

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

(Unapproved and subject to change)

Held March 7, 2022

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 7, 2022, at 3:01 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
Mick M. Sudbury
A. Reed Gibby
Karen D. Lang
Sherrie L. Ohrn
Dawn R. Ramsey
Lyle C. Summers
John H. Taylor
Barbara L. Townsend

Staff Present:

Bart Forsyth, General Manager
Matt Olsen, Assistant General Manager
Alan Packard, Assistant General Manager
Shazelle Terry, Assistant General 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
Beverly Parry, Executive Assistant
Mindy Keeling, Administrative Assistant
Alicia Sekiller, Administrative Assistant
Martin Feil, Database Administrator (electronic)
Gordon Batt, Operations Department Manger
Mark Stratford, General Counsel

Welcome

Mr. Corey Rushton, Chair, called the meeting to order at 3:01 p.m.

**Review agenda
for March 9,
2022, Board
meeting**

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 March 9, 2022, annual Board of Trustees meeting. Some of the topics for discussion and consideration included: administration of Oath of Office to newly appointed Trustees: a) Mick M. Sudbury, Division 2, b) Lyle C. Summers, Division 4, c) John H. Taylor, Division 3, and d) Barbara L. Townsend, Division 7; consider adoption of Resolution No. 22-03, "Of Appreciation to Gregory R. Christensen for his Service on the Board from

February 2014 to February 2022”; consider approval of minutes of the Executive Committee meeting held February 7, 2022, minutes of the regular Board meeting held February 9, 2022, and the Trustees expenses report for February 2022; election of District Officers for the coming year; consider approval to allow Barbara Townsend to attend The Colorado River Compact: Navigating the Future Conference, in lieu of the Utah Water Users Workshop and the WaterSmart Innovations Conference and Exposition in lieu of the Colorado River Water Users Association Conference, and allow Lyle Summers to attend the WaterSmart Innovations Conference and Exposition in lieu of the AWWA ACE 2022 Conference; consider approval as a concurring party to a Temporary Water Purchase and Sale Agreement; consider approval of Inflation Response Payment to employees; consider award of construction contract for Southeast Regional Water Treatment Plant Boilers and Controls Upgrades; consider award of construction contract for Southeast Regional Water Treatment Plant Fluoride Room Upgrades; consider award of construction contract for Deep Well #6 Well Improvements; consider award of construction contract for 4700 South 5600 West Vault Improvements; report on procurement method to be used to purchase sedimentation equipment for the Jordan Valley Water Treatment Plant; consider approval of contract and expenditure for grounds services; legislative update report; core mission reports; standing committee reports; and various routine reporting items. A closed session was proposed to discuss deployment of security personnel, devices, or systems.

As the election of District officers is included on the Board agenda, Mr. Rushton asked Mr. Forsyth to review the current District officers which are: Corey L. Rushton, Chair; Karen D. Lang, Vice Chair; John H. Taylor, Finance Committee Chair; Lyle C. Summers, Conservation Committee Chair; Barton A. Forsyth, Clerk; Alan E. Packard, Assistant Clerk; and David D. Martin, Treasurer.

Mr. John Taylor arrived at 3:09 p.m.

**Review
travel/training
policy for
Trustees**

Ms. Beverly Parry, 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.

**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’
and Employee
Ethics’ Act**

Mr. Stratford presented training on the Utah Public Officers’ and Employees’ Ethics Act. He noted that each year, each Trustee must acknowledge that she/he is aware, understands, and agrees to comply with the Ethics Act under the JWCD Administrative Policy and Procedures Manual. Mr. Stratford asked each Trustee to read the Act and, if they understand it, to sign and date the Annual Certification and return it to staff.

Ms. Dawn Ramsey arrived in person at 3:47 p.m. She attended electronically up to this point.

**Discuss results
of employee
survey**

Mr. Forsyth presented results of the 2022 JVVCD Employee Survey that takes place every two to three years. He discussed that a high turnover rate since 2018 has resulted in one-third of JVVCD's workforce being new employees. A detailed action plan to address the survey results will be presented to the Board in April. He said a large concern needing immediate attention is JVVCD's compensation plan. Mr. Forsyth said due to the highest inflation rate in 40 years, staff is proposing to adjust employee compensation in response to high inflation and to help address employee retention and recruitment.

Mr. Dave Martin provided more information about a proposed one-time inflation response payment. The proposed payment would be funded by the current personnel budget. He said retirements, vacant positions, and a shortage of employees have provided enough funds for the payment. Mr. Forsyth said a market analysis for employee positions and compensation was planned early in the next fiscal year, but staff feels it is best to not wait and to start the analysis right away.

Following a discussion by the Trustees, staff indicated that they would investigate additional options to address current conditions for the Board's consideration in the Wednesday Board meeting.

**Discuss tour
opportunities at
Jordan
Aqueduct,
Reach 2
Terminal
Reservoir**

Ms. Shazelle Terry said that JVVCD's 100MG terminal reservoir is currently down for maintenance and inspection, and available for those interested in touring the reservoir. She provided various dates for tours and extended an invitation for Trustees, staff, and other key Member Agency personnel to participate in the tours. She mentioned that there will be more opportunities for tours in the future.

**Report on
Conservation
Garden Park
Master Plan
consultant
selection**

Mr. Matt Olsen said that a contract was approved in the February Board meeting for the landscape architectural firm MGB+A, to help with master plan work and street frontage for the Conservation Garden Park. After the meeting, it came to the attention of staff that a firm was inadvertently left out of the review and selection process. He said another selection panel was formed with new members to evaluate the statements of qualifications of MGB+A and the missing firm. The selection panel ranked MGB+A with the highest score. No further board action is necessary as a result.

Adjourn

Mr. Rushton called for a motion to adjourn. Mr. Reed Gibby moved to adjourn. Following a second by Ms. Sherrie Ohrn, the meeting adjourned at 4:33 p.m.

Corey L. Rushton, Chair of the Board of Trustees

Barton A. Forsyth, District Clerk

