

**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, September 10, 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, Excused  
Dan Stewart

**Staff Present:**

Clint Dilley, General Manager  
LeIsle Fitzgerald, Controller  
Trevor Andra, District Engineer  
Raymond Mondragon, Water Operations Manager

**Also Present:**

David Hartvigsen, Smith Hartvigsen, PLLC  
Don Olsen, Epic Engineering  
Jason Luettinger, Bowen Collins Associates  
Keith Larson, Bowen Collins Associates  
Georgia York, Magna Resident  
Jack Weiss, Magna Resident  
Phyl Warnock, Keddington & Christensen, CPA  
R Cook, Unified Police Department  
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.

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**Public Comment:** None.

**Approval of Common Consent Items:**

**Minutes of the regular board meeting held July 9 & August 13, 2020:** A motion was made by Mick Sudbury and seconded by Dan Stewart, to approve the minutes of the regular board meetings held July 9 & August 13, 2020. The motion was approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

**Expenses for August 9 to September 6, 2020:**

**General Expenses:** \$601,828.44

**Project expenses paid by bond proceeds:** \$14,932.26

**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 August 9 to September 6, 2020 in the amount of \$601,828.44, \$14,932.26, and \$83,441.88, respectively. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

**Introduction of New Employees to the Board:** Clint introduced Trevor Andra, the new District Engineer. Clint indicated that prior to coming to Magna Water District, Trevor had been employed with Bluffdale City, he has experienced fast-paced growth and has brought some very great insight with him from Bluffdale. He also has consulting engineering experience from the past from being employed with Epic Engineering. He is quite familiar with Magna Water District's facilities. Trevor worked on MWD's master plan back in 2013, the master plan that the District is using currently. Trevor did all the District's hydraulic modeling when at Epic Engineering and worked on several of the District's projects. Trevor added he grew up in Taylorsville and has family in Magna, the Astell family. He has twin daughters that are two years old.

**Presentation of 2019 Audited Financial Statements by Keddington & Christensen, CPA:**

Phyl Warnock with Keddington & Christiansen, presented to the Board the audited 2019 Financial Statements. Phyl indicated that in their opinion, the financial statements present fairly, in all material respects, the respective financial position of Magna Water District, as of December 31, 2019, and the changes in financial position, and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Phyl read from the supplemental report the insert addressing the District's internal control: In planning and performing the audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control. There were no findings during the audit.

**Motion to approve the 2019 financial audit as presented:** Mick Sudbury made a motion to accept the 2019 Audit Report. The motion was seconded by Dan Stewart and approved as follows: Dan Stewart, yea and Mick Sudbury, yea

**Discussion and possible motion to approve 2020 Revisions to MWD Standard Details and Specifications:** Clint reported to the Board the last time the District revised the Standard Details and Specifications was 2016 in house. This time around the District requested the assistance of Epic Engineering because the Division of Drinking Water would not accept the District's standard details because some of the details required on plans were missing. Having these specific details, the Division of Drinking Water requires, simplifies the plan approval process. Trevor highlighted some of the changes made to the Standard Details and Specifications. Some technical specifications are that linked with updated details have been updated, such as clarification on backfill, updates to culinary water pipelines. For the sewer system, there are some updates and some added details of trench detail, updates to oil and grease separators, and some manhole updates. For the secondary water system, similar details were updated or changed as the drinking water. There are updates to the general conditions, streamlining the review process and require electronic submittals for review. Mick Sudbury made a motion to approve the 2020 revisions to Magna Water Standard Details and Specifications. The motion was seconded by Dan Stewart and approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

**Update on Master Plan and Preliminary Rate Analysis from Bowen Collins and Associates:** Keith Larson, Bowen Collins, and Associates, presented to the Board the rate analysis they have been working on. They presented three different alternatives for a proposed rate increase in the next few years. Bowen Collins will address the Board next month with the recommended alternative for the District. Clint inquired from the Board permission to start a public education and awareness campaign regarding the rate increase, so our customers won't be blind sided with an increase. The Board gave approval.

**Discussion and possible motion to approve MWD Purchase of 4.558 Acres adjacent to existing 7600 West 5 MG tank site for future secondary water reservoir from Magna 71 LLC (ATK Parcel) in the amount of \$746,673.55:** A motion was made by Mick Sudbury, seconded by Dan Stewart, to approve the purchase of the 4.558 acre parcel from Magna 71 LLC in the amount of \$746,673.55 and gave approval for Clint Dille, General Manager, to sign the closing documents at the time of closing. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

**Discussion and possible motion to approve the water & sewer availability to Sansone Group Warehouse/Flex Buildings project located at 6941 W 2100 S.:** A motion was made by Mick Sudbury, seconded by Dan Stewart, to approve water and sewer services to Sansone Group Warehouse/Flex Buildings project. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart, yea.

**Discussion and possible motion to approve the water & sewer availability to Arbor Park Townhomes Redevelopment project located at 8285 W 3500 S – 77 Units:** A motion was made by Mick Sudbury, seconded by Dan Stewart, to approve water and sewer service to Arbor Park Townhomes Redevelopment project. The motion was approved as follows: Mick Sudbury, yea and Dan Stewart yea.

**Discussion on Zions Bank credit card review:** Clint and LeIsle inquired of the Board how they wanted to handle the Board reviewing the credit card statements. Conclusion was to have a copy of each month's statement included in the Board's monthly board meeting packets and all three board members will review and initial as being reviewed the statement and returned to LeIsle so that a reviewed copy can be kept for internal control purposes.

### **Report & Discussion from General Manager**

#### STAFFING:

Clint indicated the wastewater collections position has been filled. The person hired is Connor McReynolds and will be starting next Monday, September 14, 2020. Transitioning Rob Jaterka out of his role and into the inspector position may take a bit longer than expected. Steve is hoping by the end of the year to be able to do that. The accountant position has been posted internally. We had one applicant that didn't meet the experience criteria. We went external and received 17 job applicants we've gone through those and are proceeding to the interview process. Wanted to know if anybody from the trustees wanted to be part of that selection committee or interview committee. Board indicated they would be fine with management performing the interviews and then report to the Board of the selection.

#### OPERATIONS:

Clint wanted to bring to the Board's attention of the regular facility maintenance has struggled a little bit in general. The water department has been unable to keep up on all the facility maintenance this summer. Although Raymond's doing a great job, we have a lot of weeding, phragmite and junk tree removal, that has not been kept up with due to employee's time going to water main breaks and everything else. Clint also wanted to bring to the Board's attention that it's been tuff to keep up on the ongoing maintenance or any preventative maintenance like fire hydrant flushing valve exercising. We are limited on manpower. Management will continue to monitor the need of the possibility of adding additional manpower to the crew. Another issue that Clint wanted to inform the Board on is the blue staking demands are taking the collections crew 50-75% of their day, each day. Because of this demand, the collection crew is unable to inspect, clean and vac the collection lines as normal, leaving the District open for possible maintenance problems. Management continues to evaluate the best approach to handle this demand.

Staff has been working with the Health Department on investigating the possibility of any assistance for customers that are unable to pay their bill. The District's past due accounts were over 600 with an average balance of \$327 at the end of July. Staff sent out a notice of concern to those accounts and the reply was great. End of August the past due accounts were 316 with an average balance of \$452. Staff is planning on resuming sending shut off notices in

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September, and will be evaluating each account that calls in and making judgements on their situation. Making every effort to work with those accounts.

Clint inquired of the Board their feelings on opening the lobby to the public. The criteria being when all the surrounding service areas, like Salt Lake City, West Valley City, and Magna Metro Township went to yellow, we could open our lobby with restrictions. Clint believes all those cities are yellow now. We are prepared to open the lobby, however, concerned about the normal flu season coming up. Board and Management felt because the drive-up window alternative is working well, the District should keep the lobby closed until further developments.

**COMMUNICATIONS:**

Clint asked if the Board would like a recurring agenda item for an update on projects from the District Engineer. It would be brief but would keep the Board abreast of what is going on with the projects. Board indicated they would be fine with that agenda item each month.

Bowen Collins is going to have the pump station celebration luncheon and will be launching the pig to the new Brine Pump Station facility. That is scheduled for 09/15/2020.

**Water Distribution/Production:**

**1. Water production report:** Raymond Mondragon reported the culinary water production for the month of August was 259.8 million gallons. Year to date production as of the end of August was 1,305.7 million gallons or 4,007.28-acre feet. The month's production was a decrease of 2% from August of 2019, and the year to date production is an increase of 11%. Amount from JVWCD year -to-date was 540-acre feet averaging 78-acre feet/month. The secondary water production for the month of August was 67.6 million gallons. Year to date production as of the end of August was 239.3 million gallons, or 734.34-acre feet. The month's production was an increase of 27.11% from August of 2019, and the year to date production is an increase of 38%.

**2. Call out report:** Raymond reported that there was a total of 9 call outs, with a total number of 27 total paid hours.

**WWTP Operation/Collection System:**

**1. Status of sewer system:** Raymond reported the wastewater plant is still working out a few issues with the new aeration equipment but seeing a good result. The crew is going well, a new employee has been hired and will start September 14, 2020. There was a sewer backup at 8206 W 3500 S, two homes were affected, the plus was in the manhole and crews took care of it.

**2. Call out report:** Steve indicated that there were no call outs.

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**Motion to meet immediately in closed session to discuss the character, professional competence, or physical or mental health of an individual and purchase/sale of real property:** 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 and property acquisition/sale. 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 11:12 a.m.

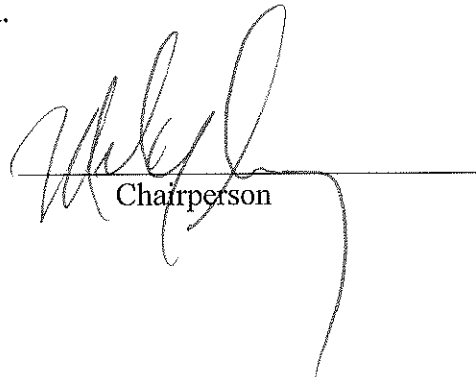
**Motion to close the closed session and to reopen the open session of the Board Meeting:** Mick Sudbury made a motion to close the closed session and reconvene the open session at 12:26 p.m. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, and Dan Stewart, yea.

**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 12:28 pm. The motion was approved as follows: Dan Stewart, yea, and Mick Sudbury, yea.

  
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Attest

  
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Chairperson