

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

(Approved September 11, 2024)

Held August 12, 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, August 12, 2024, at 4:07 p.m. at JWVCD'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  
Mick M. Sudbury  
John H. Taylor (electronic)  
Zach Jacob (electronic)

**Trustees Not Present:**

Dawn Ramsey  
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  
Cheyenne Davis, Customer Services Representative  
Gordon Batt, Operations Division Manager  
Brad Boren, Facilities & Project Management Division Manager  
Kelly Good, Community Engagement Department Manager  
Jason Brown, Information Systems Manager  
Erik Wermel, Conservation Programs Supervisor  
Clifton Smith, Senior Business Data Analyst  
Martin Feil, Database Administrator

**Other Attendees:**

Greg Anderson, General Manager, Kearns Improvement District

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**Welcome**

Mr. Corey Rushton, Chair, called the meeting to order at 4:07 p.m.

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

Mr. Rushton asked Mr. Alan Packard, General Manager, to review the proposed agenda for the August 14, 2024, regular Board of Trustees meeting. Mr. Packard reviewed the proposed agenda which includes the Core Mission Report, the standing Committee Reports, consideration of member agency grant funding agreements, several engineering activity items, operation and maintenance activity items, and consideration to sell property at 9816 South 1300 West, South Jordan.

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**Discuss financial audit questionnaire and procedures**

Mr. David Martin discussed a financial audit questionnaire and procedures for the upcoming annual audit. The audit will be performed by the CPA firm Gilbert and Stewart. This upcoming audit for the 2024 fiscal year will be the fourth of the five-year contract. Mr. Martin reviewed several documents related to the upcoming audit. First was the auditor's communication to those charged with governance. It is a required correspondence between the auditor and Board of Trustees covering the responsibilities of the auditor including the auditor's planned scope and schedule. The second form was an engagement letter outlining in more detail the objectives, procedures, roles, and fees. Mr. Martin advised the engagement letter needs to be signed by the General Manager and the Board Chair or Finance Committee Chair. The third form is the auditors required fraud risk questionnaire that needs to be filled out by all Trustees and Executive Staff. It should be mailed or emailed directly to the auditor.

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**Discuss Board tour options**

Ms. Shazelle Terry presented five different facility tour options to the Board and potential dates for the tour. After a brief discussion the Upper Lakes Tour was chosen with the preferred date of September 9, 2024. This would be confirmed with an email with all of the Trustees.

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**Adjourn**

Mr. Rushton called for a motion to adjourn. Mr. Sudbury moved to adjourn, with a second by Ms. Townsend. The meeting adjourned at 4:27 p.m.



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Corey L. Rushton, Chair of the Board of Trustees



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Alan E. Packard, District Clerk