

**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 Tuesday, June 28, 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

**Also Present:**

Nathan Bracken, Smith Hartvigsen PLLC, by telephone  
Stockton Denos, Epic Engineering  
Marie Owens, AE2S Engineering  
Steve Rowly, Keddington & Christensen LLC  
Jason Luettinger, Bowen Collins Associates  
Joel Workman, AQS Consulting  
Mark Chandler, CRS Engineering

**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 May 12, 2022**

**Expenses for May 5 to June 5, 2022:**

**General Expenses:** \$728,780.42

**Zions Bank bond payments:** \$83,782.19

A motion was made by Jeff White, seconded by Dan Stewart, to approve the minutes of the regular board meeting held May 12, 2022, the general expenses, and the Zions Bank bond payment from May 5 to June 5, 2022, in the amount of \$728,780.42 and \$83,782.19, respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**DEPARTMENT REPORTS**

**General Manager Report:**

STAFFING:

Clint provided to the Board a list of vehicles and which district personnel drives the vehicles. There is a need for an office roamer vehicle, however, we think we can repurpose the 2009 GMC Canyon Pickup. Which could be used by a Human Resource Manager when needed. This will give Management an idea of how much the vehicle would be used.

Dallas indicated the 2007 Chevrolet is currently being used as the plow truck for all facilities, they are looking to phase that out and rotate the 2016 Ford F3 Super Duty truck in being the plow truck and the diesel fuel tank. Then the 2016 truck would be replaced with a leased vehicle, when the lease cycle comes up.

Clint informed the Board one of the two water service maintenance positions has been filled by Travis McDonald, started on June 13. They have a final candidate in mind for the other position.

OPERATIONS:

A discussion was held on the District acquiring a hydro-excavator next year.

Board and Management held a discussion regarding finishing the basement of the general office. Board asked management to come back to them with a concept plan on how the basement would be laid out.

**Engineering Report:**

**Zone 3 Pump Station:** There are delays waiting for parts and materials. Slow but good progress is being made.

**Water and Sewer Replacement project:** There is considerable delays in that for material and parts. Newman has been diligent in ordering everything right away, there are parts for an 8" waterline that are 20 weeks out. This has delayed the project. Florence and Edith Dr. replacement section was in conjunction with Salt Lake County overlay, the County indicated

they would hold off until we were ready. They should be able to start the sewer portion when the manholes arrive, which should be in a couple of weeks. There are sampling stations in the project they can start on those. Clint added we need to manage expectations, initially it was indicated the project would start in June, this delay needs to be communicated to the public.

**Haynes Well #2 Project:** Zimmerman was starting to see some reduction in sand as they were cleaning the well, they started to see some large 1.5 – 2” rock and some of the filter gravel pack material. They have stopped and pulled their equipment and think there is a hole in the casing. The contractor will video the well this week to find out if there is a hole or not. This finding will probably come across as a change order. Staff will keep Board informed of the status.

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

**Water Production Summary:** Raymond presented the water production report. The culinary water production for May was 144.7 million gallons or 444.09-acre feet, a 27.27% decrease from 2021. Year to date production was 522.49 million gallons or 1,603.57-acre feet, a 7.30% decrease from 2021. We have purchased 329.56-acre feet of water from Jordan Valley Water as of May 2022.

**Callout Report – Water and Wastewater Combined:** Total number of call outs 10 - Total Hours 35.5, 1 mainline break and 9 miscellaneous call outs.

Raymond reported on a water line break in Western Mobile Estates this last weekend. While the Park was repairing the waterline, they hit the sewer line, so there was possible contamination. Magna Water Staff shut off the master meter that services the park on Friday. Staff worked with the Park to flush the lines and sample the water once the lines were repaired. It took 24 hours for the sample results, so Magna Water District ended up providing the park with the emergency water tank/trailer to supply water. The tank was there Friday and Saturday, 3,200 gallons of emergency water was provided to the Park while the water was off. The water was shut off before any contamination to the District’s system. We didn’t turn the water back on until everything was flushed and sampled. Going forward, the District has talked to the park about installing a backflow preventor. This would allow in most situations the water be left on and they could issue a notice in their own community.

**Wastewater Operations Report (including status and call out report):** Dallas reported to the Board how the increased organic loads are affecting the plant and the equipment. Dallas presented BOD sample results and highlighted the days the BOD was high and required more oxygen than what our existing facilities can provide. The aeration capacity of our aeration equipment is about 1200 lbs. of oxygen per hour. If there was an aeration unit taken offline for repairs, it would drop the capacity to 1000 lbs. of oxygen per hour. There have been some sample results that have been higher than what our facilities can oxygenate. The current facilities were designed at a time where the District’s organic load was much lower. With this information there needs to be a resolution for this situation. One solution would be to purchase a “shelf-unit”. When repairs are needed or a unit fails, the shelf-unit can be put online. In the future, there needs to be a plan in place to address this satiation. Dallas indicated if even one unit failed and we didn’t have another option, the District could be in a permit violation situation within 48 hours. Dallas requested from the Board to bring back to the Board a price for a shelf-unit. Board gave approval.

## **WATER & SEWER AVAILABILITY**

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

**Mahogany Ridge located at 8400 W 4100 S:** A motion was made by Jeff White, seconded by Dan Stewart, to approve the Mahogany Ridge development for water and sewer services. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**FKC Magna Dialysis located at 8085 W 3500 S:** A motion was made by Jeff White, seconded by Dan Stewart, to approve the FKC Magna Dialysis 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:**

**Hansen Allen & Luce task order 023.18.100 for general engineering services for 2022 in the amount of \$20,000:** Trevor indicated this is for general engineering services as needed, this allows the District to use Hansen Allen & Luce for miscellaneous engineering services such as, emergency response plan presentation and training, any modeling drinking water and source protection needed, data evaluation on the District's wells and other services. A motion was made by Jeff White, seconded by Dan Stewart, to approve the task order 023.18.100 for general engineering services for 2022 in the amount of \$20,000. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**AE2S task order for capital improvement plan strategic financial review not to exceed the amount of \$10,000:** Trevor indicated this task order allows AE2S to evaluate the District's Capital Facilities Plan and search out types of available funding via legislation that could be applied for our planned projects. AE2S has a team that tracks all the funding coming from legislation. A motion was made by Jeff White, seconded by Dan Stewart, to approve the task order for capital improvement plan strategic financial review not to exceed \$10,000. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**AE2S task order for Lead and Copper Rule Service Line Inventory Assistance in the amount of \$62,000:** Trevor indicated this task order will allow AE2S to assist the District in compiling service line information to comply with the new lead and copper rule in place by the State. This requirement needs to be in place and complied by October 2024. A motion was made by Jeff White, seconded by Dan Stewart, to approve the task order for lead and copper rule service line inventory assistance in the amount of \$62,000. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea

**Aqua-Aerobic Filter Procurement change order #1, increasing contract price by \$87,004.17:** Trevor indicated this change order is to address the decision of expanding the filter capacity from holding 6 filters to 10 filters. This extra capacity will give the District an increased treatment capacity, from 4.66 mg/d to over 6.5 mg/d. The District would pay a slight addition for the engineering submittals, a total of \$14,985 for the engineering submittals and the remaining contract would be passed onto the contractor once the job is bid. A motion was made by Jeff White, seconded by Dan Stewart, to approve the change order to Aqua-Aerobic filter procurement in the amount of \$87,004.17. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea

**Zone 3 Secondary Water Booster Pump Station & Culinary Water Pump Station**

**Upgrade Project change order #1, increasing contract price by \$1,485:** Trevor indicated this was the change order for the electrical being moved outside of the pump house, this is the cost to upgrade the cabinets to an outdoor rated cabinet. A motion was made by Jeff White, seconded by Dan Stewart, to approve the change order for Zone 3 Secondary Water Booster Pump Station and Culinary Water Pump Station Upgrade Project in the amount of \$1,485. 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:**

**Vanguard Cleaning Services Contract:** Clint indicated this is the new contract including the District's language in it. Legal has reviewed the contract and doesn't see any issues. Staff will continue to closely monitor and evaluate their performance and report back to the Board. A motion was made by Jeff White, seconded by Dan Stewart, to approve the Vanguard Cleaning Services Contract. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea

**Draft 2021 Consumer Confidence Report:** Clint presented the DRAFT 2021 Consumer Confidence Report that is available for our customers on July 1 compliant to the Safe Drinking Water Act. Joel Workman, AQS assists the District in compiling the information annually. A motion was made by Jeff White, seconded by Dan Stewart, to approve the Draft 2021 Consumer Confidence Report for the public access July 1, 2022. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea

**2021 Financial Audit presentation and approval:** Steve Rowly with Keddington & Christiansen, presented to the Board the audited 2021 Financial Statements. Phyl indicated there were no uncorrected misstatements as a result of the audit, there were no material corrections related to the audit, that was identified, and that Management was not aware of. Steve stated, "in their opinion, the financial statements present fairly, in all material respects, the respective financial position of Magna Water District, as of December 31, 2021, and the changes in financial position, and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America". Steve read from the supplemental report the insert addressing the District's internal control: "In planning and performing the audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control." At times during the audit of the internal controls, there are findings, however, this year there were no internal control findings. The audit also includes audit of state compliance in accordance with the State Compliance Audit Guide. There was one significant deficiency reported during the audit regarding Special and Local Service District Board Member training. Management has addressed the finding, and the required training of the Board has been completed. A motion was made by Jeff White, seconded by Dan Stewart, to approve the 2021 Financial Audit presented. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea

**Resolution 2022-02 Regarding Budget Amendment:** LeIsle indicated to the Board this resolution is to adjust revenues budgeted in the District's 2022 budget. Due to the certified tax rate, the District must amend the budget to reflect the amount of taxes that is going to be received in 2022. This results in an increase adjustment to the property tax revenues of \$26,231 and a corresponding decrease adjustment to water impact fee revenue, sewer impact fee revenue, and secondary contributed capital revenue collectively. All in all, there is no change to the bottom line of the District's budget. A motion was made by Jeff White, seconded by Dan Stewart, to approve Resolution 2022-02 adjusting revenues budgeted in the District's 2022 Budget. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Resolution 2022-03 District Certified Tax Rate:** LeIsle indicated to the Board this resolution adopts the District's 2022 certified tax rate that was calculated by Salt Lake County. The District did not anticipate a tax increase for 2022, therefore, the District's certified tax rate shall be what has been calculated. The tax rate for water purification and sewer disposal shall be 0.000579, and the debt service of interest and sinking funds shall be 0.001060, the District's total 2022 tax rate shall be 0.001639. A motion was made by Jeff White, seconded by Dan Stewart, to approve Resolution 2022-03 adopting final 2022 tax rates as presented. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Draft job description, duties, and organizational chart for Human Resources Manager position:** Clint presented to the Board the draft job description for a Human Resources Manager position and a new organizational chart having put in the position in that chart. Clint highlighted on the job description, the traditional HR duties included and in addition to those, duties to be involved in planning as HR advisor to the Management Team and Board of Trustees. They would be over the employee recognition and awards programs and assist the managers in tracking those. They could be involved in running the safety and training programs, emergency response programs, quality assurance and quality control programs. Clint asked the Board to review this draft and let management know of any changes.

**2023 Budget Hearing date and time:** LeIsle indicated the County wants the District to let them know when the 2023 Budget hearing is going to be held, so a discussion was held to decide when the budget hearing would be held. The Board agreed the 2023 budget hearing will be held November 10, 2022, at 6:00 pm.

**Review and discussion of next board meeting on date and time:** Clint verified with the Board the next regular board meeting will be held July 14, 2022, at 10:00 am.

**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 purchase, exchange, or lease of real property, including any form of a water right or water shares 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 purchase, exchange, or lease of real property, including any form of a water right or water shares, 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 12:06 p.m.

**Meeting Minutes**  
**June 28, 2022**

**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 12:42 pm. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, Jeff White, 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 12:43 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