

**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 19, 2023, 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
Christian Thompson, Service Maintenance Operator
Mark Manzanares, Service Maintenance Operator
Beau Lamper, WWTP Leadman
Scott Beck, Service Maintenance Operator
Matt Hunter, Service Maintenance Operator

Also Present:

Nathan Bracken, Smith Hartvigsen PLLC
Clint Rogers, Stantec Engineering
Jeff Beckman, Bowen Collins
Don Olsen, Epic Engineering
Todd Richards, Planning & Zoning

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

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

Nominations and election to Elect Board Chairman for 2023: Dan Stewart nominated Mick Sudbury to serve as the Board's 2023 Chairman. A motion was made by Dan Stewart to elect Mick Sudbury as 2023 Board Chairman. The motion 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.

Approval of Common Consent Items:

Minutes of the regular board meeting held December 8, 2022

Minutes of the special board meeting held December 13, 2022

Expenses for November 28 to January 8, 2023:

General Expenses: \$1,072,437.96

Zions Bank bond payments: \$166,564.38

A motion was made by Jeff White, seconded by Dan Stewart, to approve the minutes of the regular and special board meeting held December 8 and December 13, 2022. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

A motion was made by Jeff White, seconded by Dan Stewart, to approve the general expenses, and the Zions Bank bond payments from November 28, 2022, to January 8, 2023, in the amount of \$1,072,437.96 and \$166,564.38, respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Introduction of New Employees, Mark Manzanares & Christian Thompson: Raymond and Dallas introduced the two new employees. See board meeting recording beginning at position 2:51 to 5:40.

Employee Recognition – Dallas Henline & Raymond Mondragon: Dallas, Raymond and Trevor informed the Board of a select few of employees that have made some significant achievements and have been nominated for operators of the year and plant of the year. See board meeting recording beginning at position 5:47 to 11:42.

DEPARTMENT REPORTS

General Manager Report: Clint highlighted a few items from his manager's report. The full General Manager report can be found on the board meeting recording beginning at position 11:43 to 34:32.

OPERATIONS:

Clint reported the basement remodel is moving along, should be completed within the next few months and now the basement will be finished, it will allow the District to proceed discussion on a staff engineer. He also reported on the new Maverik will be opening soon and will have an RV dump at that new location.

Clint reported on the residents at the Gabler's Grove Phase 1 townhomes have had some confusion between the District and the Property Management company that is responsible for the development and the paying of the water and sewer bills. The District is taking care of the situation but has had to wait to get pieces of information from the property management company to accurately reflect what the townhome renters owe on their bills.

Engineering Report:

WRF Reuse Project Contractor Prequalification: Trevor indicated the Reuse Project contractor prequalification process is complete and eight contractors submitted, and all eight contractors have been prequalified. For full discussion please see board meeting recording at position 34:33 to 36:19.

Secondary Water Metering Grant: Trevor indicated the secondary water metering grant application has been submitted. For full discussion please see board meeting recording at position 36:20 to 39:00.

Property sale to WVC at EDR Water Treatment plant: Trevor presented to the board the area WVC wants to purchase from the District. The property is not currently being used by the District and consists mainly of the pond and phragmite along the existing fence at the EDR. WVC will install a new fence on the new property boundaries and will be replacing the District's access gate to the EDR. The Board gave Management the approval to move forward with the transaction, Management will report back to the Board with progress and findings. For full discussion please see board meeting recording at position 39:01 to 40:53.

Trevor reported on the 2022 waterline replacement project, the zone 3 secondary water pump station project and the drinking water pump station upgrade. There were no actions taken. Full discussion can be found on the recording at position 40:54 to 42:33.

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

Raymond Mondragon reported the water production and callout report for the month of December 2022. He also reported due to the repairs JWCD had to make on their system, the District was 12 acre-feet short of taking all the water under the contract. JWCD is going to allow the District to take those 12 acre-feet in 2023, when in the past if the District is short, the District is obligated to pay for the full contract of 800 acre-feet, whether it was taken or not. There were no actions taken, for full discussion please see board meeting recording position 42:34 to 45:20.

Wastewater Operations Report (including status and call out report): Dallas reported he and staff are looking into a new more enhanced microscope, which was included in the 2023 budget. Dallas also reported there were two aeration units that failed, they are being repaired. They used the aeration shelf unit that was authorized to purchase last year for backup. He reported to the Board Staff has been through the initial of the new clarifier drive motors. status of the WW collection crew, cross training opportunities with Paul Bird and Bob Batt, and WWTP operations. There were no actions taken, for full discussion please see board meeting recording position 45:20 to 56:08.

Dallas added additional comments regarding pretreatment processes of the District and the chance the District must reject a type of tenant coming into a building serviced by the District due to the type of discharge the tenant will have going to the WWTP. Please see board meeting recording position 58:47 to 1:04:30.

Controller Report:

Compliance Status Report: LeIsle presented the compliance/legal reporting requirements report, reporting the District as in compliance with all reporting requirements currently. There were no actions taken. For full discussion please see board meeting recording position 56:10 to 58:47.

HR Manager Report:

Performance Appraisal: Andrew presented to the Board changes to the employee's performance appraisal and goal procedures. The changes were addressed and requests of the Board of Trustees. Andrew also informed the Board the status on hiring the last two employees, from the time the position was listed until the employee started was a total of 52 days, which is exceptional due to the Holidays and the job market as it is currently! There were no actions taken. For full discussion please see board meeting recording position 1:04:31 to 1:11:36.

WATER & SEWER AVAILABILITY

Discussion and possible motion to approve the following developments:

Delgado & Sons Trucking Facility located at 6311 W SR-201 South Frontage Road: A motion was made by Jeff White, seconded by Dan Stewart, to approve the Delgado & Sons Trucking Facility located at 6311 W SR-201 South Frontage Road. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 1:11:37 to 1:14:22.

PROJECT AWARDS & AGREEMENTS

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

Stantec task order for Design and bidding services on the WWTP Influent Pump Station project in the amount of \$489,400.00: A motion was made by Jeff White, seconded by Dan Stewart, to approve the Stantec task order for design and bidding services on the WWTP Influent Pump Station project in the amount of \$459,400. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 1:14:23 to 1:16:32

Epic Engineering task order for Design, Bidding, and Construction Management services on the 2023 Water Line Replacement project in the amount of \$97,900.00: A motion was made by Jeff White, seconded by Dan Stewart to approve Epic Engineering task order for design, bidding and construction management services on the 2023 Water Line Replacement project in the amount of \$97,900. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 1:16:33 to 1:17:58.

Award the District's auditing services to Gilbert & Stewart CPAs in the amount not to exceed \$13,500 for 2022, \$13,500 for 2023, \$13,500 for 2024, \$14,000 for 2025, and \$14,000 for 2026: A motion was made by Jeff White, seconded by Dan Stewart, to approve awarding the District's auditing service to Gilbert & Stewart, CPA's for the amounts listed above. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 1:17:59 to 1:21:20.

ADMINISTRATIVE

Discussion and possible motion to approve the following administrative items:

For information and discussion only – no action items:

Next meeting – February 9, 2023 @ 10:00 am: Board acknowledged the date of next board meeting.

2023 Board Meeting Schedule: For the Board's information.

2023 Holiday Schedule: For the Board's information.

TRAINING & SAFETY

Discussion and possible motion to approve the following training & Safety items: (For full discussion on the following conference attendance approval see board meeting recording beginning at position 1:24:43 to 1:32:03.

Rural Water, February 27 – March 3, 2023, St. George, UT: Trevor Andra, Clint Dilley, Matt Skogerboe, Dallas Henline, Connor McReynolds, Clint Giles, and Travis McDonald, and any Trustees that wish to attend. Five of the attendees will be testing for Operator Certifications.

Water Users, March 20 – 22, 2023, St. George, UT: Raymond Mondragon, Justin Long, and Andrew Sumsion, and any Trustees that wish to attend.

WEAU, April 25 – 28, 2023, St. George, UT: Trevor Andra, Rob Jaterka, Clint Dilley, Dallas Henline, Paul Bird, Beau Lamper, and Andrew Sumsion, and any Trustees that wish to attend.

A motion was made by Jeff White, seconded by Dan Stewart, to approve attendance to the Rural Water, Water Users, and the WEAU Conferences as indicated above. 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, 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 at 11:33 a.m.

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

Dan Stewart made a motion to close the closed session and reconvene the open session at 12:43 p.m. The motion was seconded by Jeff White, 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

**Meeting Minutes
January 19, 2023**

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 12:44 pm. The motion was approved as follows: Jeff White, yea, Dan Stewart, yea, and Mick Sudbury, yea.

LeAnne Fitzgerald

Attest

Mick Sudbury

Chairperson