

**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, October 14, 2021, 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, excused
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
Clint Rogers, Stantec
Todd Richards, Magna Metro Township
Jason Luettinger, Bowen Collins & Associates
Joel Workman, AQS, Inc.
Mike Wilson, CRS Engineers

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 special board meeting held September 2, 2021.
Minutes of the regular board meeting held September 9, 2021.
Minutes of the board workshop held September 30, 2021.

Expenses for September 2 to October 6, 2021:

General Expenses: \$651,191.48

Project expenses paid by bond proceeds: \$19,953.15

Zions Bank bond payments: \$83,575.62

A motion was made by Dan Stewart, seconded by Mick Sudbury, to approve the minutes of the special board meeting held September 2, the minutes of the regular board meeting held September 9, the minutes of the board workshop held September 30, 2021, and for the approval of the general expenses, project expenses paid by bond proceeds, and the Zions Bank bond payment from September 2 to October 6, 2021, in the amount of \$651,191.48, \$19,953.15, and \$83,575.62, respectively. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

Introduction of new employees: Clint welcomed the two new employees of the District. Dallas Henline introduced Kirk Wachter, he has good experience with truck driving and already has his CDL License, he's working hard to learn road safety and fitting in well with the collections department crew. Kirk indicated he lives here in Magna, has raised his children and was looking to do something different than truck driving. Kirk expressed that everyone has been super friendly and helpful, and he is excited to be part of the team.

Raymond Mondragon introduced Easton Fuchs, hired for the water department. He is right out of high school and is coming in green. He is willing to learn, and the crew is excited to have him join the team. He lives in Magna. Clint added when he was reviewing Easton's resume, he noticed his prior employment was as a part-time supervisor at UPS, which takes leadership and hustle abilities to perform. Clint welcomed Easton to the team.

Discussion and possible motion to approve outside wood staining bid at the General Office in the amount of \$11,979 from Peck's Painting, LLC: Trevor Andra indicated there were three companies that did an onsite inspection of the exterior wood at the General Office building, all three recommended the outside wood be stained this year. From the three vendors submitting price quotes, Peck's Painting had the lowest reliable and responsive bid. Which was about half of the other two vendors. They recommended a messmer's oil-based stain and a single coat application. They did not see the need to pressure wash before the stain. If Peck's Painting see that pressure washing is needed, it could increase the price by about \$800. Based on their quote and proposed material, and Peck's Painting being on the State Procurement Vendor List, Trevor recommended the bid be approved from Peck's Painting, LLC. One note, the contractor needs at least 40 degrees daytime temperature for the stain to set, soonest date the contractor could start the job will be October 25, 2021, completion date will depend on the weather. Clint recommended the Board move forward with approving the bid now, if the weather does not cooperate, the job would have to be delayed until the weather will hold up. A motion was made by Dan Stewart, seconded by Mick Sudbury, to approve the outside wood staining bid at the General Office in the amount of \$11,979 from Peck's Painting, LLC. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

Discussion and possible motion to approve IGES, Inc. task order for geotechnical services for the Westside Sewer Collection Study: Trevor Andra presented the task order from IGES. The westside collection sewer study is looking at a future main trunk line going down 9200 W along SR201 then north on 8000 W by a new trunk line to the treatment facility. The District is

in construction on Segment 1a project which is along 2100 S between 8000 W and the treatment facility. Services performed by IGES is part of the overall study which Stantec is designing, IGES will look at the alignments and geotechnical investigation identifying any items of concern such as ground water, any boring issues along Segment 1b project and project Segment 2. This will give the District a good idea of what we can find in Segment 3 and some additional information that is readily available from other projects and geological data that can be gathered to give us an idea of the remaining projects. Trevor recommended approval of this task order in the amount of \$13,900. This would be incorporated into the study performed by Stantec and will allow Stantec to proceed with the study. A motion was made by Dan Stewart, seconded Mick Sudbury, to approve the IGES, Inc. task order for geotechnical services for the Westside Sewer Collection Study in the amount of \$13,900. The motion was approved as follows: Dan Stewart, yea and Mick Sudbury, yea.

Discussion and possible motion to schedule a workshop to continue the review of possible updates to the District's Administrative Rules & Regulations: A motion was made by Dan Stewart, seconded by Mick Sudbury, to schedule a board workshop for October 26, 2021, at 9:00 am, to complete the review of the District's Administration Rules and Regulations. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

Update on Trustee Election, November 2, 2021: LeIsle Fitzgerald informed the Board the ballots were mailed to registered voters beginning October 11, 2021, the County will be mailing the ballots that week until all ballots have been mailed. In office early voting will begin October 19 and go to October 29. This voting will be at the Salt Lake County Government Center for those who wish to vote early. October 26 is the deadline for any registered voter that didn't receive a ballot for some unknown reason can request a replacement ballot from the County. Beginning October 26 to October 29, general early voting begins, the closest location for those in the District will be at West Valley City Hall and the Salt Lake County Government Center. November 2 is election day; the closest voting locations will be the Hunter Library and the Magna Senior Citizens Center. If anyone has questions on any locations, dates, and times, can refer to the Salt Lake County Elections Department's website. The Official canvass period will begin on November 3 and go to November 15, 2021. November 16 is the Board of Canvassers meeting. The Board will have to meet that day in an open meeting to certify the Election Canvass. A motion was made by Dan Stewart, seconded by Mick Sudbury, to hold a special meeting on November 16, 2021, at 6:00 pm for the Board of Canvassers meeting to certify the Magna Water District Trustee Election results. The motion was approved as follows: Dan Stewart, yea and Mick Sudbury, yea.

Discussion and possible motion to approve Bowen Collins & Associates/Stantec task order for the Wastewater Reuse Project (design, pre-qualification, and bidding services) in the amount of \$785,374: Trevor Andra presented the task order to the Board and indicated this is the next step in the District's reuse project. The initial plan for the reuse project has been turned into the State, there has been minimal comments on the plans. The State's approval on the initial plans should be given to the District soon, based on the conversations held with the State. This will allow Bowen Collins & Associates/Stantec team to move into the design of the project. Staff has asked that the prequalification of contractors and bidding services be added into this task order because of the tight schedule on this whole project. The task order amount is about 7% of the total estimated project cost of around \$10 - \$12M. This task order amount is reasonable based on the overall complexity of the project, Trevor recommends approval. Clint added to the discussion, the project is a very large project from a design perspective, 132 sheets

must be produced in the design, Clint complemented Trevor on his negotiation skills with the project scope and costs. He expressed his appreciation to Bowen Collins & Associates and Stantec Engineering, being responsive to Trevor's concerns and comments about the project. Management feels this task order can be recommended as a good value of the services proposing to be performed. A motion was made by Dan Stewart, seconded by Mick Sudbury, to approve the Bowen Collins & Associates/Stantec task order for the wastewater reuse project for the design, pre-qualification, and bidding services in the amount of \$785,374. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

Discussion on Haynes Well #2 Pump Repairs: Board tabled this agenda item until next month's regular board meeting.

Discussion on operation of Shallow Well Pumps: Board tabled this agenda item until next month's regular board meeting.

Discussion on WWTP preparation for winter conditions: Board tabled this agenda item until next month's regular board meeting.

Discussion and possible motion to approve water and sewer availability to BS Property Management located at 2340 S 7200 W: Trevor Andra presented this project indicating this property is off 7200 W, currently there is a welding shop on the property, receiving water via a private owned well, when the north and south adjacent property was developed, the well source/access was cut off. The BS Property project is now looking to obtain culinary water, secondary water and sewer stubbed to their property. There is an existing 12" water main and a 6" sewer main on 7200 W and a secondary main along the frontage of the property that the laterals can be stubbed into. Trevor recommended approval. A motion was made by Dan Stewart, seconded by Mick Sudbury to approve water and sewer availability to BS Property Management project. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

Discussion and possible motion to extend current lease of Cat 305.5E2 mini excavator for an additional year (2021 – 2022) for \$7,750/year: Raymond Mondragon requested approval to extend the current lease for an additional year. He explained the mini ex being leased currently is a 3-year lease at \$7,750/year. If the Board would like to consider approving the extension of the lease for the remaining 2 years, to the year 2023, the motion, if approved, would cover the lease terms that locked in the annual lease price of \$7,750. A motion was made by Dan Stewart, seconded by Mick Sudbury, to approve the extension of the mini-ex lease until the end of 2023 for \$7,750 per year. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

Report & Discussion from General Manager:

STAFFING:

Cameron Wilko has moved from the Collection crew to the Water Construction Crew. That left an opening in the Wastewater Collections Crew, filled by Kirk Wachter. There was an additional water and sewer employee hiring approved by the Board. Easton Fuchs filled the water department position, and applications are still being accepted to fill the sewer collections position. Management has received a few referrals from the community, the job market being very challenging currently, the referrals have been helpful to fill these positions. With this last Collections position needing to be filled, Management felt a different approach to the

advertising of the open position needed to be made. Dallas Henline put together a flyer to go with the job opening advertisement highlighting why it's a benefit to work at Magna Water District. This information on the flyer has already generated additional response. Management is reviewing those applicants now.

OPERATIONS:

Drought considerations: We saved 115M gallons of water in August 2021 compared to August 2020. Clint expressed his pleasure with those results. Looking at September's numbers, there is about a 20% reduction from 2020. In the District's year end summary to send out to the District's customers, the water conservation will be highlighted. Clint recommended the District stay in the level 2 conservation level going into next year and revisit it in the Spring when the situation of the drought is known going into next Summer.

Wells: Management has been looking into the history of the shallow well pumps, pulling, and inspecting of the wells, discussion will be on next month's agenda.

Distribution system leaks: Staff has been working on the distribution system leaks after the leak response memo was presented to the Board, Management is implementing the procedures that can be implemented now and will hold off on the ones that must be addressed in the Union contract until that is done. The Jordan Valley conservation grant opportunity is being explored for leak detection equipment or a study such as the fire hydrant sensors introduced by Raymond Mondragon.

WWTP: Dallas has been putting together information on the processes at the WWTP and gearing up for winter weather, this will be discussed in the next month's board meeting.

Office: Raymond has been working with the contractor to take care of the settlement around the office building. Raymond indicated the contractor came out last week and fixed the settled area, now staff needs to haul in gravel to fill the area. The window tinting is completed, Clint has requested a quote on ballistic glass in the office area. Have not received the quote yet.

Delinquent accounts: 689 delinquent accounts in October with an average bill of \$166.00, 770 delinquent accounts in September with an average bill of \$165. There were 112 shut offs in October, with this many shut offs it may go into a two-day process instead of one single day. There is some grant funding coming in October, LIHWAP, that may help assist homeowners with their water bill. Information is posted on the website and a flyer will be going out in the bills first of November. LeIsle is working on submitting a reimbursement for COVID wages and expenses to the Magna Township. COVID 19 Local Assistance Grant application has been submitted to the Governor's Office of Planning and Budgeting. The application was due September 15, 2021. Nothing has been heard back, possibly hear in November.

COMMUNICATION & MORALE:

A cross-connection contamination awareness mailer was sent out with the October bills. The LIHWAP information flyer will go out with November bills and a Yearend review summary of the District for December bills, including projects, conservation information, rate increase, and anything else the Board would like to include.

Customer complaints:

Noise complaint from a homeowner near one of the shallow well pumps, staff has checked this out and it was a VFD power supply shorted out. That will be resolved by Spring when the secondary water system is turned back on.

Color of water out of tap water complaint from a customer on 8000 W, upon further investigation, it was isolated to one of the homeowner's interior toilets. This was an interior homeowner's issue not a District supply issue.

RV Dump hours of operation complaint.

3500 S construction complaints, construction trucks and traffic delays, the complaints were relatively minor overall, and that project is essentially complete. Staff is pleased with how the

project turned out, it was a difficult project and for the level of complexity and the traffic control, we felt the contractor did a great job. Staff is already identifying mainlines to be replaced for 2022.

Discussion on District's actual vs budget status as of September 30, 2021: LeIsle Fitzgerald informed the Board last month the report was as of July 31, this is skipping to September 30, 2021. Regardless of the level of conservation by our customers, the yearend projection of sales will be 6 – 8% less than what has been budgeted for 2021. The other categories of revenue will be above what was budgeted. The impact fees are higher than what was budgeted, these funds being restricted to those projects listed in the District's capital facilities plan. Clint added to the discussion LeIsle has directed Management to hold off on unneeded purchases. Making sure there is cash to take care of the purchases. The expenses are well under what was budgeted. There is detailed financial statements included in the Trustee packets.

Engineering projects update:

3500 South Project: Trevor reported there was a walk through done this week identifying a few little remaining items in the contract. After those items the project will be completed.

2019 Secondary waterline project: The contractor has installed all the HDPE line and are working on the PVC pipe, will have that wrapped up this week, then the contractor will be doing some pressure testing and finish work, it will be near the end of October and this project will be complete.

Tank & Clarifier Painting Project: This project has been going well, contractor finished up one clarifier, will be starting the second clarifier shortly. In the process of looking at the District's steel tanks, Raymond's crew found that on the roof of the feed tank at the EDR, there was some paint peeling on about ¼ of the roof. Staff had the painter look at it and asked for a quote to repaint the feed tank's roof, or the entire tank. The quote was around \$10,000 to paint the roof and \$15,000 to paint the entire tank. Staff is looking for guidance from the board if they would support recoating the entire tank for \$15,000. Decision will be considered at the November's board meeting.

Segment 1a Sewer Project (30" Sewer trunk line): Whitaker Construction has been working well they are getting quite a bit of pipe installed, they have been getting 150 ft/day looking to get 200/day, project is steadily progressing. This project did shut down the RV Dump for several days which could have triggered the customer complaint. Going well.

Water Distribution/Production:

1. **Water production report:** The culinary water production for September was 189.8 million gallons, a decrease of 20.65% from 2020. Year to date production was 1,439 million gallons or 4,419.38-acre feet, this is a decrease from YTD 2020 of 11.70%. The secondary water production for September was 41.3 million gallons, a decrease of 23.18% from 2020. Year to date production was 295.5 million gallons or 907.11-acre feet, this is an increase from YTD 2020 of 1.80%. We have purchased 601.68-acre feet of water from Jordan Valley Water as of September 2021.

2. **Call out report:** Raymond reported that there was a total of 9 call outs, (1 mainline leak, 1 service leaks, and 7 miscellaneous) with a total number of 40.5 hours paid.

WWTP Operation/Collection System:

1. **Status of sewer system:** Dallas reported the wastewater collection crew is staying busy with the sewer projects. They have been working with the contractor's doing potholing. It's the time of the year where the crew will start the annual inspection of the manholes, they will make their way through the whole District visually inspecting every manhole. Two of the newer sewer operators have started taking water certification tests. They have had good luck with that, they have been real dedicated to their new jobs. The wastewater treatment crew has just wrapped up the coating of the 1st clarifier, have started draining the second clarifier in anticipation for the next paint coat to come on starting Monday. They are gearing up for the winter weather, which will be covered more in the November regular board meeting.

2. **Call out report:** Dallas reported there was 1, 3 hour, call out for a sensor failure at the wastewater treatment plant.

Dedication of Board Room in memory of Kim Bailey: The Bailey family was not present at the time; this item will be moved to after the Board meeting has closed.

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: Mick Sudbury 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, and Dan Stewart, yea. The open session of the Board meeting was closed at 11:00 a.m.

Motion to close the closed session and to reopen the open session of the Board Meeting: Dan Stewart made a motion to close the closed session and reconvene the open session at 11:32 am. The motion was seconded by Mick Sudbury, 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 Dan Stewart, seconded by Mick Sudbury, to adjourn the meeting at 11:34 am. The motion was approved as follows: Dan Stewart, yea, Jeff White, yea, and Mick Sudbury, yea.

LeAnne Fitzgerald

Attest

Mick Sudbury

Chairperson