

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

(Approved April 10, 2024)

Held March 11, 2024

The Executive Committee meeting of the Board of Trustees of the Jordan Valley Water Conservancy District was held in person and electronically on Monday, March 11, 2024, at 3:00 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
Zach Jacob (electronic)
Andy Pierucci
John B. Richardson
Barbara L. Townsend
Karen D. Lang (electronic)
Mick M. Sudbury
John H. Taylor

Trustees Not Present:

Dawn R. Ramsey

Staff Present:

Alan Packard, General Manager
Brian Callister, Maintenance Department Manager
Brian McCleary, Controller
Gordon Batt, Operations Department Manager
Jacob Young, Deputy General Manager
Jason Brown, Information Systems Department Manager
Kelly Good, Communications Division Manager
Kurt Ashworth, Human Resources Manager
Mark Stratford, General Counsel
Shane Swensen, Engineering Department Manager
Shazelle Terry, Assistant General Manager
Mindy Keeling, Executive Assistant
Lisa Wright, Administrative Assistant
Martin Feil, Database Administrator (electronic)
Travis Christensen, Senior Engineer – Property

Also Present:

Greg Christensen, Trustee, Kearns Improvement District

Welcome

Mr. Corey Rushton, Chair, called the meeting to order at 3:00 p.m.
Ms. Dawn R. Ramsey was excused.

Review agenda for March 13, 2024, 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 March 13, 2024, regular Board of Trustees meeting. Some of the topics for discussion and consideration included: Consider approval of minutes of the Executive Committee meeting held February 12, 2024; Election of District Officers for the coming year; Water supply update; Water quality update; Finance update; Conservation update; Consider authorization to award a construction contract for 2024 Landscaping Project; Consider adoption of Petition Certification (Olympia Hills), certifying petition for annexation of lands into the Jordan Valley Water Conservancy District; Consider adoption of Resolution No. 24-04, "Amending Jordan Valley Water Conservancy District's Rules and Regulations for Wholesale Water Service"; Consider extension of a standby bond purchase agreement between Jordan Valley Water Conservancy District and JP Morgan Chase; Legislative update report; Report on Shazelle Terry appointment to serve on Utah Drinking Water Board; Central Utah Project/CUWCD activities report. Closed meeting is proposed which shall be held electronically and in person with Trustees to discuss sale of or purchase of real property and/or water rights or water shares. After the closed meeting, the Board will consider approval of sale of property and grant of easement to the Utah Department of Transportation at 5655 South 3275 West, Roy, Utah.

As the election of District officers is included on the Board agenda, Mr. Rushton asked Mr. Packard if he, Mr. Jacob Young and Mr. David Martin, are able and willing to continue in their current roles as Clerk, Assistant Clerk, and Treasurer, respectively. Mr. Packard indicated they are able and willing to continue in their current roles. Mr. Rushton said the Conservation Committee Chair is vacant, and other positions are open for election or re-election. Mr. Rushton said that he, Ms. Karen D. Lang, and Mr. John H. Taylor are able and willing to continue in their roles as Chair, Vice Chair, and Finance Committee Chair.

Review travel/training policy for Trustees

Ms. Mindy Keeling, Executive Assistant, reviewed Trustee travel and training. The following items were reviewed: conferences available for the Trustees to attend, training compensation, per diem, reimbursable travel expenses, and the Trustee payroll form.

Mr. Rushton said that if a Board Member is traveling, and travel could be for multiple entities (Trustee's city and the District), do not select a hotel to be paid for by one entity, and airfare by the other; pick one of the entities to pay the entire travel costs.

Annual training for Trustees on Open and Public Meetings Act

Mr. Mark Stratford, General Counsel, presented training on the Open and Public Meetings Act. He noted this training is required to be presented to the Board on an annual basis. All provisions of the Act that apply to the District were reviewed with the Board.

Discuss Utah Public Officers'

Mr. Stratford presented training on the Utah Public Officers' and Employees' Ethics Act. He noted that each year, each Trustee must

**and Employee
Ethics' Act**

acknowledge that she/he is aware, understands, and agrees to comply with the Ethics Act under the JVVCD Administrative Policy and Procedures Manual. Mr. Stratford asked that each Trustee read the Act and sign and date the Annual Certification that they understand the act and return it to staff.

Mr. Corey Rushton asked what interests need to be disclosed in the conflict-of-interest disclosure. Mr. Stratford said any conflict with real property, or significant interest in a business, or are a decision maker in a business, or a voting member of a corporation would create a conflict that may need to be disclosed.

**Discuss Vehicle
Policy Updates**

Ms. Shazelle Terry gave an overview of the proposed draft vehicle policy changes. She indicated that job descriptions will be updated to note which positions are eligible for taking vehicles home. The policy updates outline a new process for determining which employees are eligible to commute to and from work with a District vehicle which is initiated by the employee filling out an authorization form. That request is reviewed by the employees' managers and the Risk Management Committee who then make a recommendation to the General Manager for final approval. The policy outlines that all district vehicles used for commuting to work are reviewed annually and the employees using them acknowledge annually that they continue to meet the criteria and abide by the policy. These updates also ensure that those using District vehicles to and from work are in line with the policy outlining the personal use of District property.

Mr. Pierucci asked how many vehicles are currently going home and if that number will change. Ms. Terry reported that there are approximately twenty-five vehicles being taken home by employees and that the updated policy will likely result in a slight increase. The trustees engaged in a brief discussion about vehicle tracking and the potential use of cameras on vehicles.

Adjourn

Mr. Rushton called for a motion to adjourn. Mr. Mick Sudbury moved to adjourn. Mr. John Taylor seconded the motion. The meeting adjourned 3:58 p.m.



Corey L. Rushton, Chair of the Board of Trustees



Alan E. Packard, District Clerk