

**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, February 10, 2022, 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, District Controller  
Trevor Andra, District Engineer  
Raymond Mondragon, Water Operations Manager  
Dallas Henline, Wastewater Operations Manager

**Also Present:**

Nathan Bracken, Smith Hartvigsen, PLLC  
Don Olsen, Epic Engineering  
Jason Luettinger, Bowen Collins & Associates  
Clint Rogers, Stantec  
Todd Richards, Planning & Zoning  
Jowl Workman, AQS Consulting  
Sharon Nicholes, 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.

**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 January 13, 2022**

**Expenses for January 6 to February 6, 2022:**

**General Expenses:** \$813,456.35

**Zions Bank bond payments:** \$83,626.46

A motion was made by Jeff White, seconded by Dan Stewart, to approve the minutes of the regular board meeting held January 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 payment from January 6 to February 6, 2022, in the amount of \$813,456.35 and \$83,626.46, respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**Discussion and possible motion to approve replacement of two original clarifier drives in the amount of \$68,944 each, for a total of \$137,388:** These are the original clarifier drives that were installed about 35 years ago. These are critical components to the wastewater process, but very costly to replace. Dallas added, Westech, Inc was contacted originally to visit the plant for training on servicing and maintaining the equipment. When Westech was at the plant, they inspected the equipment and determined the wearable parts were close to failure, if not beyond repair. It's not an item that was budgeted for in 2022, but failure of this equipment would be detrimental to the plant. Clint commented, if the Board would like to run the drives until failure, is always an option, but does put the plant at risk of violating the permit with the State. If two clarifier drives are not running, it would cause permit violations.

Mick inquired if the preventative maintenance program was being performed. Clint indicated the preventative maintenance has been done. Dallas commented this was part of the reason he contacted Westech. He wanted Westech to train the operators at the plant on the routine preventative maintenance duties, to ensure to ensure all the maintenance was being done. Jeff suggested the plant perform oil samples on all gear boxes. If the oil is sampled it will show if equipment is worn and not performing, and close to failure.

A motion was made by Jeff White, seconded by Dan Stewart, to approve the replacement of two original clarifier drives in the amount of \$137,388. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**Legislative Update presented by Nathan Bracken, Smith Hartvigsen:** Nathan Bracken indicated there are several water bills this session. Quite a few on the Great Salt Lake.

Uniform Easement Relocation Act was proposed by representative Snow, this is working its way through the process. As originally drafted, it would allow people to relocate water easements. The compromise reached on the bill was to allow irrigation easements to be relocated, but not water and sewer easements.

A bill has been proposed for the creation of a Utah Lake Authority with the power to clean up the lake. This authority would have the ability to allow for the lake to be developed and the money would come back to work on conservation projects. Nathan's conceptual concern is developing around the Utah Lake, if there is development and homes are built around the Lake, the Lake would have to maintain a static level. Based on the type of year experienced, either a wet or dry year, a wet year will be hard to store excess water so homes aren't flooded, and on a dry year, the homes may experience a big cliff in their back yard where the water is supposed to come. The Lake's level fluctuates often. This bill would move the management of the Lake from State Agencies to a body that would largely be controlled by Utah County interests.

There are some other bills regarding water, a lot of land use bills, there's a bill that would prohibit Cities from requiring turf, people could still install turf, but cities couldn't mandate turf as a landscaping requirement. There's also a requirement that cities would have to account for water availability planning in their general plans. There are some local district operation bills to rename local districts to special districts. There will probably be some changes to public notice requirements.

**Discussion and possible motion to approve purchase of 700 5/8" culinary water meters for the meter replacement program in the amount of \$192,717:** Clint explained this purchase is to continue the District's goal of replacing meters as they become 10 years old, which is determined to be the life of a meter. A motion was made by Jeff White, seconded by Dan Stewart, to approve the purchase of 700 5/8" culinary water meters to continue the District's meter replacement program. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

**Discussion and possible motion to approve Indigo Water Group proposal for process control consulting including operations assistance and troubleshooting:** Clint informed the Board this item was discussed in an earlier board meeting. After that board meeting, he felt there was some confusion as to what was included and what would be provided with this agreement. Management wanted to take the opportunity to clear up the confusion for the Board. He felt the Board's main concern was the agreement was to pay Indigo Water for onsite training. Which is not the case.

Dallas highlighted some of the services they are currently using Indigo Water for. All of Indigo's online training resources, both wastewater and water. Test taking strategies and preparation guides, including certification exam practice questions, access to online training library and mobile access to web material. The additional services Dallas would like to take advantage of is process control consulting, making the most of our microscope and inhouse sampling equipment, aeration equipment optimization and oxidation ditch foam variations, and representative sampling quality and control. Dallas felt in the past they would reach out to Paul Krauth, with him being gone, Indigo Water is experienced enough to provide the insights which Paul Krauth would. A motion was made by Jeff White, seconded by Dan Stewart, to approve the Indigo Water Group Agreement for process control consulting including operations assistance and troubleshooting, not to exceed \$5,000. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

**Discussion and possible motion to approve purchase of 2018 Yamaha DR2A QuietTech Golf Cart for WWTP operations in the amount of \$6,499, amended to purchase a 2016 Kubota UTV:** Jeff White did some investigation into UTV's and found a used, with 95 hours, almost new, 2016 Kubota diesel, with a dump bed and a V-plow, for \$16,500. This UTV would not only satisfy the needs of a golf cart but would be used for other purposes such as snow removal, and spraying weeds, hauling heavy parts within the plant. A motion was made by Jeff White, seconded by Dan Stewart, to authorize Dallas to inspect and purchase the 2016 Kubota, if the Kubota passes inspection, not to exceed \$18,000. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**Discussion and possible motion on proposed changes to the District's Administrative Rules & Regulations:** The Board tabled this agenda item until the current Legislative Session was ended.

**Discussion and possible motion to approve Epic Engineering task orders 2022-1 to 2022-4 for general and subdivision development services in the amount of \$150,000:** Trevor informed the Board these four task orders total up to \$150,000. Each one is utilized specifically for different areas. The first one, general engineering for \$21,000. This will cover board meetings, general engineering services, easements, water rights, and other services that Epic Engineering assists the District with throughout the year. In 2021 the District spent \$8,000, in the general engineering services and spent \$40,000 in 2020. The variance is due to having an in-house inspector and can depend on how much development is occurring in the District and the projects the District is having done. The second task order, development inspections, for \$110,000. This covers development in the District and is a pass-through cost because the developers pay to the District development fees. In 2021 the District spent \$132,000 and \$239,000 in 2020 on development inspections. The third task order, development support services for \$15,000. This covers development support for services such as water modeling, possible questions on the District's specifications, etc. A lot of these services are in house now, performed by Trevor. The fourth task order, general construction, and operation services, for \$5,000. This covers construction and operation support services, such as guidance on the water and wastewater systems, and questions on operations. Clint added he sees the costs are trending downward by the District doing more in-house, but Epic still provides a valuable service to the District. A motion was made by Jeff White, seconded by Dan Stewart, to approve Epic Engineering task orders 2022-1 to 2022-4 for general and subdivision development services in the amount of \$150,000. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

**Discussion and possible motion to approve Epic Engineering's amendment to task order 2020-7 for the Zone 3 Secondary Booster Pump Station project in the amount of \$7,300:** Trevor indicated this amendment addresses the issue of figuring out how power was going to be provided to the project. Trevor made some suggestions to get power through a subdivision and working with the developer and ended up figuring out a good way to get power into the project. It did take additional services by Epic Engineering that wasn't in the original scope. This also addresses the easements that weren't originally planned for. A motion was made by Jeff White, seconded by Dan Stewart, to approve Epic Engineering's amendment to task order 2020-7 for the Zone 3 Secondary Booster Pump Station in the amount of \$7,300. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**Discussion and possible motion to approve Stantec's 2022 task order for water and wastewater project support services in the amount of \$50,000:** Trevor indicated this is a yearly task order the District has had with Stantec to support the District operations both for the water and wastewater departments. In 2021, the District spent about \$32,000. A lot of significant things were accomplished with the 2021 task order. The treatment process, understanding the process, generated new tools for the operators to use, there was system modeling, there were issues with our aeration equipment that Stantec was able to help with, treatment processes and testing, a lot of benefits come from this task order. A motion was made by Jeff White, seconded by Dan Stewart, to approve Stantec's 2022 task order for water and wastewater project support services in the amount of \$50,000. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**Report & Discussion from General Manager:**

**STAFFING:**

- The succession planning survey has been completed. Both portions were returned, the anonymous portion and the main portion that gives us an idea of where everybody is at. Management is working on compiling this information for the Board, but it's helping with decision making regarding staffing. Should see the report in the next packet.
- **Wastewater Department:** The collections position was awarded to Mike Harms. That leaves an opening on the water crew.
- **Water:** A job has been posted in house on the construction crew, no one put in for that, and will be posted outside. Have been performing interviews. There is an upcoming retirement in the meter reading position in about 3 – 4 months. This position will be posted in house as soon as a written notification of the retirement is received.
- **Office:** We have been operating short staffed for the last couple of months, one employee has been out of the office. Taking a bit of a toll on staff. The employee that has been out may be coming back earlier than expected. The Board discussed having backup relief if other employees in the office were to get sick. Management indicated the District does have short term backup in case of this incident, but if it were to be a long-term backup, Management would have to figure something else out. Mick suggested Management should look seriously at hiring someone else in the office.

**OPERATIONS:**

- Raymond presented some of the activities the water crew has been working on the last couple of months. They have been training on shutting off and turning on valves, learning to listen to the valve to determine how much water is going through it while it's being shut off and turned on. They have been training some of the newer employees on changing out valves, teaching them how to replace valves and how to measure the lay length of the pipe, showing what fittings to use, how to put them together, which has been very helpful the last couple of months. They are also training on water hydrants, tearing them down and building them back up. Staff has come a long way. Since January and going till April, Easton Fuchs has been attending a Jordan Valley Water Conservancy District water operations certification class. Dallas has prepared training material to prepare the operators for testing. Cameron Wilks and Easton Fuchs are attending backhoe operator training through Wheeler Machinery Training Institute that includes safety training and operators' inspection of the backhoe.
- Dallas has been working on the filter procurement for the reuse project. Dallas indicated they are looking at the different manufactures that produce the filters. There are several providers. They have narrowed it down to the top 4 – 5 providers. They have had a couple presentations by some of the manufacturers. They have come to the plant talked to them about their products. Some of the initial design stages are completed, the game plan of what the facility will look like, identified some of the requirements that will need to be completed. Stantec and Bowen Collins have done great work for the District. The reuse is coming along and ramping up. The operators have been very involved in this process.

- Dallas has been working on some inhouse backhoe training. It's a combination of literature and videos. He has been directing the training. He has printed off a study guide and it comes with some safety, pre-trip inspection information. It talks about some of the hazards that may be encountered and different operating environments. It also comes with a quiz at the end which ensures participation. There's some open space at the EDR plant that backhoe operation can be practiced.
- Staff has been working on cleaning up the records room at the WWTP. Most of the contents are beyond the records retention requirement. Most of it can be shredded. Staff will continue to get it organized and cleaned up.
- Mick brought up Management and the Board looking at some way to reorganize the Board room to be more logical. He talked about having a desk if anyone speaking to the Board would be able to use and moving the main Board table to be able to see the screens in the room. Management will investigate other arrangements and get estimated costs.

#### CUSTOMER COMPLAINTS:

Clint indicated a couple of customer complaints came in through the month.

- We had a customer call in and expressed a strong concern about supplying water to new developments. Clint indicated that Magna wasn't the planning authority. The customer replied and asked the water District to step up and help fight against development. With all the concern of being out of water and having to conserve, it is a legitimate concern from existing residents that they are getting negatively impacted by the new growth. Clint expressed that as the District in whole, has done everything possible to demonstrate to their residents their concern about water supply.
- The District has implemented a secondary water system, having a separate lower quality water for outdoor irrigation, and is implementing reuse water. These are examples where the Boards have exercised foresight in this situation. The District has always had a lot of foresight regarding water supply and conservation. The District is also more aggressive in conservation goals in future planning.

**Discussion on District's actual vs budget status as of January 31, 2022:** LeIsle informed the Board the January 2022 overall the bottom line is a \$147,000 loss. Compared to 2021 we were at a \$205,000 gain; the biggest difference was collection of impact fees in January 2021. Water sales for January 2022 are about \$3,000 less compared to 2021, and about \$26,000 below budgeted for January. Expenses are lower than 2021 and under budgeted for 2022. The detailed financial statements are attached.

#### **Engineering projects update:**

Engineering projects have slowed down, most have been wrapped up, late in 2021 and early this year.

**Zone 3 pump station:** We are at the point we are ready to select block colors for the block building, it is designed to have a two-block high stripe in the middle and the top and bottom of the stripe is the same color. The development closest to the pump station is going to be grey tones. To blend in, Trevor suggested the District go with a grey tone. The Board agreed.

**Water Distribution/Production:**

- 1. Water production report:** The culinary water production for January was 93.2 million gallons or 285.92-acre feet, a decrease of 4.26% from 2021. We have purchased 68.12-acre feet of water from Jordan Valley Water as of January 2022.
- 2. Call out report:** Raymond reported that there was a total of 9 call outs, (3 mainline leaks and 6 miscellaneous) with a total number of 66 hours paid.

**WWTP Operation/Collection System:**

- 1. Status of sewer system:** Dallas indicated Staff has been hitting training heavy. The result of the training may take a while to trickle down but are already seeing some of the effects of the training, especially on the certification side. We are having a lot of operators passing certifications, the additional training has helped.

They have good success in managing the aeration equipment this winter at the WWTP, everything is looking good.

Mick thanked all the consultants for their assistance and help. He also thanked Management and asked that the thanks be handed down to all employees.

**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 sale or purchase of real property 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 sale or purchase of real property 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. The open session of the Board meeting was closed at 12:07 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 1:28 pm. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea.

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

**Adjourn:** Having no further business to discuss, a motion was made by Jeff White, seconded by Dan Stewart, to adjourn the meeting at 1:29 pm. The motion was approved as follows: Jeff White, yea, Dan Stewart, yea, and Mick Sudbury, yea.

*LeAnne Fitzgerald*  
\_\_\_\_\_  
Attest

*Mick Sudbury*  
\_\_\_\_\_  
Chairperson