

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

(Approved November 13, 2024)

Held October 7, 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, October 7, 2024, at 4:24 p.m. at JWWCD'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
Barbara Townsend
Andy Pierucci (electronic)
Zach Jacob
John H. Taylor (electronic)
Mick Sudbury
Dawn Ramsey (electronic)

Trustees Not Present:

Karen D. Lang
John Richardson

Staff Present:

Alan Packard, General Manager
Jacob Young, Deputy General Manager
David Martin, Chief Finance Officer/Treasurer
Brian McCleary, Controller
Shazelle Terry, Assistant General Manager
Shane Swenson, Chief Engineer
Mark Stratford, General Counsel
Kurt Ashworth, Human Resource Manager
Mindy Keeling, Executive Assistant
Lisa Wright, Administrative Assistant III
Rebecca Bateman, Customer Services Representative
Gordon Batt, Operations Division Manager
Kelly Good, Community Engagement Department Manager
Jason Brown, Information Systems Manager
Clifton Smith, Senior Business Data Analyst
Brian Callister, Maintenance Department Manager (electronic)
Martin Feil, Database Administrator (electronic)
Jeanette Perry, Customer Services Supervisor (electronic)
Margaret Dea, Senior Accountant (electronic)
Sam Mingo, Business Data Analyst (electronic)

Other Attendees:

Greg Christensen, Trustee, Kearns Improvement District

Welcome

Mr. Corey Rushton, Chair, called the meeting to order at 4:24 p.m.

**Review agenda
for August 14,
2024, Board
meeting**

Mr. Rushton asked Mr. Alan Packard, General Manager, to review the proposed agenda for the October 9, 2024, regular Board of Trustees meeting. Mr. Packard reviewed the proposed agenda which includes the introduction and recognition of two district employees who have received special awards, the Core Mission Report, the standing Committee Reports with Ms. Shazelle Terry sharing information on fluoridation issues, consideration of member agency grants funding agreements, several engineering activity items, consideration of Herriman City amendment to water purchase and block 2 water purchase agreements, reporting items, upcoming meetings and a possible closed meeting to discuss procurement questions.

**Review
Herriman City's
Water Supply
Contracts**

Mr. Mark Stratford indicated that Herriman City has an existing take or minimum purchase agreement contract amount of 4,200 AF. In addition, Herriman has a contract for 667 AF of Zone A water and 1,000 AF of Zone B water. The city is proposing, starting this year and going forward, to increase its take or pay volume by 2,300-acre feet.

Mr. Stratford indicated that Herriman City decided to change the way they operate their system to use more Jordan Valley water during winter, spring, and fall, and not use their own wells as much during that time period. The city will ramp up the use of their wells during the summer when they have higher demand. A significant part of the increase is their decision to change the method that they are providing water during those non-peak seasons. He stated that a portion of the increase Herriman City is seeking is due to previously approved growth happening in the city.

Mr. Stratford reviewed the Block 2 water contract with Herriman City which does not involve a minimum purchase amount, though there is a maximum annual purchase volume of 1606 AF, to accommodate the Olympia Hills Development. JVVCD has not yet adopted final rules for exceeding the maximum volume as block two contracts have not matured enough yet, but if limits are exceeded the board will determine penalties.

**Report on
Strategic Plan
Implementation
and
Performance
Monitoring**

Mr. Jacob Young presented the Strategic Plan Implementation and Performance Monitoring Update. Performance monitoring is intended to translate the “why” and “how” from our strategic plan into “what” will specifically be done to achieve JWWCD’s mission. The measures are categorized into two groups, Key Performance Indicators (KPI), which are reported to the board on a monthly basis and Key Results (KR) which will be reported on a quarterly basis.

He noted that the KPI scorecard has changed from the format used over the last fifteen years, to avoid performance indicators becoming irrelevant or obsolete. Mr. Young provided examples of the old and new formats and explained how the reporting items are measured and reported by staff members.

Mr. Young explained that the Monthly Performance Scorecard illustrates nine new enterprise KPIs on a three-page report. The current value for each KPI will be shown with a green, yellow, or red indicator for quick understanding of the status. Historical trending of the KPI value is also shown with the desired range shaded in green to illustrate whether we are trending toward or away from our target. The Quarterly Key Results Status contains fifteen KRs that JWWCD is working towards, and they have been organized into the five core imperatives from the Strategic Plan. The KRs results are reported on a single page with a similar green, yellow, or red indicator as the KPIs. Status is determined by whether the percentage of work completed is greater than the percentage of schedule that has passed.

The board discussed specific KPIs and KRs to be tracked, how they might change over time, the use of AWWA benchmark survey results to make sure JWWCD aligns with industry standards, and how these processes will drive meaningful discussions.

**Review parental
leave analysis**

Mr. Alan Packard stated that in July, the board approved a new parental leave policy benefit for employees that provides three weeks, or 120 hours, of paid leave per year for a father or mother, either a biological or adoptive child, to be used within the first three months of the event. He noted that the board requested that staff return in ninety days and report the cost for potentially enhancing the approved benefit, with a future cost analysis.

Mr. Packard described the four key factors that came into consideration of adding time off to the current policy as the cost to implement, the positive and negative associated consequences with the implementation of such policy changes, how the offered benefits might compare with our peers, and remaining compliant with labor laws.

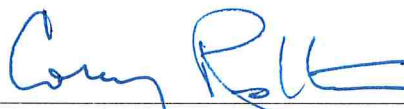
Mr. Packard thanked Shazelle Terry, Brian Callister, Gordon Batt and Kurt Ashworth who worked hard to compile this information over the past couple of months.

With the completion of the review, executive staff members have concluded that the 120 Parental Leave hours available under the current policy are appropriate and no changes are recommended at this time. As with all policies, staff will monitor the effectiveness of the policy and will consider adjustments in the future accordingly. In a related evaluation, staff investigated the benefits and costs of offering a short-term disability benefit. The costs for JVVCD to provide this benefit range from \$34,000 - \$59,000 annually, though the policies have numerous exclusions and limitations which diminish the usefulness of the policies for JVVCD employees.

The board discussed the information presented, along with the cost and possibility to research of other short-term disability options that might contain fewer exclusions or limitations, which may be considered in the future.

Adjourn

Mr. Rushton called for a motion to adjourn. Mr. Mick Sudbury moved to adjourn, with a second by Ms. Barbara Townsend. The meeting adjourned at 5:58 p.m.



Corey L. Rushton
Chair of the Board of Trustees



Alan E. Packard
District Clerk