

**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 8, 2022, 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
Mandy Whitmore, Accountant
Michael Harms, Water Service Maintenance

Also Present:

Nathan Bracken, Smith Hartvigsen PLLC
Michael Hartvigsen, Epic Engineering
Jason Luettinger, Bowen Collins Associates
Todd Richards, Planning & Zoning
Brian Child, Olympus Insurance
Dan Peay, Magna Township
Joel Workman, AQS Consulting

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 November 17, 2022

Minutes of the 2023 Budget Hearing held November 17, 2022

Expenses for November 7 – November 27, 2022:

General Expenses: \$940,250.60

A motion was made by Jeff White, seconded by Dan Stewart, to approve the minutes of the regular board meeting held November 17, 2022. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

A motion was made by Jeff White, seconded by Dan Stewart, to approve the minutes of the 2023 Budget Hearing held November 17, 2022. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea, and Dan Stewart, yea.

A motion was made by Jeff White, seconded by Dan Stewart, to approve the general expenses, from November 7 – November 27, 2022, in the amount of \$940,250.60. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea.

DEPARTMENT REPORTS

General Manager Report:

Clint highlighted a couple of exceptional employees as a testament and example of the positive direction the District is moving. Mandy Whitmore and Michael Harms. For full discussion on the employee recognition comments please refer to the board meeting recording starting at position 3:10 to 9:58.

STAFFING:

Clint informed the Board we were down to the final candidate interview process for the Collections Service Maintenance position. Discussion on recording from 9:59 to 10:16

OPERATIONS:

Jordan Valley Water needed to make another repair on the same line that caused the air issue, we have implemented our protocol of immediate isolation from their system until the repair was complete. Discussion on recording from 10:17 to 11:07.

Lead and copper team will start inventorying service lines. Discussion on recording from 11:08 to 19:41.

Clint informed the Board the District received a written customer complement from Christie Miller. She complemented overall competent and friendly prompt customer service specifically mentioned Mike Harms, Kim Cisneros, and Virginia Fish.

Engineering Report:

Trevor reported on the 2022 waterline replacement project, the zone 3 secondary water pump station project and the drinking water pump station upgrade. There were no actions taken. Full discussion can be found on the recording at position 20:20 to 22:27.

Water Operations Report (including water production and call out report):

Raymond Mondragon reported the water production and callout report for the month of November 2022. There were no actions taken, for full discussion please see board meeting recording position 22:28 to 23:30.

Wastewater Operations Report (including status and call out report): Dallas reported on the WW collection crew status, cross training opportunities with Paul Bird and Bob Batt, and WWTP operations. There were no actions taken, for full discussion please see board meeting recording position 23:31 to 27:34.

Controller Report:

Compliance Status Report: LeIsle presented the compliance/legal reporting requirements report, reporting the District as in compliance with all reporting requirements currently. There were no actions taken. For full discussion please see board meeting recording position 27:35 to 28:36.

HR Manager Report: Andrew reported to the Board Management has been focusing on employee training and building a culture of employee recognition, the Safety Committee, the SWAT analysis, and the hiring process of the Collection Service Maintenance position. There were no actions taken. For full discussion please see board meeting recording position 28:37 to 34:27.

ADMINISTRATIVE

Discussion and possible motion to approve the following administrative items:

Review of employee wage and benefits with comparable agencies, and possible motion to approve an 8.7% COLA increase for all employees effective January 1, 2023: A motion was made by Jeff White, seconded by Dan Stewart, to approve an 8.7% COLA increase for all employees effective January 1, 2023. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea. For full discussion please see board meeting recording at position 34:28 to 1:03:38.

Purchase of jackets with District's Logo for all employees and trustees in the amount of \$4,851.96: A motion was made by Jeff White, seconded by Dan Stewart, to approve the purchase of jackets with the District's Logo for all employees and trustees in the amount of \$4,851.96, and incorporate the gifting of the jackets with possible safety or achievement awards. The motion was approved as follows: Mick Sudbury, yea, Jeff White, yea and Dan Stewart, yea. For full discussion please see board meeting recording at position 1:03:40 to 1:13:34.

Renewal of Liability, Property, & Vehicle Insurance with Olympus Insurance in the amount of \$170,945: Brian Child, Olympus Insurance Company, addressed the Board of Trustees and reviewed the District's liability, property, and vehicle insurance. Brian complemented the Board on being a high-level proactive board. A motion was made by Jeff White, seconded by Dan Stewart, to approve the renewal of the District's liability, property, and vehicle insurance with Olympus Insurance in the amount of \$170,945. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion please see board meeting recording at position 1:13:35 to 1:26:40.

2023 Regular Board Meeting Schedule: A motion was made by Jeff White, seconded by Dan Stewart, to approve the presented 2023 Regular Board Meeting Schedule as revised. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea. For full discussion please see board meeting recording at position 1:29:58 to 1:38:36.

2022 Fraud Risk Assessment: A motion was made by Jeff White, seconded by Dan Stewart, to approve the presented 2022 Fraud Risk Assessment. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea and Jeff White, yea. For full discussion please see board meeting recording at position 1:38:37 to 1:42:19.

Arbinger Institute Developing and Implementing an Outward Mindset training for the following amount:

Training For HR Manager	\$4,000
Employees	\$300/employee
Board Members	\$300/member
Total when everyone is trained	\$14,200

A motion was made by Jeff White, seconded by Dan Stewart, to approve the Arbinger Institute Training program in the amount of \$14,200. The motion was approved as follows: Mick Sudbury, yea, Dan Stewart, yea, and Jeff White, yea. For full discussion please see board meeting recording at position 1:42:21 to 1:48:07.

For information and discussion only – no action items:

Legislative Update by Nathan Bracken, Smith Hartvigsen, PLLC: Nathan Bracken gave the Board of Trustees an update of some legislation that will be addressed in the upcoming session. For full review and discussion please see board meeting recording at position 1:48:08 to 1:56:37.

Keddington & Christensen CPA's partner unable to perform 2022 financial audit – will be working on Request for Qualifications to solicit auditors: LeIsle informed the Board the CPA Firm that has performed the District's audit the last few years have come to the District and said they cannot perform our financial audit any longer due to a partner of the firm semi-retiring. The District will be sending out an RFP for auditing services and will report back to the Board when that process is complete. For full review and discussion please see board meeting recording at position 1:56:38 to 1:58:06.

Schedule of Conferences for 2023: LeIsle presented a schedule of 2023 Conference schedule for information.

December 13, 2022 @ 9:00 am – Special Board Meeting to discuss Union Contract negotiations: Chairman confirmed the December 13, 2022, special board meeting.

Next Meeting – January 19th, 2023 @ 10:00 am: Chairman confirmed the January 19, 2023, meeting.

Magna Water District Employee Recognition Dinner – December 9, 2022, starting at 5:30 pm: Chairman confirmed the Employee Recognition Dinner December 9, 2022, at 5:30 p.m.

TRAINING & SAFETY

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

National AWWA Conference – June 11 – 14, 2023, Toronto, Canada: Management requested to attend this conference including Raymond Mondragon, Trevor Andra, and Steve Clark.

WEFTEC Conference – Sept 30 – Oct 4, 2023, Chicago, IL: Management requested to attend this conference including two managers and one operator.

GFOA Annual Conference – May 21 – 24, 2023, Portland, OR: LeIsle indicated there may be some online courses that can be taken in lieu of this conference, she is going to research how much the necessary training cost the District in 2022 and compare it to the costs of attending the conference in person.

A motion was made by Jeff White, seconded by Dan Stewart, to attend the National AWWA and the WEFTEC Conferences in 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 at position 2:00:00 to 2:13:23.

Discussion on Employee Training Programs: This agenda item was discussed under the HR Manager Report.

Motion to meet immediately in closed session to discuss the character, professional competence, or physical or mental health of an individual, collective bargaining, 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, collective bargaining, 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 12:14 p.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 2:13 p.m. The motion was seconded by Dan Stewart, 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

**Meeting Minutes
December 8, 2022**

Other Business: Board Chairman expressed his thanks to the Management Team for their hard work, understanding, and patience. Expressed the Board works for the Residents of the District and wants the Management Team to understand where they are coming from. Dan Stewart expressed his thanks also.

Adjourn: Having no further business to discuss, a motion was made by Jeff White, seconded by Dan Stewart, to adjourn the meeting at 2:17 pm. The motion was approved as follows: Jeff White, yea, Dan Stewart, yea, and Mick Sudbury, yea.

LeAnne Fitzgerald

Attest

Mick Sudbury

Chairperson