table better suited to hold design/bid/construction meetings
  - Staff engineer would also use a “runner” vehicle from time to time
  - 2<sup>nd</sup> Inspector would require dedicated vehicle
- Pretreatment Program Transition
  - Change in historic development patterns in service area from primarily single family residential with some commercial to more multi-unit high density residential, commercial, & light industrial
  - Increasing wastewater strength and more users requiring discharge permits & monitoring
  - Working with DWQ on a transition plan to eventual full-time in-house pretreatment coordinator
  - Would propose this as a union position similar to Accountant position
  - Would likely need to complete Biobrox building transition to house collections crew & lead man to free up an office in WWTP Admin building
  - Pretreatment coordinator would require dedicated vehicle for frequent inspections, sampling & monitoring of collections system
  - Recommend budgeting for Pretreatment Coordinator in 2024
- Water Department
  - 1 of 2 Service Maintenance positions filled on construction crew
    - Stan Campbell started 5/2/22

## **OPERATIONS**

- Emergency Response Plan
  - Training meeting for employees to be rescheduled for May 25<sup>th</sup> between 12 to 1 pm
  - Set up a training exercise for a mock event in Fall 2022
- Water Operations
  - Water Construction crew has been working on identification, marking, and mapping zone isolation valves starting from 7200 West and working east. Currently complete to 8400 West
  - Set a new MWD record of meter replacements completed in 2021 with 1,155 meters replaced. Also set 233 new meters in 2021
- WWTP Operations
  - Reviewing significant increase in wastewater strength in collections system and potential causes, comparison to other districts, and impacts on organic treatment capacity at WWTP.

- Likely need additional aeration in oxidation ditches
  - Evaluating alternatives now
- Emergency standby generator installed and operational at WWTP Admin building improving our emergency response & resiliency of wastewater treatment operations during power outages
- Cameras also installed and up and running in WWTP admin building to improve facility awareness of security & operational issues
- Office
  - Getting grounds & facilities prepped for reuse open house
  - Get bid for 2<sup>nd</sup> layer of tinting on top row of south facing windows
  - Reached out to Henriksen Butler about extending board room table 2-3 ft on south end and center desk to address board
    - Some concerns by manufacturer over matching wood grain
  - With water dispenser & purchase of reusable water containers/tumblers with MWD logo we'll be able to phase out single use bottles and reduce environmental footprint
- Delinquent accounts
  - April 2022
    - Accounts that are delinquent: 491
    - Total of all delinquent accounts: \$59,327.95
    - Average delinquent account balance: \$120.83
    - Pink notices sent out on 3/2/22 for March = 87
  - March 2022
    - Accounts that are delinquent: 710
    - Total of all delinquent accounts: \$94,248.15
    - Average delinquent account balance: \$132.74
    - Pink notices sent out on 2/3/22 for February (not shutoff, collection purposes only) = 291
  - February 2022
    - Accounts that are delinquent: 796
    - Total of all delinquent accounts: \$103,708.10
    - Average delinquent account balance: \$126.52
    - Pink notices sent out on 1/6/2022 (no shutoff, collection only) = 286

### **COMMUNICATION & MORALE**

- Continue working toward improving communication w/ board members & community partners
  - Discuss a date for Reuse open house. Proposing June 23<sup>rd</sup> from 5 to 7 pm
  - Discuss a date for Mick Sudbury JVWCD Board of Trustee reception
  - Mgmt team attended JVWCD annual meeting for member agencies on April 27th
- Work to improve communication & morale with employees
  - Updated organization chart as of May 2022 sent out to all employees
  - Employee performance goals for 2022 finalized
  - Need to set a date & details of winter party (looking at Dec. 2<sup>nd</sup> or 9<sup>th</sup>)
  - Review options for Jackets with logo
  - GM looking at management/leadership training seminar options like Franklin Covey, Dale Carnegie, Eccles Business
- Work to improve communication with customers
  - Plan on an upcoming projects/open house invite for June 1<sup>st</sup> mailer
  - Thorough and prompt response to customer concerns and complaints
    - Customer calls about secondary water availability – canal water now available
    - Customer complained about neighbor over excessive lawn watering

Since starting my new position as Magna Water District Accountant I have learned so much from Leisle, my education, Clint, taking on responsibilities and making mistakes. I've acquired knowledge about internal control, the importance of accuracy and transparency, fulfilling deadlines and projects, working as a team, as well as the expectation of my primary role with the District. My goal is to make my job efficient and take on other responsibilities as my skills grow. Below is a list of my responsibilities to date.

**Standard duties:**

Daily responsibilities:

- A/P- Includes coding all incoming invoices for correct account posting; paying vendors online; creating requisitions and purchase orders requested by leadman; managing open purchase orders; reviewing vendor statements; and communicating with vendors.
- Front Office- backup at the counter and phones for the front office; verify cash deposit daily; delegate projects and tasks to the front office employees; and assist front office with billing and customer questions or problems.
- Management Team- various projects or duties assigned by management personnel.

Weekly responsibilities:

- A/P- reviewing checks and invoices for accuracy in posting; arrange to have checks signed by a Board member; and track expenditures on Magna Water jobs.
- Payroll- prepare and gather information for biweekly payroll; verify timesheets with managers, input time for payroll check, generate reports and verify accuracy; prepare review for District Manager; file documentation and backup to payroll; and prepare reports and verify correct posting to general ledger for insurance premiums, retirement contributions, employee deductions, and tax deposits.
- Billing-Enter new meter sets and verify that customers account set up correctly; create service orders for replacement meters for meter crew.

Monthly responsibilities:

- A/P- working with A/P clerk in reviewing open purchase orders; generate and review reports for impact fees; generate and review report for accounts with credit balance for refund.
- Payroll- Reconcile executive and employee benefits and corresponding accounts
- Billing- Create meter reading file and assign routes; assemble and generate reports once reading is completed; review reading reports, create service orders for rereads and exceptions; gather readings and maintain a record for hydrant meters, enter readings and billings for hydrant rental accounts; create note for billing; balance billing with third party processor; and upload any billing attachments to Xpress bill pay.
- Board Meeting Packets- generate reports for delinquent accounts for Manager; report Call Out's for Department Managers, gather invoice information for the packet, help compile and assemble packets, prepare packets for delivery to Board members.

Annual responsibilities:

- Audit- reconciliation of accounts, gathering information for Controller, assist Controller in preparation of year-end audit.

# MEMO

**TO:** MWD Board of Directors and General Manager

**FROM:** Lelsle Fitzgerald, District Controller

**DATE:** 05/02/2022 (May 12<sup>th</sup> Board Meeting)

**RE:** Report on Transition of Duties to Mandy Whitmore (Accountant)

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## PURPOSE OF MEMO

The purpose of this memo is to provide Board Members and General Manager a status report on the integration and transition of duties of Mandy Whitmore, accountant, since she has been hired.

## BACKGROUND

For quite a few years I had taken on many duties in the District. District Clerk, all the duties of the clerk, controller duties, assisting in HR functions, for some time, shared duties as customer service in the front office, meter purchasing and tracking, and many other tasks. The District has seen many changes in the years of my employment here. The many duties I did have was taken on voluntarily which benefited the District, keeping expenses down not having to hire more employees at the time. It was the nature of the District with every employee pitching in and taking care of each demand. Everyone, each employee did more than their fair share. With the growth of the District, the changes in regulations, State Compliance, accountability, demand for additional reporting and more, I found myself very overwhelmed and with the work ethic of "if there was a job to be done, regardless of how long it takes, it's going to get done", I found myself working many hours. My job began to demand a lot of time, early mornings, late nights, and weekends. For this reason, the District hired an accountant to assist me in the duties I was performing.

## JOB DESCRIPTION

Mandy has now been employed as the accountant for a year and eight months. Below is the job description for the position Mandy was hired. All day-to-day functions planned for Mandy to take over has been completed. Mandy is performing very well, and I have been able to take an overview approach to the day-to-day tasks instead of doing the tasks every day. There are monthly and quarterly and annual tasks that we are methodically transitioning and about 90% of those task Mandy is performing. There will always be some tasks that I will have to keep because of internal control and segregation of duties controls that need to be in place.

Description		% of Time
1.	Receives and Codes all incoming invoices review for accuracy and posting to general ledger. Assists Accounts Payable Clerk in preparing accounts payable payments, assist in maintaining vendor files. Assists in monitoring/having daily communication with vendors. Research past due invoices, establish credit where authorized by GM and Controller, and resolve other accounts payable-related issues. Assists personnel with preparation/	35

	processing of purchase orders where necessary. Work with Controller to verify available budget and ensure posting of expenditures and other transactions to appropriate accounts.	
2.	Prepare bi-weekly payroll which includes gathering and verifying time sheets, data entry, editing, and employee payroll maintenance. Generate reports (internal) and prepare postings to the general ledger. Assists employees and Controller with payroll-related matters. Prepare bi-weekly and monthly payroll-related payables and reports (external) including insurance premiums, retirement contributions, employee deductions, garnishments, and federal and state tax payments.	30
3.	Prepare all monthly and quarterly payroll-related reports for the IRS, State Tax Commission, and District retirement and other payments.	10
4.	Assist Controller in gathering budget information from departments and updating annual budget templates for review and approval by management and Trustees. Assist with calculations of estimated end of year revenue and expense amounts for analyzing budget adequacy.	5
5.	Assist with periodic account reconciliations. Assist with preparation of schedules and information for year-end audit.	5
6.	Assist in the recording, depreciation, and retirement of fixed assets. Utilize information for updating fixed asset system and posting to the general ledger.	5
7.	Assist Controller in other accounting/financial duties as needed including delegating & following up on tasks assigned to other employees at the direction of the Controller or General Manager.	10
		100

Mandy and I work everyday together to share workload and to strategically discuss options, to improve the workflow. We are always looking for a better and smarter way to accomplish all accounting functions and duties. There will be new duties for her to integrate into her daily, monthly, annually workflow as time goes on.

The biggest difference is I am no longer working early mornings, late evenings and every weekend. Since Mandy has here to help, the only time I may have worked a weekend is when a deadline has had to be met and there was no other option. I can trust her decisions and her work performance. If she comes up with a better way, or her own way, of doing things I am more than happy to allow that if our internal control procedures are not compromised.

I have been able to get to items done that have needed to be done for a long time, but because of the schedule, kept getting pushed back on the priority list. Rest assured, in the past if there were reports, or meeting deadlines for compliance reporting, and even the annual audit, those types of duties were never compromised. If there was a major duty, it wasn't pushed back on the priority list. Our customer accounts are in a better condition now than they have been for a long time. Our unclaimed property is being reported that hasn't been reported for a few years. Our customer accounts have been referenced back to Salt Lake County and parcel numbers are now being input. I can explore alternative procedures for accounting functions that may be of benefit to the District. I've been able to write some greatly needed policies directly related to the District's financials to add to the District's AR & R's. The financial

statements are more current, I have been able to file reports with the State on time, and at times earlier than the deadline. I can see a big difference having Mandy here to help!

The transition has gone very well, and I have a lot of visions of improvement as time goes on. Reports that will assist the District in budgeting, better ways to present financial information to the Board, Management, and our Residents. It will take time, but I can see it coming to pass.

**SCHEDULE OF CHARGES****Intermountain GeoEnvironmental Services, Inc.  
2022**

The compensation to Intermountain GeoEnvironmental Services, Inc. for our professional services is based upon and measured by the following elements:

**PERSONNEL, HOURLY RATE**

Principals	\$145.00 - \$165.00
Associate/Senior Consultant	\$125.00 - \$145.00
Senior Engineers/Geologists	\$115.00 - \$125.00
Project Engineers/Geologists	\$105.00 - \$115.00
Staff Engineers/Geologists	\$95.00 - \$105.00
Assistant Professionals	\$85.00 - \$95.00
Senior Field/Laboratory Technicians	\$80.00 - \$85.00
Junior Field/Laboratory Technicians	\$70.00-\$80.00
Word Processing and Clerical	\$65.00
Expert Consultation, Report Preparation, and Testimony	\$200.00 - \$275.00

**EQUIPMENT**

Soil Sampling Equipment	\$5.50/hour
Soil Sample Containers	\$15.50/sample
Tieback/Soil nail testing equipment	\$100.00/day
Inclinometer Measurements up to 150 ft	\$150.00/day
Inclinometer Measurements 150 to 300 ft	\$350.00/day
Nuclear Density Testing Gauge	\$25.00/day
Mileage	\$1.00/mile
Seismographs	Project Specific

**MISCELLANEOUS EXPENSES**

In-House Printing	\$0.20/page
Out-of-town living expenses, vehicle rentals, sub-contracted work, postage, shipping, telephone, travel and other costs incurred with outside services or equipment	Cost plus 15%

All in-house laboratory testing will be billed at IGES prevailing testing rate schedule at the time of testing.



## 2022 Billing Rates

### Bowen Collins & Associates

Professional Classification	Hourly Rate	Professional Classification	Hourly Rate
Office Intern	\$50.00	Principal Engineer XI	\$206.00
Technical Intern	\$61.00	Corrosion Engineer II	\$119.00
Clerical I	\$61.00	Construction Manager I	\$89.00
Clerical II	\$66.00	Construction Manager II	\$101.00
Clerical III	\$81.00	Construction Manager III	\$113.00
Clerical IV	\$89.00	Construction Manager IV	\$124.00
Clerical V	\$105.00	Construction Manager V	\$135.00
Technical Writer III	\$93.00	Construction Manager VI	\$148.00
Design Technician I	\$76.00	Construction Manager VII	\$160.00
Design Technician II	\$87.00	Electrical Engineer I	\$115.00
Design Technician III	\$92.00	Electrical Engineer II	\$127.00
Design Technician IV	\$107.00	Electrical Engineer V	\$165.00
Design Technician V	\$118.00	Electrical Engineer VI	\$176.00
Design Technician VI	\$129.00	Electrical Engineer VII	\$197.00
Senior Design Manager	\$175.00	Structural Engineer II	\$127.00
IT Technician III	\$65.00	Structural Engineer V	\$165.00
IT Manager	\$116.00	Structural Engineer VI	\$179.00
Chief Engineer	\$192.00	Structural Engineer VII	\$188.00
Staff Engineer I	\$110.00	Structural Engineer VIII	\$202.00
Staff Engineer II	\$121.00	Environmental Scientist III	\$132.00
Project Engineer III	\$129.00	Landscape Architect I	\$87.00
Project Engineer IV	\$137.00	Landscape Architect II	\$97.00
Senior Engineer V	\$145.00	Landscape Architect III	\$105.00
Senior Engineer VI	\$152.00	Landscape Architect IV	\$131.00
Principal Engineer VII	\$165.00	Landscape Architect V	\$165.00
Principal Engineer VIII	\$175.00	Hydrogeologist I	\$119.00
Principal Engineer IX	\$189.00	Hydrogeologist IV	\$141.00
Principal Engineer X	\$198.00	Hydrogeologist VIII	\$206.00

#### Standard Expenses Include:

- Computer/Communication Charge: \$7.50 per hour
- Mileage for company-owned vehicles: \$0.75 per mile
- 10% markup on subcontractors and expenses
- Billing rates are adjusted annually, typically each January

**EXHIBIT "B"**

In consideration of the above Service(s), Client/Owner shall pay Epic compensation on a time basis in accordance with the following Fee Schedule:

**EPIC ENGINEERING FEE SCHEDULE**

<b><u>Job Description</u></b>	<b><u>Hourly Rate</u></b>
Principal	\$198.00
Associate	\$184.00
Senior Engineer	\$172.00
Project Manager	\$165.00
Project Engineer	\$140.00
Geologist	\$125.00
Senior Geotech Engineer	\$165.00
Geotech Engineer	\$125.00
Architect	\$195.00
Assistant Architect	\$127.00
Engineer w/P.E.	\$127.00
Engineer w/F.E.	\$117.00
Engineer Technician	\$ 85.00
Senior Planner	\$164.00
Planner	\$120.00
Intern Planner	\$ 85.00
Interior Designer	\$115.00
Design Tech	\$127.00
Sr. Cadd Technician	\$117.00
Cadd Tech	\$106.00
Junior Cadd Tech	\$ 94.00
Licensed Surveyor	\$149.00
Project Surveyor	\$132.00
Survey Office Tech	\$121.00
1 Man Survey Crew	\$150.00
2 Man Survey Crew	\$202.00
3 Man Survey Crew	\$244.00
Construction Manager	\$175.00
BIM Specialist	\$140.00
Special/Building Inspector	\$106.00
Sr. Engineering Inspector	\$ 99.00
Sr. Field Technician	\$ 91.00
Field Technician	\$ 72.00
Material Technician	\$ 80.00
Clerical	\$ 72.00
Finance Charge	18%

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\$ 56.00 per sheet

**Note: Irregularly sized paper will be round up to the next size**

**Shipping & Contract Services are billed at cost plus 10%.**

**Indirect Expenses**

Mileage

**Rate**

\$ 0.69 per mile\*

\*Mileage rate will be adjusted according to IRS mileage reimbursement rate.  
(Fee Schedule applicable through December 31, 2022)

## STANDARD FEE SCHEDULE 2022

### PERSONNEL CHARGES

Client agrees to reimburse Hansen, Allen & Luce, Inc. (HAL), for personnel expenses directly related to the completion of the project, in accordance with the following:

Managing Professional III.....	\$209.32/hr
Managing Professional II.....	\$200.00/hr
Managing Professional I.....	\$189.50/hr
Senior Professional III .....	\$178.89/hr
Senior Professional II.....	\$170.48/hr
Senior Professional I .....	\$157.62/hr
Professional III .....	\$148.17/hr
Professional II .....	\$132.89/hr
Professional I .....	\$124.57/hr
Professional Intern .....	\$112.60/hr
Engineering Student Intern .....	\$62.00/hr
Water Resource Specialist.....	\$130.60/hr
Geologist .....	\$132.64/hr
Designer .....	\$121.35/hr
Senior Field Technician.....	\$119.29/hr
Field Technician .....	\$98.50/hr
CAD Operator .....	\$98.50/hr
Public Relations Specialist .....	\$143.85/hr
Administrative Assistant .....	\$69.05/hr
Professional Land Surveyor .....	\$133.00/hr
1 Man GPS Surveying Services – PLS .....	\$162.50/hr
Drone Pilot .....	\$192.00/hr
Expert Legal Services .....	\$320.00/hr

### DIRECT CHARGES

Client also agrees to reimburse HAL for all other costs directly related to the completion of the project. Direct charges shall include, but not be limited to, the following:

Communication, Computer, Reproduction .....	\$6.00 per labor hour
Out-of-town per diem allowance (lodging not included) .....	\$64.00 per day
Vehicle .....	\$0.65 per mile
Outside consulting and services .....	Cost plus 10%
Other direct expenses incurred during the project .....	Cost plus 10%
Trimble GPS Unit .....	\$135.00 per day
Data Logger/Transducer .....	\$130.00 per week

INTEREST CHARGE AFTER 30 DAYS FROM INVOICE DATE .....1.5% per month

Note: Annual adjustments to personnel and direct expense charges will occur in January of each year. Mileage rate changes are based on fuel prices.

## JUB ENGINEERS

CATEGORY	BILLING RATE
Administrative Support	\$ 47.00
Administrative Assistant	\$ 53.00
Senior Administrative Support	\$ 76.00
PFA	\$ 77.00
PFA - Lead	\$ 94.00
PFA - Senior	\$ 105.00
Technical Writer/Graphic Designer	\$ 78.00
Technical Writer/Graphic Designer - Lead	\$ 85.00
Technical Writer/Graphic Designer - Sr	\$ 112.00
Survey Technician	\$ 83.00
Survey Technician - Lead	\$ 110.00
Survey Technician - Senior	\$ 132.00
Assistant Surveyor	\$ 105.00
Assistant Surveyor - Lead	\$ 120.00
Professional Land Surveyor	\$ 146.00
PLS - Lead	\$ 162.00
PLS - Senior	\$ 186.00
PLS - Discipline Lead	\$ 198.00
Assistant Designer	\$ 75.00
Assistant Designer	\$ 83.00
CAD Technician - Drafter	\$ 98.00
CAD Technician - Designer	\$ 119.00
CAD Designer - Lead	\$ 135.00
CAD Designer - Senior	\$ 145.00
Project Designer	\$ 124.00
Project Designer - Lead	\$ 145.00
Project Engineer I	\$ 160.00
Project Engineer II	\$ 172.00
Project Engineer - Lead	\$ 182.00
Project Engineer - Senior	\$ 210.00
Project Engineer - Discipline Lead	\$ 220.00
Project Engineer - Discipline Lead - Sr	\$ 230.00
Construction Observer	\$ 115.00
Construction Observer - Lead	\$ 130.00
Construction Observer - Senior	\$ 150.00
Construction Management Assistant	\$ 125.00
Construction Manager	\$ 170.00
Senior Construction Manager	\$ 190.00
Construction Manager - Discipline Lead	\$ 215.00
Planning Technician	\$ 96.00
Planner	\$ 134.00
Planner - Lead	\$ 148.00
Planner - Senior	\$ 183.00
Planner - Discipline Lead	\$ 208.00
Environmental Scientist Assistant	\$ 88.00

Environmental Scientist	\$	125.00
Environmental Specialist - Lead	\$	150.00
Environmental Specialist - Senior	\$	185.00
Environmental Specialist - Discipline Ld	\$	195.00
Public Involvement Assistant	\$	88.00
Public Involvement Practitioner	\$	132.00
Public Involvement Practitioner - Lead	\$	146.00
Public Involvement Practitioner - Senior	\$	179.00
Public Involvement Discipline Lead	\$	198.00
Public Involvement Discipline Lead Senior	\$	230.00
GIS Technician	\$	90.00
GIS Analyst	\$	110.00
GIS Dev. Analyst	\$	110.00
Senior GIS Analyst	\$	160.00
Senior GIS Dev. Analyst	\$	160.00
GIS Discipline Lead	\$	185.00
Landscape Designer	\$	94.00
Landscape Architect	\$	125.00
Landscape Architect - Lead	\$	141.00
Landscape Architect - Senior	\$	165.00
Landscape Architect - Discipline Lead	\$	180.00
Assistant Project Manager	\$	170.00
Program Manager	\$	210.00
Program Manager - Lead	\$	220.00
Program Manager - Senior	\$	230.00
Principal	\$	230.00

**EXHIBIT "A"**  
**FUNCTIONAL FEE SCHEDULE**  
**PROFESSIONAL SERVICES**  
*Effective August 1, 2021*

**TO ENGINEERS**

<b>I. PERSONNEL</b>	
Principal	\$202.50 - \$300.00 /hour
Project Manager	\$103.50 - \$252.00 /hour
Project Engineer	\$90.00 - \$198.00 /hour
Staff Engineer	\$77.00 - \$180.00 /hour
Environmental Specialist	\$85.50 - \$156.00 /hour
Aviation Planner	\$90.00 - \$264.00 /hour
Construction Manager	\$112.50 - \$168.00 /hour
GIS Specialist	\$81.00 - \$198.00 /hour
Inspector/Technician	\$54.00 - \$138.00 /hour
Information Technology	\$81.00 - \$156.00 /hour
Administrative	\$54.00 - \$138.00 /hour
<b>II. LANDSCAPE ARCHITECT</b>	
Landscape Architect	\$76.50 - \$192.00 /hour
<b>III. SURVEYING</b>	
Survey Manager	\$135.00 - \$240.00 /hour
Staff Surveyor	\$53.00 - \$168.00 /hour
Survey Technician	\$64.00 - \$156.00 /hour
<b>IV. SURVEY EQUIPMENT</b>	
Aquatic Survey Vessel	\$200.00 /hour
GPS or Robotic Survey Equipment	\$65.00 /hour
Conventional Survey Equipment	\$25.00 /hour
GIS Data Logger	\$15.00 /hour
UAV Flight Charge	\$75.00 /hour
Drill and Generator	\$80.00 /day
<b>V. COMPUTER SOFTWARE</b>	
Property Database Research	\$50.00 /hour
CADD and Other Technical Software	\$10.00 /hour
<b>VI. REPRODUCTION</b>	
In-House Reproduction	Hourly Labor Rates Apply
Outside Reproduction	Actual Cost + 10%
<b>VII. MILEAGE</b>	
Vehicle	0.55 - 0.65 /mile
ATV Vehicle	\$20.00 /hour
<b>VIII. OTHER DIRECT CHARGES</b>	
Direct costs for material or services incurred for the project	Actual Cost + 10%

- Notes:
- When employees perform work that requires overtime, the billing rate for that overtime work will be increased to 130% of the rate established above. Overtime shall be defined as any work required of an employee in excess of 40 hours per week.
  - When employees perform work that requires litigation or as a professional witness, the billing rate for that work will be increased to 200% of the rate established above.
  - This fee schedule is subject to periodic adjustment.



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(801)677-0011 [www.skmeng.com](http://www.skmeng.com)

**Standard Hourly Rates:**

Electrical Principal ENGINEER.....	\$155/hr
Project ENGINEER III .....	\$140/hr
Electrical Engineer II .....	\$125/hr
Electrical EIT.....	\$105/hr
Electrical Project Manager.....	\$135/hr
CAD Designer III.....	\$95/hr
CAD Designer II .....	\$85/hr
CAD Designer I .....	\$75/hr
Senior Controls Engineer .....	\$125/hr
Controls ENGINEER.....	\$115/hr
Junior Controls Engineer .....	\$105/hr
Electrical Transmission Engineer .....	\$155/hr
Clerical.....	\$55/hr

## 2022 STANTEC RATES

Labor Category/Job Title	Billing Level	Hourly Rate <sup>1</sup>
Administrative	3	\$116
Engineering Support	4	\$122
Drafter	5	\$137
Staff Professional	6	\$142
Project Professional	7	\$155
Associate Professional/Designer	8	\$160
Senior Professional	9	\$171
Associate Engineer I	10	\$177
Associate Engineer II/Senior Designer	11	\$190
Associate Engineer III	12	\$200
Senior Associate Engineer/Project Manager	13	\$209
Supervising Professional/Senior Project Manager	14	\$226
Principal Professional I	15	\$237
Principal Professional II	16	\$253
Senior Principal Professional	17	\$261
<b>Rates for Other Direct Charges <sup>2</sup></b>		
Vehicle Mileage <sup>3</sup>		IRS Rate
Travel and Other Direct Costs		At Cost
Mark-up on Subconsultants/Outside Professional Services		At Cost

### Notes

- Hourly rates include salary, overhead, and profit. Rates are effective through December 31, 2024. Rates may be adjusted each year.
- Communication/Computer time charges are incorporated into the hourly billing rates and will not be billed separately.
- Vehicle mileage shall be billed at current IRS audit rate at the time-of-service performance.
- Project related services shall be billed once monthly.
- Office related consumable supplies (e.g. copies, printing, faxing, telephone, courier, etc.) shall be billed at cost with "no additional markup."
- Project related printing and reproduction services shall be billed at cost with "no additional markup."
- Sub-consultant shall be billed at cost.



Summary Of Water Deliveries  
MAGNA WATER DISTRICT  
System # 18014  
Apr-22

Source	Month's Deliveries (AF)		Change %	Current Month's Gall	Deliveries YTD (AF)		Change %	YTD Gallons
CULINARY WATER	2022	2021			2022	2021		
Well Sources Barton and Haynes	259.43	290.36			1,027.19	1,027.61		
To Waste	30.68	35.66			122.67	126.74		
Total Finished Blend EDR	226.57	253.19			897.06	888.43		
JVWCD Magna Reading	65.00	68.41			262.43	265.56		
JVWCD	65.04	68.52			262.42	267.02		
Total Culinary Water	291.61	321.71	-10.32%	95,014,703	1,159.48	1,155.45	0.35%	377,791,049
SECONDARY WATER								
Irrigation Well #1	-	16.28			-	16.29		
Irrigation Well #2	9.60	12.40			9.60	12.40		
Irrigation Well #3	5.65	8.78			5.65	8.78		
High Zone (secondary)	-	7.57			-	7.57		
Low Zone (secondary)	-	-			-	-		
Total secondary Usage	15.25	45.03	-195.28%	4,968,892	15.25	45.04	-195.34%	4,968,877
Total Production of Water	306.86	366.74	-19.51%	99,983,580	1,174.73	1,200.49	-2%	382,759,926

\* EDR Blend + Total Secondary + JVWCD = Total Production

# Water Production Report

---

April 2022

## Water Production Summary

The culinary water production for March was 95.01 million gallons or 291.61-acre feet, a 10.32% decrease from 2021. Year to date production was 377.79 million gallons or 1,159.48-acre feet, a 0.35% increase from YTD 2021.

We have purchased 262.42-acre feet of water from Jordan Valley Water as of April 2022.

## Callout Report – Water and Wastewater Combined

Total number of call outs 14 - Total Hours 45

14 Miscellaneous

Water/EDR Call Outs	9	Total Hours	27
Wastewater Call Outs	5	Total Hours	18

## APRIL CALL OUTS

Dept.	Employee	Date	Hours	Description
WATER	CLINT GILES	4/2/2022	3	WATER LEAK IN PARK STRIP, 3405 S MARIGOLD
WWTP	BEAU LAMPER	4/8/2022	3	POWER OUTAGE- SWITCH RES PUMPS, RESET ALARMS AND FUELED GENERATOR
		4/16/2022	3	CHLORINE ANALYZER NO WORKING, CALLED ELECTRICIAN, SWITCHED TO OLD FLASH MIXER
WATER	JUSTIN LONG	4/9/2022	3	COLD SIDE LEAK, TURNED WATER OFF 2894 S 9050 W
WWTP	SCOTT BECK	4/15/2022	3	PRESS #1 PLUG
		4/16/2022	3	CHLORINE ANALYZER #1 LOW LEVEL ALARM
		4/19/2022	3	RAS GENERATOR RUNNING, RESET EQUIPMENT & FUELED GENERATOR
		4/20/2022	3	RAS GENERATOR RUNNING, RESET EQUIPMENT & FUELED GENERATOR
EDR	JON DAVIS	4/23/2022	3	UNIT 2 CONCENTRATE PUMP FAILURE, TURNED ON UNIT 1
WATER	MICHAEL HARMS	4/22/2022	3	WATER COMING FROM SPRINKLERS, 2659 S 8550 W
		4/25/2022	3	FIRE HYDRANT LEAK, 2959 S GAZELLE RD
WATER	CONNOR MCREYNOLDS	4/15/2022	3	TURN ON WATER, NEIGHBOR TURNED OFF WATER, 2961 S 9150 W
		4/18/2022	3	WATER RUNNING OUT OF SECONDARY VALVE, SHUT OFF VALVE ON 3100 S.
		4/19/2022	3	SECONDARY METER LEAKING, REPLACED GASKETS ON SECONDARY METER, 2953 S BROADCREEK DR.
		4/20/2022	3	POTHOLE NEEDED TO BE FILLED, 3580 S 8000 W

<b>Total Callout Hours</b>	<b>45</b>
----------------------------	-----------

<b>Total Callouts</b>	<b>14</b>
-----------------------	-----------

<b>Total Water/EDR Hours</b>	<b>27</b>
------------------------------	-----------

<b>Total # of Water Callouts</b>	<b>9</b>
----------------------------------	----------

<b>Total WWTP Hours</b>	<b>18</b>
-------------------------	-----------

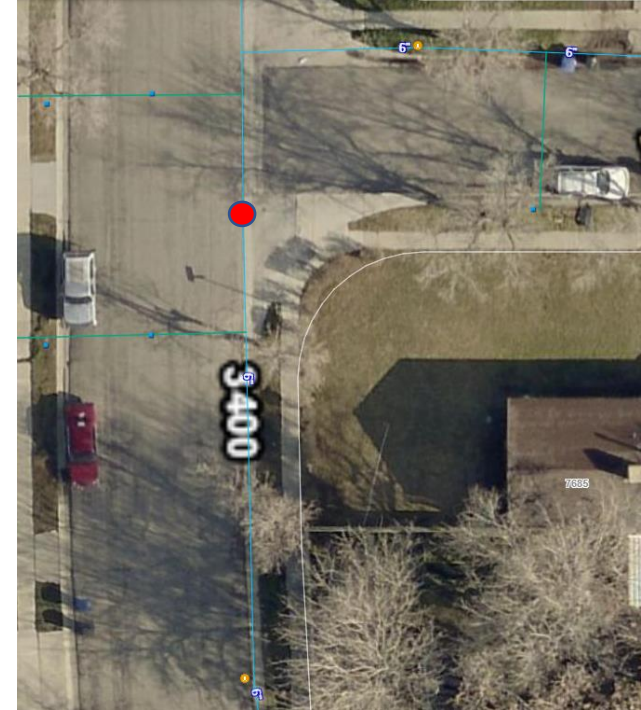
<b>Total WWTP Callouts</b>	<b>5</b>
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## LEAKS

Date	Address	Hours	Mainline/Service
------	---------	-------	------------------

<b>TOTAL</b>	<b>0</b>
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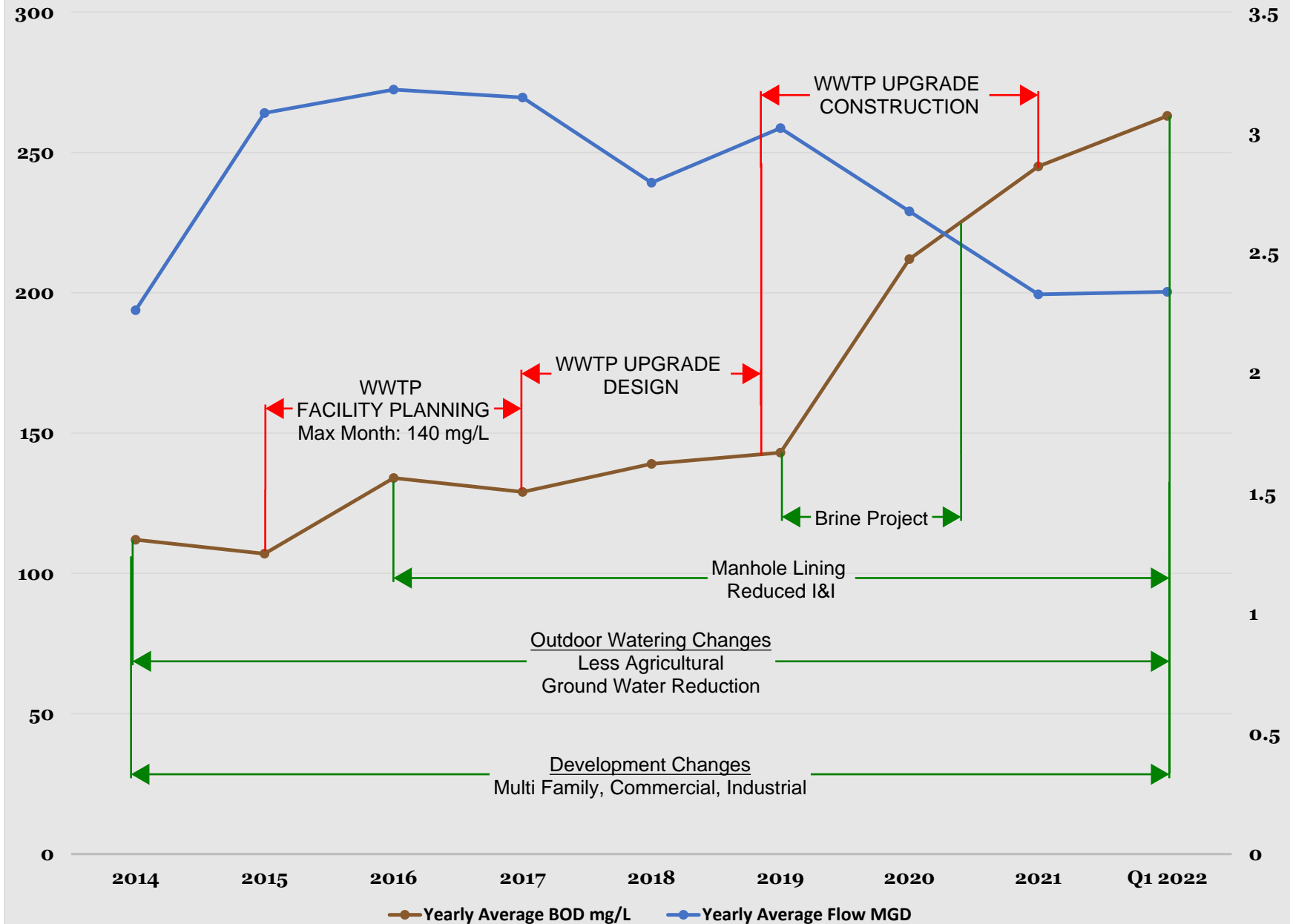




# Zone Valves

- Identify all zone valves
- Replace valve cover with “Zone Valve” cover
- Paint Cover Red
- Place PVC pipe in valve box
- GPS Zone Valves

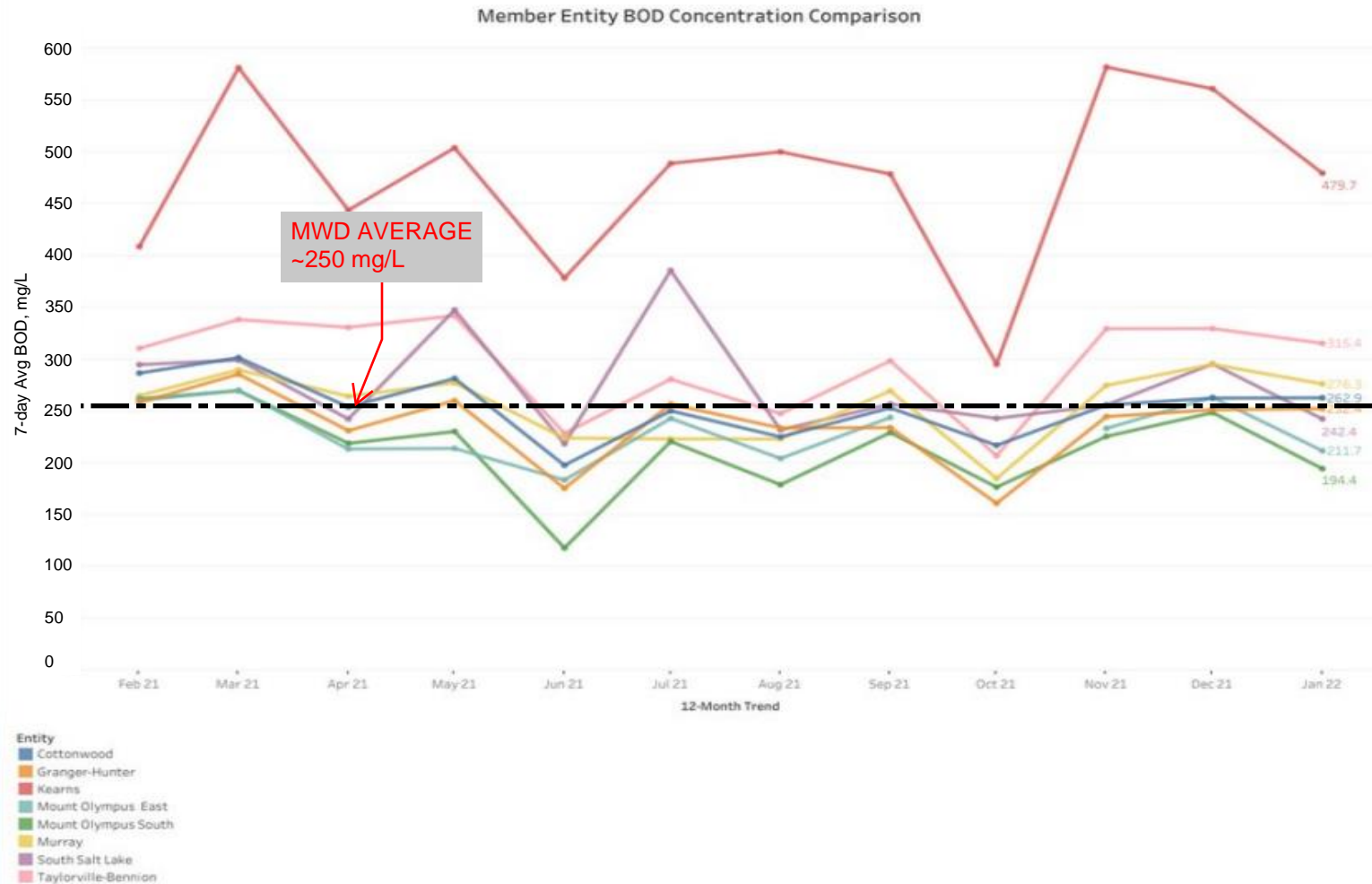
## MAGNA WWTP INFLUENT PARAMETERS





## How Does Magna Compare to other Member Entities?

### Central Valley Water Reclamation Update– April 2022



# **WATER & SEWER AVAILABILITY**



BOARD OF TRUSTEES  
Mick Sudbury, Chairman  
Jeff White  
Dan L. Stewart

GENERAL MANAGER  
Clint Dilley, P.E.

May 5, 2022

Clint Dilley, P.E.  
Magna Water District  
8885 West 3500 South  
P.O. Box 303  
Magna, UT 84044

**Subject: Dixon Downs – Water & Sewer Availability**

Clint,

We have completed our preliminary review of the proposed Dixon Downs development located at approx. 8323 W 2700 S. Our determination of water and sewer availability is as follows:

EXISTING FACILITIES

WATER	Water service is available near the development. There is a 16-inch and a 10-inch water line located north of the development in 2700 South. There is a 4-inch water line in Western Drive south of the development.
SEWER	Sewer service is available near the development. There is an 8-inch sewer line in 2700 South north of the development. There is an 8-inch sewer line in Western Drive south of the development.
SEC WATER	Secondary water service is available near the development. There is a 14-inch secondary water line north of the development in 2700 South.

RECOMMENDATIONS

WATER	Connect to the existing 10-inch water line in 2700 South and loop through the development back to the 10-inch water line in 2700 South. Also connect to the 4-inch water line in Western Drive.
SEWER	Connect to the existing 8-inch sanitary sewer line located in 2700 South, north of the proposed development.
SEC WATER	Connect to the existing 14-inch secondary water line in 2700 South and extend an 8-inch secondary water line looping through the development, connecting back to the 14-inch secondary water line in 2700 South.



Plans showing the water and sewer lines will need to be furnished to the District by the Developer's engineer. These Plans will need to show the location of all lines, line sizes, profile of sewer, fittings, and water service connection sizes, locations and type.

It is my recommendation that the Magna Water District Board approve providing water and sewer services to this Development. If you have any questions or concerns, please contact me at 801-250-6279.

Sincerely,

A handwritten signature in blue ink, appearing to read "Trevor Andra", is positioned above the typed name.

Trevor Andra, P.E.  
Magna Water District  
District Engineer

# **PROJECT AWARDS & AGREEMENTS**



May 5, 2022

Clint Dilley, P.E.  
Magna Water District  
8885 West 3500 South  
P.O. Box 303  
Magna, UT 84044-303

**Subject: 2022 Culinary Water & Sewer Pipeline Replacements Project**

Clint,

Bids were opened for the construction of the **2022 Culinary Water & Sewer Pipeline Replacements Project** (Project) on Wednesday, May 4, 2022 at 9:00 a.m. at the Magna Water District (District) office. Two sealed bids were submitted and read out loud. The apparent low bidder for all Bid Schedules "A" thru "D" is Newman Construction (Newman) at \$1,493,000.

The following is a summary of the bid results and the Engineer's Estimate. Also attached is a detailed bid table with all bids for Bid Schedules "A" – "D":

Contractor	Bid Bond	Addendum 1	Addendum 2	Bid Total
Newman Construction	x	x	x	\$1,493,000.00
Condie Construction Co.	x	x	x	\$2,038,789.00
Engineers Estimate				\$1,570,000.00

We have reviewed the bid for the apparent low bidder. Newman has submitted a bid bond for the correct amount of 5% of the bid price, and the bonds are properly completed and notarized.

Newman has completed many projects of similar size and scope in recent years and have completed some projects for the District before and we believe they have done exceptional work. We therefore recommend awarding this project to Newman Construction.

The engineering design of the Project was budgeted for and completed in 2021 and 2022. A total of \$1,930,000 has been budgeted for the project in 2022 to cover the cost of construction and the construction management. The cost for construction and construction management is within the District's budget.

Construction Management Fees (Epic Engineering)	\$71,000.00
<u>Bid Schedules "A" – "D" (Newman)</u>	<u>\$1,493,000.00</u>
Total Construction Cost	\$1,564,000.00
 Budgeted Amount for Culinary and Sewer Improvements (2022)	 <u>\$1,930,000.00</u>
Difference	\$366,000.00 (under budget)

We have included 4 original copies of the Notice of Award for Magna Water District to sign and 4 original copies of the Agreement to send Newman Construction, should Magna Water District choose to award this project.

If you have any questions or comments please contact our office.

Sincerely,  
**EPIC ENGINEERING, P.C.**



Michael Hartvigsen, P.E.  
Project Manager

Att: Detailed Bid Summary



---

3341 South 4000 West  
West Valley City, Utah 84120

MAGNA WATER DISTRICT  
2022 Culinary Water & Sewer Pipeline Replacement Projects  
Bid Results

Contractor	Bid Sch. "A"	Bid Sch. "B"	Bid Sch. "C"	Bid Sch. "D"	Total
Newman Construction	\$746,910.00	\$93,381.00	\$543,799.00	\$108,910.00	\$1,493,000.00
Condie Construction Co.	\$828,366.00	\$73,600.00	\$924,723.00	\$212,100.00	\$2,038,789.00

**EXHIBIT "A"**  
**PROJECT TASK ORDER NO. 2022-7**  
**Magna Water District**

**2022 Culinary Water & Sewer Pipeline Repairs – Construction Management Services**

MAGNA WATER DISTRICT requests EPIC ENGINEERING, PC to perform design under the terms of the existing general engineering services agreement dated March 10<sup>th</sup>, 2015, on this the 27<sup>th</sup> day of April, 2022, for the following scope of work:

**2022 Culinary Water & Sewer Pipeline Repairs Construction Management:**

1. Attend Pre-construction meeting
2. Coordinate project with Salt Lake County roads project
3. Coordinate material substitutions & lead times
4. Review & approve submittals
5. Review & respond to RFI's
6. Review & recommend change orders
7. Conduct progress meetings
8. Generate record drawings
9. Procure project close out documents
10. Conduct daily field inspections
11. Complete final inspection & project acceptance

The end results or product associated with this scope of work will include the following (if applicable):

1. Record drawings
2. Daily inspection reports & photos
3. Project closeout documents

The proposed scope of work will be completed by October 31, 2022.

Engineering fees associated with the work will (check one):

- ☒ A) be performed for a lump sum of \$ 71,000.00.
- ☐ B) be billed at an hourly rate, as set forth in attached Fee Schedule (Exhibit B), not to exceed without written consent \$\_\_\_\_\_.
- ☐ C) be performed at the existing hourly rate as set forth in attached Fee Schedule.

IN WITNESS WHEREOF, the parties have executed this Project Task Order effective the date and year set forth above.

**"Engineer"**

**"Client/Owner"**

**Epic Engineering, PC**  
**A Utah Professional Corporation**

**Magna Water and Sewer District**

**By:** \_\_\_\_\_  
**Don Olsen P.E.**  
**Principal**

**By:** \_\_\_\_\_  
**Clint Dilley P.E.**  
**General Manager**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EXHIBIT "B"**

In consideration of the above Service(s), Client/Owner shall pay Epic compensation on a time basis in accordance with the following Fee Schedule:

**EPIC ENGINEERING FEE SCHEDULE**

<b><u>Job Description</u></b>	<b><u>Hourly Rate</u></b>
Principal	\$198.00
Associate	\$184.00
Senior Engineer	\$172.00
Project Manager	\$165.00
Project Engineer	\$140.00
Geologist	\$125.00
Senior Geotech Engineer	\$165.00
Geotech Engineer	\$125.00
Architect	\$195.00
Assistant Architect	\$127.00
Engineer w/P.E.	\$127.00
Engineer w/F.E.	\$117.00
Engineer Technician	\$ 85.00
Senior Planner	\$164.00
Planner	\$120.00
Intern Planner	\$ 85.00
Interior Designer	\$115.00
Design Tech	\$127.00
Sr. Cadd Technician	\$117.00
Cadd Tech	\$106.00
Junior Cadd Tech	\$ 94.00
Licensed Surveyor	\$149.00
Project Surveyor	\$132.00
Survey Office Tech	\$121.00
1 Man Survey Crew	\$150.00
2 Man Survey Crew	\$202.00
3 Man Survey Crew	\$244.00
Construction Manager	\$175.00
BIM Specialist	\$140.00
Special/Building Inspector	\$106.00
Sr. Engineering Inspector	\$ 99.00
Sr. Field Technician	\$ 91.00
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\$ 20.00 per sheet
- J. Mylar 34 X 44  
\$ 56.00 per sheet

**Note: Irregularly sized paper will be round up to the next size**

**Shipping & Contract Services are billed at cost plus 10%.**

**Indirect Expenses**

Mileage	<b><u>Rate</u></b> \$ 0.69 per mile*
---------	---

\*Mileage rate will be adjusted according to IRS mileage reimbursement rate.  
(Fee Schedule applicable through December 31, 2022)

# MAGNA WATER DISTRICT

## Scope of Work and Budget Analysis 2022 Culinary Water & Sewer Pipeline Repairs-Design & Bidding Services Prepared by Epic Engineering P.C. 4/27/2022



Total Estimated Cost: \$71,000.00

Task No.	Description	Hours	Cost	Principal Engineer	Project Manager	Engineer I F.E.	Engineer Intern	Sr. CAD Tech	Sr. Eng. Inspector	Material Tech	Clerical
	<b>2022 Culinary Water &amp; Sewer Pipeline Repairs</b>			\$210.00	\$165.00	\$117.00	\$85.00	\$117.00	\$99.00	\$80.00	\$72.00
<b>300</b>	<b>Construction Management</b>										
301	Pre-construction meeting	9.0	\$1,081.00		2.0	4.0	1.0		2.0		
302	Coordination with Salt Lake County	6.0	\$732.00		1.0	4.0			1.0		
303	Material lead time coordination & approved equal reviews	10.0	\$1,375.00	1.0	3.0	5.0	1.0				
304	Review & approve submittals	7.0	\$771.00		1.0	3.0	3.0				
305	Review & respond to RFI's	15.0	\$1,816.00	1.0	2.0	8.0	4.0				
306	Review & recommend change orders	15.0	\$1,848.00	1.0	2.0	9.0	3.0				
307	Weekly progress meetings (16 total)	84.0	\$9,508.00		4.0	64.0	16.0				
308	Record drawings	16.0	\$2,061.00	1.0	2.0	5.0		8.0			
309	Project closeout & documentation (reports, minutes, photos, etc.)	15.0	\$1,662.00	1.0	2.0	4.0	6.0				2.0
	<b>SUB-TOTAL</b>	<b>177.0</b>	<b>\$20,854.00</b>	5.0	19.0	106.0	34.0	8.0	3.0	0.0	2.0
	<b>Indirect Costs</b>		<b>\$1,246.00</b>								
	<b>TOTAL for Task 300</b>		<b>\$22,100.00</b>								
<b>400</b>	<b>Quality Assurance</b>										
401	Daily field inspections (for 95 days, 4 hrs/day)	400.0	\$39,060.00						380.0		20.0
402	Materials testing coordination (backfill, concrete, road base, asphalt)	32.0	\$2,418.00						2.0	10.0	
403	Flushing & pressure testing	9.0	\$891.00						9.0		
404	Punch list & project acceptance	33.0	\$3,717.00		4.0	6.0	1.0		18.0		
	<b>SUB-TOTAL</b>	<b>474.0</b>	<b>\$46,086.00</b>	4.0	4.0	6.0	1.0	0.0	409.0	10.0	20.0
	<b>Indirect Costs</b>		<b>\$2,814.00</b>								
	<b>TOTAL for Task 400</b>		<b>\$48,900.00</b>								
<b>MAN-HOUR / TASK COST TOTALS</b>		<b>651.0</b>	<b>\$71,000.00</b>	<b>9.0</b>	<b>23.0</b>	<b>112.0</b>	<b>35.0</b>	<b>8.0</b>	<b>412.0</b>	<b>10.0</b>	<b>22.0</b>



# **TRAINING & SAFETY**



**October 8–12, 2022**  
NEW ORLEANS, LA

**CREATE CONNECTIONS.**  
**TRANSFORM TOMORROW.**



### What does it cost?

Conference Registration Cost: \$ 765.00  
Flight round trip: \$ 500.00  
Hotel \$250/night - 4 nights \$1,000.00  
Approximate Cost per individual \$2,265.00

	WEF MEMBER RATES*		NON-MEMBER RATES	
	Super Saver (by July 29)	Standard (on/after July 30)	Super Saver (by July 29)	Standard (on/after July 30)
<b>Full Conference &amp; Expo</b>	<b>\$765.00</b>	<b>\$995.00</b>	<b>\$1,150.00</b>	<b>\$1,500.00</b>
Academic Members	\$605.00	\$710.00	Not applicable	Not applicable
Professional Operator Members	<b>\$605.00</b>	\$710.00	Not applicable	Not applicable
Young Professional Members	\$605.00	\$710.00	Not applicable	Not applicable
Retired or Life Members	\$160.00	\$175.00	Not applicable	Not applicable
<b>Student Full Conference &amp; Expo</b>	<b>No cost</b>	<b>No cost</b>	<b>\$40.00**</b>	<b>\$60.00**</b>
<b>Expo Only</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$75.00</b>	<b>\$100.00</b>
<b>Spouse/Guest (Expo Only)</b>	Not applicable	Not applicable	<b>\$75.00</b>	<b>\$100.00</b>
<b>WEFTEC Live Broadcast</b>	<b>No cost</b>		<b>No cost</b>	

\*You must be an active WEF Member to qualify for these rates. [Join or renew today.](#)

\*\*Student Nonmember: To qualify for the Student Non-Member rate, you must provide proof of enrollment in a minimum of six (6) credit hours at an accredited college or university and provide written documentation on school letterhead, verifying your student status.

## What does it include?

	IN PERSON		BROADCAST
	Full Conference & Expo All Access, October 10-12	Expo Only Visit exhibitors, October 10-12	WEFTEC Live Only Get a glimpse of what is happening in New Orleans during broadcasts each morning, October 10-12
<b>Technical Sessions</b> (qualify for continuing education credit)	✓		
<b>Conference proceedings</b> (papers available to download after WEFTEC)	✓		
<b>Continuing Education Credit</b>	✓		
<b>Exhibition</b> (qualify for contact credit hours)	✓	✓	
<b>Exhibit Hall Networking Reception</b> (two drink tickets per person)	✓	✓	
<b>Learning Exchanges, Main Stage events, and presentations in exhibit hall theaters</b> (do not qualify for continuing education credit)	✓	✓	
<b>WEFTEC Live broadcasts</b> <ul style="list-style-type: none"> <li>• Main Stage events (do not qualify for continuing education credit)</li> <li>• Daily news reports</li> <li>• Exclusive interviews with water sector experts</li> <li>• Highlights of the conference and exhibition</li> </ul>	✓	✓	✓

*Workshops are not included with the conference registration and require an additional fee.*