

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, January 11, 2024, 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 a.m.

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
Andrew Sumsion, HR Manager
Steve Clark, Water Construction Crew Leadman

Also Present:

Nathan Bracken, Smith Hartvigsen PLLC
Don Olsen, Epic Engineering
Dan Peay, Magna Mayor
Naho Garvin, Stantec Engineering

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

Pledge of Allegiance: Chairman lead those in attendance in the Pledge of Allegiance.

Nominations and motion to Elect Board Chairman for 2024: A nominations was made by Dan Stewart to Elect Mick Sudbury as the 2024 Board Chairman. The nomination was seconded by Jeff White, and approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

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.

Employee Recognition: Steve Clark – Grade 4 Water Treatment Certification

Raymond Mondragon recognized Steve Clark for passing his Water Treatment Grade 4 Certification test. Having these certifications is a great benefit for the District. Steve has also transferred over to our District Inspector and will be working with Rob Jaterka. For full presentation please go to board meeting recording beginning at position 2:13 to 4:07.

Approval of Common Consent Items:

Minutes of the regular board meeting held December 14, 2023

Expenses for December 4 to December 31, 2023:

General Expenses: \$663,114.93

A motion was made by Dan Stewart, seconded by Jeff White, to approve the minutes of the regular board meeting held December 14, 2023, and to approve the general expenses from December 4 to December 31, 2023, in the amount of \$663,114.93. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, and Jeff White, yea.

DEPARTMENT REPORTS

General Manager Report: Clint updated the Board on employee positions that have been filled and positions that are still vacant. There were no actions taken, for full report please go to board meeting recording beginning at position 4:46 to 13:19 and the Manager's Report insert in the board meeting packet.

Engineering Report:

Trevor reported on the WRF Reuse Project, WWTP Influent Pump Station WWTP Facility Plan Update, Haynes Well #8 Project, Basement Remodel Project, and the Solids Handling Building Expansion. Mick asked about the Change House at the WWTP. No actions were taken, for full discussion please go to board meeting recording beginning at position 13:20 to 19:38 and see board meeting packet District Engineer insert.

Water Operations Report (including water production and call out report): Raymond presented the production report. The culinary water production for the month of December was 91.13 million gallons or 279.68-acre feet, a 4.78% increase from 2022. YTD was 1,607.08 million gallons or 4,932.29-acre feet, a 5.59% decrease from 2022. We have purchased 813.40-acre feet of water from Jordan Valley Water. Raymond reported the number of callouts for the month of December was 5 callouts and a total of 33 hours. Raymond highlighted his crew has started on the UMCR5 testing program and are looking to pull Haynes Well #7 pump for inspections and needed repairs. No actions were taken, for full discussion, please go to board meeting recording beginning at position 19:39 to 21:30 and see board meeting packet Water Operations Manager Report insert.

Wastewater Operations Report (including status and call out report):

Dallas updated the Board; The local limits study sampling will be starting this coming weekend should take 3 – 4 weeks to complete all sample collection. The Collections Crew just finished a rehab project of relining manholes that needed repairs. No actions were taken, to hear full report/discussions from the Wastewater Operations Manager please go to board meeting recording beginning at position 21:31 to 24:38.

Controller Report/Clerk Report:

Compliance Requirements Report: LeIsle reported the District is up to date with legal requirements and internal policies. No actions were taken, to hear full controller/clerk report, please go to board meeting recording beginning at position 24:38 to 30:00 and see board meeting packet Controller/Clerk Report insert.

HR Manager Report:

Andrew presented to the Board the new vehicle inspection checklist and explained a packet of these are in each vehicle, anytime a District vehicle is going to be used by an employee, the employee will fill the check list out. The white copy will be given to the managers, the yellow copy is the employees to keep and the pink copy will be kept in the booklet in the vehicle. He reported each employee is submitting a written acknowledgement of the safety policies in the new safety manual. Mick wanted to ensure the personnel policies were distributed to all employees and a written acknowledgement was obtained by management. There were no actions taken, for full discussion, please go to board meeting recording beginning at position 30:01 to 32:06.

PROJECT AWARDS & AGREEMENTS

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

Additional fleet vehicle for District Inspector position in the amount not to exceed \$54,416 from Larry H Miller Chevrolet: Management informed the Board this price is based on the vehicles purchased in September 2023. The actual price of the additional vehicle is unknown, the dealer has not provided the District with a final price. Management's feeling is the price for the additional vehicle will come in lower than \$54,416. A motion was made by Jeff White, seconded by Dan Stewart, to authorize management to purchase an additional vehicle for the amount not to exceed \$54,416, from a different vendor if necessary. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 32:07 to 37:42.

Window tinting in the Board Room by Armitex LLC in the amount of \$13,910.44: A motion was made by Jeff White, seconded by Dan Stewart, to approve window tinting in the Board Room by Armitex LLC in the amount of \$13,910.44. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion please go to board meeting recording beginning at position 38:55 to 41:58.

ADMINISTRATIVE

Discussion and possible motion to approve the following administrative items:

For Information and discussion only – no action items:

- Next month's board meeting – February 8, 2024, at 10:00 am

TRAINING & SAFETY

Discussion and possible motion to approve the following training & safety items:

Approval to attend the following conferences:

1. Rural Water Conference February 26 – March 1, 2024, Dixie Center, St George, UT
2. Utah Water Users, March 18 – 20, 2024, Dixie Center, St George, UT
3. Region 8 Pretreatment Association May 6 – 10, 2024, Grouse Mountain Lodge, Whitefish, MT
4. GFOA Annual Conference June 9 – 12, 2024, Orlando, FL
5. National AWWA June 10 – 13, 2024, Anaheim, CA

Clint explained management feels like there is additional research and scheduling that needs to be reviewed for the conferences and recommended to the Board to table this agenda item until next month. A motion was made to table this agenda item by Jeff White, seconded by Dan Stewart, the motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 45:18 to 46:35.

Motion to meet immediately in a closed meeting to discuss the character, professional competence, or physical or mental health of an individual, the purchase, exchange, or lease of real property, including any form of a water right or water shares, and 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, the purchase, exchange, or lease of real property, including any form of a water right or water shares, and pending or reasonably imminent litigation pursuant to Utah Code Ann. §§ 52-4-204 through 205.

The motion was seconded by Mick Sudbury, and approved as follows: Mick Sudbury, yea, and Jeff White, yea at 10:47 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 11:40 p.m. The motion was seconded by Dan Stewart, yea, and approved as follows: Mick Sudbury, yea, Dan Stewart, and Jeff White, yea.

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

Other Business: None

Adjourn: Having no further business to discuss, a motion was made by Jeff White, seconded by Dan Stewart, to adjourn the meeting at 11:40 pm. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea.

LeAnne Fitzgerald

Attest

Mick Sudbury

Chairperson