

**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, March 10, 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
Dallas Henline, Wastewater Operations Manager
Beau Lamper, Wastewater Operation Leadman

Also Present:

Nathan Bracken, Smith Hartvigsen, PLLC
Don Olsen, Epic Engineering
Jason Luettinger, Bowen Collins & Associates
Joel Workman, AQS Consulting
Todd Richards, Planning & Zoning
Angela Xia, Stantec

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 February 10, 2022

Expenses for February 7 to March 4, 2022:

General Expenses: \$572,894.09

Zions Bank bond payments: \$83,626.46

A motion was made by Jeff White, seconded by Dan Stewart, to approve the minutes of the regular board meeting held February 10, 2022, the general expenses, and the Zions Bank bond payment from February 7 to March 4, 2022, in the amount of \$572,894.09 and \$83,626.46, respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Mick Sudbury appointed to Jordan Valley Water Conservancy District Board of Trustees by Governor Cox: Clint Dilley recognized the appointment of Mick Sudbury of Jordan Valley Water Conservancy District Board of Trustees. The process to be appointed to the Board is extensive. It requires a nomination from the Salt Lake County Council, the nomination goes to the Utah Legislature and Governor Cox. The Governor must officially appoint the individual, and the State Senate needs to confirm the appointment. Clint wanted to congratulate Mick and expressed his gratitude in having a representative there from Magna Water. It is the first time in history that Magna Water District has had a direct representative on this Board.

Discussion of the results of the Employee Succession Planning Survey: Clint presented the results from the survey and explained to the Board the average years of longevity in each department; water, wastewater, office, and management. He presented the results regarding the length of time individuals felt it would take to train someone coming into their positions. Water department was 19.7 months, wastewater was 18.8 months, front office was 1.25 months, and the management team was 10.8 months. The survey also expressed the plans for continued employment with the District. Overall, there were 1 employee from 0-3 months; 1 for 1-2 years; 1 for 2-3 years; 3 for 3-5 years; 4 for 5-10 years; 6 for 10-20 years and 12 for 20+ years. The survey expressed positions in which employees would like to see themselves promoted to during their course of employment. Overall, there were 6 for Construction Leadman; 5 for EDR/Cust Service Leadman; 3 for Wastewater Collections Leadman, 5 for Wastewater Treatment Plant Leadman; 6 for Inspector Leadman, 1 for Accountant; 1 for Controller; 2 for District Engineer; 11 for Water Operations Manager; 7 for Wastewater Operations Manager, and 8 for General Manager. There was some feedback on the understanding of opportunities and path for future career advancement; 13 had a strong understanding, and 13 had an average understanding of this. The survey asked what reasons would influence their career planning and long-term goals, out of 21 options, the highest ranked was the District's schedule/hours and the health insurance benefits. The survey asked what the employees didn't like or would like to see change that influences career planning and long-term goals. Out of 21 options, the highest ranked was wages and advancement opportunity. Overall satisfaction with their job/career, 93% are very satisfied and satisfied, where 7% is unsatisfied. The Board felt the survey was a good thing and suggested that management meet with individuals in person. They also suggested another survey for suggestions with Management and the Board.

Legislative update presented by Nathan Bracken, Smith Hartvigsen: Nathan briefly discussed the following bills:

House Bill 121: Provides state funding up to \$5,000,000 for people to replace lawn and turf with drought resistance crops.

House Bill 132: Uniform Easement Relocation Act, there's already a specific process to relocate certain water conveyance facilities, excluding culinary water. This exempted the District's facilities from being able to be able to be unilaterally relocated by somebody.

House Bill 166: This provided clarification criminal and civil penalties if someone interferes with the water facilities.

House Bill 168: The State Engineers Office is going into uncharted territories with curtailing use. One of the things that has been an outstanding question is there's long been a law on the books about preferences during times of shortage, usually made a preference for domestic culinary water providers, even with a junior right, as opposed to others. There has always been a question as whether this has been constitutional or not. This bill the State Engineer is going to study this issue and report their findings by the end of the year. has been lo

House Bill 242: Requires additional water metering requirements for certain classes of secondary water providers. The State also appropriated \$200 M for this, a fraction of what this will cost.

House Bill 334: This is for additional monies for the State Engineer. A new State Engineer Deputy will be hired. One of these people are going to be working on the Great Salt Lake.

Senate Bill 89: One of the challenges we've had with conservation and the State, is we haven't had good regional conservation plans, to give the District an idea of where we fit in the Region. Under this bill, the Division of Water Resources will do regional conservation plans with goals, then every water provider, when they do their conservation plan, they will basically have three choices, either adopt the regional plan, adopt a stricter plan, or adopt something else and explain why.

Senate Bill 110: This will require water element to be amended and included in most cities general plan, trying to get more water and land use planning tied together.

Senate Bill 254: This specifies that certain records of a drinking water or wastewater facility, are now protected records and aren't subject to being released under GRAMA due to public safety concerns. These records are engineering and architectural drawings of drinking and wastewater facilities and any security information.

Senate Bill 11: Clarified the process a local district would use to cancel an uncontested election.

Senate Bill 170: Changed the dates of the declaration of candidacy filing period for certain offices to March.

House Bill 232: Creates the Utah Lake Authority. The version of the bill that was passed, is better than the bill introduced last year. Legal counsel still has practical concerns about how that bill and the overall concept of developing the Lake is going to work and what is basically a reservoir.

House Bill 410: This will appropriate \$40 M to two conservation groups to create a water trust for the Great Salt Lake to lease or purchase water rights to benefit the lake and to undertake other projects that could improve lake levels.

House Bill 429: This bill will be for integrated water shed management for the Great Salt Lake water shed to determine how to better manage water resources in the water shed.

House Bill 33: This bill amends instream flow statute so that water can be placed directly into the Great Salt Lake to benefit the Lake.

House Bill 237: Requires local districts to post a tentative budget along with the advertisement of the Public Budget Hearing.

House Bill 388: Clarified that candidates filing for elected office within a local district must do so during the district's normal operating hours, whatever they may be.

Clint asked about the bill (House Bill 95) which would have prohibited a land use authority or an HOA from requiring grass in their landscapes. Nathan indicated this bill did not make it

through Legislation. Another bill that did not pass, was Senate Bill 73. It would have required water efficient fixtures in new construction. House Bill 39, which did pass, included some but not all of the requirements of Senate Bill 73 regarding certain water fixtures.

Discussion and possible motion to approve Epic Engineering task orders 2022-5 for Design and Bidding Services on the 2022 Culinary Water & Sewer Pipeline Repairs project in the amount of \$49,300: Trevor indicated this task order is for the annual replacement and repair of water and sewer pipelines. In the past the District has had two separate projects for the repair and replacement, but this year it will be combined into one project. Trevor recommended approval of this task order for its reasonable and its fairness. A motion was made by Jeff White, seconded by Dan Stewart, to approve the Epic Engineering task order 2022-5 for design and bidding services on the 2022 culinary water & sewer pipeline repairs project in the amount of \$49,300. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Discussion and possible motion approve Stantec task order for Design and Construction Management services on the West Side Collection Project 1B: Trevor indicated to the Board he is still reviewing this task order with Stantec and negotiating the services. He asked if the Board would table this agenda item. The Board approved tabling the Agenda Item.

Discussion and possible motion to approve the WWTP clarifier drive controller installation in the amount of \$35,283: Last month the replacement of the clarifier drives was approved. Since then, the contractor found the controllers which were quoted originally, would not be compatible with the drives that were being installed. This additional amount will be for the drive controllers that are compatible to the drives. This reflects a scope change on the equipment, a price increase on the equipment material, and labor that wasn't included in the original quote. A motion was made by Jeff White, seconded by Dan Stewart, to approve the WWTP clarifier drive controller installation in the amount of \$35,283. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Discussion and possible motion to approve IGES task order S-22-007 for Geotechnical services on the West Side Collection Project 1B in the amount of \$20,550: Trevor indicated this task order would allow IGES perform bore holes, additional exploration along pipeline alignment going under the freeway, which will require micro tunnelling, and ground water monitoring for the West Side Collection Project 1B. A motion was made by Jeff White, seconded by Dan Stewart, to approve the IGES task order S-22-007 for geotechnical services on the West Side Collection Project 1B. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Discussion and possible motion to approve T-O Engineer, Inc. task order 22-01 for 2022 GIS and Survey Services in the amount of \$75,000: Trevor indicated this was an annual task order for GIS services. Having this task order has allowed the District to accomplish a lot with our GIS system. The GIS system is at a point now that it's being used daily by our operators and our office staff. A motion was made by Jeff White, seconded by Dan Stewart, to approve the T-O Engineer, Inc, task order 22-01 for 2022 GIS and Survey Services in the amount of \$75,000. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Discussion and possible motion to approve the Regence Blue Cross Blue Shield 2022-2023 monthly premium of approximately 5%: LeIsle indicated this in the annual renewal for the health insurance for the executive team. The new premium will be approximately 5%, which seems reasonable. A motion was made by Jeff White, seconded by Dan Stewart, to approve the Regence Blue Cross Blue Shield 2022-2023 monthly premium of approximately 5%. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Discussion and possible motion to approve water and sewer availability to 2215 South Industrial located at 2215 S 7200 W: A motion was made by Jeff White, seconded by Dan Stewart, to approve water and sewer availability to 2215 South Industrial located at 2215 S 7200 W. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Discussion and possible motion to award the Haynes Well 2R Cleaning Project to low bid from Widdison Turbine Services in the amount of \$192,076: A motion was made by Jeff White, seconded by Dan Stewart to approve awarding the Haynes Well 2\$ Cleaning Project to Widdison Turbine Services in the amount of \$192,076. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

Discussion and possible motion regarding meter purchases: LeIsle indicated that She, Trevor, Matt Skogerboe, and Rob Jaterka met and went through the most recent upcoming developments and identified the water meter needs for each project. The total meter cost for the District will be \$479,275.17 to place the meter order and have them coming in consideration of the current delay in getting meters. A motion was made by Jeff White, seconded by Dan Stewart, to approve the meter purchase for various sized meters in the amount of \$479,275.17. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Report & Discussion from General Manager:

STAFFING:

- Wastewater: Paul Bird has been hired to the wastewater collections department. The wastewater crews are fully staffed now.
- Water: Hired Lonnie Thompson, he will start March 14, 2022. He has experience working in a water department and lives in Magna. There is an employee planning retirement on the meter crew, with his written statement of retirement, Management has posted the meter crew position in house, Travis Rawson put in for the meter crew which causes a vacancy on the water construction crew. This position was posted in house and having no interested in-house employees, this position is now posting on the outside.
- Office: The employee on medical leave in the office has returned to work starting at 4 hours a day, now at 6 hours a day.
- As we have transitioned to in house payroll processing, we have had a few bugs on direct deposit issues. We have taken the opportunity to meet with all the employees and verified all employee's information was accurate. Believe all payroll kinks have been worked through.

OPERATIONS:

- An emergency response plan training will be set up for all employees. Trevor has been working with Hansen, Allen & Luce to go over their plan and provide the training. This

will be an initial training to get them familiar with what's in the District Emergency Response Plan. Planning to hold this on or around April 20, 2022. Clint invited any Board Member. Management would like to follow this initial training with an practice scenario training.

- Working on the sampling program as discussed. Work on developing a standard sample detail. Working on the lead and copper rule, the inventory requirements are going to be the first step and have been meeting with consultants to understand what this is going to entail. Met with Marie Owens, the former Division of Drinking Water Director, who led the effort and was most closely involved with the lead and copper rule while there.
- We have been through the reuse filter procurement, three proposals have been received, working through the review and scoring. Should have a recommendation along with the proposals to the Board in April.
- Nearly complete with review, organization, and cleanout of records storage at WWTP, the records have been reviewed and organized and will be shredded. Have scheduled March 22, 2022, for the shredder out to the location.
- Delinquent Accounts are surprisingly consistent due to the fact we have not physically shut off water being worried about frozen pipes.
- We have a retirement luncheon tentatively planned for April 28, 2022.

CUSTOMER COMPLAINTS:

- A customer called and was concerned about settlement of backfill that had occurred on 7900 W, our crews responded immediately to restore.
- A customer called and was concerned about an open hole on Rulon and 3100 South that was not properly maintained. This was not a Magna Water hole (telecom) but helped resolve with SLCO to get it fixed.
- A customer called and was concerned over the limited RV dump hours. Clint explained the reason why the hours are limited and offered tour of WWTP, still evaluating alternatives to expand service hours.

Discussion on District's actual vs budget status as of February 28, 2022: LeIsle informed the Board the February overall income is \$379,000 and a loss of \$62,000 in 2021. The major difference is caused by connection fees & impact fees. These figures include one month of our new user fees billed in February. The water sales are \$1,200 below budget for February, and \$40,000 higher than February 2021. Expenses are all below budgeted. There is a big variance in the Other Operating Expenses, this is since in 2021 the District's liability insurance for the entire year was expensed in one month in this category, whereas, in 2022 the costs are being expensed per period instead of recording the entire expense in one month.

Discussion on different format for the board meeting minutes and posting to the District's website: LeIsle presented to the Board a new format for the board meeting minutes. It would take out quite a bit of discussion in the minutes and would refer to any handouts discussed during the meeting for agenda items. With this format, the board meeting recording would be posted to the website for anyone to have access to. The Board recommended the minutes contain what is required and accepted the new format.

Engineering projects update:

Zone 3 pump station: This project is moving along; the Contractor is working on assembling the submittals from subs.

Material Hauling: Newman Construction has been subject to weather but are moving the material and committed to moving it when they are able.

Garage & Storage Parking Lot Project: This project has gone out for bid this weekend. Bidding will be closing on March 28, 2022. Review will be completed, and the bid results and recommendations will be brought to the Board in the April board meeting.

Reuse filter Procurement: Proposals have been received, review and scoring will be completed, and recommendations be brought to the Board in April. Once the material is selected, the engineering firm will need to be paid 10% of the material so they can do their engineering in house.

Approved Procurement Engineering List Update: Trevor has compiled a RFQ for our approved procurement Engineering Firms. There were a couple of new firms that wanted a chance to get on the list that the RFQ was sent to. All the engineering firms that are on the list now also received the RFQ in case of any changes to their firm. Those will be reviewed, and an approved list will be brought back to the Board to be approved.

Water Distribution/Production:

1. **Water production report:** The culinary water production for February was 86.8 million gallons or 266.27-acre feet, a 3.89% increase from 2021. Year to date production was 179.9 million gallons or 552.18-acre feet, a 0.33% decrease from YTD 2021. We have purchased 129.84-acre feet of water from Jordan Valley Water as of February 2022.

2. **Call out report:** Raymond reported that there was a total of 12 call outs, (2 mainline leaks and 10 miscellaneous) with a total number of 52.5 hours paid.

WWTP Operation/Collection System:

1. **Status of sewer system:** Dallas indicated the cold temperatures are keeping them on their toes as far as process variations, but the process is responding well to their continued adjustments, everything has been running well. As part of the District's cross training program, he is pleased to report that Chett and Dyllan, wastewater treatment operators, have passed their water distribution I certification. Dallas also informed the Board there was a sewer backup at 7970 W 3000 S, a call to the main office on Monday morning, the collections crew was dispatched to the location, they inspected the main and the investigation led them to realize the blockage was on the customer's lateral, everything on the main was clear. It was right at the connection of the lateral to the main. After attending the rural water conference last week, they introduced two different consultants that the District uses, T-O Engineering will work with the SL Rat group and will be sharing data which will be beneficial to the District.

2. **Call out report:** Dallas reported that there was a total of 4 call outs, with a total number of 12 hours paid.

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, and the sale or purchase of real property 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, pending or reasonably imminent litigation, and the sale or purchase of real property pursuant to Utah Code Ann. 52-4-204 through 205. The motion was seconded by Dan

**Meeting Minutes
March 10, 2022**

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 12:03 p.m.

Motion to close the closed session and to reopen the open session of the Board Meeting:

Jeff White made a motion to close the closed session and reconvene the open session at 1:34 pm. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, 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 Jeff White, seconded by Dan Stewart, to adjourn the meeting at 1:29 pm. The motion was approved as follows: Jeff White, yea, Dan Stewart, yea, and Mick Sudbury, yea.

LeAnn Fitzgerald

Attest

Mick Sudbury

Chairperson