

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

(Unapproved and subject to change)

Held February 8, 2021

The Executive Committee meeting of the Board of Trustees of the Jordan Valley Water Conservancy District was held electronically on Monday, February 8, 2021, at 4:03 p.m.

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 (electronically):

Corey L. Rushton, Chair
Gregory R. Christensen
A. Reed Gibby
Karen D. Lang
Sherrie L. Ohrn
Dawn R. Ramsey
Lyle C. Summers
John H. Taylor
Barbara L. Townsend

Staff Present (electronically):

Bart Forsyth, General Manager/CEO
Matt Olsen, Assistant General Manager
Alan Packard, Assistant General Manager
Shazelle Terry, Assistant General Manager
Gordon Batt, Operations Department 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
Jess Morgan, Administrative Assistant
Martin Feil, Database Administrator
Todd Schultz, Analytics & Outreach Manager
Mike Lorenc, Lead Garden Horticulturist

Others Present (electronically):

David Robertson, Vice President, Lewis Young Robertson & Burningham

Welcome

Ms. Karen Lang, Vice-Chair, called the meeting to order at 4:03 p.m.

**Review agenda
for February 10,
2021, 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 February 10, 2021, regular Board of Trustees meeting. Some of the topics for discussion and consideration included: consider approval of minutes of the Executive Committee meeting held January 11, 2021, minutes of the regular Board meeting held January 13, 2021, and

the Trustees expenses report for January 2021; consider award of professional services contract for bond counsel services; consider award of professional services contracts for bond underwriter services; consider approval of construction contract for Terminal Reservoir Basins 1 and 2 Joint Repairs; consider approval of construction contract for 9800 South 2300 East Well Development and Pump Testing; consider approval of amendment to Master Agreement with Utah Department of Transportation for Bangerter Highway Three Interchanges Project; 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.

Mr. Corey Rushton left the meeting at 4:11 p.m.

**Discuss bond
refunding
options**

Mr. David Martin, Chief Financial Officer/Treasurer, said it has been the District's practice to issue new money bonds every couple of years to fund capital projects and look for opportunities to refund those bonds for savings in the future. He said the District currently has approximately \$270 million of bonds outstanding through ten different bond issues. To achieve the lowest cost of borrowing, the District's strategy has been to use the negotiated sale method when issuing bonds. He said this strategy preserves value which can later be realized when refunding those bonds. He then introduced Mr. David Robertson, Vice President at Lewis Young Robertson and Burningham.

Mr. Robertson reviewed the advantages of bond refunding and the District's outstanding bonds that are candidates for refunding for economic benefit. He explained the different refunding options available, which include tax exempt refunding, taxable refunding, forward start refunding, forward starting swap, and Cinderella bonds. He then presented refunding options for the series 2011A, 2014A, and 2016A bonds and a timeline for considerations of combining refunding and new money issuances of bonds.

**Report on
COVID-19
impacts and
potential policy
changes**

Ms. Shazelle Terry, Assistant General Manager, reviewed the Utah COVID-19 case trends, which are decreasing, and the progress in administration of vaccines. She reported to the Board that the District has had 21 employees test positive and recover from COVID-19, dozens of employees have been tested due to symptoms or exposure, and currently two employees are in quarantine due to exposure and are awaiting test results. She reviewed steps being taken by the District to reduce possible transmission of the virus including implementing a one person per vehicle rule and staff working from home, in the field, or a combination of office and home to limit close contact.

Ms. Terry reviewed the Family First Coronavirus Response Act (FFCRA) which went into effect in April 2020 and provided for reimbursement to qualifying employers for up to 80 hours of paid leave to employees who could not work from home when affected by COVID-19. As the FFCRA program ends March 31, 2021, she said staff has discussed the need for a District policy change that would provide for emergency paid leave during extreme emergencies. She said this proposed emergency leave would be

initiated by the General Manager in extreme emergencies; the emergency would have to be unexpected, significant, and universally affect the majority of District employees; it would allow employees to take leave with pay outside of their personal vacation and sick time; the qualifying circumstances and time period would be defined by the General Manager; the General Manager would provide a summary to the Board of the leave granted under this policy; and emergency leave granted under the policy that also met the Family and Medical Leave Act (FMLA) requirements would count toward the 12 weeks allowed under FMLA.

She said staff would put together a draft emergency leave policy to bring to the Board for review and approval at a future Board meeting. Board members expressed approval of this course of action.

Adjourn

Ms. Lang called for a motion to adjourn. Mr. Reed Gibby moved to adjourn. Following a second by Ms. Barbara Townsend, the meeting adjourned at 4:34 p.m.

Corey L. Rushton, Chair of the Board of Trustees

Barton A. Forsyth, District Clerk