

**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, February 9, 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

Staff Present:

Clint Dille, General Manager
LeIsle Fitzgerald, District Controller
Trevor Andra, District Engineer
Raymond Mondragon, Water Operations Manager
Dallas Henline, Wastewater Operations Manager
Andrew Sumsion, HR Manager
Chet Draper, Service Maintenance Operator
Justin Long, Service Maintenance Operator

Also Present:

Nathan Bracken, Smith Hartvigsen PLLC
Clint Rogers, Stantec Engineering
Dan Peay, Magna Mayor
Don Olsen, Epic Engineering
Todd Richards, Planning & Zoning
Marie Owens, AE2S
Jason Luettinger, Bowen Collins and Associates
Berkley Hanks, APA Benefits

Public, Board, Staff joined 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 held January 19, 2023

Expenses for January 9 – February 1, 2023:

General Expenses: \$477,989.61

Zions Bank bond payments: \$83,282.19

A motion was made by Dan Stewart, seconded by Jeff White, to approve the minutes of the regular and special board meeting held January 19, 2023. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

A motion was made by Dan Stewart, seconded by Jeff White, to approve the general expenses, and the Zions Bank bond payments from January 9 to February 1, 2023, in the amount of \$477,989.61 and \$83,282.19, respectively. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

Employee Recognition – Chet Draper & Justin Long:

Dallas recognized Chet Draper for passing his Water Distribution Grade 3 exam.

Raymond recognized Justin Long for his leadership and stepping up and volunteering to become a certified trainer to train new employees on equipment and being involved in the safety committee. See board meeting recording beginning at position 2:07 to 6:58.

Presentation of market and performance of 401(k) & pension plan by Berkley Hanks, APA Benefits: Berkley presented to the Board the findings from the semiannual investment committee meeting. See board meeting recording beginning at position 6:59 to 13:23.

DEPARTMENT REPORTS

General Manager Report: Clint highlighted a few items from his manager's report. The full General Manager report can be found on the board meeting recording beginning at position 13:24 to 39:17.

STAFFING:

Clint reported staff and Management has been investigating and exploring the possibility of hiring help for the District's mechanic. There has been quite a bit of increase of facilities, trucks, and equipment. The Board made several suggestions to help reduce the mechanics workload and would like to see the new facilities and look at what the mechanic is doing. The Board gave permission to continue to investigate the situation and report back later.

Clint requested to change the structure for the customer service staff to report directly to the Accountant instead of the General Manager. Board wanted Management to check with the Union to see if this position would have to be posted before this change is done. Management agreed.

OPERATIONS:

Clint reported the Division of Drinking Water is instituting a change to the classification of the District's water treatment plant. This classification requires the District to have a Grade IV Operator with direct responsible charge to be at the water treatment plant. The District has a Grade IV operator, however is not working at the EDR daily. There is an operator that is going to be studying and taking the Grade IV certification test at the Rural Water conference. The

District usually reimburses the operators after the certification is passed, but in this case the District is going to pay for the testing upfront.

Engineering Report:

Trevor updated the Board on the Zone 3 drinking water pump station project, the Zone 3 secondary water pump station, 2022 waterline repair and replacement project, and the Water Reuse project. A discussion was held regarding legislation at the State Capital with respect to not allowing agencies to use water reuse technology for a secondary water source. The District's reuse project doesn't seem to be in jeopardy because of it. For full discussion please see board meeting recording at position 39:18 to 49:52.

Water Operations Report (including water production and call out report): Raymond Mondragon reported the water production and callout report for the month of January 2023. There were no actions taken, for full discussion please see board meeting recording position 49:59 to 57:57.

- **Customer Letter for Lead and Copper Inventory:** Raymond and Trevor presented to the Board a sample letter to be sent to homeowners of homes built in 1990 and prior, to help in gathering the District's lead line inventory.

Wastewater Operations Report (including status and call out report): Dallas reported the Collections crew is continuing their routine and annual inspections and will begin acoustic inspections with SL Rat soon. There were no actions taken, for full discussion please see board meeting recording position 57:58 to 1:19:34.

- **Discussion on Screw Press Building Upgrades & Expansion Study:** Dallas & Trevor presented the study done by Epic Engineering and discussed the alternatives given. Board expressed their favor in alternative #3. Management will proceed with obtaining a bid for design and report back to the Board.

Controller Report/Clerk Report: LeIsle presented the compliance/legal reporting requirements report and the unaudited December 31, 2022, financial reports. There were no actions taken. For full discussion please see board meeting recording position 1:19:35 to 1:19:43.

HR Manager Report:

- **Discussion and possible motion to approve adding a staff engineer position to assist & report to the District Engineer:** Andrew presented to the Board the draft job description that he and Trevor have been compiling, and a new proposed organizational chart reflecting the staff engineer position. There were no actions taken. The Board directed Management to put together the tasks for the Engineer and a Staff Engineer and bring back to the Board. For full discussion please see board meeting recording position 1:19:44 to 1:43:37.

PROJECT AWARDS & AGREEMENTS

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

Epic Engineering amendment A to task order 2021-6 Truck Garage & Sand Bins design and bidding (for truck garage) in the amount of \$12,400: A motion was made by Jeff White, seconded by Dan Stewart, to approve Epic Engineering's Amendment A to Task Order

2021-6 adding Truck Garage & Sand Bins design and bidding services (for truck garage) in the amount of \$12,400. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 1:43:38 to 1:46:32

Stantec general task order for water and wastewater services in the amount of \$50,000: A motion was made by Jeff White, seconded by Dan Stewart to approve Stantec's general task order for water and wastewater support services in the amount of \$50,000 for 2023. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 1:46:33 to 1:47:38.

Bowen Collins & Associates task order 23.01 Wastewater General Engineering Assistance in the amount of \$25,000: A motion was made by Jeff White, seconded by Dan Stewart, to approve Bowen, Collins & Associates' Task Order 23.01 for wastewater general engineering assistance in the amount of \$25,000. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 1:47:39 to 1:49:05.

Epic Engineering General and Development support task orders 2023-1, 2023-2, 2023-3, 2023-4, for the total amount of \$160,000: A motion was made by Jeff White, seconded by Dan Stewart, to approve Epic Engineering General and Development support task orders 2023-1, 2023-2, 2023-3, 2023-4, for the total amount of \$160,000. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 1:49:06 to 1:52:01.

Purchase of Triton 2.0 retro fit kits to complete Phase 2A of aeration improvements in the amount of \$89,938: A motion was made by Jeff White, seconded by Dan Stewart, to approve the purchase of the Triton 2.0 retrofit kits to complete Phase 2A of aeration improvements in the amount of \$89,938. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 1:52:02 to 2:01:07

Landmark Companies Change Order for additional wall in basement in the amount of \$19,882.60: A motion was made by Jeff White, seconded by Dan Stewart, to approve change order for an additional wall in the basement in the amount of \$19,882.60. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea. For full discussion please see board meeting recording beginning at position 2:01:08 to 2:02:15

ADMINISTRATIVE

Discussion and possible motion to approve the following administrative items:

Approval of West Valley City's purchase price for MWD property along the Haynes Well Field 2820 South property frontage in the amount of \$105,500 and authorize staff to finalize purchase agreement: A motion was made by Jeff White, seconded by Dan Stewart, to approve the sales price of the property along the Haynes Well Field and 2820 South frontage road in the amount of \$105,500, and to authorize the General Manager to work with Legal Counsel

and District Engineer to make any final changes to the conveyance documents for the property sale execution. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion please see board meeting recording beginning at position 2:02:16 to 2:03:53.

Electronic Packet Demonstration: LeIsle and Andrew demonstrated an electronic board meeting packet to the Trustees if they were to choose to go to electronic packets in lieu of paper packets. Board agreed to allow Management purchase two devices for those interested in the electronic packet to try out and proceed with the electronic board meeting packets. No action was taken, for full discussion please see board meeting recording beginning at position 2:03:54 to 2:16:23.

Nathan Bracken – Legislative Update: Nathan briefed the Board on some of the bills that are being presented in the Legislative session this year that may directly or indirectly effect the District in any way. No Action was taken, for full discussion please see board meeting recording beginning at position 2:16:24 to 2:27:49.

For information and discussion only – no action items:

- **Next month’s board meeting – March 16, 2023:** Board acknowledged.

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 purchase, exchange, or lease of real property, including any form of a water right or water shares 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 purchase, exchange, or lease of real property, including any form of a water right or water shares, pursuant to Utah Code Ann. 52-4-204 through 205. The motion was seconded by Dan Stewart, and approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea at 12:29 p.m.

Motion to close the closed session and to reopen the open session of the Board Meeting: Dan Stewart made a motion to close the closed session and reconvene the open session at 1:14 p.m. The motion was seconded by Jeff White, and approved as follows: Mick Sudbury, yea, Jeff White, 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 Dan Stewart, seconded by Jeff White, to adjourn the meeting at 1:15 pm. The motion was approved as follows: Jeff White, yea, Dan Stewart, yea, and Mick Sudbury, yea.

LeIsle Fitzgerald

Attest

Mick Sudbury

Chairperson