

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

(Unapproved and subject to change)

Held March 6, 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, March 6, 2023, 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
Mick M. Sudbury
A. Reed Gibby
Karen D. Lang
Sherrie L. Ohrn
Dawn R. Ramsey
John H. Taylor
Barbara L. Townsend (electronic)

Trustees Not Present:

Zach Jacob

Staff Present:

Alan Packard, General Manager
Jacob Young, Deputy General Manager
Matt Olsen, 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
Brian McLeary, Controller
Mark Stratford, General Counsel
Kurt Ashworth, Human Resources Manager
Courtney Brown, Conservation Programs Manager
Beverly Parry, Executive Assistant
Martin Feil, Database Administrator (electronic)
Mindy Keeling, Administrative Assistant (electronic)
Alicia Sekiller, Administrative Assistant
Kelly Good, Communications Division Manager
Cynthia Bee, Public Information Officer
Margaret Dea, Senior Accountant (electronic)

Also Present:

Greg Christensen, Trustee, Kearns Improvement District

Welcome

Mr. Corey Rushton, Chair, called the meeting to order at 3:00 p.m.

**Review agenda
for March 8,**

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 8, 2023, annual Board of Trustees meeting. Some of

**2023, Board
meeting**

the topics for discussion and consideration included: administration of Oath of Office to newly appointed Trustee: a) Zach Jacob, Division 4; consider adoption of Resolution No. 23-09, "In Appreciation of Lyle C. Summers"; consider approval of minutes of the Executive Committee meeting held February 6, 2023, minutes of the regular Board meeting held February 8, 2023, and the Trustees expenses report for February 2023; election of District Officers for the coming year; consider authorization to award an engineering services contract for Jordan Valley Water Treatment Plant Filter and Chemical Feed Upgrades; consider approval of a Utah Fuel Network Contract; legislative update report; core mission reports; standing committee reports; and various routine reporting items. A closed session was proposed to discuss information provided during procurement process.

As the election of District officers is included on the Board agenda, Mr. Rushton said the Conservation Committee Chair and Clerk positions are vacant, and all other positions are open for election or re-election. Current District officers include: Corey L. Rushton, Chair; Karen D. Lang, Vice Chair; John H. Taylor, Finance Committee Chair; Alan E. Packard, Assistant Clerk; and David D. Martin, Treasurer. Mr. Rushton stated that the office of Clerk, Assistant Clerk, and Treasurer do not need to be filled by Board members and asked Mr. Packard if he had recommendations for the positions of Clerk, Assistant Clerk, and Treasurer. Mr. Packard recommended Alan E. Packard, Clerk; Jacob Young, Assistant Clerk; and David D. Martin, Treasurer.

Ms. Dawn Ramsey arrived at 3:04 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 JVWCD 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.

**Discuss
Terminal
Reservoir tour
availability**

Mr. Packard said the Terminal Reservoir is down for maintenance and is available for tours. He said JVWCD can host a tour for Trustees if there is any interest. He also mentioned that anyone can join an existing scheduled tour and that tours will be available through the end of March.

Adjourn

Mr. Rushton called for a motion to adjourn. Ms. Karen Lang moved to

adjourn. The meeting adjourned at 3:43 p.m.

Corey L. Rushton, Chair of the Board of Trustees

Alan E. Packard, District Clerk