

**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, April 21, 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, excused  
Steve Clark, Water Construction Leadman  
Dallas Henline, Wastewater Operations Manager  
Lonnie Thompson, Water Construction Mtnce Operator  
Spencer Simons, Water Construction Mtnce Operator  
Paul Bird, Wastewater Collections Mtnce Operator

**Also Present:**

Katy Steffey, Smith Hartvigsen, PLLC  
Don Olsen, Epic Engineering  
Clint Rogers, Stantec  
Joel Workman, AQS Consulting  
Dan Peay, Magna Mayor

**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 March 10, 2022  
Expenses for March 5 to April 17, 2022:**

**General Expenses:** \$1,022,523.32  
**Zions Bank bond payments:** \$83,626.46

A motion was made by Dan Stewart, seconded by Jeff White, to approve the minutes of the regular board meeting held March 10, 2022, the general expenses, and the Zions Bank bond payment from March 5 to April 17, 2022, in the amount of \$1,022,523.32 and \$83,626.46, respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**Introduction of new employees: Lonnie Thompson, Spencer Simons, and Paul Bird:** Clint Dilley introduced the new employees and welcomed them onboard.

**Discussion on recent changes to CDL licensing:** Dallas explained to the Board some of the changes the State has made to the requirements to obtain a CDL license. There is a mandatory statewide training course that needs to be taken, of which will be a mixture of computer-based training and training by a certified licensed assessment professional. The company who has assisted the District in the driving training for the CDL in the past, is certified to offer the State's new required training courses. There are options differing in costs for the training starting at \$1,185. In the past the employee would pay for any fees prior to obtaining the CDL, if passed, the District would reimburse the employee. Because of the cost of the training now at \$1,185 and higher, management and Board will need to reassess how we handle the payment for the CDL Training. In the training course, the instructor will be able to give the District an idea if an individual is likely to pass the State's written and driving tests. Management recommended the current probation period of 90 days be lengthened and there be additional reviews of the employee during that time to get a feel if the employee was going to be in the job long enough for the District to justify investing in the cost of the CDL training. The Board felt good about management's recommendation.

**Discussion and possible motion to approve resolution for CARES Act Reimbursement Agreement with Magna Metro Township:** This agreement will allow the District to be reimbursed for COVID expenditures with CARES Act funds through Magna Metro Township. A motion was made by Jeff White, seconded by Dan Stewart, to approve Resolution 2022-01 to approve and ratify the Magna Metro Township Agreement, effective date of April 21, 2022, and the agreement be implemented according to the terms as set forth therein. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to approve changes to Engineering Consultant Pool:** Trevor explained every two years, the District reevaluates its consultant pool. The pool was opened this year and a RFQ was sent out for other qualified consultants to submit their qualifications to be considered. There were six responses, four of those were new consultants and two were already in the pool but wanted to resubmit due to changes in staff or other changes they felt the District needed to be aware of. All qualifications submitted were reviewed by a four-person committee and ranked and scored based on certain criteria. Trevor presented those consultants recommended to continue in the pool; Hansen Allen & Luce, Carollo Engineers, Epic Engineering, Bowen Collins and Associates, JUB Engineers, SKM Inc., Loughlin Water Associates, IGES, Stantec, Terracon, T-O Engineers, and consultants that were newly qualified and added to the pool; AE2S (Advanced Engineering and Environmental

Services), and CRS Engineers. A motion was made by Jeff White, seconded by Dan Stewart, to approve the recommended consultants as the District's pool of Engineering Consultants. The motion was approved as follows: Dan Stewart, yea, Jeff White, yea and Mick Sudbury, yea.

**Discussion and possible motion to approve a new janitorial services contract:** Clint informed the Board the District's current janitorial services increased the monthly service charge for our locations serviced by them. Because of that, management felt it would be diligent to solicit quotes from other janitorial services. Two additional quotes were received along with the current company. Out of the three quotes, the current company was still the lowest price. Although the current company was still the lowest, there are some concerns on the quality. The Board agreed to continue with the current company for janitorial services, contingent upon an agreement containing language with the District's quality concerns and if the quality of the services is improved dramatically. If the District was still unhappy, then the relationship could be terminated with a 30-day written notice of cancellation. A motion was made by Jeff White, seconded by Dan Stewart, to continue with the current janitorial services at their proposed increased prices, subject to an agreed upon level of service, and the ability to terminate services with a written 30-day notice. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to approve a cost-of-living adjustment for all employees:** Clint shared with the Board the Social Security Administration cost of living figures, according to their calculations, cost of living increased 5.9% in 2021. SSA made an adjustment of 5.9% in October of 2021 to go into effect first of 2022. They also projected inflation to be even higher than the 5.9% in 2022. Between September 2020 – 2021 the CPI was 5.9% higher. Using the same number in September 2021 – March 2022 the increase in cost of living is already a 5.2% increase. The Union Contract currently has a 2.5% cost of living increase each year which was given to employees beginning 2022, the Union approached management to consider a one-time additional cost of living increase prior to the end of the contract terms. The contract terms expire May of 2023. Union and management met and tried to come up with a figure to stay within the District's 2022 budget. There was approximately 2.7% available in the budget for wages, management felt the District could afford 2.7% COLA adjustment without going over budget. A motion was made by Jeff White, seconded Dan Stewart, to approve the cost-of-living adjustment increase of 2.7%. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

**Discussion and possible motion to approve the 2021 Municipal Wastewater Planning Program Survey:** Dallas presented the 2021 Municipal Wastewater Planning Program Survey indicating this is an annual report the State uses to determine the status of the District's wastewater collection system and how much money the District would qualify for if it applied for any type of financial assistance. Management recommended Board approval. A motion was made by Jeff White, seconded by Dan Stewart, to approve the 2021 Municipal Wastewater Planning Program Survey. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to approve renewal of Dental Select for Executive dental benefits:** LeIsle indicated Dental Select's plan period runs from April 1 – March 31. This is the renewal of dental benefits for the executive team. The premium for the dental coverage

increased by 3.8% along with the vision benefit premium, increased 3.8%. A motion was made by Jeff White, seconded by Dan Stewart, to approve the renewal of Dental Select. The motion was approved as follows: Jeff White, yea, Mick Sudbury, yea and Dan Stewart, yea.

**Discussion and possible motion regarding employee's uniform allowance:** Board Chairman wanted to discuss procedures regarding the employee's uniforms. Currently the employees have the option to wear uniforms from the uniform service, or to choose to receive a uniform allowance instead. Board asked management to investigate the policies/practices and bring back to the Board recommendations that are fair and equitable, satisfy the needs of the employees, and comply with health and safety regulations according to the department the employees are working in. New employees have been given the option of the uniforms or the allowance immediately after their start date. If the allowance is chosen, the allowance is prorated for the year, if an employee leaves, the allowance is prorated for the year. Board asked to see average costs for the uniform service. Management will provide the Board that information. Safety boots are also to be provided to the employees, this is done through a safety drawing each quarter of the year, when the year is over, every employee, except management, end up being drawn and receives \$150 for safety boots. Clint explained the drawing is somewhat conflicting due to the fact the safety drawing is meant to promote safety in where if there are no accidents, the drawing will occur, if there were accidents, the drawing would not occur. If the drawing doesn't occur, then who is it that is not provided safety boots that year, which conflicts with the dress policy in the District's AR&R's. This is something that needs to be discussed and possibly resolved with the next Union contract negotiations. There was no motion made on the uniforms or clothing allowance.

**Discussion and possible motion to approve APA Benefits Investment Committee minutes and a recommended watch list:** LeIsle indicated the Investment Committee met in February. Berkley reviewed the performance of the Executive 401(k) & Defined Benefit Pension plans. From the review it is recommended the following changes be made:

Funds on the watchlist:

RFNFX	American Funds Fundamental Invs R5
RERFX	American Funds Europacific Growth R5
RWIFX	American Funds Capital World Gr&Inc R5
VBLAX	Vanguard Long Term Bond Index Adm

Funds to be removed from the watchlist and placed in good standing:

FADMX	Fidelity Strategic Income Fund
VEMAX	Vanguard Emerging Mkts Stock Idx Adm

A motion was made by Jeff White, seconded by Dan Stewart, to approve the funds to be placed or remain on the watchlist, and the funds to be removed from the watchlist and placed in good standing. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to approve Stantec task order for Design and Construction Management services on the West Side Collection Project 1B in the amount of \$148,895:** Trevor indicated this is Phase 2 of the West Side Collection Project. The first Phase was installed last fall from 8000 W going East along 2100 S and tied into the sewer main that goes to the District's wastewater headworks. This Project 1B will be an extension of that line extending to the South along 8000 W and will require micro-tunnelling under to cross I-80.

The task order includes some Geotech, additional survey and the micro-tunnelling under the freeway. A motion was made by Jeff White, seconded by Dan Stewart, to approve the Stantec task order for design and construction management services on the West Side Collection Project 1B in the amount of \$148,895. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea.

**Discussion and possible motion to award Filter Procurement to AQUA-Aerobic, Inc. and approve initial payment for engineering submittals in the amount of \$43,131.73:** Trevor indicated the filter system is the main component to our reuse system. The District published a proposal for the filter equipment and received three bids. The bids were reviewed, ranked, and scored by management and the engineering technical team. Trevor made recommendation to award the filter procurement to AQUA-Aerobic, Inc. and approve an initial payment for engineering submittals in the amount of \$43,131.73. After the initial payment, the project will be awarded, and the contractor will assume the remaining filter costs and include that in the total project bid. A motion was made by Jeff White, seconded by Dan Stewart, to approve awarding the filter procurement to AQUA-Aerobic, Inc and approve an initial payment to them in the amount of \$43,131.73. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

**Discussion regarding the garage, storage, and parking lot project:** Trevor indicated there were no responses to the Invitation to Bid on this project. Trevor made the recommendation to pursue the projects each separately. By priority, management feels the storage building be bid first, then the garage and then the parking lot.

**Discussion and possible motion to approve Epic Engineering task order 2022-6 for Screw Press Building Addition Study in the amount of \$28,800:** Dallas indicated in the screw press building (solids handling building), is the last stage of the process where as much liquid as can be, is pressed out of the solids. In that facility currently there are two screw press units, the building is set up for four units for future growth, however, the way the building is configured if a third or fourth screw press is installed it will cause security issues. This study will address possible building modifications to solve any issues when the third and fourth presses are installed. A motion was made by Jeff White, seconded by Dan Stewart, to approve Epic Engineering task order 2022-6 for Screw Press Building Addition Study in the amount of \$28,800. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

**Discussion and possible motion to attend the following conferences:**

**National AWWA, June 12 – 15<sup>th</sup>, 2022, San Antonio, TX:** Clint Dilley, Mick Sudbury, Dan Stewart, and Steve Clark would like to attend this conference. Board agreed to attend this conference.

**UGFOA Annual Spring Conference, April 25 – 27, 2022, St George:** This is such short notice, it was discussed it be attended next year.

**GFOA Annual, June 5 – 8, 2022 Austin, TX:** LeIsle indicated a lot of this information could be received by registering for online courses through the GFOA website. It is kind of late to register for this conference, there were no hotels available under the conference, because of this if someone did attend the hotel would cost over \$2,600.

A motion was made by Jeff White, seconded by Dan Stewart, to approve attendance to the National AWWA conference, June 12 – 15, 2022, San Antonio, TX. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

**Report & Discussion from General Manager:** In the interest of time, Clint indicated the Board has his manager's report in the Board packet and asked if the Board had any questions or items which they would like to discuss from the report. Clint pointed out he has taken a stab at reorganizing the board meeting agenda to be more streamline and grouped by categories to try and limit the repetitive "discussion and possible" motion language, and possibly cut down on number of motions. The Board expressed they would not mind trying this new format few a few months and see how it goes.

**Discussion on District's actual vs budget status as of March 31, 2022:** In the interest of time, LeIsle indicated the financial reports are included in the Board Packet, with the actual vs budget status as of March 31, 2022. She asked if the Board had any questions on the information or if they would like to discuss any items in the information.

**Engineering projects update:**

**Material Hauling:** Mick inquired about the status of the dirt pile being moved. Trevor indicated the material is being taken to the dump, there have been some bad weather days in which they weren't able to haul. Newman Construction investigated some alternative locations and found a dump site that would take the material. Newman was running 12 trucks and will continue with that until the pile is completely hauled away. The estimated completion date will be in about two weeks. They have made good progress on the pile.

**2022 Water and Sewer Repair & Replacement Project:** Trevor indicated this project is out for bid right now. When the project gets started, it may cause some traffic disruption. It will be on Florence Dr, Edith Dr and Katherine Dr. The project award will be brought to the board for approval in May, and possible start date in June.

**Water Distribution/Production:**

- 1. Water production report:** The culinary water production for March was 102.9 million gallons or 315.69-acre feet, a 11.39% increase from 2021. Year to date production was 282.8 million gallons or 867.87-acre feet, a 3.93% decrease from YTD 2021. We have purchased 197.38-acre feet of water from Jordan Valley Water as of March 2022.
- 2. Call out report:** Dallas reported for Raymond, there was a total of 12 call outs, all miscellaneous. Total of 30 hours paid.

**WWTP Operation/Collection System:**

- 1. Status of sewer system:** Dallas indicated the collection crew is moving along, they have some spot repairs coming up in the next couple of weeks/months. Have received bids for repairs throughout the District, as that project gets closer additional information will be brought to the Board of any possible road closures, or any needed notifications. Wastewater treatment plant, the callouts were a result of power loss. Dallas explained the aeration equipment is running as efficiently as possible, but still at a point where it's not enough. There's not enough aeration to take a piece off for maintenance, all must be running 100% all the time. Dallas is looking to alternatives to allow for maintenance as needed.

**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 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 pending or reasonably imminent litigation 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 12:21 p.m.

**Motion to close the closed session and to reopen the open session of the Board Meeting:** Mick Sudbury made a motion to close the closed session and reconvene the open session at 1:47 pm. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, and Dan Stewart, 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 Mick Sudbury, seconded by Dan Stewart, to adjourn the meeting at 1:48 pm. The motion was approved as follows: Dan Stewart, yea, and Mick Sudbury, yea.

*Lexi Isle Fitzgerald*  
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Attest

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