

**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, September 21, 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
Naho Garvin, Stantec Engineering
Todd Richards, Magna Metro Township
Norm Dahle, Godfrey
Jeff Beckman, Bowen Collins Associates

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 August 10, 2023

Expenses for August 1 to September 10, 2023:

General Expenses: \$1,427,759.56

Zions Bank Bond Payment: \$167,376.88

A motion was made by Dan Stewart, seconded by Jeff White, to approve the minutes of the regular board meeting held August 10, 2023, and to approve the general expenses and the Zions Bank Bond Payment from August 1 to September 10, 2023, in the amount of \$1,427,759.56 and \$167,376.88; respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

EMPLOYEE RECOGNITION

Virginia Fish, Kim Cisneros, Mikey Boone, and Mandy Whitmore

Clint shared some positive feedback from one of our customers. A voicemail was left expressing that Virginia was very professional, and her customer service skills were excellent. The Customer service team had dealt with a difficult situation involving a landlord and tenant issue. The landlord left a voicemail with Clint expressing this issue had involved all our staff, and she felt that our staff cares about her and her concerns and wanted to express her thanks to the District. For full discussion please see meeting recording beginning at position 1:59 to 6:45.

A discussion was held regarding the District's policies and procedures on landlords and tenant agreements. For full discussion please see meeting recording beginning at position 6:46 to 12:59.

DEPARTMENT REPORTS

General Manager Report: Clint highlighted the following items in his managers' report: OPERATIONS: Clint spoke on the implementation of AMI for water meter reading. The District engineer and controller has been working with our meter supplier to get the details and costs to converting to AMI. It would require the District install gateways that will gather the information. The gateways will need to be placed on 50' towers with power, to get the best results. This will allow our users to have access to their water usage via a portal on our website. This would allow the usage to be reported every 15 minutes. The District has been installing compatible meters for about 4 years. Staff recommends the implementation be done in stages.

Clint highlighted that the sewer collections crew, who marks all the blue stake requests, hit an all time high in volume in September, due to the fiber being installed in the District. Dallas has been working with Blue Stakes in administrating all the requests. Blue Stakes has created an initiative that will reduce the unnecessary blue stake requests. At the expiration of a blue stake request, the requestor cannot continue to call that location in, an update process must be completed, which should illuminate open ended tickets where we are continually marking our assets.

No actions were taken, to hear the full manager's report please go to board meeting recording beginning at position to 12:60 to 25:05 and board meeting packet Manager's Report insert.

Engineering Report:

Trevor highlighted the status of the WRF Reuse Project, WWTP Facility Plan Update, basement remodel project, 7200 W 3100 S to Beagley Lane Secondary Project, and the Zone 3 Secondary Water Reservoir. No actions were taken, to hear full engineering report, please go to board meeting recording position 25:06 to 34:32 and see board meeting packet District Engineer insert.

Water Operations Report (including water production and call out report): Raymond Mondragon reported the culinary water production for the month of August was 212.3 million gallons or 651.68-acre feet, a 3.41% decrease from 2022. YTD was 1,139.03 million gallons or 3,495.81-acre feet, a 4.76% decrease from 2022. We have purchased 541.08-acre feet of water from Jordan Valley Water. The secondary water production for the month of August was 61.49 million gallons or 188.72-acre feet, a 1.75% decrease from 2022. YTD was 218.58 million gallons or 670.85-acre feet, a 6.73% increase from 2022. Raymond reported there were a total of 15 call outs in the month of August. No actions were taken, for full discussion, please go to board meeting recording position 34:33 to 36:22 and see board meeting packet Water Production insert.

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

Dallas highlighted two rehabilitation projects the collections crew has completed recently, the lining of 700 ft of 8" sewer collection pipe; and Duke's root control will be out in the District next week, they will be maintaining 10,000 liner feet of sewer collection pipe they will be treating. Dallas also spoke about the power issues that have been happening at the treatment plant. He has been working with our regional manager with Rocky Mtn Power. He has sent some of the power loss data to them, the regional manager seems to be committed to investigate the data and looking at some potential upgrades around the area. No actions were taken, to hear full report/discussions from the Wastewater Operations Manager please go to position 33:36 to 38:05.

Controller Report/Clerk Report:

Compliance Requirements Report: LeIsle reported the District is up to date with legal requirements and internal policies. The trustees expressed the need for Management send out calendar invites, or texts, or emails for reminders of meetings or events. Management agreed and committed to do so. No actions were taken, to hear full controller/clerk report, please go to board meeting recording position 38:06 to 44:33 and see board meeting packet Controller/Clerk Report insert.

HR Manager Report:

Clint has asked Andrew to give a recap of accomplishments made for the District since he started at the District about a year ago. For that list, please go to the board meeting recording beginning at position 45:22 to 54:18.

Review and discussion on proposed safety manual: Andrew presented to the Board the proposed safety manual included in the board meeting packet, asked the Board to review and let him know of any suggested changes. The manual will be presented again for approval next month, after everyone has a chance to review it. Once approved, the plans are to meet with all staff and go through the manual and make sure that all employees understand it and sign they have read and understand the safety manual.

Andrew informed the Board that he and Trevor attended BYU's career fair and met several potential candidates for the Staff Engineer position. They will be attending the U of U's career fair next week, then will follow up with the potential candidates for that position. The mechanic apprentice position will be on the agenda in October to discuss with the Board.

Andrew reported that every position now has a written job description. There were no actions taken, for full discussion, please go to board meeting recording position 54:18 to 1:06:30.

WATER & SEWER AVAILABILITY

Discussion and possible motion to approve the following developments:

GO Industrial Development located at 2090 S 7200 W: A motion was made by Jeff White, seconded by Dan Stewart, to approve availability of water and sewer services to GO Industrial Development located at 2090 S 7200 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 1:06:35 to 1:08:34.

Godfrey Industrial Park Subdivision No. 3: Norm Dahle addressed the Board regarding the development. A motion was made by Jeff White, seconded by Dan Stewart, to approve availability of water and sewer services to Godfrey Industrial Park Subdivision No 3. contingent on an approved design of water, secondary water, and the proposed sanitary sewer line to be connected to the District's existing sewer line be provided and give authority to District Engineer to make the determination if the engineering is satisfactory and meets the District's requirements and standards. If a satisfactory design is not provided, the recommendation for services will be terminated. 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 1:08:35 to 1:20:54.

PROJECT AWARDS & AGREEMENTS

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

Bowen Collins & Associates Task Order 23-03 in the amount of \$26,361 for the Biobrox Building Modification Study: Board Chair asked that this agenda item be addressed after the closed session. Legal Counsel recommended that it be tabled for a discussion in closed session and addressed after the closed session and act on the agenda item if needed. A motion was made by Jeff White, seconded by Dan Stewart, to table this agenda item. The motion was approved as follows: Jeff White, yea, Dan Stewart, yea, and Mick Sudbury, yea. For full discussion please see board meeting recording position 1:21:00 to 1:24:25.

EDR Stack Replacements from Veolia WTS Solutions USA, Inc., in the amount of \$530,708: A motion was made by Jeff White, seconded by Dan Stewart, to approve the EDR Stack Replacements from Veolia WTS Solutions USA, Inc., in the amount of \$530,708. 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 1:24:26 to 1:30:23.

2023 Sewer Manhole rehabilitation project to Don Calvert Painting for an amount not to exceed \$250,000: A motion was made by Jeff White, seconded by Dan Stewart, to approve the 2023 Sewer Manhole rehabilitation project to Don Calvert Painting for an amount not to exceed \$250,000. 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 1:30:24 to 1:32:08.

Purchase of a 300KW 480 Volt Cummins Generator from S & S Electric for Zone 3 in the amount of \$193,041: A motion was made by Jeff White, seconded by Dan Stewart, to approve the purchase of a 300KW 480 Volt Cummins Generator from S & S Electric for Zone 3 (drinking water) in the amount of \$193,041. 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 1:32:09 to 1:34:12.

Meter stock purchase from Meterworks, in the amount of \$469,499.16 to be delivered in 2024: A motion was made by Jeff White, seconded by Dan Stewart, to approve the purchase of meters for stock from Meterworks in the amount of \$469,499.16 to be delivered in 2024. 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 1:34:13 to 1:36:26.

UASD annual membership dues in the amount of \$12,000: A motion was made by Jeff White, seconded by Dan Stewart, to approve the payment of the UASD annual membership dues in the amount of \$12,000. 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 1:36:27 to 1:37:38.

ADMINISTRATIVE

Discussion and possible motion to approve the following administrative items:

Review and discussion on proposed draft redline changes to the Administration Rules and Regulations: Legal Counsel and Management provided a draft redline of the District's Administration Rules and Regulations of proposed changes. Management asked the Board to review the proposed changes and provide any comments or changes to the draft. This will be on October's agenda to be approved with any changes wanted by the Board of Trustees. A motion was made by Jeff White, seconded by Dan Stewart, to approve Management to move ahead with the draft redlined Administration Rules and Regulations into a final draft to be approved next month. For full discussion please go to board meeting recording position 1:37:39 to 1:50:40 also see the board meeting packet behind AR&R tab.

Digital Development Extension Agreement: Trevor indicated this is an agreement for any new development coming into the District. Once all requirements are met by the developer and all required submittals are received, a preconstruction meeting is held with the developer and Magna Water District and this agreement is signed. Trevor sees changing this document into a digital document, requesting digital signatures, will benefit the District tremendously. The District's Legal Counsel approved of changing this document into a digital document. A motion was made by Jeff White, seconded by Dan Stewart, to approve the digital development extension agreement. 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 position 1:50:41 to 1:55:50 also see the board meeting packet behind Extension Agreement.

Amended Interlocal Agreement between Granger-Hunter Improvement District and Magna Water District for cross-over connections: LeIsle presented the amended agreement provided by Granger-Hunter Improvement District (GHID) and their legal counsel to address the cross-over connections between the District and GHID. LeIsle recommended approval with

one additional change to incorporate an avenue to add new cross over connections if encountered. A motion was made by Jeff White, seconded by Dan Stewart, to approve the Interlocal Agreement between GHID and Magna Water District as presented subject to adding a provision to address any new cross over connections in the future and to give authority to Management approve of that provision. 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 1:55:51 to 2:02:55 also see the board meeting packet behind GHID tab.

Motion to appoint Clint Dilley as the Member and Mick Sudbury as the Alternate Member to the UASD Board of Representatives: A motion was made by Jeff White, seconded by Dan Stewart, to appoint Clint Dilley as the member and Mick Sudbury as the alternate member to the UASD Board of Representatives. 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 2:02:56 to 2:04:55.

For information and discussion only – no action items:

- **Next month’s board meeting:** October 19, 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 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. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea at 12:06 p.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 2:18 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:

Bowen Collins & Associates Task Order 23-03 in the amount of \$26,361 for the Building Modification Study: A motion was made by Jeff White, seconded by Dan Stewart, to approve the Bowen Collins & Associates Task Order 23-03 in the amount of \$26,361 for the building modification study. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Other Business: Mick Sudbury instructed Management to make certain, by asking directly during board meetings, if the Board understands what is being approved by any agenda item, and the Board was instructed to ask questions to clarify understanding.

Meeting Minutes
September 21, 2023

Adjourn: Having no further business to discuss, a motion was made by Jeff White, seconded by Dan Stewart, to adjourn the meeting at 2:24 pm. The motion was approved as follows: Dan Stewart, yea, Jeff White, yea, and Mick Sudbury, yea.

LeAnn Fitzgerald

Attest

Mick Sudbury

Chairperson