

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, July 11, 2024, 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 Dilley, General Manager
LeIsle Fitzgerald, District Controller
Trevor Andra, District Engineer, excused
Beau Lamper, Wastewater Operations Leadman
Justin Long, Water Operations Leadman
Andrew Sumsion, HR Manager
Layne Fuller, Service Maintenance

Also Present:

Nathan Bracken, Smith Hartvigsen PLLC
Madison Bertech, Stantec Engineering
David Brickey, Magna City
Marie Owens, AE2S
Joel Workman, AQS Consulting

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

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

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 June 13, 2024

Expenses for June 3 to June 30, 2024:

General Expenses: \$1,605,703.35

Zions Bank Bond Payment: \$83,609.69

A motion was made by Dan Stewart, seconded by Jeff White, to approve the minutes of the regular board meeting held June 13, 2024, and the general expenses from June 3 to June 30, 2024, and the Zions Bank Bond payment in the amount of \$1,605,703.35 and \$83,609.69; respectively. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea.

EMPLOYEE RECOGNITION – Secondary water pump station

Raymond Mondragon explained the Jon Davis, Bob Batt, and Gene Stott working all weekend keeping the secondary water pump station up and running. The pump station continually would stop due to the dirty quality of the canal water. Management wanted to recognize those individuals for their dedication and diligence in seeing the pump station continued to run. For full discussion please go to board meeting recording beginning at position 2:12 to 4:40.

NEW EMPLOYEE INTRODUCTION

Andrew Sumsion introduced Layne Fuller hired as Service Maintenance position on the Water Construction. For full discussion please go to board meeting recording beginning at position 4:41 to 5:45.

DEPARTMENT REPORTS

General Manager Report: Clint indicated due to attending conferences, a manager's report was not included in the board meeting packet. Clint highlighted the following items:

- The District is fully staffed.
- Management has been looking into a master services agreement with an electrician. This would be a preventative approach. They would inspect facilities to avoid arching and any future problems that can be identified during the inspection and fixed before failure.
- Engineering is working on obtaining the operating permit for Haynes Well #2 rehabilitation project.
- A draft of the water reclamation facility treatment master plan has been completed and Clint has seen it. The engineering firm is making good progress on it.
- Have met with Yoppify representatives to determine if this software would benefit the District. Looks like a great program, used to quickly communicate with customers for many situations. Have a follow-up meeting before next board meeting.
- Management has been working with Cintas to close out their services, and Vestis to start their services.
- There was a customer complaint regarding closing the RV Dump, he pulls a double trailer and cannot use the Holiday Oil or Maverik for dumping because he spends 2 hours cleaning his trailers out. He couldn't make people wait that long. He suggested the District make the RV Dump a card access and widen the area by moving the gates back. Someone could pay a yearly fee, which he would be willing to pay, to use the RV Dump.

No actions were taken, for full discussion please go to board meeting recording beginning at position 5:46 to 20:05. Please also see the general manager's report insert in the board meeting packet.

Engineering Report:

Clint reported on the 2023 Waterline replacement project, WRF Reuse Project, WWTP Influent Pump Station project, WWTP Facility Plan Update, Haynes #8, and the Change House at the WWTP. No actions were taken, for full discussion, please go to board meeting recording beginning at position 20:06 to 25:15. Please also see the engineering insert in the board meeting packet.

Water Operations Report (including water production and call out report): Raymond Mondragon indicated the District is pumping 7.3 mg/d currently. The construction crew is caught up with leaks. The meter crew is replacing larger meters in the system. The EDR is upgrading the computer system for operations. The culinary water production for the month of June was 230.89 million gallons or 708.62-acre feet, a 17.98% increase from 2023. YTD was 744.30 million gallons or 2,284.33-acre feet, a 10.16% increase from 2023. We have purchased 400.35-acre feet of water from Jordan Valley Water. Clint added the YTD increase in the secondary water production is 41.22%. Raymond reported the total number of call outs for water and wastewater departments for June was 32. The total hours paid for those call outs was 129.

A discussion was held regarding the District's secondary water connections.

No actions were taken, for full discussion please go to board meeting recording beginning at position 25:16 to 37:47. Please also see the water production report insert in the board meeting packet.

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

Dallas reported their annual phosphorus report due July 1. Currently the District is regulated to a 1.8 annual limit and the annual average was 1.46. 2025 the limit goes down to 1.0. The wastewater treatment plant received the Ventrac sweeper, had training on the sweeper. The collections crew has been working on backhoe operation safety training. They have been training with the new blue stake locator request software. Blue stakes come in on tablets now and it will GPS map the locations in order, saves a lot of time and notes and photos can be submitted. They started the third quarter grease trap inspections for our industrial users. Beginning GIS training for new operators. There were no actions taken, for full discussion, please go to board meeting recording beginning at position 37:48 to 41:35.

Controller Report/Clerk Report:

Compliance Requirements Report: Lesle reported the District is up to date with legal requirements and internal policies. No actions were taken, for full discussion please go to board meeting recording beginning at position 41:36 to 44:41. Please also see the controller/clerk insert in the board meeting packet.

HR Manager Report:

Andrew reported to the Board the following:

- Updated organization chart as the District is fully staffed with 35 full time employees.
- Annual workplace employee training has been completed
- Participated in the 4th of July parade
- CPR and first aide training will be held next week for all employees
- This month's safety focus is electrical safety
- Attended the emergency response training with Jordan Valley Water Conservancy District
- District's succession planning

No actions were taken, for full discussion please go to board meeting recording beginning at position 44:42 to 51:50.

WATER & SEWER AVAILABILITY

Discussion and possible motion to approve the following developments:

Granite Construction Asphalt Batch Plant located at 2198 S 7400 W: A motion was made by Jeff White, seconded by Dan Stewart to approve water and sewer services to the Granite Construction Asphalt Batch Plant located at 2198 S 7400 W. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea. For full discussion, please go to board meeting recording beginning at position 51:51 to 56:03.

PROJECT AWARDS & AGREEMENTS

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

Purchase of trench box from National Trench Safety in the amount of \$9,829: A motion was made by Jeff White, seconded by Dan Stewart, to approve the purchase of a trench box from National Trench Safety in the amount of \$9,829. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion, please go to board meeting recording beginning at position 56:03 to 57:48.

Meter stock purchase difference of \$87,693.95 (from 656,685.23 to \$744,379.18) for 2025: A motion was made by Jeff White, seconded by Dan Stewart, to approve an additional \$87,693.95 for the District's meter stock for 2025. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea. For full discussion, please go to board meeting recording beginning at position 57:49 to 59:37.

Replacement of piping and valves in the WWTP plant drain well by Corrio Construction in the amount of \$19,919.02: Dallas explained the \$19,919.02 is to replace infrastructure exactly of what is currently in place. After reviewing the quote, Management felt the project should be brought up to District's current standards, which will result in additional cost of the project. At District standards, the total costs should come in under \$25,000, Dallas requested the approval be a cost not to exceed \$25,000. A motion was made by Jeff White, seconded by Dan Stewart, to approve the replacement of piping and valves in the WWTP plant drain well by Corrio Construction for a do not exceed price of \$25,000. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 59:38 to 1:02:03.

Bowen Collins & Associates Task Order for Change House Alternative study in the amount of \$36,872: A motion was made by Jeff White, seconded by Dan Stewart, to approve the Bowen Collins & Associates Task Order for the Change House Alternative study in the amount of \$36,872. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 1:02:04 to 1:05:57.

JUB Task Order for Alta survey on Union Pacific property in the amount of \$18,000: A motion was made by Jeff White, seconded by Dan Stewart, to approve the JUB Task Order for Alta survey on the Union Pacific property in the amount of \$18,000. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 1:05:58 to 1:09:46.

West Side Collection Project 1B Rebidding Task Order in the amount of \$16,185: A motion was made by Jeff White, seconded by Dan Stewart, to approve the West Side Collection Project 1B Rebidding Task Order in the amount of \$16,185. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 1:09:47 to 1:11:39.

Upgrade District's main computer servers in the amount of \$30,311.44: A motion was made by Jeff White, seconded by Dan Stewart, to upgrade the District's main computer servers in the amount of \$30,311.44. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 1:11:40 to 1:13:27.

Additional items for surplus sale – front lobby furniture: A motion was made by Jeff White, seconded by Dan Stewart, to approve the additional items in the surplus sale. The additional items are the lobby furniture in the general office; blue leather office couch and blue leather 2 seat couch. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 1:13:28 to 1:19:54.

Veolia EDR replacement parts in the amount of \$100,885: A motion was made by Jeff White, seconded by Dan Stewart, to approve Veolia EDR replacement parts in the amount of \$100,885. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 1:19:55 to 1:21:15.

ADMINISTRATIVE

Discussion and possible motion to approve the following administrative items:

Utah Cybersecurity Commission: Clint informed the Board a letter was received from the Utah Cybersecurity Commission, sent directly to the Board of Trustees. The letter states the State has options, plans, goals, and objectives related to cybersecurity in Utah. They have different programs that will assist organizations to accomplish these plans and goals that they are offering up at no-cost. They are all good programs. The District's IT Consultant reviewed

the programs. He provided the District with a letter outlining where the District is at regarding cybersecurity, the District currently exceeds the goals spelled out in the letter. There is a program with the State that is called “Know Before Security Awareness Training”, the District’s IT Consultant did recommend all employees be trained on cyber security with this program. No motions were made, for full discussion, please go to board meeting recording beginning at position 1:21:16 to 1:23:41.

2023 Water Quality Report approval – placed on the District’s website before July1, 2024, and a link on the monthly billing: Management informed the Board the Water Quality report was available and a link was provided to our customers on their monthly billings to access the report on the website on July 1, 2024. A motion was made by Jeff White, seconded by Dan Stewart, to approve the 2023 Water Quality Report. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion, please go to board meeting recording beginning at position 1:23:42 to 1:24:29.

For Information and discussion only – no action items:

Next Month’s board meeting – August 8, 2024, at 10:00 am

Motion to meet immediately in a closed meeting to discuss the character, professional competence, or physical or mental health of an individual, purchase, exchange, or lease of real property, including any form of a water right or water shares, and collective bargaining pursuant to Utah Code 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, the purchase, exchange, or lease of real property, including any form of a water right or water shares, and collective bargaining 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 11:25 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 1:43 p.m. The motion was seconded by Dan Stewart, yea, and approved as follows: Mick Sudbury, yea, 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 Jeff White, seconded by Dan Stewart, to adjourn the meeting at 1:44 pm. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea.

LeAnne Fitzgerald

Attest

Mick Sudbury

Chairperson