

**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, August 10, 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, Excused
Raymond Mondragon, Water Operations Manager
Dallas Henline, Wastewater Operations Manager
Andrew Sumsion, HR Manager

Also Present:

Nathan Bracken, Smith Hartvigsen PLLC
Don Olsen, Epic Engineering
Clint Rogers, Stantec
Stephen Booth, Stantec
Joel Workman, AQS
Josh Bean, Bowen Collins Associates
David Brickey, Magna Metro Township
Michael Sorensen, Waterford Systems
Marie Owens, AE2S
Todd Richards, Magna Township

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

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

Public Comment: David Brickey introduced himself to the Board and the new Magna Metro Township Administrator. He has practiced law for about 28 years, he served as a City Manager in West Jordan. He expressed his excitement to service the Magna Community.

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 July 13, 2023

Expenses for July 3 to July 31, 2023:

General Expenses: \$1,265,139.18

Zions Bank Bond Payment: \$84,094.69

A motion was made by Dan Stewart, seconded by Jeff White, to approve the minutes of the regular board meeting held July 13, 2023, and to approve the general expenses and the Zions Bank Bond Payment from July 3 to July 31, 2023, in the amount of \$1,265,139.18 and \$84,094.69; respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

EMPLOYEE RECOGNITION

Clint Dilley, WEAU Mentor Recognition

Dallas Henline indicated the WEAU, has several different award categories and there is a new category for recognition of mentors and how they contribute to the positive atmosphere of our industry. The team decided to submit Clint Dilley as our mentor. Clint is a great teacher of patience, understanding perspective and critical thinking. His mentoring has helped improve all aspects of our careers. His understanding of relationship building leadership skills, and management techniques along with his focus on professionalism, and communication, set him apart from Managers of the past. He takes time to make sure we understand and can excel in our roles while also encouraging our personal growth. Clint manages our District with integrity and is a great example to all our team members of the District. Clint will be presented with this recognition at the annual WEAU Conference this year.

DEPARTMENT REPORTS

General Manager Report: Clint highlighted the following items in his managers' report:

STAFFING: The District is in fairly good shape overall with staffing with a few exceptions. Still trying to hire a staff engineer.

OPERATIONS: Clint informed the Board the District's Sanitary Survey Inspection was completed by Division of Drinking Water for all the District's water facilities. There were a couple of minor deficiencies pointed out which are being addressed now and will be reported back to the Division as completed.

The District has had some challenges with the TSS concentration in the Utah Salt Lake Canal secondary water source and have been working with the canal company to come up with alternative to resolve this. Any construction or additions for the resolution will be done this fall.

Clint indicated the WW team, as part of the planning and data collection, has installed three flow monitoring devices on each of the main sewer collection trunklines going to the WWTP. Dallas added these devices will give the District a better idea of what amount of flow is coming from which parts of the District. This data will be used in considering any future construction or upgrades in the collection system.

Clint spoke on the SCAM flyer that some of our customers have received. There has been the same SCAM going on in other areas that is being addressed on the local news as being a scam. A private company or companies place a door hanger notice on homeowner's door that claims

there is an urgent problem with their water and to call a bogus phone number. When the homeowner calls the listed number, the scammers misrepresent themselves as agents of the City or District utility and ask to go into the homeowner's home. Magna Water noticed our customers of this SCAM via our website and placed an insert in the monthly bills. The local police are aware of the scam.

Clint spoke about a customer concern that had come into the office regarding one of our yellow door hanger notices from the District and was frustrated with it. It made him feel like he had done something wrong. The District was just concerned about an inconsistency in his water use which sometimes is an indicator of a leak. Staff has discussed creating a different type of notice for this purpose, that wouldn't seem intrusive or offensive.

For full manager's report please go to board meeting recording beginning at position 4:48 to 22:23 and board meeting packet Manager's Report insert.

Engineering Report:

Trevor has been excused from the meeting and Clint Dilley updated the Board on the following projects: WRF Water Reuse Project, Influent Pump Station Project, WWTP Facility Plan Update, Haynes Well #8 Replacement Project, Basement Remodel, and the Change House Project. No actions were taken, to hear full engineering report, please go to board meeting recording position 22:24 to 31:52 and see board meeting packet District Engineer insert.

Water Operations Report (including water production and call out report): Raymond Mondragon reported the water production and callout report for the month of July 2023. No actions were taken, for full discussion, please go to board meeting recording position 31:53 to 33:35 and see board meeting packet Water Production insert.

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

Dallas updated the Board on the local limits evaluation that the District is partnering with Northrup Grumman.

Dallas reported there had been a power loss at the plant, and the situation has called for a change in the emergency response procedures with Unified Fire Authority to make sure they have access to our facilities if no personal is present. Unified Fire will meet with Dallas and take a tour of the facility to determine the access points if an employee is not present.

No actions were taken, to hear full report/discussions from the Wastewater Operations Manager please go to position 33:36 to 36:59.

Controller Report/Clerk Report:

Compliance Requirements Report: LeIsle reported the District is up to date with legal requirements and internal policies.

Financials Budgeted vs. Actual as of June 30, 2023: LeIsle presented the 2nd quarter financial statements to the Board including the Revenue and Expenditure Actual YTD Compared to Budgeted YTD report.

No actions were taken, to hear full controller/clerk report, please go to board meeting recording position 37:00 to 42:18 and see board meeting packet Controller/Clerk Report insert.

HR Manager Report:

Safety Manual Update: Andrew reported to the Board the fourth revision of the safety manual update has been finished up. There will be one additional revision and then the proposed draft copy of the Manual will be provided to the Board for their input and possible adoption.

Andrew indicated the Arbinger Training is nearly complete, there are 2 additional groups of employees that need to go through the training before everyone will have completed the training. From there, the training will be reinforced and refreshed with employees in the monthly safety meetings.

There were no actions taken, for full discussion, please go to board meeting recording position 42:19 to 46:13.

WATER & SEWER AVAILABILITY

Discussion and possible motion to approve the following developments:

Maverik Development located at 2400 S 5650 W: A motion was made by Jeff White, seconded by Dan Stewart, to approve availability of water and sewer services to Maverik Development located at 2400 S 5650 W. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion please see board meeting recording position 46:50 to 49:57.

PROJECT AWARDS & AGREEMENTS

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

Installation of two SC-100 transaction intercoms for front office customer service windows in the amount of \$4,066 by B & D Glass, Inc.: A motion was made by Jeff White, seconded by Dan Stewart, to approve the installation of two SC-100 transaction intercoms for front office customer service windows in the amount of \$4,066 by B & D Glass, Inc. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea. For full discussion please go to board meeting recording position 49:57 to 52:18.

Procurement of Screw Pumps and Grit Washers in the amount of \$860,436.54, with an initial payment of \$79,134.09 for special services: A motion was made by Jeff White, seconded by Dan Stewart, to approve the procurement of screw pumps and grit washers in the amount of \$860,436.54, with an initial payment of \$79,134.09 for special services. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea. For full discussion please go to board meeting recording position 53:00 to 57:27.

Installation of a 10" DIP Waterline loop at 3700 S 8000 W East side of roadway by Noland Construction in the amount of \$36,500: A motion was made by Jeff White, seconded by Dan Stewart, to approve the installation of a 10" DIP Waterline loop at 3700 S 8000 W East side of roadway by Noland Construction in the amount of \$36,500. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please go to board meeting recording position 57:28 to 59:01.

Increase to the UCI scanning amount of \$15,000 to complete scanning all material in their possession: A motion was made by Jeff White, seconded by Dan Stewart, to approve increasing the amount previously authorized by the Board to UCI by \$15,000 to complete scanning all material in their possession. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please go to board meeting recording position 59:02 to 1:05:55.

ADMINISTRATIVE

Discussion and possible motion to approve the following administrative items:

Consideration for adoption an Equipment Lease Purchase agreement with Zions Bank Public Finance: A motion was made by Jeff White, seconded by Dan Stewart, to adopt the Equipment Lease Purchase agreement with Zions Bank Public Finance subject to legal opinion in the amount of \$826,797. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please go to board meeting recording position 1:05:56 to 1:13:18.

For information and discussion only – no action items:

- **Next month's board meeting:** September 14, 2023

Motion to meet immediately in closed session to discuss the character, professional competence, or physical or mental health of an individual, collective bargaining strategies, 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 in closed session immediately to discuss the character, professional competence, or physical or mental health of an individual, collective bargaining strategies, 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 11:14 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 1:21 p.m. The motion was seconded by Dan Stewart, yea, and approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

Consider action on any noticed agenda item discussed in closed meeting:

Field Employee Boot Program \$200.00 maximum annual boot voucher to Ossine's Shoes: Jeff White made a motion to approve the field employee boot program for a maximum annual boot voucher in the amount of \$200.00 from Ossine's Shoes. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea. For full discussion please go to board meeting recording position 1:15:38 to 1:16:54.

Approval of changes to Addendum H regarding executive benefit amendments: A motion was made by Jeff White, seconded by Dan Stewart, to approve the changes to Addendum H regarding executive benefit amendments. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea. For full discussion please go to board

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meeting recording position 1:16:55 to 1:17:07.

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 1:24 pm. The motion was approved as follows: Dan Stewart, yea, Jeff White, yea, and Mick Sudbury, yea.

LeIsle Fitzgerald

Attest

Mick Sudbury

Chairperson