

**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, November 18, 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  
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

**Also Present:**

Nathan Bracken, Smith Hartvigsen, PLLC  
Don Olsen, Epic Engineering  
Clint Rogers, Stantec  
Todd Richards, Planning & Zoning Magna  
Randy Zollinger, Carollo 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 regular board meeting October 14, 2021**

**Minutes of the board workshop held October 26, 2021**

**Expenses for October 7 to November 10, 2021:**

**General Expenses:** \$4,224,480.02

**Project expenses paid by bond proceeds:** \$1,639,318.45

**Zions Bank bond payments:** \$403,402.56

A motion was made by Mick Sudbury, seconded by Jeff White, to approve the minutes of the regular board meeting held October 14, 2021, the minutes of the board workshop held October 26, 2021, and for the approval of the general expenses, project expenses paid by bond proceeds, and the Zions Bank bond payment from October 7 to November 10, 2021, in the amount of \$4,224,480.02, \$1,639,318.45, and \$403,402.56, respectively. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Presentation of and discussion on the 2022 Proposed Budget. Motion to approve Resolution No 2021-03 regarding Adoption of the District's Tentative 2022 budget:** The 2022 Tentative Budget was presented to the Board. The Budget was provided to each board member to review. LeIsle indicated the tentative budget will be available for public inspection seven days before the budget hearing to be held December 9, 2021. A motion was made by Jeff White, seconded by Mick Sudbury, to approve Resolution No 2021-03 regarding adoption of the District's Tentative 2022 Budget and to set the budget hearing to be held December 9, 2021, at 10:00 am. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Discussion and possible motion to approve water and sewer availability to WinCo Pad E located at 2640 S 5600 W:** Trevor presented the WinCo Pad E development project consisting of one building with three-units for retail shops. He indicated there are existing services available and recommended the Board approve service availability to this project. A motion was made by Jeff White, seconded by Mick Sudbury, to approve water and sewer availability to WinCo Pad E located at 2640 S 5600 W. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Discussion and possible motion to approve water and sewer availability to Panda Express located at 3509 S 8150 W:** Trevor presented the Panda Express development indicating there are existing services available for this development. Trevor recommended the Board approve service availability to this project. A motion was made by Jeff White, seconded by Mick Sudbury, to approve water and sewer availability to the Panda Express located at 3509 S 8150 W. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Discussion and possible motion to approve water and sewer availability to Unified Fire Service Area Station #102 located at 8609 W Magna Main Street:** Trevor presented the Unified Fire Service Area Station #102 development located at 8609 W Magna Main Street and indicated this development will be a rebuild of the old fire station on Main Street. There are existing services available to this project and Trevor recommended board approval of the availability to this project. A motion was made by Jeff White, seconded Mick Sudbury, to approve water and sewer availability to Unified Fire Service Area Station #102 located at 8609 W Magna Main Street. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Update on Trustee Election, November 2, 2021:** This agenda item was skipped due to the fact there was an election canvass certification meeting held November 16, 2021, presenting the results of the election.

**Discussion on Haynes Well #2 Pump Repairs:** Trevor indicated the pump has been pulled. There was a video done of the well which showed a lot of buildup on the pump. The contractor has brushed and bailed the well which removed some of the buildup, but not as much as we

would have hoped. The next step will be to treat the pump with some type of chemical treatment. If successful, the chemical treatment should restore some capacity to that well also.

**Discussion on operation of Shallow Well Pumps:** Raymond indicated that some of the corrosion was caused by the material originally used for the shallow wells. The District has replaced the material that was causing the corrosion with a full stainless-steel pump. Another problem found with the pumps, was the power leads going to the pump, originally the electrical leads were spliced. The spliced wires were subjected to being under water and eventually the water would get into the spliced area and caused the pumps to fail. All the wires now have been replaced with no splicing done. They found that the impellers are wearing out from the TDS in the water, which is natural. The District is averaging 5 years on the shallow well pumps right now. Staff has discussed this with Bowen Collins and Associates, they suggested pulling the pumps during the off season, the problem is because the pumps are sitting for six months not running and the rust builds up. Jeff suggested additional isolation of the VFD for corrosion prevention, which Staff will investigate.

**Discussion on WWTP preparation for winter conditions:** Dallas shared with the Board, at the WWTP, they have changed the method for process control from the SVI 30-minute settleable method to a more biological focused method. By maintaining a constant mass and being aware of the biology coming in and going out of the plant. The last few months they have gained improved control and understanding of the new aeration system and equipment, by moving some of the sensors and getting into the programming to evaluate where the equipment is at its optimal performance and how it operates with the plant's biology. Dallas has introduced new sampling routines to aid in real time process control. In house sampling results give the Operator's the ability to adjust processes quicker. In the winter, it takes a little longer for the biology to break down, in the summer the biological activity is increased so the plant is operated differently. Some of the main constituents in the wastewater that have been a concern, were the ammonia and the BOD, a new process control strategy and new operations have been put into place to ensure those constituents are within our permit.

**Discussion and possible motion to approve Supplemental Sewer Lateral Agreement and Access Easement between Magna Water District and Godfrey West Investors, LLC:** Trevor indicated this is an agreement between the District and Godfrey West Investors, LLC agreeing that Godfrey West will maintain an 8" sewer main that goes to their property and gives Magna Water District access to inspect the sewer main. A motion was made by Jeff White, seconded by Mick Sudbury, to approve the sewer lateral agreement between Magna Water District and Godfrey West Investors, LLC. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Presentation of final design of the proposed truck garage and general office parking lot project:** Trevor presented the final design of the proposed truck garage and general office parking lot project. The designed garage is a two-bay truck garage, 50 ft deep and 30 ft wide, big enough to store two vac trucks. One vac truck will be parked there when not being used and the other side will be open to any other equipment or vehicles that need to be in the garage or any variation of extra storage. It is proposed to be built with a sloped roof, taller in the front then slopping to the back.

The office modifications expand the existing parking to the south to add four additional parking spaces. The curb by the exit of the drive-up window will be modified along with additional asphalt on the east side of the exit, this will allow a wider turning area as people leave the drive-up window. The project's design is expected to be wrapped up this month and the bidding process in December.

Trevor also discussed a possible covered material storage unit at the maintenance shop that is proposed to go to the south of the steel building. Currently they have stocked inventory of pipe where the covered material storage unit would go. The material storage unit would hold road base, sand, and bedding sand. It would be a rounded dome having two sides and a concrete barrier down the center, sand on one side, fill material (road base) on the other. It is to be roughly 40-feet wide and approximately 25-feet high.

**Discussion and possible motion to approve the District's 2021 Conservation Report:**

LeIsle indicated the District is required to update the Conservation Report every five years. This is the update to the 2015 Conservation Report. The District set a goal in 2015 to reduce the GPCD from 158 by 10% by 2020 to 142 GPCD. The District almost hit its goal in 2020, the GPCD in 2020 was 145. The District continues to strive to hit the goal by 2025. Beyond 2025, the District has set an internal goal of reducing per capita water use another 10% through the year 2060, which would be a 10% reduction over a 35-year period. A motion was made by Jeff White, seconded by Mick Sudbury, to approve the District's 2021 Conservation Report. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Discussion and possible motion to approve Change Order #1, in the amount of \$34,383.25, increasing the original contract amount of \$569,100 to \$609,483.25 on the 2021 Steel Tank & Secondary Clarifiers Painting and Repair project:**

Trevor indicated to the Board this change order is increasing due to the following: 1) a new vent pipe, on the 1.5 MG tank on 3500 S, had to be replaced. When the tank was sand blasted, the vent on the tank had a big hole, it had corroded away so that repair cost was a little over \$8,000, 2) at the 2 MG tank, on 4100 S, as they removed some of the soil around the bottom of the tank and sand blasted, there was a section of asphalt that moisture was able to get behind, therefore causing the bottom portion of the tank to corrode, this repair was for approximately \$10,000, 3) on the same tank the vent pipe had a small hole that had to be repaired for \$1,098, and 4) the paint on the EDR feed tank's roof had failed. It was decided to put a new coating on the entire tank for \$15,000. These items increased the contract price by \$34,343.25. A motion was made by Jeff White, seconded by Mick Sudbury, to approve Change Order #1 on the 2021 Steel Tank & Secondary Clarifiers Painting & Repairs Project for an increase in the contract of \$34,383.25 for a new contract price of \$603,483.25. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Discussion and possible motion to approve Change Order #1, in the amount of \$1,477.06, decreasing the original contract amount of \$1,588,239 to \$1,586,761.94 on the 2019**

**Secondary Waterline project:** Trevor indicated to the Board this change order is decreasing because of several quantities that ended up different than in the bid documents. There was a degree bend that had to be installed to miss an existing gas line, a flange adapter to tie into an existing valve, removal of 317 feet of trench depth and additional feet of trench depth, all adding up to a decrease in the contract of \$1,477.06. A motion was made by Jeff White, seconded by Mick Sudbury to approve the Change order #1 to the 2019 Secondary Waterline Project for a decrease of \$1,477.06, new contract price of \$1,586,761.94. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Discussion and possible motion to approve employee appreciation gift cards in the amount of \$50.00:**

Mick indicated he wanted to see this amount of the gift certificates change from \$50.00 to \$75.00 per employee. The cost-of-living increases have been high this year, and the \$50.00 limit has been in place for quite a few years. A motion was made by Jeff White, seconded by Mick Sudbury, to approve the employee appreciation gift cards in the amount of \$75.00 for each employee. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Report & Discussion from General Manager:** Clint indicated to the Board his report is included in the board packet and asked if any of the board members had any comments or concerns. The Board indicated they had no questions or concerns. Clint did report that he has been meeting with all the crews as part of his goals for the year, it has been a great thing, there is a lot of information and ideas from the employees. One thing Clint thought was significant, is our excavation practices, how the District digs up waterlines and repairs. Industry processes have changed over the years. Clint has talked to other Districts regarding this, the construction crew, and with Raymond. Hydro-excavation is how repairs and digging up water lines is done now. It used to be hand shovels, backhoes, and mini excavators, but the majority of the exposing of an existing line is hydro excavation. Currently the crew uses a vactor truck that was designed to be used in the wastewater department, there are hydro excavators that are specifically designed for heavier use. The hydro-excavators are designed for the vacuum removal of debris and are more robust for the use of repairing and maintaining water lines. In the future, when the vactor truck needs to be replaced, Clint would like to evaluate the purchase of a hydro-excavator. This type of equipment would be in the range of \$300,000 – \$800,000 to purchase.

**Discussion on District's actual vs budget status as of October 31,2021:** LeIsle informed the Board the actual vs budget status is in line with the past few months. We are still under budget as far as expenses are concerned and we are still under budget in water sales by about 6%, but overall, our revenue is about 3% less than what was budgeted.

**Engineering projects update:**

**Tank & Clarifier Painting Project:** The contractor has found some of the beams in the larger tank on 3500 S have rusted, there is a potential repair to be done for that, which could result in a change order to the project.

**Segment 1a Sewer Project (30" Sewer trunk line):** This project is approaching completion the contractor will be asphaltting on November 22, 2021.

**2019 Secondary Water Line Project:** The contractor is pressure testing currently then the project will be substantially complete by this week.

**Dirt Hauling:** The contractor was subbing out the trucking and now his ability to get those subs to move the material is no longer viable. The District is surveying the remaining material to be moved. The District will pay the remaining owed for the amount that has been moved, then cancel the contract. The remaining to be moved will be added as a bid item to the Zone 3 Booster Pump Station project.

### **Water Distribution/Production:**

1. **Water production report:** The culinary water production for October was 121.7 million gallons, a decrease of 22.48% from 2020. Year to date production was 1,561.7 million gallons or 4,792.98-acre feet, this is a decrease from YTD 2020 of 12.51%. The secondary water production for October was 10.4 million gallons, an increase of 12.81% from 2020. Year to date production was 305.9 million gallons or 938.95-acre feet, this is an increase from YTD 2020 of 2.20%. We have purchased 671.20-acre feet of water from Jordan Valley Water as of October 2021.

2. **Call out report:** Raymond reported that there was a total of 18 call outs, (2 mainline leaks and 16 miscellaneous) with a total number of 89 hours paid.

### **WWTP Operation/Collection System:**

1. **Status of sewer system:** Dallas reported it has been business as usual for the wastewater department. Aside from balancing the collection system and the treatment plant, one of the priorities has been to build the certification training library for operators. One of the names he wanted to introduce to the Board is Indigo Water. It's an engineering firm out of Colorado, they offer some of the best online and inhouse training material for process control. They do both water and wastewater. We are projecting to get in some training with them online or possibly a site visit, to increase process efficiency. One of the trainings they are looking at specifically is microbiology identification through our microscope tool. Dallas wanted the Board to be familiar with this name.

**Discussion and possible motion to approve the purchase of a standby Generac Generator for the WWTP Administration building in the amount of \$15,239:** Dallas explained this generator has been approved already in the 2021 budget, however, the price of the generator came in with a \$2,100 increase. A motion was made by Jeff White, seconded Mick Sudbury, to approve the purchase of a standby Generac Generator for the WWTP Admin building in the amount of \$15,239. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**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 Mick Sudbury, and approved as follows: Mick Sudbury, yea, and Jeff White, yea. The open session of the Board meeting was closed at 1:25 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 3:01 pm. The motion was seconded by Jeff White, and approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Consider action on any noticed agenda item discussed in closed meeting:** A motion was made by Jeff White, seconded by Mick Sudbury, to accept the settlement offer from Legal Counsel, Kenneth Grimes, of Terry Pollock, for \$30,000 and continuation of executive retiree benefits. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea.

**Adjourn:** Having no further business to discuss, a motion was made by Jeff White, seconded by Mick Sudbury, to adjourn the meeting at 3:02 pm. The motion was approved as follows: Jeff White, yea, and Mick Sudbury, yea.

*Lex Isle Fitzgerald*  
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Attest

*Mick Sudbury*  
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Chairperson

## RESOLUTION No. 2021 - 03

### A Resolution Regarding Adoption of the District's Tentative 2022 Budget

WHEREAS, Magna Water District, provides water and sewer services to residents of the District; and

WHEREAS, each fall, the District is required to adopt a tentative budget for the upcoming fiscal year; and

WHEREAS, the District has prepared a budget for the upcoming 2022 fiscal year and now desires to adopt it as its tentative 2022 Budget.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The attached budget is hereby adopted as the District's tentative budget for the 2022 fiscal year.
2. A public hearing shall be held on Thursday, December 9, 2021, at 10:00 am., at the District's General Office Building, to receive public comments thereon, with notice thereof being duly provided pursuant to Utah Code Ann. § 17B-1-609.
3. A copy of this tentative budget shall be made available for public inspection for a period of at least seven days prior to the public hearing, pursuant to Utah Code Ann. § 17B-1-608.
4. The effective date of this Resolution shall be November 18, 2021.

ADOPTED AND APPROVED by majority vote at a duly called meeting of the Board of Trustees on this 18<sup>th</sup> day of November 2021.

#### MAGNA WATER DISTRICT

By: *Mick Sudbury*  
Mick Sudbury  
Chairman, Board of Trustees

ATTEST:

*LeIsle Fitzgerald*  
LeIsle Fitzgerald, Board Clerk