

**Board Meeting Minutes
July 9, 2020**

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, July 9, 2020, at 10:00 a.m., at the Magna Water District General Office, Kim Bailey Board Room, located at 8885 West 3500 South, Magna, UT.

Trustees Present:

Mick Sudbury, Chairman
Jeff White
Dan Stewart

Staff Present:

Clint Dilley, General Manager
LeIsle Fitzgerald, Controller
Steve Williams, Wastewater Operations Manager
Raymond Mondragon, Water Operations Manager
Cameron Wilko, Wastewater Service Maintenance
Matthew Hunter, Wastewater Service Maintenance
Michael Harms, Water Service Maintenance

Also Present:

Nathan Bracken, Smith Hartvigsen PLLC, online
Don Olsen, Epic Engineering
Joel Workman, AQS Environmental Science
Jason Luettinger, Bowen Collins Associates
Dan Peay, Magna Metro Township
Todd Richards, Magna Metro Township
Jack Weiss, Magna Resident

Call to Order:

Mick Sudbury called the meeting to order at 10:00 am.

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

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

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.

Public Comment: None.

**Board Meeting Minutes
July 9, 2020**

Approval of Common Consent Items:

Minutes of the regular board meeting held June 11, 2020: LeIsle indicated that there were some changes and presented to the Board the changes. A motion was made by Jeff White and seconded by Dan Stewart, to approve the minutes of the regular board meeting held June 11, 2020 as revised. The motion was approved as follows: Jeff White, yea, Mick Sudbury, yea, and Dan Stewart, yea.

Expenses for June 8 to July 5, 2020:

General Expenses: \$391,427.75

Project expenses paid by bond proceeds: \$141,164.67

Zions Bank bond payments: \$83,441.88

A motion was made by Jeff White to approve the general expenses, project expenses paid by bond proceeds, and the Zions Bank bond payment from June 8 to July 5, 2020 in the amount of \$391,427.75, \$141,164.67, and \$83,441.88, respectively. The motion was seconded by Dan Stewart, and approved as follows: Jeff White, yea, Mick Sudbury, yea, and Dan Stewart, yea.

Introduction of new employees:

Steve Williams introduced the new employees Cameron Wilko, from Woods Cross & Matt Hunter, from Magna. These employees are working now in the Sewer Department. Raymond Mondragon introduced Michael Harms; he came from Kearns Improvement District with his water distribution certification. Michael is now working with the Water Department.

Motion to approve water and sewer availability to Maverick located at 8000 West SR 201 South Frontage Road: Clint presented the proposed development to the Board. The development is proposing a RV Dump. Water will be tied to the main in 8000 West and extend a 14" main north and a 12" main east along the frontage road. They will be connecting to the 12" sewer line on 8000 W. The project will be required to install dry lines for the secondary water. A motion was made by Jeff White, seconded by Dan Stewart to approve the Maverick project. The motion was approved as follows: Dan Stewart, and approved as follows: Jeff White, yea, Mick Sudbury, yea, and Dan Stewart, yea.

Discussion and possible motion to approve MWD 0.75 MG Zone 3 water tank and valve vault in the amount of \$1,928,640 to FX Construction as part of master development agreement (MDA) with Forestar/Dr Horton for Gateway to LV (MWD portion is 21.7% or \$418,514.88): Clint explained to the Board that Forestar has bid out the project and had three contractors respond. FX Construction, Gerber Construction and Probuild. FX Construction was low bid at \$1,928,640 and has been selected for the job. FX Construction built the existing reservoir that is next to the development for the District a few years ago. \$418,514.88 is the District's portion of the project. The District will be paying for this by an offset of any development fees owed to the District. A motion was made by Jeff White, seconded by Dan Stewart, to approve the project in the amount of \$418,514.88 as the District's portion. The motion was approved as follows: Jeff White, yea, Mick Sudbury, yea, and Dan Stewart, yea.

**Board Meeting Minutes
July 9, 2020**

Discussion and possible motion to approve Epic Engineering Task Order for Zone 3 0.75 MG tank construction inspection in the amount of \$42,600 (MWD portion is 21.7% or \$9,244.20): Clint explained to the Board that this item of discussion is the same as above where the costs to the District will be treated the same as the tank project for this developments. Epic Engineering will be performing the inspection on the tank project. The District will be paying for this by an offset of any development fees owed to the District. A motion was made by Jeff White, seconded by Dan Stewart, to approve the project in the amount of \$9,244.20 as the District's portion. The motion was approved as follows: Jeff White, yea, Mick Sudbury, yea, and Dan Stewart, yea.

Discussion and possible motion to approve Epic Engineering Task Order for 2020 Sewer repair – design, bidding, and CMS in the amount of \$36,400: Epic Engineering has already completed design of two other sites for sewer repair projects that will be included in this project, one at Western Drive, and at 3370 S 8400 W, this project will also include one at Freeport West and four spot repair sites. Staff is unable to get this done in-house so has asked Epic Engineering to finish the project. Clint recommended the Board approve this project because the repair spots need to be taken care of as soon as possible and has been budgeted since 2019. Jeff White made the motion to approve Epic Engineering to proceed with this project in the amount of \$36,400. The motion was seconded by Dan Stewart, and approved as follows: Dan Stewart, yea, Mick Sudbury, yea and Jeff White, yea.

Discussion and possible motion to approve Bowen Collins & Associates task order for Brine Pump Station construction maintenance services amendment #4 in the amount of \$27,876: Clint indicated that the brine pump station has been up and running now for about a month, however, it has been a struggle to get to that point. The construction project has drug out longer than planned and the construction has required an intense part of the District's staff and consultants time to get the project complete. This task order represents that additional time of the consultants and it also includes additional operational support to the pump station of approximately 55 hours of the consultant's time/support. There are a lot of unique maintenance features that complicate the operation of the new pump station. Jeff White made a motion to approve the Amendment #4 to the brine pump station project in the amount of \$27,876. The motion was seconded by Dan Stewart, and approved as follows: Dan Stewart, and approved as follows: Dan Stewart, yea, Mick Sudbury, yea and Jeff White, yea.

Ratification of hiring a temporary employee in the front office to cover unexpected extended absence of employee: Clint explained to the Board that due to a long-term union employee being involved in a vehicle accident and needing to take a leave of absence to recover, Management was concerned that the front office would not be adequately staffed during that time. LeIsle had contacted an employment agency and indicated it is very costly to go through a temporary employment agency. The employment agency had no candidates that would fit into a "temporary" status. We also contacted the Union to see if there was someone that might work as a temporary fill-in for us, the Union rep indicated that they did not have a solution for us either. Mandy Whitmore, a previous employee, that separated from the District for personal purposes, but left with no ill feelings, had been in communication with the District prior to this and had

**Board Meeting Minutes
July 9, 2020**

called Clint during the time we were trying to come up with a solution. Management felt that with Mandy's prior experience, and her willingness to fill-in for the District, management proceeded to offer Mandy Whitmore a temporary position of approximately 6 weeks to help cover the front office. A motion was made by Jeff White, seconded by Dan Stewart, to ratify the hiring of a temporary employee. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea.

Discussion and possible motion to approve purchase of motorized utility vehicle/cart to improve operation and maintenance at the Wastewater Treatment Plant in the amount of \$5,499: Steve Williams recommended purchase of a motorized utility cart to use at the WWTP. He personally has experience with these utility carts and highly recommended it. Mick Sudbury expressed his concern of purchasing a used cart. Steve replied to his concern that this could be a trial kind of purchase, if the cart lasts for a while then the District could look at a new or another used one. Mick Sudbury agreed. A motion was made by Jeff White, seconded by Dan Stewart, to approve the purchase of the utility cart. The motion was approved as follows: Dan Stewart, yea, Jeff White, yea and Mick Sudbury, yea.

Discussion and possible motion to approve sending emergency contact information request in the monthly billing for an amount not to exceed \$6,500: LeIsle informed the Board that she had been in contact with the vendor that sends out the District monthly billing. They presented approximately 3 different alternatives that could be used to get the request of information to our customers. The price range for those alternatives ranged from \$10,000-5,500. Management feels that this mailing could be completed for a price not to exceed \$6,500 and requested the Board approve the amount for the mailing. Mick Sudbury asked if Management could also send out a flyer in the billings regarding the new operating hours of the RV Dump. Management indicated it could be done. A motion was made by Jeff White, seconded by Dan Stewart, and approved as follows: Dan Stewart, yea, Mick Sudbury, yea and Jeff White, yea.

Discussion and possible motion on correspondence from a landlord at 3033 Fernbush Drive: LeIsle explained to the Board this is the same location that was discussed as an "Other Item" last board meeting. The history of the account has been included in the Trustees packet for examination.

The Board asked Nathan Bracken, Smith Hartvigsen, PLLC, the District's attorney's office, if they could talk about this account in closed. Nathan indicated that to comply with the Closed Meeting Act, the District should have an indication there may be reasonable imminent litigation, if so, the item can be discussed in closed session. The Board made the decision to go ahead with the discussion in the open meeting.

The District has already gone through the normal practices as they do each situation similar to this account. The Board felt that if anything else was done it will set a bad precedence. The District has treated this customer fairly. A motion was made by Jeff White, seconded by Dan Stewart, to deny the customer's request to forgive the entire bill from the leak. The motion was approved as follows: Dan Stewart, yea, Jeff White, yea and Mick Sudbury, yea.

**Board Meeting Minutes
July 9, 2020**

Discussion and possible motion to approve update for website maintenance: Clint explained to the Board two providers have been contacted to update the District's website. After reviewing both providers, Management recommends Immense Impact, LLC, that specializes in rural water and municipal agency websites, which also represents the lower cost to the District of the two suppliers that have been researched. A motion was made by Jeff White, seconded by Dan Stewart, to approve Management make the decision of which company, not to exceed \$3,600 per year. The motion was approved as follows: Dan Stewart, yea, Mick Sudbury, yea and Jeff White, yea.

Discussion and possible motion to revisit RV Dump operating days and hours: With no changes from the motion that has already been made in previous Board meetings, the Board had no discussion or motion on this agenda item.

Report on MWD Operations from Clint Dilley, Acting General Manager:

STAFFING

Hired Mandy Whitmore as a temporary front office employee for approx. 6 weeks. Clint indicated that 2 wastewater service maintenance collections positions had been filled along with one water service maintenance position. The District Engineer position was advertised, Trevor Andra has been interviewed and offered the position, with anticipated start date July 20, 2020. A new union position of District Inspector and Staff Accountant has been created. Management has spoken with the Union Representative, Marty Cowin, regarding these new classifications to add to the Union Contract. A MOU will be created to reflect the new positions. The District Inspector position job description has been created and the position has been posted in-house and will close next Tuesday. The Staff Accountant position job description is being drafted. Clint Dilley may possibly recommend adding HR/Customer Service Lead Position to MOU Union contract for a possible future hire. A new organizational chart has been distributed to all employees. Clint reported that the District is fully staffed now.

OPERATIONS

A front office customer service plan on 06/24/20 has been discussed with staff and implemented to improve workflow in front office to ensure prompt customer service, a rotating schedule for drive up window, lobby and phones will be implemented as soon as our employee comes back from leave due to the accident. A sensor for the drive-up window, sounding off a bell sound, to notify staff of someone at the drive up that needs service has been installed. Management has met with IT to discuss & bid a new monitor screen to incorporate camera feed on front entry and drive up window for visual safety. Management has been preparing the front office to reopen lobby when change from yellow to green occurs for COVID 19. Raymond indicated that the plexiglass partitions have been installed at lobby windows, placed tape on lobby floor for 6 ft social distancing spacing between guests, have ordered signs for one-way entrance and exit from lobby and have installed 2 additional hand sanitizer stations in lobby. The cabinet company next door has given Management a bid to make some changes in the front office, allowing staff to be closer to the window at the drive through and look at some costs to consider changes in the break room.

**Board Meeting Minutes
July 9, 2020**

COMMUNICATION & MORALE

Clint would like to incorporate a “get to know you” item at each board meeting for an existing employee at each board meeting to introduce staff. Clint has incorporated COB (Chair of Board) recommendation for background music throughout office using existing white noise system, that has worked well. Incorporated COB recommendation to have employee involvement on Christmas party planning committee. Suggested party planning committee with a representative from water, wastewater, and front office to encourage participation from those not typically involved. Mick Sudbury indicated he feels that the morale of the company is getting much better. Clint thanked the Board for their support in this endeavor.

Met with Olympus Insurance for training on existing free online services included with our insurance services. Continue to promote and implement employee feedback/ideas, the District inspector position is a good example of incorporating some of the feedback received from staff. With the inspector position we have been able to combine some other job responsibilities into the role. Clint anticipates the new website will be a great tool to improve communication with our customer communication.

Water Distribution/Production:

1. Water production report: Raymond Mondragon reported the culinary water production for the month of June resulted in a total finished blend of 200 million gallons. Combined with Jordan Valley water, the total production is 222.10 million gallons. The average daily production for 30 days was 7.40 million gallons. This is an increase of 19.68% from June of 2019. The total year-to-date EDR Finished blend is 657.39 million gallons. Combined with Jordan Valley Water, the total year-to-date production is 788.64 million gallons or 2,420.41-acre feet. This is a year-to-date increase of 27.38%, as of June 2019. The secondary water production for the month of June was 43.08 million gallons an increase of 25.97 million gallons from June of 2019. This was an increase of 24.44%. The year-to-date production is a total of 113.08 million gallons, an increase of 128.86% increase from 2019. Part of this increase is due to the new reservoir being filled, a total capacity of 20 acre-feet. Take the filling of the reservoir out of the equation, the increase is 115.67% from June 2019.

2. Call out report: Raymond reported that there was a total of 14 call outs, with a total number of 42 total paid hours. 10 water problems and 4 miscellaneous issues.

Jeff inquired about where the District is regarding the contract with JVVCD at the end of June. Raymond indicated that the status at the end of June, the District has taken 403-acre feet and estimates taking the total 800-acre feet as contracted.

WWTP Operation/Collection System:

1. Status of sewer system: Steve Williams reported that the wastewater collections crew, are training the new employees, they are doing a great job and have a lot of faith they will be able to get their CDL in place. They are studying for their certifications; they are enrolled in a collection certification college to get their certifications. They take that as a webinar training

**Board Meeting Minutes
July 9, 2020**

course. The WWTP is participating in the COVID-19 study, in house each week. The first annual variance report has been submitted to the state on July 1st and met the limits. The new equipment on the ditch is working well, however, has been a challenge in regulating and targeting the results that the District thought they would be, the District just needs time to work through the different technology. They have contacted the company that sold us the equipment and they will be working with the District to get the expected results.

2. Call out report: Steve indicated that there was one call out the west well fencer a wire was loose and was able to be fixed.


Motion to meet immediately in closed session to discuss the character, professional competence, or physical or mental health of an individual, and possible litigation and property acquisition/sale: 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, possible litigation and property acquisition/sale. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea. The open session of the Board meeting was closed at 11:35 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 1:20 p.m. The motion was seconded by Dan Stewart, and approved as follows: Jeff White, yea, Mick Sudbury, yea, and Dan Stewart, yea.

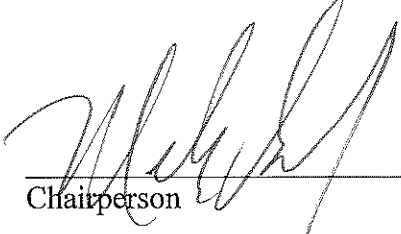
Consider action on any noticed agenda item discussed in closed meeting: None

Other Business: None

Adjourn: Having no further business to discuss, a motion was made by Dan Stewart, seconded by Mick Sudbury, to adjourn the meeting at 1:21 pm. The motion was approved as follows: Dan Stewart, yea, Mick Sudbury, yea, and Jeff White, yea.



Attest



Chairperson