

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE
BOARD OF TRUSTEES OF JORDAN VALLEY WATER CONSERVANCY DISTRICT**

(Unapproved and subject to change)

Held August 9, 2021

The Executive Committee meeting of the Board of Trustees of the Jordan Valley Water Conservancy District was held in person and electronically on Monday, August 9, 2021, at 3:42 p.m. at JVVCD's office located at 8215 South 1300 West, West Jordan, Utah.

This meeting was conducted electronically in accordance with the Utah Open and Public Meetings Act (Utah Code Ann. (1953) §§ 52-4-1 et seq.) and Chapter 7.12 of the Administrative Policy and Procedures Manual ("Electronic Meetings").

Trustees Present:

Corey L. Rushton, Chair
Gregory R. Christensen
A. Reed Gibby
Sherrie L. Ohrn
Dawn R. Ramsey
Lyle C. Summers
John H. Taylor (electronically)
Barbara L. Townsend (electronically)

Trustees Not Present:

Karen D. Lang

Staff Present:

Bart Forsyth, General Manager/CEO
Matt Olsen, Assistant General Manager
Alan Packard, Assistant General Manager
Shazelle Terry, Assistant General Manager
Gordon Batt, Operations Department Manager
Jason Brown, Information Systems Department Manager
Brian Callister, Maintenance Department Manager
Shane Swensen, Engineering Department Manager
David Martin, CFO/Treasurer
Reid Lewis, General Counsel
Brian McCleary, Controller
Kurt Ashworth, Human Resources Manager
Linda Townes Cook, Public Information Manager (electronically)
Beverly Parry, Executive Assistant
Jess Morgan, Administrative Assistant
Marty Feil, Database Administrator (electronically)
Travis Christensen, Registered Engineer
Margaret Dea, Senior Accountant (electronically)
Todd Schultz, Analytics & Outreach Manager (electronically)

Others Present

Jacob Young, Engineer, Brown and Caldwell
Adams Jones, Environmental Engineer, Brown and Caldwell (electronically)

Welcome

Mr. Corey L. Rushton, Chair, called the meeting to order at 3:42 p.m. All trustees were present either in person or electronically except Ms. Karen Lang.

**Review agenda
for August 11,
2021, Board
meeting and
public hearing**

Mr. Rushton asked Mr. Bart Forsyth, General Manager, to proceed with the review of the proposed agenda. Mr. Forsyth reviewed the proposed agenda for the August 11, 2021, Board of Trustees meeting and public hearing. Some of the topics for discussion and consideration for the Board meeting included: consider approval of minutes of the Executive Committee meeting held July 12, 2021, the regular Board meeting held July 14, 2021, and the Trustees expenses report for July 2021; consider approval of a Water Conservation Funding Agreement with Riverton City; consider approval of an amended Water Conservation Funding Agreement with the City of Bluffdale; consider award of contract to supply solids handling equipment at the Jordan Valley Water Treatment Plant; consider approval of costs to repair transmission pipeline at 4788 South Bron Breck Street; consider approval of a water purchase agreement with South Jordan City; consider contract amendment and approval of expenditure for outsourced laboratory services for fiscal year 2021/2022; consider contract amendment and approval of expenditure for janitorial services for fiscal year 2021/2022; consider approval of compensation for the General Manager; core mission reports; standing committee reports; and various routine reporting items. A closed session was proposed to discuss information provided during procurement process and character and professional competency of an individual.

Some of the topics for discussion and consideration for the public hearing included: public hearing for a proposed tax rate increase and for the budget and financial plan for fiscal year 2021/2022; verification of legal notification requirements; comments from the Finance Committee Chair; staff presentation; questions from trustees; invitation for public comments; staff response and summary; consider adoption of Resolution No. 21-13, "Determining and Fixing Jordan Valley Water Conservancy District's Tax Rate for Fiscal Year 2021/2022;" consider adoption of Resolution No. 21-14, "Adopting Jordan Valley Water Conservancy District's Budget and Financial Plan for Fiscal Year 2021/2022."

Mr. Rushton asked Mr. Forsyth to report on presentations to governing bodies across the valley. Mr. Forsyth referred the Board to the summarized comments in the Public Hearing packet. He noted that there were three agencies that reports were not provided to: Taylorsville, Midvale, and Herriman. Mr. Forsyth said all Truth and Taxation requirements were met.

**Discuss remote
work policy**

Ms. Shazelle Terry, Assistant General Manager, reported on the District's proposed remote work policy. She said the purpose of discussing this proposed policy is to get feedback from the Board and then it will be brought before the Board for consideration of approval at a later date. Ms. Terry said it is the intention of the District to allow eligible employees, as defined in this policy, to work remotely when it is mutually beneficial to the District and the employee. Working remotely is not an entitlement, it is not a District-wide benefit, and it in no way changes the terms and conditions of employment with the District. Ms. Terry defined remote work as performing the essential functions of one's position from a location other than a District facility and discussed the three types of remote work: long-term, temporary, and mandatory. She reviewed general provisions and key concepts, eligibility requirements, equipment use, and a remote work application included in the proposed remote work policy.

Ms. Dawn Ramsey arrived at 4:20 p.m.

Mr. Rushton asked if the policy includes security and confidentiality requirements. Ms. Terry said that it does, but staff will review the policy to make sure it is covered in detail. He suggested that for operational purposes, there should be something in the policy that requires employees to be able to report to the office within a specified time if needed. Ms. Townsend asked if there is a requirement in the policy to verify that the Wi-Fi used by an employee is a secure network. Ms. Terry said staff will look into this. Mr. Rushton suggested including a requirement that if internet is shut down at the remote location, the employee needs to either come into the office or communicate with their supervisor on the situation.

**Report on
Drought
Contingency
Plan**

Mr. Alan Packard, Assistant General Manager, reported on the Drought Contingency Plan (DCP) which staff began working on in 2019. He said the process involved getting a grant from the USBR, which covered about two-thirds of the cost to prepare the DCP. He said staff is now ready to submit the DCP to the USBR for review. Mr. Packard recognized Jacob Young with Brown and Caldwell; Travis Christensen, Staff Engineer; and Jess Morgan, Administrative Assistant, for their assistance in preparing the DCP. He gave some background information on the project team and then turned the time over to Mr. Jacob Young.

Mr. Young reviewed the six elements of the DCP including: drought monitoring, vulnerability assessment, mitigation actions, response actions, operational and administrative framework, and plan update process. Drought monitoring entailed establishing water supply availability levels. The vulnerability assessment included a risk analysis of each of JWCD's water sources which indicated none of the water sources are at a high vulnerability level at this time because of good water resource planning by staff and a diversified water supply portfolio. Mr. Young reviewed 15 drought mitigation measures identified in the DCP, including:

- Secondary Water Metering
- Enhanced Advanced Metering Infrastructure program analytics
- Customer Rebate Programs
- Landscape Leadership Grant Program
- Member Agency Grant Program
- Evaluate enclosing canals to reduce seepage and evaporation losses
- JWCD Aquifer Storage and Recovery operational expansions
- New shallow groundwater wells
- New high-quality groundwater wells
- Begin taking delivery of ULS supply by 2030 or earlier
- Member Agency wastewater reuse projects for secondary irrigation water
- Drought contingency provisions for wholesale water purchase agreements and retail water service agreements
- Evaluate effectiveness of using conservation-based water rates in the service area

- Evaluate storage for secondary irrigation systems using Provo River spring runoff
- Watershed-based management with stakeholders

Mr. Young shared drought response actions identified in the DCP for each water supply availability level and reviewed a schedule for implementing the suggested mitigation measures. He said the next steps are to submit draft DCP to USBR, submit final DCP to USBR, implement DCP, and update DCP every five years.

Ms. Ohrn suggested changing the colors on the Water Supply Availability Level table so it doesn't match the state drought monitoring table. Mr. Gibby suggested projecting what the water availability level would be if drought conditions remain the same over the next few years.

Mr. Forsyth said it may be possible that, if present dry weather conditions continue, JWCD may need to assist neighboring water districts with their water supply.

Ms. Ramsey asked if the DCP could be updated more often depending on legislation and changing conditions. Mr. Packard said it can be updated as needed. Ms. Ramsey asked if the public is being educated regarding plans for future water supplies. Mr. Packard said DCP includes elements for messaging and communication on water supplies.

Adjourn

Mr. Rushton called for a motion to adjourn. Mr. Lyle Summers moved to adjourn. Following a second by Ms. Sherrie Ohrn, the meeting adjourned at 4:55 p.m.

Corey L. Rushton, Chair of the Board of Trustees

Barton A. Forsyth, District Clerk