

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

(Approved February 8, 2023)

Held January 9, 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, January 9, 2023, at 4:18 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
Karen D. Lang
A. Reed Gibby
Sherrie L. Ohrn
Lyle C. Summers
Barbara L. Townsend
Mick M. Sudbury

Trustees Not Present:

John H. Taylor
Dawn R. Ramsey

Staff Present:

Bart Forsyth, General Manager
Jacob Young, Deputy General Manager
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
Brian McLeary, Controller
Mark Stratford, General Counsel
Kurt Ashworth, Human Resources Manager
Beverly Parry, Executive Assistant
Martin Feil, Database Administrator (electronic)
Mindy Keeling, Administrative Assistant (electronic)
Alicia Sekiller, Administrative Assistant
Wade Tuft, Water Supply Manager
Dave Mclean, Senior Engineer
Jeanette Perry, Customer Services Supervisor (electronic)

Also Present:

Greg Christensen, Trustee, Kearns Improvement District
Jason Helm, General Manager, Granger-Hunter Improvement District (electronic)
Stefani Walker, Assistant to Dawn Ramsey (electronic)

Welcome

Ms. Karen Lang, Vice Chair, called the meeting to order at 4:18 p.m.

Review agenda for January 11, 2023, Board meeting

Ms. Lang asked Mr. Bart Forsyth, General Manager, to proceed with the review of the proposed agenda. Mr. Forsyth reviewed the proposed agenda for the January 11, 2023, Board of Trustees meeting. Some of the topics for discussion and consideration included: consider approval of minutes of the Executive Committee meeting held November 7, 2022, and the regular Board meeting held November 9, 2022, and the Trustees' expenses report for November and December 2022; consider adoption of Resolution 23-01, "In Appreciation of Barton A. Forsyth"; consider adoption of Resolution 23-02, "Amending Jordan Valley Water Conservancy District's Administrative Policy and Procedures Manual"; consider adoption of Resolution 23-03, "Amending Jordan Valley Water Conservancy District's Personnel Rules and Regulations Policy"; consider adoption of Resolution 23-04, "Amending Appendix 3 of Jordan Valley Water Conservancy District's Administrative Policy and Procedures Manual"; Establishing a level of service for preparation for fiscal year 2023-2024 budget; Preliminary budget preparation calendar; Preliminary budget parameters plan; consider adoption of Resolution 23-05, "Authorizing an Increase in the Expenses in the Operations and Maintenance Budget of the Fiscal Year 2022/2023 of the Jordan Valley Water Conservancy District"; consider approval of a funding commitment letter for the 2022 BRIC JWCD Jordan Aqueduct Scoping Project; consider approval to request additional allocation of Central Water Project Supply; consider approval of expenditure to purchase vehicle; verification of compliance with selected legal requirement and internal District practices; consideration of approval of employment agreements; and various routine reporting items. A closed session is proposed to discuss the character and professional competency of an individual.

Discuss JWCD Employee Education Program

Mr. Forsyth said the JWCD's Employee Education Program is included in Chapter Six of the Personnel Rules and Regulations Policy. The purpose of the training and education program is to ensure that employees are appropriately trained, to prepare for advancement, and to improve employees' commitment to their jobs and to JWCD. He said JWCD's tuition reimbursement program is to assist employees financially with their education goals. The employee tuition reimbursement maxes out at \$5,250 annually due to IRS maximum allowance. He also provided information on JWCD's in-house and outside trainings which include a new learning management system, elective trainings, annual required trainings, a system tours leadership program, Microsoft Suite trainings, and various seminars and conferences to choose from.

Mr. Gibby inquired whether employees are given paid time away from work to attend college courses. Mr. Forsyth said that employees are encouraged to attend classes on their own time but can work out a schedule with their supervisor when necessary.

Presentation on WaterPro water purchase contract

Ms. Terry presented background on the relationship between Draper Irrigation Company (DIC), WaterPro Inc. (WaterPro), and JWCD. She said in the late 1990's WaterPro was created as a fully owned subsidiary of Draper Irrigation Company. She said there are three applicable

agreements which include a Banked Water Agreement, a Minimum Purchase Agreement, and a Raw Water Purchase Agreement. The Banked Water Agreement was originally created due to a need for additional water supply for the SERWTP and Draper Irrigation Company had surface water they were unable to use or store. Banked water is any DIC raw water treated through the SERWTP that is taken by WaterPro through the "plant meter" at 2555 East 11700 South. Banked water can be taken any time during the calendar year, and the rate is based on the O&M and amortized capital costs related to the SERWTP and the associated raw water collection system. Non-banked water taken through other meter connections or coming from non-DIC raw water sources, pays the regular wholesale water rate for that year. Banked and Non-banked water counts toward the minimum purchase amount based upon Section 13 of a 2006 land purchase agreement between JWWCD and WaterPro. She said the Minimum Purchase Amounts have been updated from 50 acre-feet in 1985 to the current volume of 950 acre-feet. In 2006, the Minimum Purchase Agreement was amended to include Raw Water purchase language. The Raw Water Purchase Agreement originated in 2006 stating that any surplus capacity in the Salt Lake Aqueduct not being used by JWWCD or MWDSLS would be made available to WaterPro. She said this is still a beneficial arrangement as it gives JWWCD access to a cost-effective alternate water supply at SERWTP that provides redundancy and operational flexibility.

Discuss additional budget considerations to accommodate Salt Lake County municipal turf removal program

Mr. Martin said that Utah code has a detailed process for setting a budget, and also defines the process for re-opening a budget. He said the process is simple, where in any special meeting such as a regular Board meeting, after proper noticing, a Board can consider re-opening a budget to increase an expense and then do so by Resolution. A Resolution has been prepared for consideration for the January 13, 2022, regular Board meeting to re-open the fiscal year 2022/2023 budget to increase revenue funds received by Salt Lake County, and to increase O&M expenditures for a new position, marketing, and program costs.

Discuss proposed changes to the Administrative Policy and Procedures Manual, Personnel Rules and Regulations Manual, and Purchasing Policy

Mr. Stratford presented information on proposed policy changes. He said changes to be considered for the January Board meeting will include updated language for the new position of Deputy General Manager. Updated language will be included in the Administrative Policy and Procedures Manual, the Purchasing Policy, and the Personnel Rules and Regulations Manual. He also presented proposed changes to be reviewed for consideration in the February Board meeting. Updates for February include general cleanup of the Administrative Policy and Procedures Manual, minor cleanup, multi-year contracts, purchasing thresholds, and signature authority in the Purchasing Policy, and a fee review schedule in the Rules and Regulations for Retail Water Service.

Ms. Lang and Mr. Rushton discussed the idea of reviewing fees for service, such as impact fees, on a regularly scheduled basis. Mr. Martin said review of impact fees are currently done as needed and are contracted out to a consultant. Mr. Stratford said impact fees are based on a facilities plan and if the facilities plan is not being changed, it might not make sense to pay a consultant to regularly review these fees. Mr. Forsyth suggested an internal


analysis be done on a regular basis to determine when to change impact fees.

**Discuss
Housing and
Transit
Reinvestment
Zone
Committee**

Mr. Stratford presented information on Housing and Transit Reinvestment Zones (HTRZ). Some key provisions include allowing a city to propose an HTRZ within one-third mile of a FrontRunner or Trax station, enabling a portion of incremental tax revenue growth to support costs of development, and requiring that housing development would be mixed use, average at least fifty units per acre, and have at least 10 percent affordable housing. He said the City of South Jordan is proposing an HTRZ plan. An HTRZ Committee is formed and requires a representative from various organizations including the largest local taxing entity (after the municipality, county, and Utah Transit Authority district). In the case of South Jordan City, JWCD is the largest taxing entity. He said Mr. Packard intends for Mr. Dave Martin to represent JWCD on the HTRZ Committee.

Adjourn

Mr. Rushton called for a motion to adjourn. Ms. Barbara Townsend moved to adjourn. Following a second by Ms. Sherrie Ohrn, the meeting adjourned at 5:49 p.m.


Corey L. Rushton, Chair of the Board of Trustees


Alan E. Packard, Assistant District Clerk