

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 13, 2025, 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:** Jeff White called the meeting to order at 10:00 a.m.

**Trustees Present:**

Mick Sudbury, Chairman - excused  
Jeff White  
Dan Stewart

**Staff Present:**

Clint Dilley, General Manager  
LeIsle Fitzgerald, District Controller  
Trevor Andra, District Engineer  
Dallas Henline, Wastewater Operations Manager  
Raymond Mondragon, Water Operations Manager  
Andrew Sumsion, HR Manager  
Steve Clark, Water Operations Manager Assistant  
Connor McReynolds, Wastewater Service Maintenance  
Justin Long, Water Service Maintenance  
Mike Harms, Water Service Maintenance  
Gavin Henshaw, Wastewater Service Maintenance

**Also Present:**

Nathan Bracken, Smith Hartvigsen PLLC  
Tracey Gibson, Salt Lake County  
Clark Burbidge, Codale Electric  
Josh Bean, Bowen Collins & Associates  
Todd Richards, Magna City  
Marie Owens, AE2S Engineering  
Dan Peay, Magna

**Pledge of Allegiance:** Jeff White lead those in attendance in the Pledge of Allegiance.

**Welcome the Public and Guests:** Jeff White welcomed those in attendance.

**Public Comment:** Tracey Gibson with Salt Lake County addressed the Board regarding the Meals on Wheels program. She is speaking to organizations in Magna to encourage people to volunteer for the Meals on Wheels program to service those recipients in the Magna area.

**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 9, 2025**

**Expenses for December 30, 2024 to February 4, 2025:**

**General Expenses:** \$1,676,666.06

**Zions Bank Bond Payment:** \$83,530.83

A motion was made by Dan Stewart, seconded by Jeff White, to approve the minutes of the regular board meeting held January 9, 2025, with a change made to the attendees, Nathan Bracken was shown as being excused, however, was not absent. District Clerk will make that change. The motion also included the approval of the general expenses from December 30, 2024 to February 4, 2025, and the Zions Bank Bond payment in the amount of \$1,676,666.06 and \$83,530.83; respectively. The motion was approved as follows: Dan Stewart, yea and Jeff White, yea.

**EMPLOYEE RECOGNITION**

Andrew recognized Gavin Hensaw for passing the Wastewater Collections Grade 1 certification. He also recognized the employees that served on the safety committee the last couple of years. Steve Clark, Connor McReynolds, Scott Beck, Bob Batt, Justin Long, Mike Harms, and Kim Cisneros. Each employee received a plaque for their service. These employees helped implemented a new safety manual and put in a lot of work doing so. No action was taken, for full discussion please go to the board meeting recording beginning as position 5:30 to 9:18.

**DEPARTMENT REPORTS**

**General Manager Report:** Clint highlighted the following:

**Staffing:** There are two vacant positions, water operator & the staff engineer position.

**Operations – Water:** The Zone 3 emergency backup generator is installed, start up is scheduled for February 20, the fencing around the railroad property is completed, the valve on 4100 S has been installed, and all of the EDR stacks have been installed.

**Operations – Wastewater:** The total phosphorus report has been submitted, shoring has been installed for the influent pump station.

**Office:** Yoppify has been used for customer notifications, overall it was positive. There was some helpful feedback, some not so helpful, the District is going to be working on integrating this for other uses, shut off notices, meter change out; for example.

**Community:** JWCD would like for Magna Water District host a Localscapes class in the District's area. This is scheduled for Thursday, April 10, 2025 from 6:00 – 7:00 pm. We will start advertising in March. This will teach people how to apply for rebates and other localscape questions.

No action was taken, for full discussion please go to the board meeting recording beginning at position 9:19 to 22:05. Please also see the general manager's report inserted in the board meeting packet.

**Engineering Report:**

Trevor reported on ongoing projects. No action was taken, for full discussion, please go to the board meeting recording beginning at position 22:06 to 28:33. Please also see the engineering insert in the board meeting packet.

**Water Operations Report (including water production and call out report):** Steve reported he culinary water production for the month of January was 102.06 million gallons or 279.32-acre feet, a 9.81% increase from 2024. We have purchased 67.34-acre feet of water from Jordan Valley Water. Steve reported the total number of call outs for water and wastewater departments for January was 18. The total hours paid for those call outs was 87.75. No action was taken, for full discussion please go to the board meeting recording beginning at position 28:34 to 31:34. Please also see the water production report inserted in the board meeting packet.

**Wastewater Operations Report (including status and call out report):** Dallas reported to the board the collections crew is doing their annual manhole inspections. They are working through town from East to West, 2820 S from 8400 W to 8000 W. The biosolids annual report was submitted this week. In 2024 there was 13,530,920 lbs of solids hauled off, 551 truckloads, with no safety accidents reported. There were no actions taken, for full discussion, please go to board meeting recording beginning at position 31:35 to 41:44.

**Controller Report/Clerk Report:**

**Compliance Requirements Report:** LeIsle reported the district is up to date with legal requirements and internal policies.

**December 31, 2024 Quaraterly Financial Report (Pre-audited):** LeIsle reported the District has completed the year within budget. The amount of funds spent on capital project during 2024 was \$23,432,077, restricted and non restricted funds balances of \$15,342,871 and \$16,504,042; respectively, and the amount of the reduction in accounts payable for the year was \$2,563,455. From the reserve balances on hand, there is \$17,367,529 committed to projects. The District's master plan called for bonding or loans back in 2021 – 2023, the District has been able to delay that, however, we are at a point that projects need to be held off, or go out for bonding or loans. An update to the master plan is being done now, after the update is completed, it will give the District a better idea of when additional funding is going to be needed. This will be brought to the Board in June or July.

**Annual Conflict of Interest Form:** The Trustees Conflict of Interest Forms were placed on the District's website and reported to the Lieutenant's Office as being on the webiste.

**Annual Open and Public Meetings Act Training:** A reminder that the Board all needs to complete this training. The training is usually done during the UASD Conference in November each year.

No action was taken, for full discussion please go to the board meeting recording beginning at position 41:45 to 53:24. Please also see the controller/clerk insert in the board meeting packet.

**HR Manager Report:**

Andrew reported to the Board the following:

- Pre-trip inspections – Verizon Connect: Andrew indicated this was discussed last month to move forward with an electronic version of our vehicle inspections. Board gave approval to move forward with the Verizon Connect electronic vehicle inspection with 5 vehicles to try it out and report back.
- Safety focus this month is heart health.

No action was taken, for full discussion please go to the board meeting recording beginning at position 53:24 to 57:00.

**PROJECT AWARDS & AGREEMENTS**

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

**Monthly safety meeting gift cards:** Management recommended, upon the Board's suggestion, that a monthly drawing be done for a \$50 gift card if there were no safety violations or safety incidents reported. A motion was made by Jeff White, seconded by Dan Stewart, to approve the safety meeting gift card drawing. The motion was approved as follows: Dan Stewart, yea, and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 57:01 to 58:27.

**SCADA Upgrades Project award to I-D Electric in the amount of \$499,855:** A motion was made by Jeff White, seconded by Dan Stewart, to award the SCADA Upgrades Project in the amount of \$499,855. The motion was approved as follows: Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 58:28 to 1:00:10.

**Task Order for Construction management services and programming for SCADA upgrades to AE2S in the amount of \$215,820:** A motion was made by Jeff White, seconded by Dan Stewart, to approve AE2S task order for the construction management services and programming for SCADA Upgrades project in the amount of \$215,820. The motion was approved as follows: Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 1:00:11 to 1:03:24.

**Annual acoustic inspection services with RH Borden for the collection system in the amount of \$64,785:** A motion was made by Jeff White, seconded by Dan Stewart, to approve the annual acoustic inspection services with RH Borden for the collection system in the amount of \$64,785. The motion was approved as follows: Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 1:03:25 to 1:10:49.

**ADMINISTRATIVE**

**Discussion and possible motion to approve the following administrative items:**

**Change development Extension Agreement warranty period from 2 years to 1 year:** A motion was made by Jeff White, seconded by Dan Stewart, to change the development

extension agreement warranty period from 2 years to 1 year. The motion was approved as follows: Jeff White, yea, and Dan Stewart, yea. . For full discussion, please go to board meeting recording beginning at position 1:10:50 to 1:19:01.

**For information and discussion only – no action items:**

**Biosolids Land application sites acquisition:** Dallas presented to the board the Biosolids land application sites acquisition. It's a questionnaire that he answered to identify additional land fills for disposal of the District's sludge. No action was taken, for full discussion please go to the board meeting recording beginning at position 1:19:02 to 1:28:56. Please also see insert in the board meeting packet.

**Next month's board meeting – March 13, 2025 at 10:00 am**

**Training & Safety**

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

Management requested the Board approval to attend the following training conferences:

Rural Water – February 24 – 28, 2025, Dixie Center, St. George, UT

Water Users – March 17 – 19, 2025, Dixie Center, St. George, UT

UGFOA – April 1 – 3, 2025, Dixie Center, St. George, UT

AWWA – Mid Year – April 11, 2025, Sandy, UT

WEAU – April 22 – 25, 2025, Dixie Center, St. George, UT

A motion was made by Jeff White, seconded by Dan Stewart, to approve attendance to the spring conferences listed above. The motion was approved as follows: Jeff White, yea and Dan Stewart, yea. For full discussion, please go to board meeting recording beginning at position 1:29:18 to 1:32:38.

**Motion to take a brief recess and immediately following, meet in a closed meeting to discuss (1) the character, professional competence, or physical or mental health of an individual, (2) the purchase, exchange, or lease of real property, including any form of a water right or water shares, (3) pending or reasonably imminent litigation, and (4) collective bargaining purposes pursuant to Utah Code Ann. §§ 52-4-204 through 205:** Jeff White made a motion to take a brief recess and immediately following, meet in a closed meeting to discuss (1) the character, professional competence, or physical or mental health of an individual, (2) the purchase, exchange, or lease of real property, including any form of a water right or water shares, (3) pending or reasonably imminent litigation, and (4) collective bargaining purposes pursuant to Utah Code Ann. §§ 52-4-204 through 205. The motion was seconded by Dan Stewart, and approved as follows: Dan Stewart, yea and Jeff White, yea at 11:33 am.

**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 12:59 p.m. The motion was seconded by Dan Stewart and approved as follows: Dan Stewart, 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 Dan Stewart, seconded by Jeff White, to adjourn the meeting at 12:59 pm. The motion was approved as follows: Dan Stewart, yea, and Jeff White, yea.

Lelsie Fitzgerald

Attest

*Mick Sudbury*

Chairperson

**Signature:** *Lelsie Fitzgerald*

Lelsie Fitzgerald (Apr 2, 2025 07:07 MDT)

**Email:** leisle@magnawaterut.gov