

**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, May 12, 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  
Amanda Whitmore, Accountant

**Also Present:**

Nathan Bracken, Smith Hartvigsen, PLLC  
Don Olsen, Epic Engineering  
Jason Luettinger, Bowen Collins Associates  
Clint Rogers, Stantec  
Joel Workman, AQS Consulting  
Dan Peay, Magna Mayor  
Todd Richards, Planning & Zoning  
Clair Collard, House of Representatives

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

**Public, Board, Staff joined 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 April 21, 2022**

**Expenses for April 18 to May 4, 2022:**

**General Expenses:** \$372,709.26

**Zions Bank bond payments:** \$1,250,017.05

A motion was made by Jeff White, seconded by Dan Stewart, to approve the minutes of the regular board meeting held April 21, 2022, the general expenses, and the Zions Bank bond payment from April 18 to May 4, 2022, in the amount of \$372,709.26 and \$1,250,017.05, respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**DEPARTMENT REPORTS**

**General Manager Report:** Clint Dilley pointed out the Agenda's different format, as discussed in the last board meeting, the intent was to consolidate some of the items. We moved the department reports to the beginning of the meeting. Clint welcomed any feedback the Trustees may have on the new format.

**STAFFING:**

Clint highlighted from the GM report the status of the transition and integration of the Accountant position. Currently the transition of day-to-day duties from the Controller to the Accountant is 100% complete, approximately 90% of semi-annual and annual duties is also complete. The transition has intentionally been methodical and has maximized smooth integration with a focus on opportunities for optimization. The Controller added to the discussion indicating the transition has been successful. All the intended responsibilities that were going to be transferred to the accountant has been completed. Additional effort, analysis, and attention on detail has been possible now having two individuals for the work. There will be additional responsibilities added as time goes on. The next step, to improve efficiency of operations and quality of services in the office, would be to focus on HR responsibilities, safety, and training programs.

Clint proposed a HR Director be added to staff. This position would be part of the executive team. The District currently has significant HR, administrative, training, and safety demands. Clint would like to get the Board's input to have this integration of an HR Director successful. The first step would be to define the tasks and job responsibilities/description for a full time HR Director. Board agreed the District could and would benefit from having a full time HR Director on staff. Board agreed to begin to create the job responsibilities/description for an HR Director. Management will come back to the next board meeting with a DRAFT of the job description. Clint expressed the need for a shared office vehicle. It could be used for the mail run each day, meter inspection quality control, inventory control and management, and the HR position to use as they have the need to visit different sites. A vehicle could help make these functions more successful.

An engineering and inspection position is a near future position Clint expressed the need for this position, allowing the District Engineer to integrate more with operations and utilize the higher-level skill sets along with any design projects in house. Clint wanted the Board to be thinking about this position. Clint expressed he feels in the next few years there will be a need

for a second inspector. This would essentially phase out using a consultant as an inspector and it would also allow an inspector lead to utilize skills and knowledge of the system in different ways. It would help the GIS get to the next level. These positions would most likely be union classifications and could be filled inhouse if qualifications are met.

A pretreatment program position. This position would be involved with the wastewater pretreatment program. This position would be further along in the future than the other positions discussed.

#### OPERATIONS

Emergency response plan training is scheduled for May 25, 2022, during the lunch hour to introduce the employees the emergency response plan.

Dallas and his crew have completed installation of the emergency standby generator and security cameras for the wastewater operations building.

#### COMMUNICATION & MORAL

Management would like to set up a date for the Reuse Open House and the general office building, would propose June 23, 2022, at 5:00 pm – 7:00 pm. Guests would be routed through the lobby then through the board room and out and around the grounds and stop at displays covering aspects of the reuse project. Would like to offer hot dogs and drinks at the same time. If this date is approved, advertisement can be distributed.

Clint inquired about scheduling the annual employee recognition dinner and asked for approval to reserve the destination. Board gave approval.

#### **Engineering Report:**

**Hourly billing rates for all firms selected for the engineering consultant pool:** Trevor presented the billing rates, included in the board meeting packet, for the firms in the District's engineering consultant pool upon the Board's request last board meeting.

#### **Work directive electrical changes in the Zone 3 Secondary & Culinary Pump Station**

**project:** Inside the existing drinking water pump station for Zone 3 there is not enough room for the electrical upgrades needed to go from single phase and the current pump sizes to three phase and larger pumps. This will be for an enclosure change for approximately \$1,300. To go along with the enclosure change, there will be a schedule change. The electrical supplies delivery date is not due until August, due to supply and demand being experienced in the economy right now. The official change order will be brought to the Board in June.

#### PROJECT REPORTS

Reuse Project: Dallas, his team, Clint Rogers, and his team have been working with the State to find out how the State will be calculating the phosphorus permit level in the District's discharge permit. Dallas and his team have been experimenting with the alum dosing, to determine what the District needs to do to meet future permit requirements for phosphorus. This is being done under the scenario as the plant is now, and not considering the reuse system. They are adding quite a bit of alum to drop the phosphorus level and are seeing a struggle with the processes and the sludge by the amount of alum having to be added. Because we know we are going to have the reuse system, this experimenting is pushing it past the limit. The filtering system that has been selected for the reuse has the potential of removing phosphorus.

As the filter system is being designed, the District can increase the length of the filtering system from 6 filters on one length to 10 filters on one length. This would allow all effluent water to be run through the filters. Trevor recommends the District go ahead and increase the length, but hold off on getting the filters, this would be lowest cost option for the District at this time. The cost difference to do this would be to go from \$488,000 for the 6-filter length to about \$600,000 for the 10-filter length. The initial payment for the engineering submittals would be approximately \$60,000 instead of \$43,000. If the Board is in favor of this, management will continue in this direction and bring back additional details next month. Board indicated their approval.

Zone 3 pump station: The project is slowly progressing; the pump station has footings and pipe in the ground but waiting on other materials for the project. Newman is doing a good job.

Material Pile: The dirt pile has been moved, DR Horton and Kennecott have been on site, and has given the District a thumbs up. Trevor and Nathan worked together to get a temporary easement release together. That has been sent to KUCC, they are reviewing it and will sign if they don't have any changes. When the executed agreement is returned, that will be complete. Newman has requested for the District to review fuel surcharges, the price of fuel went from \$3.80 to \$5.03/gallon in a matter of months, they are going to request an increase to cover the fuel surcharges for the removal of the material.

**Water Operations Report (including water production and call out report):**

**Water Production Summary:** Steve Clark gave the water production report. 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

**Identification, marking & mapping zone valves:** Steve informed the Board the construction crew has been able to identify the zone break valves in each zone. As they were going through the District, from 7200 W to 9200 W, they identified 19 zone break valves. When they started, they were under the impression there were 30 zone break valves. If there was a valve they weren't sure about, they dug it up to identify it. The 19 zone break valves, have been marked with zone break lids and a PVC pipe painted red was placed in the ground to indicate the valve is a zone break valve. The information has also been added into the GIS system.

**Wastewater Operations Report (including status and call out report):** Dallas reported the collections crew completed a project convert an area of 15,000 square feet of grass to an area for overflow parking. By doing this they figured it would save approximately 228,000 gallons of water per year. They used this project to train new employees on the loader, backhoe and dump truck operation and safety. Different training scenarios were set up that an operator may encounter in their day-to-day duties. Clint Giles was a big help on that, and it was a big success. The collections crew has been working with the County on the summer asphalt projects by raising manholes to meet the new grade of asphalt. The treatment plant has completed installation of a back up generator and the security cameras are online.

There has been a lot of discussion on the District's internal pretreatment program, they have been collecting documentation regarding a pretreatment program and have a goal to have literature online by the end of the year.

**Increasing trends in wastewater strength, likely causes & comparative analysis:** Dallas and his team have been working with Trevor and Clint Rogers to understand why there has been an increase in the BOD (biological oxygen demand, or the solids in the wastewater). Dallas presented the timeline showing the incoming inorganic strengths for several years. The BOD has been consistently increasing from 2017 to 2019 then there is a big increase from 2019 to now. The team is trying to understand what may cause this type of scenario. Clint added in the past there has been communication to the Board that the increase was thought to be due to something or some development specifically out in the District that would cause this increase. It is believed now, after the analysis, it's something other than that. It's probably a combination of things. It is thought that historically the BOD levels have been low, comparing to other District's in the surrounding areas, it could be due to the change in the ground water, or agricultural infiltration. Staff has been addressing all the possibilities that would cause this. There have been several variables considered. Staff has considered the high-density housing coming into Magna, additional restaurant type developments, and taken into consideration the brine from the EDR being removed from the treatment plant. Staff will continue to analyze and investigate the increased levels of the BOD.

#### **WATER & SEWER AVAILABILITY**

**Discussion and possible motion to approve the following developments:**

**Dixon Downs located at 8323 W 2700 S:** A motion was made by Jeff White, seconded by Dan Stewart, to approve the Dixon Downs development for water and sewer services. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

#### **PROJECT AWARDS & AGREEMENTS**

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

**2022 Culinary Water & Sewer Pipeline replacement project to Newman Construction in the amount of \$1,493,000:** A motion was made by Jeff White, seconded by Dan Stewart, to approve awarding the 2022 Culinary Water & Sewer Pipeline replacement project to Newman Construction in the amount of \$1,493,000. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Epic Engineering task order 2022-7 for construction management on the 2022 water and sewer pipeline repair and replacement project in the amount of \$71,000:** A motion was made by Jeff White, seconded by Dan Stewart, to approve Epic Engineering task order 2022-7 for the construction management of the 2022 water and sewer pipeline repair and replacement project in the amount of \$71,000. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea.

#### **TRAINING & SAFETY**

**Discussion and possible motion on the following training conferences:**

**WEFTEC Conference, October 8 – 12, 2022, New Orleans, LA:** A motion was made by Jeff White, seconded by Dan Stewart, to approve attendance at the WEFTEC Conference, October 8 – 12, 2022 in New Orleans. Trevor Andra, Dallas Henline, and any other trustees

interested are approved to attend. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**ADMINISTRATIVE**

**Discussion and possible motion to approve the following administrative items:**

**Water Reuse open house details & date:** Clint proposed to hold the water reuse open house on June 22, 2022, from 5:00 pm – 7:00 pm. Board suggested the times be from 6:00 pm – 8:00 pm. A motion was made by Jeff White, seconded by Dan Stewart, to approve to hold the open house on June 22, 2022, from 6:00 pm to 8:00 pm. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**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:** 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 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 11:41 a.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 12:48 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 Jeff White, seconded by Dan Stewart, to adjourn the meeting at 12:49 pm. The motion was approved as follows: Jeff White, yea, Dan Stewart, yea, and Mick Sudbury, yea.

*LeAnne Fitzgerald*  
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Attest

*Mick Sudbury*  
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Chairperson