

MONDAY, APRIL 15, 2019

Minutes of the 833rd meeting of the Metropolitan Water District of Salt Lake & Sandy

The Board Meeting of the Metropolitan Water District of Salt Lake & Sandy on Monday, April 15, 2019 began at 4:40 p.m. in the District's Board Room located at 3430 East Danish Road, Cottonwood Heights, Utah 84093.

The following trustees were present:

Tom Godfrey	-Chair
Donald Y. Milne	-Vice Chair
Patricia Comarell	-Secretary
Cindy Cromer	-Trustee
Joan Degiorgio	-Trustee
John H. Mabey, Jr.	-Trustee
John S. Kirkham	-Trustee

Also present:

Mike DeVries, General Manager
Annalee Munsey, Assistant General Manager
Wayne Winsor, Assistant General Manager/Engineering & Maintenance Manager
Matt Tietje, Operations Manager
Ryan Nicholes, Information Services Manager
Cláudia Bauleth, Laboratory Manager
Sonya Shepherd, HR Program Manager
Mark Sarvela, Water System Operator
Eric Sorensen, Environmental Services Specialist
Nathan Scown, Assistant Operations Manager
Josh Croft, Accountant
Shawn Draney, Snow Christensen & Martineau
Arthur Hunter
Laura Briefer, Salt Lake City Public Utilities
Keith Denos, Provo River Water Users Association
Steve Cain, Provo River Water Users Association
Chris Finlinson, Central Utah Water Conservancy District
Alan Packard, Jordan Valley Water Conservancy District
Mike Wilson, CRS Engineers
Jacob Young, Brown and Caldwell
Korey Walsh, Stantec
Randy Zollinger, Jacobs Engineering
Steve VanMaren, Sandy City resident

Work Session Agenda

1. Provo River Watershed Council Plan

2. Incident Command System
3. Emergency Response Plan
4. Other

Board Meeting Agenda

1. Call to order
2. Public comment
3. Administer Oath of Office for John S. Kirkham
4. Consider approval of power monitor procurement
5. Environmental Committee report
6. Finance Committee report
 - a. Consider adoption of FY 2020 tentative budget
 - b. Periodic reporting items
 - i. Semi-annual deposits and investments report
 - ii. Quarterly check register
 - iii. Electronic payments
 - iv. Credit card expenditures
 - c. Reporting items
7. Consider approval of Board Meeting minutes dated March 25, 2019
8. Consider acceptance of financial reports
9. Reporting/Scheduling items
 - a. Water supply
 - b. Water Week
 - c. Other
10. Other business
11. Items to be discussed at future meetings
12. Closed session
 - a. Pending or reasonably imminent litigation:
13. Adjourn

Work Session

Provo River Watershed Council Plan

Mr. Sorensen presented the Provo River Watershed Council (PRWC) Work Plan for FY2020. In January 2019, the board approved the District entering into an Interlocal Agreement for the Provo River Watershed Council. The current annual cost for the District to participate as a funding member in the PRWC is \$100,000. The annual costs will remain the same for the next five years. The council evaluates the work plan and related budget needs annually. Mr. Sorensen reviewed the ten tasks for the upcoming work plan and the funding required for each task. The governing board of the PRWC approves the work plan by April 15th of each year. The board had questions about in-kind contributions from each agency. Ms. Degiorgio brought up proactive approaches to the watershed and the need for a mechanism to evaluate where to invest funds.

Incident Command System

Mr. Sarvela reviewed the Incident Command System and how the District has implemented this system when responding to planned and unplanned events. Mr. Milne emphasized the importance of more communication during incidents. There are many means of communications available today.

Emergency Response Plan

Mr. Tietje reviewed the goals of the District's Emergency Response Plan. One of the goals is to "ensure effective communication between all those involved in an emergency." Mr. Tietje and Mr. Scown reported on District efforts to practice the procedures in the Emergency Response plan. Mr. Milne recommended performing blind exercises with employees.

Other

No other business was discussed.

Board Meeting

Call to order

At 4:40 p.m. the Chair called the meeting to order and welcomed board members, staff and guests.

Public comment

The Chair invited public comments and no comments were made.

Administer Oath of Office for John S. Kirkham

Mr. John Kirkham was appointed by the Sandy City Council during the April 9, 2019 council meeting. Ms. Munsey administered the oath of office to Mr. Kirkham. The Chair invited Mr. Kirkham to provide a brief introduction of himself to the board. Mr. Kirkham served on the District's board from 2003 to 2014.

Finance Committee report

Mr. Art Hunter reported on the budget discussion during the April 2, 2019 Finance Committee meeting. Mr. Hunter served as Chair of the Finance Committee. The tentative budget takes it from staff ownership to board ownership. He reviewed the purposes of the budget. The budget needs to be balanced and address several needs: short and long-term needs, employee needs, and resource needs to operate the budget. He noted that the ratings agencies also look at debt service coverage and the District's long-term financial plan. Mr. Hunter reviewed the budget summary and reported that the proposed FY20 budget is a good and balanced budget. Mr. Milne and Ms. Comarell complimented Mr. Hunter for his service on the Finance Committee and for his financial background. Mr. Hunter will be recognized during the May board meeting for his service. He was excused from the board meeting.

Ms. Shepherd explained one adjustment to miscellaneous income for the 2016 actuals in the budget summary. Also, in the tentative budget, staff had recommended reclassifying the pay grade for the IT Analyst position. Ms. Munsey explained that this pay grade reclassification will be delayed to allow for further analysis.

The Finance Committee reviewed the semi-annual deposits and investment report. They also received and reviewed the quarterly check register (January – March 2019), electronic payments, and credit card expenditures.

Consider adoption of FY 2020 tentative budget

Ms. Comarell motioned to adopt the FY 2020 tentative budget; Mr. Milne seconded the motion and the motion carried unanimously.

Consider approval of power monitor procurement

Ms. Winsor reported on the power monitor procurement for the Little Cottonwood Water Treatment Plant site. Five power monitors were evaluated in predesign for compatibility, functionality, ease of networking, cost, and life expectancy. Two monitors met the District's requirements: PowerMonitor 5000 and Multilin EPM 7000. District staff purchased both monitors for testing and discovered the Multilin monitor required additional equipment to interface with the District's infrastructure, creating an additional point of failure and added cost. The Allen Bradley PowerMonitor 5000 was thus selected for the project. Staff recommended awarding the contract to Codale Electric Supply because they are the sole source supplier for Allen-Bradley equipment in Utah.

Mr. Mabey motioned to approve power monitor procurement to Codale Electric Supply in the amount of \$143,915.00; Mr. Milne seconded the motion. The motion carried unanimously.

Environmental Committee report

The Environmental Committee met on April 2, 2019 and focused on the Utah State University water audit program and the Provo River Watershed Council work plan. The committee supported more water audits as well as emphasis on the big water users.

Consider approval of Board Meeting minutes dated March 25, 2019

Ms. Cromer motioned to approve the Board Meeting minutes dated March 25, 2019; Ms. Comarell seconded the motion and it carried unanimously.

Consider acceptance of financial reports

Mr. Milne motioned to accept the February 2019 financial reports; Mr. Mabey seconded the motion. The motion carried unanimously.

Reporting/Scheduling items

Mr. DeVries referred the board members to the capital project reports in the board packet. Mr. Tietje reported on the water supply and health of the watershed. He reviewed the water projections for Little Cottonwood Creek, Big Cottonwood Creek, Deer Creek Reservoir and Jordanelle Reservoir. He also reported on the irrigation schedule.

Ms. Munsey discussed the District's plan to celebrate Water Week, which starts May 6 and runs through May 11, 2019. The repair to the depressions in the road at Terminal Reservoir will not be ready by then. The board recommended selecting a later date for the Water Week celebration in order to accommodate the Open House at Terminal Reservoir.

Mr. DeVries reported that the city council budget presentations had not been scheduled yet, and that he would notify the board once they were arranged.

Other business

No other business was discussed.

Closed Session

Mr. Draney deemed it appropriate to go into closed session to discuss pending or reasonably imminent litigation. Mr. Mabey motioned to go into closed session; Ms. Cromer seconded the motion and it carried unanimously. All board members were present along with the following staff: Mr. DeVries, Mr. Winsor, Ms. Munsey, and Mr. Draney.

Mr. Milne motioned to go out of closed session; Mr. Kirkham seconded the motion and it carried unanimously.

Adjourn

At 6:00 p.m., the board meeting adjourned.

Tom Godfrey, Chair

Patricia Comarell, Secretary