

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, December 14, 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, Excused

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
Paul Bird, Wastewater Collections Service Maintenance

Also Present:

Katy Steffy, Smith Hartvigsen PLLC
Don Olsen, Epic Engineering
Dan Peay, Magna Mayor
Madison Bertoch, Stantec
Marie Owens, AE2S
Jeff Beckman, Bowen Collins
Brian Child, Olympus Insurance
Harry Holt, Unified Police Department
Russ Buhler, Unified Police Department
Todd Richards, Magna Metro Township
Joel Workman, AQS

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

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

Chairman wanted to honor Dan Peay, Magna Mayor, on behalf of his service and time to the community of Magna upon his retirement.

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 November 16, 2023

Minutes of the 2024 Budget Hearing held November 16, 2023

Minutes of the special board meeting held on December 5, 2023

Expenses for November 6 to December 3, 2023:

General Expenses: \$1,429,862.60

Zions Bank Bond Payment: \$167,376.88

A motion was made by Jeff White, seconded by Mick Sudbury, to approve the minutes of the regular board meeting and the 2024 Budget Hearing held November 16, 2023, the minutes of the special board meeting held on December 5, 2023, and to approve the general expenses and the Zions Bank Bond Payment from November 6 to December 3, 2023, in the amount of \$1,429,862.60 and \$167,376.88; respectively. The motion was approved as follows: Mick Sudbury, yea, and Jeff White, yea.

Employee Recognition

Steve Clark: Raymond recognized Steve Clark for his and his crews in completion of the valve replacement project on 8950 W 3100 S. Project completion is important for upcoming water line replacement projects, this helps in better control resulting in minimal customer interruptions on the mainline replacements, also wanted to recognize Steve and his crew for completing the separation from culinary water and connection to secondary water preparing for the upcoming 2024 irrigation season. For full discussion please go to board meeting recording beginning position 3:56 to 4:52.

Paul Bird: Dallas recognized Paul Bird for his achievement of passing his Collections Grade III Certification. For full discussion please go to board meeting recording beginning position 4:53 to 5:24.

DEPARTMENT REPORTS

General Manager Report: Clint highlighted the following items in his managers' report. There were no actions taken, for full report, please go to board meeting recording beginning at position 5:30 to 16:33 and the Manager's Report insert in the board meeting packet.

Management has been working with the Union on Memorandum of Understandings for the staff engineer position and the mechanic apprentice. The MOU for the mechanic apprentice has been signed by both parties. The Union requested additional clarification on the MOU for the Staff Engineer position to make sure there weren't any future potential conflicts.

The operations crew has been working with the materials storage and installed concrete blocks along the backside of the structure, to solve moisture problems.

The first phase of the lead and copper investigation inventory and potholing for the District's system is winding down. Efforts to gather the customer side inventory need to be ramped up to gather additional information. Jeff suggested additional flyers to the customer.

The wastewater team has been doing onsite potholing for the projects at the plant. Clint commended Dallas's proactive practices regarding safety.

The UCI has completed the initial round of boxes sent for scanning, which was the main bulk of the District's files. Looking to do additional in 2024, to keep current with scanning documents.

All employees have met on the Safety Policy Manual, the HR Manager sent out expectations with each manager and team leads to go over a few sections at a time, which that has been started and each employee will sign off acknowledgement of each section. Mick recommended Legal Counsel review the manual.

Clint reported there has been no comments or concerns brought to the District about the new office hours.

Engineering Report:

Trevor reported on the WRF Reuse Project, WWTP Facility Plan Update, and the Basement Remodel. Clint updated the Board on the Haynes Well #8 Project that has been approved through Congressman Stewart's office, and recommended to be budgeted, is still on their radar and they are still pushing for the project to be included in the budget. Mick suggested the District invite the Congressman out to the tour our facilities. No actions were taken, to hear full engineering report, please go to board meeting recording position 16:34 to 23:19 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 November was 88.98 million gallons or 273.09-acre feet, a 0.12% decrease from 2022. YTD was 1,515.96 million gallons or 4,652.61-acre feet, a 6.2% decrease from 2022. We have purchased 742.28-acre feet of water from Jordan Valley Water. Raymond reported the number of callouts for the month of November. 5 callouts and a total of 39 hours. No actions were taken, for full discussion, please go to board meeting recording position 23:20 to 24:30 and see board meeting packet Water Operations Manager Report insert.

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

Dallas updated the Board; For the master plan update with Stantec they had a walkthrough of the plant. Collections Crew has been taking advantage of training opportunities. Dallas indicated the Crew was not going to apply for the Ops Challenge this year. No actions were taken, to hear full report/discussions from the Wastewater Operations Manager please go to position 24:31 to 26:12.

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 position 26:13 to 27:14 and see board meeting packet Controller/Clerk Report insert.

HR Manager Report:

Andrew reported there were two open positions in the last week, the inspector position, and the apprentice mechanic position. The Inspector position has closed, with three employees putting in for the position, those will be reviewed. The Apprentice Mechanic position will be closing today at 5:00 pm. There were no actions taken, for full discussion, please go to board meeting recording position 27:15 to 27:55.

PROJECT AWARDS & AGREEMENTS

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

Change Order for WRF Influent Project Task Order in the amount of \$40,000: Trevor explained the change order is for relocating the facilities. A motion was made by Jeff White, seconded by Mick Sudbury, to approve the Change Order for WRF Influent Project Task Order in the amount of \$40,000. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea. For full discussion, please go to board meeting recording beginning at position of 27:56 to 31:57.

Stantec Water & Wastewater Support Task Order for 2024 in the amount of \$50,000: A motion was made by Jeff White, seconded by Mick Sudbury, to approve the Stantec water & wastewater support task order for 2024 in the amount of \$50,000. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 31:58 to 33:06.

Amendment to AE2S Lead & Copper compliance Assistance Task Order in the amount of \$20,000: A motion was made by Jeff White, seconded by Mick Sudbury, to approve the amendment to AE2S Lead & Copper compliance Assistance Task Order in the amount of \$20,000. Motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 33:07 to 34:33.

Newman Construction, Zone 3 Secondary Booster Pump Station Change Order #5 increasing the contract by \$35,127: A motion was made by Jeff White, seconded by Mick Sudbury, to approve the Newman Construction, Zone 3 Secondary Booster Pump Station Change Order #5 increasing the contract by \$35,127. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 34:34 to 36:02.

Purchase and subscription to WWTP data management software RIO through Hach and Aquatic Informatics in the amount of \$13,100: A motion was made by Jeff White, seconded by Mick Sudbury, to approve purchase and subscription to WWTP data management software RIO through Hach and Aquatic Informatics in the amount of \$13,100. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 36:03 to 42:28.

ADMINISTRATIVE

Discussion and possible motion to approve the following administrative items:

Renewal of Liability, Property, & Vehicle Insurance with Olympus Insurance in the amount of \$228,131: Brian Child with Olympus Insurance presented to the Board the 2024 proposal for the District's Liability, Property and Vehicle and Insurance. The cost has had a significant increase due to the insurance industry and natural disasters. There isn't much the District can do about the increase because it's not due to claims by the District. The Property portion is where the increase is taking place. A motion was made by Jeff White, seconded by Mick Sudbury, to approve renewing the District's 2024 Liability, Property and Vehicle insurance with Olympus Insurance in the amount of \$228,131. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 42:28 to 58:28.

2024 Regular Board Meeting Schedule: The 2024 Regular Board Meeting schedule is proposing to hold each month's regular board meeting on every second Thursday of each month but for the exceptions shown at 10:00 am. A motion was made by Jeff White, seconded by Mick Sudbury, to approve the proposed 2024 Regular Board Meeting Schedule as presented. The motion was approved as follows: Mick Sudbury, yea, and Jeff White, yea. For full discussion please go to board meeting recording beginning position 58:29 to 1:01:52.

2023 Fraud Risk Assessment: The 2023 Fraud Risk Assessment was presented by LeIsle Fitzgerald. The District is shown in the Low Risk Level. A motion was made by Jeff White, seconded by Mick Sudbury, to approve the 2023 Fraud Risk Assessment as presented. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion please go to board meeting recording beginning position 1:01:53 to 1:02:41.

Schedule of Conferences for 2024: The Conference schedule for 2024 was provided to the Board members for their reference. Management will bring the conferences back to them for approval later, when they have costs and proposed attendees. No action was taken, for full discussion please go to board meeting recording beginning position 1:02:42 to 1:06:00.

For Information and discussion only – no action items:

- Next month's board meeting – January 11, 2024, at 10:00 am
- Magna Water District Employee Recognition Dinner – December 15, 2023, Starting at 5:30 pm

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, pending or reasonably imminent litigation, and collective bargaining purposes 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 and the purchase, exchange, or lease of real property, including any form of a water right or water shares, pending or reasonably imminent litigation, and collective bargaining purposes 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 11:13 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 12:23 p.m. The motion was seconded by Mick Sudbury, yea, and approved as follows: Mick Sudbury, yea, 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 Mick Sudbury, to adjourn the meeting at 12:23 pm. The motion was approved as follows: Mick Sudbury, yea, and Jeff White, yea.

LeAnne Fitzgerald

Attest

Mick Sudbury

Chairperson