

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, July 14, 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.

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

Trustees Present:

Mick Sudbury, Chairman
Jeff White
Dan Stewart

Staff Present:

Clint Dille, 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
Travis McDonald, Water Operations Service Mtn
Bob Batt, Mechanic
Eliserio Baena, Jr, Water Operations Service Mtn

Also Present:

Nathan Bracken, Smith Hartvigsen PLLC, by telephone
Stockton Denos, Epic Engineering
Greg Schultz, Magna Resident
Todd Richards, Planning & Zoning
Jason Luettinger, Bowen Collins Associates
Joel Workman, AQS Consulting

Public, Board, Staff joined in the Pledge of Allegiance.

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

Introduction of new employees to the Board; Travis McDonald and Cheyo Baena:

Cheyo Baena: Cheyo introduced his self, he has 3 girls; 12, 9, & 4. He enjoys working out, playing sports and expressed his appreciation for the opportunity to work with Magna Water District. He has had a lot of experience with underground gas tanks and piping.

Travis McDonald: Travis introduced his self, he's from Magna, used to work at Hexcel for about 15 years. Wanted a change to be able to spend time with his children.

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 June 28, 2022

Expenses for June 6 to July 6, 2022:

General Expenses: \$1,038,697.81

Zions Bank bond payments: \$85,782.19

A motion was made by Jeff White, seconded by Dan Stewart, to approve the minutes of the regular board meeting held June 28, 2022, the general expenses, and the Zions Bank bond payment from June 6 to July 6, 2022, in the amount of \$1,038,697.81 and \$85,782.19, respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

DEPARTMENT REPORTS

General Manager Report:

OPERATIONS:

Clint reported on the District's ground water levels. We are using less drinking water this year than we were last year even with all the growth. People are still conserving; last year's usages were lower than the year before. We believe this is a combination of adding additional locations to the secondary water system, but mostly due to conservation, our metering program, accurate meter readings, and meter replacements. As far as the ground water levels, some of the wells are lower, some are a little higher, overall, we are in a similar position in ground water levels to last year. Clint has asked the Water Operations Team, Raymond Mondragon, Matt Skogerboe, with assistance from Trevor Andra, to develop a visual representation of the past and present ground water levels for the Board.

Dallas, Matt, and Raymond are working on a history of power outages and brown outs at the WWTP and the EDR plant to substantiate a formal complaint/request to Rocky Mountain Power. The District is getting to a point where they can't live with the level of service they are receiving from Rocky Mountain Power. The letter would request some type of formal response from Rocky Mountain Power indicating what can be done to remedy the situation. Even if the District ends up paying for some of the upgrades, it will pay off in the long run. Power outages that go from 8 – 12 hours are difficult to keep the standby generators going. We are working on being able to store additional fuel for the generators for that reason. The District deals with power outages, brownouts, every couple weeks at the WWTP. It is an unacceptable level of service for our facilities. Jeff noted that some of the power outages are not Rocky Mountain Power's fault, some are caused by people crashing into poles, natural disasters, etc. Mick noted that west side of the District seems to have more power outages.

Clint asked if there was anything in the manager's report that they had questions on or would like to discuss. Jeff asked if the District knew how much infiltration water was being introduced into the collections system, down through the low water areas where the manhole slip lining had been completed. Dallas indicated that part of the manhole lining project they lined some of the main lines going down 8400 W, they have done a lot to address that issue, he

doesn't know if there is a percentage or a way to articulate how much of the infiltration has been reduced. They have made a lot of good headway on keeping the infiltration out of the collection system. Raymond added that all the manholes were lined on the lower section of the District. Clint noted that there would be value to doing a longer-term study.

Engineering Report:

Zone 3 Pump Station: They have had significant delays in getting valves and the pumps back from being powder coated. Most of the delays are gone, block was delivered yesterday, pumps will be delivered soon, valves are on site, everything seems to be coming together this week, we expect next week and in the following month there will be progress on the project.

Water and Sewer Replacement project: There is a new construction schedule for this project. The new schedule puts the contractor starting each bid schedule in the month of August throughout that month, with an anticipated completion date of the first week of November. The schedule revision will be posted for the public to be aware of where the construction is going to be.

End User Metering Software: Trevor reported on a end user based metering that will provide our customers with information on water consumption. There's a grant with the State of Utah that could be used for the purchase of this type of program up to \$50,000, use the program for three years and report to the granting agency the progress of the program. Currently it would provide the customers with their monthly usage, however, if the District moves to an AMI system, customer's will be able to see water usage in 15-minute intervals. The end user would be able to set up flags and alerts to tell them they have used over a certain amount of water during a period of time. There are a lot of user options this type of software could provide. The District is looking into installing the AMI facilities needed to provide our customers this information. Management will continue to research this and report back to the Board as it progresses. Dallas added that at the Reuse Open House event, he talked to quite a few customers that were asking about an end user application to see this type of information.

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

Water Production Summary: Raymond presented the water production report. The culinary water production for June was 199.6 million gallons or 612.73-acre feet, a 23.84% decrease from 2021. Year to date production was 722.1 million gallons or 2,216.3-acre feet, a 11.87% decrease from 2021. We have purchased 398.09-acre feet of water from Jordan Valley Water as of June 2022.

Callout Report – Water and Wastewater Combined: Total number of call outs 19 - Total Hours 128.45, 1 mainline break, 1 service leak and 17 miscellaneous call outs. 21.15 hours were due to the water line break in the Western Mobile Estates Park. The District will be billing Western Mobile Estates for these hours and the equipment and water used at that leak.

Wastewater Operations Report (including status and call out report): Dallas indicated in the last board meeting a stand-alone aeration unit would alleviate the BOD load issue and that he would bring back a price to the Board to see if this were the temporary alternative they would like to proceed with. The price of the stand-alone aeration unit and two mini parts repair kits, (one kit for the new stand-alone unit and one kit for the existing units) is a total of \$54,424. If the Board approves, the purchasing item will be placed on the next month's board meeting agenda for approval. The stand-alone aeration unit is the upgraded unit, a 2.0 version,

Dallas recommends the District move forward with the purchase. Clint added to the discussion this is a short term immediate solution to the BOD volume situation and it will keep the District from having a permit violations if there was a power outage, or an existing unit needed to be repaired. For the future, Management feels there will have to be a study done to address the capacity and upgrades needed to address the BOD levels.

Dallas added to his report the WWTP has ordered the fuel storage tank for approximately \$30,000, they have scheduled a Huber Screw Press service that is pretty much a whole overhaul of the equipment and recommended every eight years, the equipment was put online in 2006, the same service was completed in 2014 and is showing signs of having to be done again, this is in the 2022 budget for \$29,900. The last item Dallas introduced is an anticipated change order for the Clarifier Upgrade/Restoration project for approximately \$4,800 for electrical work that will allow communication between the equipment and our SCADA. He will bring the change order to the Board for approval next board meeting.

Controller/Clerk Report: LeIsle reported on a document management software. Caselle has a document management program for \$5,000 implementation and training, and \$500 increase in the District's monthly support service. 80% of the annual documents that we box up and store is generated from Caselle. The District is using Caselle for their governmental accounting software, and this would be a module that is geared towards the specific documents they need to keep but they don't need to keep physical copies. Clint added that this document management software will be a good fit. LeIsle noted that it will be compatible with their project files, including correspondence, or any other documents the District has in its filing cabinets. The module includes a searchable function and provides a broader ability to search for documents. Jeff asked how the documents currently in boxes will be scanned in. LeIsle answered indicating the history of documents will be labor intensive and all must be scanned in manually. Marie Owens last month gave LeIsle contact information of who helped the State scan in documents. LeIsle has checked on other service providers. (e.g., Alpha Graphics and UCI). They still need to reach out to one more under the procurement process. Right now, developments/subdivision documents are kept electronically along with current correspondence coming into the District in File Explorer. Clint added this is a massive amount of documentation and we are feeling good that a lot of it is electronic right now. It's moving forward.

PROJECT AWARDS & AGREEMENTS

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

Zone 3 Secondary Water Booster Pump Station and Culinary Water Pump Station upgrade project change order #2, increasing contract price by \$30,371: Trevor explained this change order is due to the fuel costs increase for the material haul. The detail of the change order indicates the change as a material and labor charge change; however, the cover letter shows the increase as a fuel surcharge. The detail of the change order needs to be corrected to reflect the fuel surcharge. A motion was made by Jeff White, seconded by Dan Stewart, to approve the Zone 3 Secondary Water Booster Pump Station and Culinary Water Pump Station upgrade project change order #2 for an increase of \$30,371. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

2021 Steel Tanks Painting and Repairs change order #3, increasing contract price by \$9,023.68: Trevor indicated this project is now complete and this change order is due to the contractor having to mobilize to the location twice due to the District needing all three clarifiers in operation during the winter months. The contractor was to the third clarifier of the project, but it was getting into winter, so the District told them to pull off the job. The contractor pulled off the job and had to mobilize, set up and take down again in the Spring to complete. This is also the balancing change order for the project. A motion was made by Jeff White, seconded by Dan Stewart, to approve the 2021 Steel Tanks Painting and Repairs change order #3 for an increase of \$9,023.68. 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:

Final draft of job description, duties, and organization chart for a Human Resources Manager position: Clint indicated a draft job description, and an updated organization chart was presented to the Board for a Human Resources Manager position last month. The feedback from the Board was there were so many job duties it would overwhelm anyone and maybe prevent them from applying for the position. This revision takes the feedback into consideration. Some of the duties have been consolidated or cut out. There has been an Essential Duties section added consisting of traditional HR duties and Secondary Duties section has been added consisting of other duties the District would like for this position to be involved with, understanding they would be coordinating with other members of the management team. If the Board approved with this revision, Management would move forward with posting the position. Mick expressed his approval to move forward with posting the position. The Board inquired what the salary range would be. Clint indicated that Wasatch Front Regional Council and Granger Hunter Improvement District recently went through the process of hiring an HR Manager position, and their salary ranges were \$85,000 - \$120,000, and \$80,000 - \$100,000; respectively. Our posting would be in the salary range of \$80,000 - \$110,000. Clint has viewed other recommendations of a salary range and feels this is a good range for the District. The Board gave their approval to proceed with posting the job description and filling the position. A motion was made by Jeff White, seconded by Dan Stewart, to approve the final draft of the HR Manager job description and the organizational chart as presented, and approval to posting and filling the position. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

2023 Budget Hearing Date and Time: LeIsle explained last meeting the Board approved to hold the 2023 Budget Hearing on November 10, 2022; however, it was discovered that November 10, 2022, will be the Veteran's Day Holiday for the District. A motion was made by Jeff White, seconded by Dan Stewart, to hold the 2023 Budget Hearing on November 9, 2022, at 6:00 pm. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

TRAINING & SAFETY

Discussion on the following training & safety items:

Summary of AWWA ACE 2022 training from attendees: Clint wanted to have the attendees of the AWWA ACE 2022 conference report on information that they learned and wanted to share with the Board. The conference was very good and very worthwhile for our attendance.

Clint shared his take from the conference on vibration sensor units which would detect equipment that is beginning to fail, before it actually fails. Clint shared a short video explaining some of the benefits of using vibration sensors. The units are now cost effective to be used on equipment at municipal facilities.

Bob Batt shared his experience at the AWWA Conference. Bob learned a lot from this conference, a good benefit to MWD by attending. He learned that we are in the stone age with a lot of things, and a lot of things we are ahead of the game. The classes he took was on Re-use, and maintenance.

Raymond Mondragon shared his experience at the AWWA Conference: Raymond attended training courses on sampling and the new regulations on lead and copper. He learned a lot. He learned of methods other cities are using to prepare for the regulations. It was very beneficial seeing the different vendors and meeting with other District's finding out their issues and how they handle them.

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 11:25 a.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 11:44 am. 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

Other Business: A quick discussion was held to confirm the regular board meeting date and time for August 11, 2022, at 10:00 am, meeting was confirmed.

Meeting Minutes
July 14, 2022

Adjourn: Having no further business to discuss, a motion was made by Jeff White, seconded by Dan Stewart, to adjourn the meeting at 11:45 am. The motion was approved as follows: Jeff White, yea, Dan Stewart, yea, and Mick Sudbury, yea.

LeAnne Fitzgerald

Attest

Mick Sudbury

Chairperson