



MAGNA WATER DISTRICT AGENDA

FOR THE

REGULAR BOARD MEETING

10:00 AM

THURSDAY JANUARY 11, 2024

8885 W 3500 S, MAGNA, UT 84044

GENERAL OFFICE BUILDING

(801)250-2118

Fax(801)250-1452

JANUARY 11, 2024
REGULAR BOARD MEETING AGENDA
MAGNA WATER DISTRICT

MEETING DATE: January 11, 2024, at 10:00 am
LOCATION: 8885 W 3500 S, MAGNA, UT, GENERAL OFFICE BUILDING

- A. Call to Order**

- B. Public, Board and Staff join in the Pledge of Allegiance**

- C. Welcome the Public and Guests**

- D. Nominations and motion to Elect Board Chairman for 2024.**

E. Public Comment

Written requests that are received – Please do not take over three minutes due to time restraints for other individuals and the Board.

F. Inquire of any conflicts of interests that need to be disclosed to the Board

G. Employee Recognition

- Steve Clark – Grade 4 Water Treatment Certification

H. Approval of common consent items

1. Minutes of the regular board meeting held December 14, 2023
2. Expenses for December 4 to December 31, 2023
General Expenses: \$663,114.93

I. Department Reports:

1. General Manager Report
2. Engineering Report
3. Water Operations Report (water production and call out report)
4. Wastewater Operations Report (status and call out report)
5. Controller/Clerk Report
 - Compliance Requirements Report
6. HR Manager Report
 - Vehicle Inspection Checklist

J. Project Awards & Agreements

Discussion and possible motion to approve the following project awards and agreements:

1. Additional fleet Vehicle for District Inspector position in the amount not to exceed \$54,416 from Larry H Miller Chevrolet
2. Window tinting in Board Room by Armitex LLC in the amount of \$13,910.44

K. Administrative

Discussion and possible motion to approve the following administrative items:

For information and discussion only – no action items:

- Next month's board meeting – February 8, 2024

L. Training & Safety

Discussion and possible motion to approve the following training & safety items:

- Approval to attend the following conferences:
 1. Rural Water Conference February 26 – March 1, 2024, Dixie Center, St George, UT
 2. Utah Water Users, March 18 – 20, 2024, Dixie Center, St George, UT
 3. Region 8 Pretreatment Association May 6 – 10, 2024, Grouse Mountain Lodge, Whitefish, MT
 4. GFOA Annual Conference June 9 – 12, 2024, Orlando, FL
 5. National AWWA June 10 – 13, 2024, Anaheim, CA

M. Motion to meet immediately in a closed meeting to discuss the character, professional competence, or physical or mental health of an individual, the purchase, exchange, or lease of real property, including any form of a water right or water shares, and pending or reasonably imminent litigation pursuant to Utah Code Ann. §§ 52-4-204 through 205.

N. Motion to close the closed meeting and re-open the public board meeting.

O. Consider action on any noticed agenda item discussed in closed meeting.

P. Other Business

Q. Adjourn

MEETING MINUTES

**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, December 14, 2023, at 10:00 a.m., at the Magna Water District General Office, Kim Bailey Board Room, located at 8885 West 3500 South, Magna, UT.

Call to Order: Mick Sudbury called the meeting to order at 10:00 a.m.

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
Andrew Sumsion, HR Manager
Steve Clark, Water Construction Crew Leadman
Paul Bird, Wastewater Collections Service Maintenance

Also Present:

Katy Steffy, Smith Hartvigsen PLLC
Don Olsen, Epic Engineering
Dan Peay, Magna Mayor
Madison Bertoch, Stantec
Marie Owens, AE2S
Jeff Beckman, Bowen Collins
Brian Child, Olympus Insurance
Harry Holt, Unified Police Department
Russ Buhler, Unified Police Department
Todd Richards, Magna Metro Township
Joel Workman, AQS

Welcome the Public and Guests: Chairman welcomed those in attendance.

Pledge of Allegiance: Chairman lead those in attendance in the Pledge of Allegiance.

Chairman wanted to honor Dan Peay, Magna Mayor, on behalf of his service and time to the community of Magna upon his retirement.

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 November 16, 2023

Minutes of the 2024 Budget Hearing held November 16, 2023

Minutes of the special board meeting held on December 5, 2023

Expenses for November 6 to December 3, 2023:

General Expenses: \$1,429,862.60

Zions Bank Bond Payment: \$167,376.88

A motion was made by Jeff White, seconded by Mick Sudbury, to approve the minutes of the regular board meeting and the 2024 Budget Hearing held November 16, 2023, the minutes of the special board meeting held on December 5, 2023, and to approve the general expenses and the Zions Bank Bond Payment from November 6 to December 3, 2023, in the amount of \$1,429,862.60 and \$167,376.88; respectively. The motion was approved as follows: Mick Sudbury, yea, and Jeff White, yea.

Employee Recognition

Steve Clark: Raymond recognized Steve Clark for his and his crews in completion of the valve replacement project on 8950 W 3100 S. Project completion is important for upcoming water line replacement projects, this helps in better control resulting in minimal customer interruptions on the mainline replacements, also wanted to recognize Steve and his crew for completing the separation from culinary water and connection to secondary water preparing for the upcoming 2024 irrigation season. For full discussion please go to board meeting recording beginning position 3:56 to 4:52.

Paul Bird: Dallas recognized Paul Bird for his achievement of passing his Collections Grade III Certification. For full discussion please go to board meeting recording beginning position 4:53 to 5:24.

DEPARTMENT REPORTS

General Manager Report: Clint highlighted the following items in his managers' report. There were no actions taken, for full report, please go to board meeting recording beginning at position 5:30 to 16:33 and the Manager's Report insert in the board meeting packet.

Management has been working with the Union on Memorandum of Understandings for the staff engineer position and the mechanic apprentice. The MOU for the mechanic apprentice has been signed by both parties. The Union requested additional clarification on the MOU for the Staff Engineer position to make sure there weren't any future potential conflicts.

The operations crew has been working with the materials storage and installed concrete blocks along the backside of the structure, to solve moisture problems.

The first phase of the lead and copper investigation inventory and potholing for the District's system is winding down. Efforts to gather the customer side inventory need to be ramped up to gather additional information. Jeff suggested additional flyers to the customer.

The wastewater team has been doing onsite potholing for the projects at the plant. Clint commended Dallas's proactive practices regarding safety.

The UCI has completed the initial round of boxes sent for scanning, which was the main bulk of the District's files. Looking to do additional in 2024, to keep current with scanning documents.

All employees have met on the Safety Policy Manual, the HR Manager sent out expectations with each manager and team leads to go over a few sections at a time, which that has been started and each employee will sign off acknowledgement of each section. Mick recommended Legal Counsel review the manual.

Clint reported there has been no comments or concerns brought to the District about the new office hours.

Engineering Report:

Trevor reported on the WRF Reuse Project, WWTP Facility Plan Update, and the Basement Remodel. Clint updated the Board on the Haynes Well #8 Project that has been approved through Congressman Stewart's office, and recommended to be budgeted, is still on their radar and they are still pushing for the project to be included in the budget. Mick suggested the District invite the Congressman out to the tour our facilities. No actions were taken, to hear full engineering report, please go to board meeting recording position 16:34 to 23:19 and see board meeting packet District Engineer insert.

Water Operations Report (including water production and call out report): Raymond presented the production report. The culinary water production for the month of November was 88.98 million gallons or 273.09-acre feet, a 0.12% decrease from 2022. YTD was 1,515.96 million gallons or 4,652.61-acre feet, a 6.2% decrease from 2022. We have purchased 742.28-acre feet of water from Jordan Valley Water. Raymond reported the number of callouts for the month of November. 5 callouts and a total of 39 hours. No actions were taken, for full discussion, please go to board meeting recording position 23:20 to 24:30 and see board meeting packet Water Operations Manager Report insert.

Wastewater Operations Report (including status and call out report):

Dallas updated the Board; For the master plan update with Stantec they had a walkthrough of the plant. Collections Crew has been taking advantage of training opportunities. Dallas indicated the Crew was not going to apply for the Ops Challenge this year. No actions were taken, to hear full report/discussions from the Wastewater Operations Manager please go to position 24:31 to 26:12.

Controller Report/Clerk Report:

Compliance Requirements Report: LeIsle reported the District is up to date with legal requirements and internal policies. No actions were taken, to hear full controller/clerk report,

please go to board meeting recording position 26:13 to 27:14 and see board meeting packet Controller/Clerk Report insert.

HR Manager Report:

Andrew reported there were two open positions in the last week, the inspector position, and the apprentice mechanic position. The Inspector position has closed, with three employees putting in for the position, those will be reviewed. The Apprentice Mechanic position will be closing today at 5:00 pm. There were no actions taken, for full discussion, please go to board meeting recording position 27:15 to 27:55.

PROJECT AWARDS & AGREEMENTS

Discussion and possible motion to approve the following project awards and agreements:

Change Order for WRF Influent Project Task Order in the amount of \$40,000: Trevor explained the change order is for relocating the facilities. A motion was made by Jeff White, seconded by Mick Sudbury, to approve the Change Order for WRF Influent Project Task Order in the amount of \$40,000. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea. For full discussion, please go to board meeting recording beginning at position of 27:56 to 31:57.

Stantec Water & Wastewater Support Task Order for 2024 in the amount of \$50,000: A motion was made by Jeff White, seconded by Mick Sudbury, to approve the Stantec water & wastewater support task order for 2024 in the amount of \$50,000. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 31:58 to 33:06.

Amendment to AE2S Lead & Copper compliance Assistance Task Order in the amount of \$20,000: A motion was made by Jeff White, seconded by Mick Sudbury, to approve the amendment to AE2S Lead & Copper compliance Assistance Task Order in the amount of \$20,000. Motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 33:07 to 34:33.

Newman Construction, Zone 3 Secondary Booster Pump Station Change Order #5 increasing the contract by \$35,127: A motion was made by Jeff White, seconded by Mick Sudbury, to approve the Newman Construction, Zone 3 Secondary Booster Pump Station Change Order #5 increasing the contract by \$35,127. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 34:34 to 36:02.

Purchase and subscription to WWTP data management software RIO through Hach and Aquatic Informatics in the amount of \$13,100: A motion was made by Jeff White, seconded by Mick Sudbury, to approve purchase and subscription to WWTP data management software RIO through Hach and Aquatic Informatics in the amount of \$13,100. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 36:03 to 42:28.

ADMINISTRATIVE

Discussion and possible motion to approve the following administrative items:

Renewal of Liability, Property, & Vehicle Insurance with Olympus Insurance in the amount of \$228,131: Brian Child with Olympus Insurance presented to the Board the 2024 proposal for the District's Liability, Property and Vehicle and Insurance. The cost has had a significant increase due to the insurance industry and natural disasters. There isn't much the District can do about the increase because it's not due to claims by the District. The Property portion is where the increase is taking place. A motion was made by Jeff White, seconded by Mick Sudbury, to approve renewing the District's 2024 Liability, Property and Vehicle insurance with Olympus Insurance in the amount of \$228,131. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning position of 42:28 to 58:28.

2024 Regular Board Meeting Schedule: The 2024 Regular Board Meeting schedule is proposing to hold each month's regular board meeting on every second Thursday of each month but for the exceptions shown at 10:00 am. A motion was made by Jeff White, seconded by Mick Sudbury, to approve the proposed 2024 Regular Board Meeting Schedule as presented. The motion was approved as follows: Mick Sudbury, yea, and Jeff White, yea. For full discussion please go to board meeting recording beginning position 58:29 to 1:01:52.

2023 Fraud Risk Assessment: The 2023 Fraud Risk Assessment was presented by LeIsle Fitzgerald. The District is shown in the Low Risk Level. A motion was made by Jeff White, seconded by Mick Sudbury, to approve the 2023 Fraud Risk Assessment as presented. The motion was approved as follows: Mick Sudbury, yea and Jeff White, yea. For full discussion please go to board meeting recording beginning position 1:01:53 to 1:02:41.

Schedule of Conferences for 2024: The Conference schedule for 2024 was provided to the Board members for their reference. Management will bring the conferences back to them for approval later, when they have costs and proposed attendees. No action was taken, for full discussion please go to board meeting recording beginning position 1:02:42 to 1:06:00.

For Information and discussion only – no action items:

- Next month's board meeting – January 11, 2024, at 10:00 am
- Magna Water District Employee Recognition Dinner – December 15, 2023, Starting at 5:30 pm

Motion to meet immediately in closed session to discuss the character, professional competence, or physical or mental health of an individual, the purchase, exchange, or lease of real property, including any form of a water right or water shares, pending or reasonably imminent litigation, and collective bargaining purposes 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 the purchase, exchange, or lease of real property, including any form of a water right or water shares, pending or reasonably imminent litigation, and collective bargaining purposes 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 at 11:13 a.m.

Motion to close the closed session and to reopen the open session of the Board Meeting:

Jeff White made a motion to close the closed session and reconvene the open session at 12:23 p.m. The motion was seconded by Mick Sudbury, yea, and approved as follows: Mick Sudbury, yea, and Jeff White, 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 Jeff White, seconded by Mick Sudbury, to adjourn the meeting at 12:23 pm. The motion was approved as follows: Mick Sudbury, yea, and Jeff White, yea.

Attest

Chairperson

INVOICE PAYMENTS

**MAGNA WATER DISTRICT
INVOICE PAYMENTS
12/04/2023 TO 12/31/2023**

Check Issue Date	Payee	Amount	Description
12/6/2023	CHEMTECH-FORD	563.00	PERCHLORATE EDR SAMPLES
12/6/2023	CHEMTECH-FORD	270.00	WWTP SAMPLES
12/6/2023	CHEMTECH-FORD	1,528.00	WWTP SAMPLES
12/6/2023	CHEMTECH-FORD	30.00	WATER SAMPLES
12/6/2023	CHEMTECH-FORD	600.00	WATER SAMPLES
12/6/2023	COLONIAL FLAG & SPECIALTY	990.50	FLAGS FOR OFFICE
12/6/2023	THE LINCOLN NATIONAL LIFE	731.10	INSURANCE
12/7/2023	FERGUSON WATERWORKS #1616	180.52	POLY PIPE REAMER TOOLS
12/7/2023	MCGEES STAMP AND TROPHY CO.	261.80	EMPLOYEE RECONGNITION
12/10/2023	BANKCARD CENTER	540.00	CERTIFICATION RENEWAL
12/10/2023	REPUBLIC SERVICES #864	2,710.61	GARBAGE PICK UP FOR WWTP
12/10/2023	SIGN NOW	48.15	ONLINE APPLICATIONS
12/10/2023	BANKCARD CENTER	76.62	LUNCH- MANAGERS MEETING
12/10/2023	BANKCARD CENTER	70.00	SEWER ROOT CONTROL TRAINING
12/10/2023	BANKCARD CENTER	240.59	BOARD MEETING LUNCHEON
12/10/2023	CASELLE, INC.	2,354.00	CUSTOMER SUPPORT
12/10/2023	PEAK ALARM	295.00	INSTALLATION OF BUTTONS FOR FRONT OFFICE
12/10/2023	UTAH BROADBAND	279.00	BROADBAND/INTERNET SUPPORT
12/10/2023	UTAH BROADBAND	119.00	BROADBAND/INTERNET SUPPORT
12/10/2023	UTAH BROADBAND	99.00	BROADBAND/INTERNET SUPPORT
12/10/2023	UTAH BROADBAND	159.00	BROADBAND/INTERNET SUPPORT
12/10/2023	UTAH BROADBAND	209.00	BROADBAND/INTERNET SUPPORT
12/10/2023	UTAH BROADBAND	99.00	BROADBAND/INTERNET SUPPORT
12/10/2023	UTAH BROADBAND	199.00	BROADBAND/INTERNET SUPPORT
12/10/2023	BANKCARD CENTER	70.00	TRAINING
12/10/2023	ZAYO	2,466.05	PHONE & DATA SERVICES
12/10/2023	AWWA INTERMOUNTAIN SECTION	700.00	EXAM TRAINING
12/10/2023	ROCKY MOUNTAIN CARE CLINIC	65.00	DOT EXAM
12/10/2023	ROCKY MOUNTAIN CARE CLINIC	295.00	PREEMPLOYMENT TESTING & POST ACCIDENT TESTING
12/10/2023	ANSERFONE	252.50	NIGHT ANSWERING SERVICE
12/10/2023	APPLICANT PRO	159.82	JOB LISTINGS
12/10/2023	ADOBE	167.18	SUBSCRIPTION
12/10/2023	STANDARD PRINTING COMPANY	1,129.63	PRINTING OF MONTHLY STATEMENTS
12/10/2023	UTAH DIVISION OF WATER QUALITY	150.00	OPERATOR CERTIFICATIONS RENEWALS
12/10/2023	VERIZON CONNECT FLEET USA LLC	765.77	MONTHLY GPS SUBSCRIPTION
12/10/2023	BANKCARD CENTER	130.20	STORM WATER - EDR
12/10/2023	SIGN NOW	48.15	ONLINE APPLICATIONS
12/10/2023	UTAH DIVISION OF WATER QUALITY	300.00	CERTIFICATION RENEWAL
12/10/2023	AIRGAS USA, LLC - CENTRAL DIVISION	4.45	ACETYLENE & OXYGEN RENTAL CYLINDERS
12/10/2023	AIRGAS USA, LLC - CENTRAL DIVISION	53.40	ARGON RENTAL CYLINDER
12/10/2023	SMITH HARTVIGSEN, PLLC	5,666.50	LEGAL GENERAL MATTERS
12/10/2023	SMITH HARTVIGSEN, PLLC	399.00	EMPLOYMENT LAW & OTHER CONFIDENTIAL MATTERS
12/10/2023	VERIZON CONNECT FLEET USA LLC	697.00	MONTHLY GPS SUBSCRIPTION
12/10/2023	FEDEX	48.28	RETURN OF BATTERIES
12/10/2023	BANKCARD CENTER	1,250.00	HEALTH & WELLNESS
12/10/2023	UTAH DIVISION OF WATER QUALITY	(50.00)	REFUND- CERTIFICATION RENEWAL
12/10/2023	BANKCARD CENTER	36.76	LUNCH- SAMPLING MEETING- WWTP
12/10/2023	BANKCARD CENTER	199.82	OFFICE SUPPLIES- OFFICE
12/11/2023	LOWE'S	75.23	MISC SUPPLIES- SHOP
12/11/2023	UTAH-IDAHO TEAMSTERS SECURITY FUND	40,287.00	UNION HEALTH & WELFARE
12/11/2023	WESTERN CONF TEAMSTERS PENSION	27,612.49	UNION PENSION CONTRIBUTION
12/12/2023	ALLSTATE	478.27	INSUARNC & OPEB OBLIGATION
12/12/2023	FUEL NETWORK	4,762.45	GASOLINE FOR VEHICLES
12/12/2023	MID ATLANTIC TRUST COMPANY	3,841.06	401(K)
12/12/2023	PURCHASE POWER	295.00	POSTAGE
12/12/2023	RICOH USA , INC	225.00	COPIER ADMINISTRATIVE OFFICE
12/12/2023	STAPLES BUSINESS CREDIT	182.56	OFFICE SUPPLIES-OFFICE
12/12/2023	STAPLES BUSINESS CREDIT	22.19	OFFICE SUPPLIES-OFFICE
12/12/2023	STAPLES BUSINESS CREDIT	81.87	OFFICE SUPPLIES- SHOP
12/12/2023	STAPLES BUSINESS CREDIT	48.70	OFFICE SUPPLIES- SHOP
12/12/2023	STAPLES BUSINESS CREDIT	31.50	OFFICE SUPPLIES-OFFICE
12/13/2023	ADVANCED ENGINEERING & ENVIR. SERVICES	1,043.00	LEAD & COPPER SUPPORT PROJECT
12/13/2023	ALIGNMENT SPECIALISTS	196.95	ALIGNMENT- #3
12/13/2023	BATTERY SYSTEMS	349.08	BATTERIES FOR GENERATORS
12/13/2023	BIRD, ISAAC PAUL	250.00	REIMBURSEMENT & BONUS FOR PASSING EXAM
12/13/2023	BLAND'S RECYCLING	195.00	HAULING DIRT & ASPHALT FROM SHOP
12/13/2023	BLAND'S RECYCLING	780.00	HAULING DIRT & ASPHALT FROM SHOP
12/13/2023	BOWEN COLLINS & ASSOCIATES	13,251.66	MAGNA REUSE PROJECTS
12/13/2023	BOWEN COLLINS & ASSOCIATES	1,800.00	WRF BUILDING MODIFICATION STUDY
12/13/2023	BOWEN COLLINS & ASSOCIATES	5,932.50	7200 W SECONDARY WATERLINE REPLACEMENT

**MAGNA WATER DISTRICT
INVOICE PAYMENTS
12/04/2023 TO 12/31/2023**

Check Issue Date	Payee	Amount	Description
12/13/2023	CH SPENCER & COMPANY	299.97	OIL-GEAR BOXES-EDR
12/13/2023	CHEMTECH-FORD	359.00	WWTP SAMPLES
12/13/2023	CHEMTECH-FORD	288.00	WWTP SAMPLES
12/13/2023	CHEMTECH-FORD	1,528.00	WWTP SAMPLES
12/13/2023	CHEMTECH-FORD	591.00	WASTEWATER SAMPLES
12/13/2023	CHEMTECH-FORD	163.00	WATER SAMPLES
12/13/2023	CHEMTECH-FORD	523.00	WATER SAMPLES
12/13/2023	CHEMTECH-FORD	321.00	WATER SAMPLES
12/13/2023	CHEMTECH-FORD	270.00	WASTEWATER SAMPLES
12/13/2023	CHEMTECH-FORD	120.00	WATER SAMPLES
12/13/2023	CHEMTECH-FORD	600.00	WATER SAMPLES
12/13/2023	CHEMTECH-FORD	359.00	WASTEWATER SAMPLES
12/13/2023	CHEMTECH-FORD	270.00	WASTEWATER SAMPLES
12/13/2023	CHEMTECH-FORD	359.00	WASTEWATER SAMPLES
12/13/2023	CHEMTECH-FORD	270.00	WASTEWATER SAMPLES
12/13/2023	CHEMTECH-FORD	563.00	WASTEWATER SAMPLES
12/13/2023	CHEMTECH-FORD	359.00	WASTEWATER SAMPLES
12/13/2023	CHEMTECH-FORD	270.00	SAMPLES - WASTEWATER
12/13/2023	CHEMTECH-FORD	600.00	WATER SAMPLES
12/13/2023	CHEMTECH-FORD	60.00	WATER SAMPLES
12/13/2023	CHEMTECH-FORD	600.00	WATER SAMPLES
12/13/2023	CINTAS 1ST AID	98.84	FIRST AID CABINET SHOP
12/13/2023	CINTAS 1ST AID	30.45	FIRST AID CABINET EDR
12/13/2023	CINTAS 1ST AID	24.33	FIRST AID CABINET OFFICE
12/13/2023	CINTAS 1ST AID	51.80	FIRST AID CABINET WWTP OFFICE
12/13/2023	CINTAS 1ST AID	51.64	FIRST AID CABINET WWTP
12/13/2023	COMMERCIAL LIGHTING SUPPLY	1,467.00	LIGHT BULBS- WWTP
12/13/2023	DOMINION ENERGY	7.24	NATURAL GAS 3291 S 8000 W
12/13/2023	DOMINION ENERGY	764.55	NATURAL GAS 8931 W 3500 S
12/13/2023	DOMINION ENERGY	3,971.51	NATURAL GAS 7650 W 2100 S
12/13/2023	DOMINION ENERGY	512.30	NATURAL GAS 8885 W 3500 S
12/13/2023	DUKES ROOT CONTROL	20,000.00	ROOT CONTROL- COLLECTION SYSTEM
12/13/2023	E.T. TECHNOLOGIES, INC	2,110.54	SLUDGE REMOVAL
12/13/2023	E.T. TECHNOLOGIES, INC	1,414.73	SLUDGE REMOVAL
12/13/2023	E.T. TECHNOLOGIES, INC	1,829.28	SLUDGE REMOVAL
12/13/2023	E.T. TECHNOLOGIES, INC	1,789.10	SLUDGE REMOVAL
12/13/2023	E.T. TECHNOLOGIES, INC	1,878.60	SLUDGE REMOVAL
12/13/2023	E.T. TECHNOLOGIES, INC	2,909.58	SLUDGE REMOVAL
12/13/2023	E.T. TECHNOLOGIES, INC	761.02	SLUDGE REMOVAL
12/13/2023	E.T. TECHNOLOGIES, INC	1,368.06	SLUDGE REMOVAL
12/13/2023	E.T. TECHNOLOGIES, INC	1,437.10	SLUDGE REMOVAL
12/13/2023	ERIKS NORTH AMERICA, Inc	33.93	FINE SCREEN PARTS- WWTP
12/13/2023	ESRI	2,750.00	MAINTENANCE & LICENSING - GIS PROGRAM
12/13/2023	ETS	1,950.00	CAMERA MAINTENANCE -WWTP
12/13/2023	GOBLE SAMPSON ASSOC., INC.	32,756.00	CHOPPER PUMP REPLACEMENT-WWTP
12/13/2023	GRANITE CONSTRUCTION	1,800.00	HYDRANT DEPOSIT REFUND
12/13/2023	HI- VALLEY CHEMICAL	6,594.28	CHEMICALS
12/13/2023	IGES, INC.	1,089.20	MAGNA REUSE FACILITY
12/13/2023	INTERSTATE PRODUCTS, INC	2,303.20	SELF CLOSING FIRE CABINET
12/13/2023	JACKS TIRE & OIL	1,126.24	TIRES - #3
12/13/2023	KILGORE COMPANIES, LLC	618.00	CONCRETE FOR REPAIRS, TOOLS
12/13/2023	LAKESIDE EQUIPMENT CORPORATION	38,349.00	EQUIPMENT FOR INFLUENT PROJECT
12/13/2023	LEVERAGE IT SOLUTIONS	1,920.00	STANDARD SUPPORT - SEPT 2023
12/13/2023	LEVERAGE IT SOLUTIONS	4,849.96	CAMERA SECURITY SYSTEM- VALLEY FORGE STATION
12/13/2023	LEVERAGE IT SOLUTIONS	879.97	HARD DISK SURVEILLANCE REPLACEMENT- SHOP
12/13/2023	LEVERAGE IT SOLUTIONS	1,740.00	STANDARD SUPPORT - OCT 2023
12/13/2023	LEVERAGE IT SOLUTIONS	2,400.00	STANDARD SUPPORT - NOV 2023
12/13/2023	LEVERAGE IT SOLUTIONS	3,143.95	LAPTOP-ENGINNERING
12/13/2023	LEVERAGE IT SOLUTIONS	2,040.00	SUBSCRIPTION
12/13/2023	LEVERAGE IT SOLUTIONS	1,813.19	SUBSCRIPTION
12/13/2023	LEVERAGE IT SOLUTIONS	2,987.65	SUBSCRIPTION
12/13/2023	MECHANICAL SERVICE & SYSTEMS, INC.	249.00	GLYCOL- WWTP
12/13/2023	MECHANICAL SERVICE & SYSTEMS, INC.	211.50	HVAC TROUBLESHOOTING- EAST HW- WWTP
12/13/2023	MECHANICAL SERVICE & SYSTEMS, INC.	938.33	HVAC MAIN BLD HEATER- EAST HW- WWTP
12/13/2023	MECHANICAL SERVICE & SYSTEMS, INC.	52.89	QUARTERLY MAINTENANCE-OFFICE
12/13/2023	MIDGLEY CONSTRUCTION	1,800.00	REFUND OF HYDRANT DEPOSIT
12/13/2023	MORGAN ASPHALT	270.54	ASPHALT FOR REPAIRS
12/13/2023	OWEN EQUIPMENT	440.06	HOSE WINDING GEAR- #30
12/13/2023	OWEN EQUIPMENT	340.40	SUCTION TUBE FLANGES & GASKETS-#70
12/13/2023	OWEN EQUIPMENT	317.16	SPRAY WAND NOZZLES

**MAGNA WATER DISTRICT
INVOICE PAYMENTS
12/04/2023 TO 12/31/2023**

Check Issue Date	Payee	Amount	Description
12/13/2023	RAILROAD MANAGEMENT COMPANY LLC	926.68	LICENSE FEE
12/13/2023	RHINEHART OIL COMPANY	1,282.34	OIL- PUMPS- EDR
12/13/2023	RHINO PUMPS	2,000.04	REBUILD RAS PUMP #1- WWTP
12/13/2023	ROCKY MT WIRE ROPE	34.52	LIFTING SLINGS- EDR
12/13/2023	S.L.CO. ENGINEERING DIVISION	1,250.00	CONSTRUCTION PERMITS
12/13/2023	Semi Service Inc.	1,075.00	SNOW PLOW MOUNT- #3
12/13/2023	SENERGY PETROLEUM	279.30	GEAR OIL- WWTP
12/13/2023	SENERGY PETROLEUM	132.25	OIL- SHOP
12/13/2023	SIDEWINDERS, LLC	18,624.80	STEP SCREEN MOTOR REPAIR- EAST HW- WWTP
12/13/2023	SPEEDS POWER EQUIPMENT	147.92	MAINTENANCE PARTS- SHOP SAWS
12/13/2023	SPEEDS POWER EQUIPMENT	72.58	MAINTENANCE PARTS- SHOP SAWS
12/13/2023	STANTEC CONSULTING SERVICES INC.	102,151.28	INFLUENT PHASE 2 DESIGN
12/13/2023	STANTEC CONSULTING SERVICES INC.	961.20	WRF MASTER PLAN UPDATE 2023
12/13/2023	STANTEC CONSULTING SERVICES INC.	984.50	WATER & WASTEWATER PROJECT SUPPORT SERVICES
12/13/2023	THATCHER COMPANY	10,575.03	CHEMICALS
12/13/2023	THATCHER COMPANY	(5,000.00)	CHEMICALS
12/13/2023	TOTAL POWER & CONTROLS, LLC	1,075.24	PUMP STATION HOOKUP & REWIRE- EAST HW- WWTP
12/13/2023	TOTAL POWER & CONTROLS, LLC	2,133.43	STEP SCREEN TROUBLESHOOTING- EAST HW- WWTP
12/13/2023	TOTAL POWER & CONTROLS, LLC	3,830.48	HACH OUTFALL INSTRUMENTATION PROJECT-WWTP
12/13/2023	UCI/ACCOUNTS RECEIVABLE	3,193.85	SCANNING DOCUMENTS-CONTRACTS
12/13/2023	UCI/ACCOUNTS RECEIVABLE	42.00	SCANNING DOCUMENTS-CONTRACTS
12/13/2023	UCI/ACCOUNTS RECEIVABLE	394.79	DOCUMENT SCANNING & SHREDDING
12/13/2023	UCI/ACCOUNTS RECEIVABLE	1,876.72	DOCUMENT SCANNING & SHREDDING
12/13/2023	UCI/ACCOUNTS RECEIVABLE	1,643.21	DOCUMENT SCANNING & SHREDDING
12/13/2023	UCI/ACCOUNTS RECEIVABLE	2,135.08	DOCUMENT SCANNING & SHREDDING
12/13/2023	UCI/ACCOUNTS RECEIVABLE	3,215.91	DOCUMENT SCANNING & SHREDDING
12/13/2023	UCI/ACCOUNTS RECEIVABLE	1,252.96	DOCUMENT SCANNING & SHREDDING
12/13/2023	UCI/ACCOUNTS RECEIVABLE	3,046.60	DOCUMENT SCANNING & SHREDDING
12/13/2023	UNITED LABORATORIES	536.09	HAND SANITIZER- COLLECTIONS
12/13/2023	WEAVER CONSULTANTS GROUP	12,061.66	CHEMICALS
12/14/2023	CASH (PETTY)	1,200.00	MWD CHRISTMAS PARTY
12/14/2023	CINTAS CORPORATION #180	402.38	WWTP UNIFORMS AND LINENS
12/14/2023	CINTAS CORPORATION #180	296.56	SHOP/EDR UNIFORMS AND LINENS
12/14/2023	CINTAS CORPORATION #180	615.69	WWTP UNIFORMS AND LINENS
12/14/2023	CINTAS CORPORATION #180	286.48	SHOP/EDR UNIFORMS AND LINENS
12/14/2023	CINTAS CORPORATION #180	466.39	WWTP UNIFORMS AND LINENS
12/14/2023	CINTAS CORPORATION #180	253.42	SHOP/EDR UNIFORMS AND LINENS
12/14/2023	CINTAS CORPORATION #180	461.49	UNIFORMS & LINENS- WWTP
12/14/2023	CINTAS CORPORATION #180	296.60	UNIFORM & LINENS- SHOP
12/14/2023	CINTAS CORPORATION #180	199.14	RUGS- OFFICE
12/14/2023	CREATIVE GRAPHICS LLC	1,481.30	UNIFORMS
12/14/2023	DOMINION ENERGY	3,372.07	NATURAL GAS 6850 W 2820 S
12/14/2023	DOMINION ENERGY	130.74	NATURAL GAS 6026 PARKWAY BLVD
12/14/2023	FERGUSON WATERWORKS #1616	2,656.16	FITTINGS- SECONDARY 4100S
12/14/2023	FERGUSON WATERWORKS #1616	1,388.44	FITTINGS- SECONDARY 4100S
12/14/2023	GRAINGER	373.68	FLASHLIGHTS, BATTERIES, RUBBER BOOTS- EDR
12/14/2023	GRAINGER	201.76	PIPE REAMER- EDR
12/14/2023	HARRINGTON INDUSTRIAL PLASTICS	1,289.99	REPAIR PARTS- 8" PIPING-EDR
12/14/2023	IPS	121.92	T&A MONTHLY FEE
12/14/2023	NATIONAL BENEFIT SERVICES, LLC	52.00	HRA PLAN ADMIN FEE - OCTOBER 23
12/14/2023	RULON HARPER CONSTRUCTION, INC	1,035.30	GRAVEL & ROADBASE
12/14/2023	RUSS BUHLER	325.00	SECURITY
12/14/2023	THOMAS PETROLEUM	429.26	DEF FLUID 55 DRUM
12/15/2023	VEOLIA WTS SOLUTIONS USA, INC.	9,820.00	HEAVY CATION, ANION, CATION-EDR
12/20/2023	CASELLE, INC.	1,000.00	ELECTRONIC W-2 & 1099 MODULE
12/20/2023	HARRINGTON INDUSTRIAL PLASTICS	510.43	REPAIR PARTS- 8" PIPING- EDR
12/20/2023	HI- VALLEY CHEMICAL	6,594.28	CHEMICALS
12/20/2023	INTERMOUNTAIN EQUIPMENT SALES CO	544.00	PRESSURE WASHER PARTS
12/20/2023	JORDAN VALLEY WATER	1,315.80	WATER SAMPLES
12/20/2023	JORDAN VALLEY WATER	30,139.41	WATER DELIVERIES
12/20/2023	LOWE'S	78.78	MISC SUPPLIES- WWTP
12/20/2023	LOWE'S	175.30	MISC SUPPLIES- SECONDARY
12/20/2023	LOWE'S	510.82	MISC SUPPLIES- SHOP
12/20/2023	ROCKY MOUNTAIN POWER CO.,	91.34	POWER BOOSTER STATION
12/20/2023	ROCKY MOUNTAIN POWER CO.,	18,262.91	POWER BARTON WELLS
12/20/2023	ROCKY MOUNTAIN POWER CO.,	42.43	POWER SHALLOW WELLS
12/20/2023	ROCKY MT WIRE ROPE	590.78	LIFTING CABLES FOR PUMPS- WWTP
12/20/2023	SKM INC.	8,392.20	SCADA MAINTENANCE SEWER SYSTEM
12/20/2023	SKM INC.	187.50	SCADA MAINTENANCE WATER SYSTEM
12/21/2023	STAPLES BUSINESS CREDIT	168.86	AA LITHIUM- OFFICE BLINDS -OFFICE

**MAGNA WATER DISTRICT
INVOICE PAYMENTS
12/04/2023 TO 12/31/2023**

Check Issue Date	Payee	Amount	Description
12/21/2023	STAPLES BUSINESS CREDIT	115.20	OFFICE SUPPLIES-WWTP
12/21/2023	STAPLES BUSINESS CREDIT	48.70	OFFICE SUPPLIES-SHOP
12/21/2023	STAPLES BUSINESS CREDIT	10.36	OFFICE SUPPLIES-OFFICE
12/27/2023	GRAINGER	119.06	CHOPPER PUMP REPLACEMENT- WWTP
12/27/2023	GRAINGER	14.12	RELAY- GENERATOR- EDR
12/27/2023	HACH COMPANY	6,689.00	CL-17 SERVICE AGREEMENT
12/27/2023	HACH COMPANY	207.00	REAGENT SET
12/27/2023	HARRINGTON INDUSTRIAL PLASTICS	86.20	REPAIR PARTS- 8" PIPING- EDR
12/27/2023	HARRINGTON INDUSTRIAL PLASTICS	22.20	REPAIR PARTS- 8" PIPING- EDR
12/27/2023	UNIFIED FIRE AUTHORITY	700.00	HAZARDOUS MATERIAL PERMIT OFFICE
12/28/2023	BLUE STAKES OF UTAH 811	1,001.79	BILLABLE E-MAIL NOTIFICATIONS
12/28/2023	CUMMINS SALES AND SERVICE	1,368.37	BLOCK HEATER- EDR
12/28/2023	FUEL NETWORK	7,274.79	GASOLINE FOR VEHICLES
12/28/2023	LAWSON PRODUCTS, INC.	2,122.74	MISC SHOP SUPPLIES- MECHANIC SHOP
12/28/2023	O'REILLY	335.76	COOLANT- HAYNES
12/28/2023	OSINC, INC	200.00	BOOTS
12/28/2023	PEAK ALARM	799.50	ACCESS CONTROL DOOR LOCKS
12/28/2023	PEAK ALARM	29.70	FIRE SERVICE TROUBLESHOOTING- EDR
12/28/2023	RICOH USA , INC	253.74	COPIER ADMINISTRATIVE OFFICE
12/28/2023	SAFETY-KLEEN SYSTEMS, INC.	465.80	USED OIL PICK UP
12/28/2023	THE LINCOLN NATIONAL LIFE	731.10	INSURANCE
12/28/2023	THOMAS PETROLEUM	3,348.44	FUEL- GENERATORS- EDR- 7600 BOOSTERS- HAYNES
		\$ 663,114.93	

MAGNA WATER DISTRICT
ZIONS BANK BOND PAYMENT
12/04/2023 TO 12/31/2023

Check Issue Date	Payee	Amount	Description
		\$ -	

MANAGERS REPORT



MEMO

TO: MWD Board of Directors
FROM: Clint Dilley, P.E., General Manager
DATE: 01/03/24 (January 11th Board Meeting)
RE: Report and Discussion from General Manager

PURPOSE OF MEMO

The purpose of this memo is to provide the Magna Water District (MWD) Board of Directors a general report from the General Manager and associated discussion with input from rest of management team to keep the board abreast of general matters in the District. The format of the memo will primarily be a list of bullet points to assist guiding the discussion in the board meeting.

REPORT FROM GENERAL MANAGER

After discussions with the board and management team we have focused our efforts on three main areas including 1) Staffing 2) Operations and 3) Communication as outlined in the following sections.

STAFFING

- Front Office
 - Office Clerical/AP Billing
 - Position has been filled in house by Office Clerical/Accounts Receivable
 - Office Clerical/Accounts Receivable
 - Position posted in house closing by end of first week in January
- Engineering
 - Staff Engineer
 - MOU with Union complete and signed by COB. Engineer will be starting part time on January 9, 2024
 - Inspector
 - Position has been filled in house by the water construction crew lead man
 - Water Construction Crew Lead
 - Position posted in house closing on January 3rd.
- Operations
 - Mechanic Apprentice
 - Position has been filled in house by a member of the collections crew
 - Collections Crew
 - Position posted in house closed on December 26th with no in house applicants. Will move to posting outside on January 8th

OPERATIONS

- Water Operations
 - Water OM & DE reviewing the vinyl fencing around the secondary reservoir site with respect to the DHI apartment development to the north and retaining wall construction
 - Construction crew took down all the blinds and reinstalled window gasket seal in the board room
 - Construction crew added some landscaping rock to low spots near gate
- WWTP Operations
 - Consultant finished a preliminary draft of the WRF Building Modification study for team review
 - Water OM & WW OM met to discuss and finalize on call rotation decisions for 2024
 - WWTP team completed facility tour of Dominion LNG site in December with good feedback
- Office
 - Controller working on year end and with operations on inventory checks
 - Office staff cleaning out and reorganizing front office work space
 - Office furniture ordered and should arrive in February
 - Will finish cleanup of basement and remainder of boxes for an additional batch in 2024
- Delinquent accounts
 - November 2023
 - Accounts that are delinquent: 610
 - Total of all delinquent accounts: \$100,502.47
 - Average delinquent account balance: \$164.76
 - Pink notices sent out = 132
 - Pink notices were 65% effective
 - Red notices were 96% effective as of 11/14/23
 - October 2023
 - Accounts that are delinquent: 658
 - Total of all delinquent accounts: \$88,148.36
 - Average delinquent account balance: \$133.96
 - Pink notices sent out = 631
 - Pink notices were 87% effective
 - Red notices were 92% effective as of 10/18/23
 - September 2023
 - Accounts that are delinquent: 530
 - Total of all delinquent accounts: \$64,484.08
 - Average delinquent account balance: \$121.67
 - Pink notices sent out = 24
 - Pink notices were 62% effective
 - Red notices were 89% effective as of 9/13/23

COMMUNICATION & MORALE

- Continue working toward improving communication w/ board members & community partners
 - GM working with the Magna City Administrator to facilitate a hearing on a licensing issue in the MWD board room on 1/16/24
- Work to improve communication & morale with employees
 - Completed twelfth and final wellness program in December “no holiday weight gain” challenge.

- HR Manager introduced new Safety policy manual to employees at November safety meeting. Teams will continuing daily reviews of each section until fully trained and sign off at that point.
- Work to improve communication with customers
 - Completed transition to new Office Hours on December 4th with 30 minute earlier open and close times 7:30 am to 5:30 pm
 - Thorough and prompt response to customer concerns and complaints
 - Had a customer frustrated that their meter had been shutoff instead of neighbors. Discuss options with board to respond to this type of inconvenience to customer

ENGINEERING REPORT

Engineering Report (Updated 01/03/24)

Capital and General Engineering Projects

- 2023 Water line replacement project
 - Submittals and parts being ordered.
 - Anticipate start in March 2024 due to lead times (36 weeks) of some materials.
- Zone 3 Secondary and Culinary Pump Station Project
 - Culinary PS upgrades complete.
 - Secondary PS substantially complete.
 - Start up in April 2024
- **WRF Reuse Project**
 - **Backfilling around wet well and filter bays**
 - **Installing Chemical pull boxes**
- **Influent Pump Station**
 - In design. 90% design complete
 - **Adjusting location of grit building**
 - Equipment Pre-procurement
 - Screw Pumps and Grit Washers
- **WWTP Facility Plan Update**
 - **Sample collection Complete**
 - **Stantec will use sample data to calibrate model, which will be used to evaluate existing and future biological demands.**
- **Haynes Well #8 Replacement**
 - Well drilling and casing design complete
 - **Pump house design complete**
- West Side Collection Phase 1B Project
 - On hold due to bid exceeding budget. Looking at options for rebid or combining with another phase of West Side Collection improvements.
- **Basement Remodel**
 - Furniture selection complete. Have budget pricing for review
 - Finalizing chair fabric/colors
- Truck Garage
 - Adjust size to 4 bays
- **Solids Handling Building Expansion**
 - **Submit plans to MSD for permit review end of January**
- Change House
 - Temporary locker/change area location on main level of existing operations building.
 - door at top of stairs has been installed
- 7200 W- 3100 S to Beagley Lane Secondary Project
 - Alignment identified moving to 90% design
- Zone 3 Secondary Water Reservoir
 - Northrup Grumman provided purchase agreement
 - Design plans on hold at 50%

**WATER
OPERATIONS
REPORT**

Water Production Report & Callout Report

December 2023

Water Production Summary

The culinary water production for the month of December was 91.13 million gallons or 279.68-acre feet, a 4.78% increase from 2022. YTD was 1,607.08 million gallons or 4,932.29-acre feet, a 5.59% decrease from 2022.

We have purchased 813.40-acre feet of water from Jordan Valley Water.

Callout Report – Water and Wastewater Combined

Total number of call outs - 5 (Water – 4 Wastewater – 1)

1 – Mainline Leak

3 – Service Line Leaks

Total Hours – 33 (Water – 30 Wastewater – 3)

Summary Of Water Deliveries
MAGNA WATER DISTRICT
System # 18014
Dec-23

Source	Month's Deliveries (AF)		Change %	Current Month's Gall	Deliveries YTD (AF)		Change %	YTD Gallons
	2023	2022			2023	2022		
CULINARY WATER								
Well Sources Barton and Haynes	242.01	241.40			4,741.92	5,027.37		
To Waste	29.18	29.61			573.47	609.97		
Total Finished Blend EDR	208.56	208.40			4,118.89	4,419.11		
JVWCD Magna Reading	71.28	57.82			812.00	769.23		
JVWCD	71.12	57.92			813.40	788.73		
Total Culinary Water	279.68	266.32	4.78%	91,127,575	4,932.29	5,207.84	-5.59%	1,607,078,186
SECONDARY WATER								
Irrigation Well #1	-	-			106.60	3.70		
Irrigation Well #2	-	-			158.16	151.49		
Irrigation Well #3	-	-			59.66	44.41		
High Zone (secondary)	-	-			172.36	141.65		
Low Zone (secondary)	-	-			382.49	424.26		
Total secondary Usage	-	-	#DIV/0!	-	879.27	765.51	12.94%	286,490,786
Total Production of Water	279.68	266.32	4.78%	91,127,575	5,811.56	5,973.35	-3%	1,893,568,972
* EDR Blend + Total Secondary + JVWCD = Total Production								

DECEMBER CALL OUTS

Dept.	Employee	Date	Hours	Description
WATER	MICHAEL HARMS	12/2/2023	4	MAINLINE LEAK- 7860 W SHARON DR
WATER	JUSTIN LONG	12/2/2023	5	MAINLINE LEAK- 7860 W SHARON DR
WATER	TRAVIS RAWSON	12/2/2023	4	MAINLINE LEAK- 7860 W SHARON DR
		12/22/2023	3	SERVICE LEAK- 8124 W BREEZE DR.
WATER	LONNIE THOMPSON	12/2/2023	4.5	MAINLINE LEAK- 7860 W SHARON DR
WATER	ROB JATERKA	12/15/2023	3	COLDSIDE LEAK- 3070 S 8900 W, WATER COMING FROM METERBOX.
		12/16/2023	3	NO WATER- 9070 W 2700 S. WATER SOFTENER PROBLEM
SEWER	CHET DRAPER	12/22/2023	3	BLEND WELL PUMP DELIVERY
WATER	CLINT GILES	12/22/2023	3.5	SERVICE LEAK- 8124 W BREEZE DR.

Total Callout Hours	33
Total Callouts	5
Total Water/EDR Hours	30
Total # of Water Callouts	4
Total WWTP Hours	3
Total WWTP Callouts	1

LEAKS

Date	Address	Hours	Mainline/Service
12/2/2023	7860 W SHARON DR	17.5	MAINLINE
12/15/2023	3070 S 8900 W	3	SERVICE
12/22/2023	8124 W BREEZE DR	6	SERVICE
TOTAL		26.5	

**CONTROLLER/
CLERK REPORT**

COMPLIANCE OF LEGAL REQUIREMENTS AND INTERNAL POLICIES CHECK LIST

LEGAL REQUIREMENTS	DATE COMPLETED	DUE DATE	NEXT SCHEDULED FOR
Posting of Annual Schedule of Regular Board Meetings	1/2/2024	1st Monday in January	1/1/2025
Adoption of District's Annual Tentative Budget	10/19/2023	11/30/2022	10/1/2024
Annual Certification and Filing of Budget with State Auditor	11/28/2023	12/31/2023	12/31/2024
Annual Filing of Impact Fees Report with State Auditor	2/23/2023	3/31/2022	3/31/2024
Annual Filing of Financial Statements with State Auditor	6/26/2023	6/30/2023	6/30/2024
Participation in Utah Public Finance Website (transparent.utah.gov) Salaries/Benefits	1/30/2023	3/31/2023	3/31/2024
Quarterly Budget to Actual Reports provided to Board of Trustees 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter	5/11/2023 7/31/2023 11/16/2023	May July November February	May-24 Jul-24 Nov-24 Feb-25
Quarterly Expenditures and Revenues posted to Utah Public Transparency Website 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter	4/25/2023 7/31/2023 10/31/2023	May August October 01/31/2023	May-23 Aug-23 Oct-23 Jan-24
Proper Notice of Public Meetings	Ongoing	at least 24 hours before public Meeting date and time	Ongoing
WWTP Annual Biosolids Report to State	1/16/2023	2/28/2023	2/28/2024
OSHA 300 Report - Posted & Submitted	1/23/2023	2/1/2023	2/1/2024
Board member contact information (name, phone number, and email address) posted on the Utah Public Notice Website	1/3/2023	30 days after information has changed	1/1/2024
Semi-annual Report to State Money Management Council June 30 Report December 31 Report	7/1/2023 1/30/2023	July 31 January 31	7/31/2024 1/31/2024
File statement with Division of Corporations re: receipt of notice of claim	1/3/2023	January	1/31/2024
File with Registry of Lieutenant Governor	4/11/2023	A year from the last filing	4/11/2024
Disclosure regarding responsibility of homeowner to repair retail water line	9/1/2023	Semi-Annually	Jan-24
Water Use Report	3/13/2023	March 31	3/31/2023

Municiple Wastewater Planning Program Report	4/20/2023	April 15	4/20/2023
Publish Consumer Confidence Report	7/1/2023	Every July 1	7/1/2024
Imposing/Increasing Fee - Public Hearing	4/22/2021	When needed	Unknown
Copies of "Robert's Rules of Order" <small>(b) Subject to Subsection (3)(3), a board of trustees shall: (i) adopt rules of order and procedure to govern a public meeting of the board of trustees; (ii) conduct a public meeting in accordance with the rules of order and procedure described in Subsection (3)(b)(i); and (iii) make the rules of order and procedure described in Subsection (3)(b)(i) available to the public: (A) at each meeting of the board of trustees; and (B) on the local district's public website, if available</small>	ongoing	ongoing	ongoing
Annual Employee Training		Annually within 90 calendar days	3/31/2023
Sexual Harassment & Discrimination	5/31/2023	Annually	5/31/2024
Tuition Assistance Program	On-going	During Hiring Onboarding	On-going
Fraud Awareness Training	Presentation of new AR&R's	Annually	
Ethical Behavior	7/26/2023	Annually	7/31/2024
Preventing Violence in the Workplace	6/28/2023	Annually	6/30/2024
Annual Trustee Training			
Open and Public Meetings Act	Nov-23	Annually	
Utah Public Officers' and Employees' Ethics Act	Nov-23	Annually	
New Trustee Special and Local District training Course	6/28/2022	Within one year of Office	2023
Conflict of Interest Annual certification	Presentation of new AR&R's	Annually within 90 calendar days	3/31/2023
Employee Performance Evaluations	11/30/2023	Annually	11/30/2024
Hotline	Ongoing	Posted on Website always	Ongoing
Annual Filing of Fraud Risk assessment with State Auditor	12/14/2023	June 30 of following year	12/31/2023
GRAMA Training Annual for Records Officer	4/9/2023	Annually	4/9/2024
Appoint A Board Chair Person Annually	1/19/2023	January Regular Board Meeting	Jan-24
Public Tax Increase Hearing	Ongoing	When Needed	Ongoing
Meeting Minutes and any materials distributed at the Meeting available on the Utah Public Notice Webiste, District website, and district office and within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.	Ongoing		Ongoing
Review Insurance/Bonding Requirements		Annually	2023
Review Fund Balance Limitation		Annually	2023

ARMITEK LLC

Armitek LLC

488 W 2000 S Bldg 7
Orem, UT 84058 US
+1 8016917100
dean@armitek.com



Estimate

ADDRESS
Raymond Mondragon
Magna City Water
8885 W 3500 S
Magna, Utah 84044

SHIP TO
Raymond
Magna City Water
8885 W 3500 S
Magna, Utah 84044

ESTIMATE 1644
DATE 12/08/2023
EXPIRATION 01/31/2024
DATE

SALES REP
Dustin Van Wagoner

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Tint Film Installation Only (Midnight 05) - (13 Panels) (South Side Conference Room) (Extra Cleaning and Removal of Existing Film) (All Windows Above 7' feet)	1	7,546.77	7,546.77
	Tint Film Installation Only (Midnight 05) - (12 Panels) (East Side Conference Room) (Extra Cleaning and Removal of Existing Film) (All Windows Above 7' feet)	1	6,909.27	6,909.27
	Rental Equipment (Lift Rental - One Week)	1	1,000.00	1,000.00

Magna, Utah Installation Project with Tint Film.

60% Due when order is placed
40% Due on day project is completed

Prices subject to change after field measurements and any changes made by customer

Estimate includes Materials, Labor, and Travel.

SUBTOTAL	15,456.04
DISCOUNT 10%	-1,545.60
TAX	0.00
TOTAL	\$13,910.44

Accepted By

Accepted Date

CONFERENCES

January 2024 Board Meeting Agenda Conferences

Conference	Dates	Location	Registration	Attending	Mileage/ Flight Costs	PerDiem	Hotel Costs			Total Per Person for Conference
							Nights	Cost/Night	Total	
Rural Water	Feb 26 - Mar 1, 2024	Dixie Center St. George	\$360 - \$460 (for Cert)	Trevor Andra Chris Thompson Travis Rawson	\$415	\$384	6	\$108	\$648	\$1,807
Utah Water Users	March 18 - 20, 2024	Dixie Center St. George	\$150	Ed Tucker Justin Long	\$415	\$384	3	\$108	\$324	\$1,483
Region 8 Pretreatment Association	May 6 - 10, 2024	Grouse Mountain Lodge Whitefish, MT	\$300	Clint Dilley Dallas Henline	\$605	\$416	6	\$209	\$1,254	\$2,575
GFOA Annual Conference	June 9 -12, 2024	Orlando, FL	\$500	Lelsie Fitzgerald	\$552	\$380	5	\$209	\$1,045	\$2,477
National AWWA	June 10-13, 2024	Anaheim Convention Center Anaheim, CA	\$950	Trevor Andra Raymond Mondragon	\$597	\$407	5	\$189	\$945	\$2,899



2024 Region 8 Pretreatment Association Annual Conference & Workshop



Location: Whitefish, MT

Dates	Registration Fee	Room Cost	Airfare (estimate)
May 6 th – 10 th	\$300	\$209 (per night)	\$605
Total Cost Per Person \$1,950			

*Airfare cost estimate as of January 2nd, 2024

