

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 15, 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
Trevor Andra, District Engineer
Raymond Mondragon, Water Operations Manager
Connor McReynolds, Wastewater Operator
Rob Jaterka, Wastewater Operator
Dallas Henline, Wastewater Operator
Mandy Whitmore, Accountant

Also Present:

David Hartvigsen, Smith Hartvigsen, PLLC
Don Olsen, Epic Engineering
Clint Rogers, Stantec Engineering
Keith Larson, Bowen Collins Associates
Rick Nuesmeyer, Magna Cemetery
Dan Peay, Magna Metro Township
Todd Richards, Magna Metro Township

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.

Approval of Common Consent Items:

Minutes of the regular board meeting held September 10, 2020: A motion was made by Mick Sudbury and seconded by Dan Stewart, to approve the minutes of the regular board meetings held September 10, 2020. The motion was approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

Expenses for September 7 to October 12, 2020:

General Expenses: \$626,763.01

Project expenses paid by bond proceeds: \$260,428.20

Zions Bank bond payments: \$83,441.88

A motion was made by Mick Sudbury to approve the general expenses, project expenses paid by bond proceeds, and the Zions Bank bond payment from September 7 to October 12, 2020 in the amount of \$626,763.01, \$260,428.20, and \$83,441.88, respectively. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

WEAU 2019 Collections & Operator of the Year Awards & Collections Crew Employee

Spotlight: Giles Demke, from WEAU, presenting the awards to Raymond Mondragon, Rob Jaterka, Clint Giles, Dallas Henline, the team of operator of the year. Giles presented that in 2019 the annual conference was cancelled due to COVID and have been going around the District's presenting the awards. He presented to the team a plaque for Outstanding Collection System/Team under 5MG, and to Dallas Henline as best Operator of the Year 2019. All four employees have at some time been the Operator of the Year. Each employee will receive a reward of \$100.

Introduction of new employees to the Board (Mandy Whitmore and Connor McReynolds)

Connor McReynolds: Connor introduced himself, he has a son on the way in the next month or so. He is excited to begin a career here at Magna Water District. Clint indicated that Connor seemed to be computer literate and very bright.

Mandy Whitmore: Mandy introduced herself indicating that she is attending school now to hopefully get here Bachelor's in Accounting. She is happy to be back with Magna Water, she was here from 1999-2005, then took time off to raise a family. She has a 15-year-old and almost 14-year-old. Says that she is happy to be working with Magna Water District. Clint indicated that Mandy is doing very well here.

Discussion and possible motion to approve Alpha Graphics' proposal for the public notice display cabinet and board of trustee display in front lobby of general office in the amount of \$3,341.15: Clint informed the Board that this was a quote to get a public display board to display public notices. Also, to display pictures of past and present board members in the front lobby of the office. The style will match the picture of Kim Bailey that is present in the lobby

Extend current lease of Cat 305.5E2 mini excavator and jackhammer attachment for an additional year (2020-2021): Raymond Mondragon informed the Board that we needed to extend the lease of the mini-ex, for the price of \$7,750. The District leases the plate compactor now and does not use it much at all. Raymond proposed to purchase a jackhammer attachment and turn in the compactor. With turning in the compactor and purchasing the jackhammer, the cost of the jackhammer will be \$6,350. A motion was made by Mick Sudbury, seconded by Dan Stewart to approve extending the lease of the mini-ex and to return the compactor and purchase the jackhammer for \$6,350. The motion was approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

Discussion and possible motion to award the 4100 S Secondary Waterline Project to low bidder, Rolfe Excavation & Construction, Inc., in the amount of \$532,101.30: Trevor indicated to the Board that the project was bid out, the District received six different bids and Rolfe Excavation & Construction came in as low bidder. A motion was made by Mick Sudbury, seconded by Dan Stewart, to award the 4100 S Secondary Waterline Project to Rolfe Excavation & Construction, Inc, in the amount of \$532,101.30. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

Discussion and possible motion to approve amendment to Epic Engineering's Task Order for the 4100 S Secondary Waterline project to add services for bidding, award, construction management, and inspection/testing, in the amount of \$53,500: Trevor indicated to the Board that this amendment is an extension of Epic's original contract for the design of this project. Now moving along with the project this amendment will take care of the remaining engineering for the project. A motion was made by Mick Sudbury, seconded by Dan Stewart to approve the amendment in the amount of \$53,500. The motion was approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

Discussion and possible motion to approve the 2020 Risk Assessment for the Wastewater Treatment Plant prepared by AEEC, Inc.: There is a five-year risk management plan that the District must submit to the State, per EPA regulations. This assessment is an accidental release prevention program, 5-year accident history, an emergence response program plan changes to improve safety. Provided to the District by AEEC, Inc. Gives the District direction in case of emergencies. A motion was made by Mick Sudbury, seconded by Dan Stewart, to approve the 2020 Risk Assessment for the wastewater treatment plant. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

Discussion and possible motion to approve the Interlocal Agreement between the District and Magna Metro Township MSD for Pleasant Green Cemetery: Clint presented a draft of an Interlocal Agreement between the District and the Magna Metro Township MSD for the Pleasant Green Cemetery, in order for the District to provide digging and covering graves when the cemetery needs assistance. David Hartvigsen shared with the Board the concept of the interlocal agreement allows the District to support the town with grave opening and closing services if not already occupied taking care of District business and when the services are needed outside of business hours of the District. The agreement protects the District from certain liabilities. Right now, the cemetery has hired a separate contractor to perform these services, this agreement would be in effect as a backup status only. A motion was made by

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Mick Sudbury, seconded by Dan Stewart, to approve the Interlocal Agreement. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

Discussion and possible motion to approve sale of the backhoe 420F2 and replace with an annual lease of a backhoe: Raymond informed the Board, Staff would like to sale the backhoe 420F2 used in the water department and in turn lease one. The lease would be \$11,290.00/year for a 5-year lease. The crew feels a lease would benefit the District in the maintenance area and would keep the equipment newer and operable. The crew feels like the backhoe is a “lemon”, Wheeler has had to come and work on the backhoe over 30 times. The District mechanic is not able to work on the computer system in the backhoe, the equipment that is used to assist a mechanic with the computer system is very costly each year. Clint commended Bob Batt, the District’s mechanic. Bob is always making suggestions that would save the District money, so Clint respects his recommendations. A motion was made by Mick Sudbury, seconded by Dan Stewart, to approve the sale of the backhoe 420F2 and in turn lease a backhoe for \$11,290/year. The motion was approved as follows, Mick Sudbury, yea and Dan Stewart, yea.

Engineering Projects Update:

¾ MG Tank at GLV Project: A lot of material has been moved set up the construction fence, had discussions with surrounding property owners concerning livestock. The construction area has been staked out and will start excavating soon.

12” 4100 S secondary waterline project: Will get started on this project by beginning of November. There will be traffic control and some lane closures along 4100 S. Public notification can be on the District’s website and the Magna Township board at 2700 S and 8400 W.

Sewer Replacement Project: Critical to replace some one and broken collection lines. Project design is complete, and construction will begin in 2021.

Drinking Water Replacement & Secondary Water Expansion Projects: 3500 S, the plans for those projects are complete for next year’s construction.

Report & Discussion from General Manager

STAFFING: Robert Jaterka will be transitioning into the inspector position fully the first of November. Mandy Whitmore has started the accounting position and working with LeIsle. As part of that LeIsle is reorganizing the responsibilities for the other front office staff. Clarifying responsibilities now that the accountant position is filled. Clint proposed the supervisory situation of the front office be changed from what is currently happening, however, the solution to the situation has not been clearly defined yet. Depending on the support of the Board on a recommendation for 2021, of hiring a human resources/customer service manager. That person could be directly responsible for the front office staff and assume all HR responsibilities, public relations, and communications to improve the public outreach and notifications and contact with customers. Clint recommended that an additional two positions be added in 2021 one for water operations maintenance and one for wastewater operations maintenance to assist in regular maintenance, construction crew backup, and valve and hydrant replacement program. The wastewater person could assist on the sludge removal, in the laboratory, and possibly assist

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on any pretreatment that the District is headed towards and maintaining/inspecting grease traps in the District.

OPERATIONS: The front office furniture has been complete. The RFQ for legal services has been responded to by one legal firm, which was from Smith Hartvigsen, PLLC, management will be making a recommendation on that in November. The shop building operations, they are keeping the gate closed now and now have automatic openers, persons coming in to fill up a water tank at the shop will no longer be allowed, they have to come and rent a fire hydrant meter. The pleasant green well site has been cleaned up, one of the first wells of Magna, back in 1951. Management would like to place some commemorative signs on the fence, as a historical site. The mail picked up from the post office on the weekend will no longer need to be done the post office will hold the mail during the weekend. The post office was having some theft issues and the persons responsible for that have been arrested.

COMMUNICATIONS: Clint indicated that the Halloween Dutch oven celebration is scheduled for 10/29/2020, appreciation to Danny Stewart for volunteering to do the cooking and working with Lynette Aust. The Employee Appreciation Christmas party is tentatively scheduled for December 11 at the Ridge Club house, however, because of COVID, it will probably have to be cancelled. A backup plan is being devised. Management has a goal of switching the website by the end of October, allowing alerts to be sent out for improvement of communication with customers. Complaints have been satisfactorily resolved with customers. Management has been evaluating a process to remedy the issue with meter boxes being out of spec when a meter set has been requested.

Water Distribution/Production:

- 1. Water production report:** The culinary water production for the month was 252 million gallons, an increase of 29% from September month in 2019. Year to date production was 1,557.7 million gallons or 4,780.79-acre feet, this is an increase from 2019 of 13.7% The secondary water production for the month was 50.9 million gallons, an increase of 51.1% from September month in 2019. Year to date production was 290.1 million gallons, or 890.5 - acre feet, this is an increase from 2019 of 39.9%. We have purchased 631.99-acre feet of water from Jordan Valley Water as of September 2020. We should hit our contract of 800-acre feet by end of December.
- 2. Call out report:** Raymond reported that there was a total of 22 call outs, with a total number of 78 total paid hours.

WWTP Operation/Collection System:

- 1. Status of sewer system:** Steve reported the wastewater collections crew are all green and learning fast already being exposed to good and bad times. Two new employees have obtained their CDL license. One has passed the written portion. They are all studying for their Grade I certification in wastewater collections for the exam next month. The wastewater plant is running well, they are seeing good results with the new aeration system, there is still some bugs to be worked out. On 10/13/2020 Aeration Industries sent a service tech out to the plant to

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fine tune the aerators along with one of our employees to learn more about the equipment. Good analytical numbers are being obtained, Steve is optimistic about the future, his concern is how many years the District is going to get out of the aeration system due to new development in the District. They are seeing a result of high BOD than was received some time ago.

2. Call out report: Steve indicated that there were three call outs and were all small, beeps during the night that had to be checked out with the communication system, a pump or high-level alarm. Very minor call outs.

Clint added that the District has seen a significant increase in the solids loading at the WWTP, some of the possible contributing factors is COVID related, and obvious change of use patterns in the District. Higher solids loading issues cut down how long into the future that the plant has capacity. Next year the District should have a study done looking into the solids loading and the future capacity of the WWTP.

Motion to meet immediately in closed session to discuss the character, professional competence, or physical or mental health of an individual, purchase/sale of real property, and reasonable and imminent litigation: 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, purchase/sale of real property, and reasonable and imminent litigation. 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 11:54 a.m.

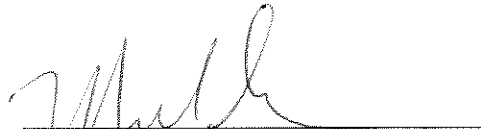
Motion to close the closed session and to reopen the open session of the Board Meeting: Mick Sudbury made a motion to close the closed session and reconvene the open session at 12:55 p.m. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

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

Other Business: None

Adjourn: Having no further business to discuss, a motion was made by Mick Sudbury, seconded by Dan Stewart, to adjourn the meeting at 12:56 pm. The motion was approved as follows: Dan Stewart, yea, and Mick Sudbury, yea.


Attest


Chairperson