

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

(Approved October 11, 2023)

Held September 11, 2023

The Executive Committee meeting of the Board of Trustees of the Jordan Valley Water Conservancy District was held in person and electronically on Monday, September 11, 2023, at 3:37 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  
A. Reed Gibby  
Sherrie L. Ohrn  
John H. Taylor (electronic)  
Barbara L. Townsend (electronic)  
Zach Jacob (electronic)

Trustee Not Present:

Karen D. Lang  
Dawn R. Ramsey  
Mick M. Sudbury

Staff Present:

Alan Packard, General Manager  
Jacob Young, Deputy General Manager  
Matt Olsen, 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  
Mark Stratford, General Counsel  
Kurt Ashworth, Human Resources Manager  
Beverly Parry, Executive Assistant  
Martin Feil, Database Administrator (electronic)  
Mindy Keeling, Administrative Assistant  
Alicia Sekiller, Administrative Assistant  
Kelly Good, Communications Division Manager  
Cynthia Bee, Public Information Officer  
Brian McCleary, Controller (3:58)

Others present:

Greg Christensen, Trustee, Kearns Improvement District  
David Robertson, Principal/Owner LRB

**Welcome**

Mr. Corey Rushton, Chair, called the meeting to order at 3:37 p.m.

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**Review agenda  
for September  
13, 2023, Board  
meeting**

Mr. Rushton asked Mr. Alan Packard, General Manager, to proceed with the review of the proposed agenda. Mr. Packard reviewed the proposed agenda for the September 13, 2023, regular Board of Trustees meeting. Some of the topics for discussion and consideration included: consider approval of minutes of regular Board meeting and Public Hearing held August 9, 2023, and the Trustees expenses report for August 2023; consider approval of expenditure for Ivory Homes participation in Localscapes Homebuilder Rewards; consider authorization to award an engineering services contract for Southwest Aqueduct Reach 2; consider approval of construction change order for 4670 South 1590 East Well Rehabilitation; consider approval of engineering services contract amendment for Jordan Valley Water Treatment Plant Sedimentation Basins 1-2 Seismic and Capacity Upgrades; consider approval of Amendment to Water Storage Lease Agreement with Midvale City; consider approval of project and relocation agreements for Utah Department of Transportation 4700 South and 9800 South Bangerter Highway projects; consider approval of compensation for the General Manager; consider approval of quit claim deed for property along the Central Pipeline in Bluffdale, Utah; consider approval of agreement to sell water right a32138a; review annual Loss Report; report on disposal of surplus property for fiscal year 2022/2023; core mission reports; standing committee reports; and various routine reporting items. A closed session was proposed to discuss the character and professional competency of an individual; sale or purchase of real property and/or water rights or water shares; information provided during procurement process; and pending litigation.

**Report on  
Water Audit**

Mr. Gordon Batt, Operations Department Manager, said the water audit is a tool provided by AWWA to help manage and understand water losses in the system. Data such as water volumes and sources, imported and exported water, known losses, number of connections and total miles of pipe, is gathered throughout the year then added to the water audit tool to produce a validity score. He said the overall data validity score for 2022 was 78/100 which is the same as 2021. He also said that after the validity score is given, it is allocated to a tier which provides recommendations on how to improve water loss. JVVCD's validity score of 78/100 is a Tier IV score which recommends improvements to improve accuracy through data validation processes, infrastructure replacement and upgrades, improved water loss tracking, and leak detection equipment and methods.

Mr. Batt said that JVVCD staff would like to begin water loss tracking at the treatment plants. He said a leak detection program will potentially be put in place this year using handheld listening devices, digital acoustic devices, and inline leak detection devices. He also said the equipment is most cost effective by using in-house staff and including it in existing preventative practices rather than using an outside consultant or contractor.

Mr. Gibby inquired how much additional staff time would be taken up with leak detection monitoring. Mr. Batt said leak detection monitoring would be included in the time already allocated for regular inspections and would not necessarily require more staff.

Mr. Rushton said billing issues can be a concern and asked how JWWCD is accounting for and billing for retail water losses. Mr. Batt said meter staff communicates with office staff almost every day regarding billing and utilizes AMI software to help mitigate excessive water use.

**Review  
proposed  
revisions to the  
Rules &  
Regulations for  
Wholesale  
Water Service**

Mr. Alan Packard said that JWWCD's wholesale Member Agencies have Minimum Purchase contracts which have been a fundamental part of JWWCD's finances for several decades. He said in 2022 the Drought Contingency Plan was implemented, and reduced demand by Member Agencies brought to question whether adjustments could be made in the Minimum Purchase contracts. Mr. Packard explained that current policy only allows a reduction in Minimum Purchase contract volume if there is a corresponding Minimum Purchase increase by another Member Agency in the same year. He said the objectives for any potential policy change are to preserve JWWCD's financial strength and stability, provide increased opportunity for Member Agencies to "right-size" their Minimum Purchase contract amount, provide increased flexibility for Member Agencies, and allow implementation without requiring changes to all wholesale contracts. Mr. Packard stated that a proposed policy revision concept would expand the opportunity for Member Agencies to decrease Minimum Purchase contract volume to include situations when other Member Agencies have automatic step-up increases in Minimum Purchase contract volumes. He said if proposed policy changes are accepted, JWWCD would provide guidance to Member Agencies for Minimum Purchase amounts based on a "weather neutral" year.

Mr. Mark Stratford explained the concepts for administering the proposed policy revisions. Proposed policy revisions would also allow for assignment of five percent of Minimum Purchase contract volume to other Member Agencies to the extent that other Member Agencies purchase more than their Minimum Purchase contract volume. If an assignment cannot be accommodated, the water volume would revert to Deferred Water.

Mr. Ruston asked for clarification on when a Member Agency can take deferred water. Mr. Stratford said deferred water language was adopted in 2022 and would allow for Member Agencies to decide what time of year they choose to take the deferred water. He also asked for an explanation on "no payment by Member Agency" for assigned water. Mr. Stratford said that means that a Member Agency does not have to pay for water which is successfully assigned to another Member Agency.

**Review purpose  
and timing of  
new bond issue**

Mr. Dave Martin said the purpose of a new money bond issue is to raise the funds to finance planned capital projects. The last bond issue was in July 2021 and has been fully spent. He said that JWWCD's long term financing strategy has been to issue new money bonds every 2-3 years. The proposed 2024A new money bond is \$100,000,000 and will fund projects such as new wells and groundwater development, JWWTP expansion, JWWTP seismic improvements, a new segment of Southwest Aqueduct, and new storage reservoirs. Mr. Martin reviewed the timing and process of issuing the new bonds, and said it is planned to close on the bonds in January 2024.

**Review  
proposed  
revisions to the  
Personnel  
Rules and  
Regulations  
Manual**

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Mr. Kurt Ashworth, Human Resources Manager discussed proposed policy changes to payroll timing to update from the current semi-monthly pay to biweekly pay. This change would pay employees every two weeks on a Friday instead of twice a month on the 5<sup>th</sup> and 20<sup>th</sup>. He said the change would also necessitate updating policy language on accrued vacation leave. He said if the policy changes are approved, the hope is to implement the change on January 1, 2024.

Mr. Taylor asked what is driving the change from semi-monthly to biweekly. Ms. Shazelle Terry said that non-exempt employees seem to have difficulty adjusting to fluctuating payroll amounts and have requested biweekly payroll to have more consistency in their paychecks.

**Adjourn**

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Mr. Rushton called for a motion to adjourn. Ms. Sherri Ohrn moved to adjourn. Following a second by Ms. Barbara Townsend, the meeting adjourned at 4:47 p.m.

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Corey L. Rushton, Chair of the Board of Trustees



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Alan E. Packard, District Clerk