

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

(Approved November 8, 2023)

Held October 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, October 9, 2023, at 4:08 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:

A. Reed Gibby
Zach Jacob
Karen D. Lang
Sherrie L. Ohrn
Dawn R. Ramsey
Mick M. Sudbury
John H. Taylor
Barbara L. Townsend

Trustee Not Present:

Corey L. Rushton, Chair

Staff Present:

Alan Packard, General Manager
Jacob Young, Deputy General Manager
Matt Olsen, 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 (electronic)
David Martin, CFO/Treasurer
Mark Stratford, General Counsel
Kurt Ashworth, Human Resources Manager
Beverly Parry, Executive Assistant
Martin Feil, Database Administrator (electronic)
Mindy Keeling, Administrative Assistant
Kelly Good, Communications Division Manager
Cynthia Bee, Public Information Officer
Kyle Allcott, Marketing Specialist
Brian McCleary, Controller

Others present:

Greg Christensen, Trustee, Kearns Improvement District

Welcome

Ms. Karen Lang, Vice Chair, called the meeting to order at 4:08 p.m.

**Review agenda
for October 11,
2023, Board
meeting**

Ms. Lang asked Mr. Alan Packard, General Manager, to proceed with the review of the proposed agenda. Mr. Packard reviewed the proposed agenda for the October 11, 2023, regular Board of Trustees meeting. Some of the topics for discussion and consideration included: consider approval

of minutes of the Executive Committee meeting held September 11, 2023, and the regular Board meeting held September 13, 2023, and the Trustees expenses report for September 2023; consider approval of Landscaping Conversion Incentives Program Grant Agreement with Utah Division of Water Resources; consider approval of a funding commitment letter for the 2023 BRIC JVVCD Regional Water Treatment Plant Drought, Wildfire, and Earthquake Resiliency Project; consider adoption of Resolution No. 23-17, "Approving an Application for a United States Bureau of Reclamation WaterSMART Drought Resiliency Project Grant"; consider adoption of Resolution No. 23-18, "Amending Jordan Valley Water Conservancy District's Personnel Rules and Regulations Manual"; consider adoption of Resolution No. 23-19, "Amending Jordan Valley Water Conservancy District's Rules and Regulations for Wholesale Water Service"; verification of compliance with selected legal requirements and internal practices; report on tentative 2024 Board meetings schedule; report on AWWA Intermountain Section Annual Conference; core mission reports; standing committee reports; and various routine reporting items.

Ms. Dawn Ramsey arrived in person at 4:13 p.m.

Review proposed revisions to the Personnel Rules and Regulations Manual

Mr. Kurt Ashworth, Human Resources Manager discussed the proposed Personnel policy changes. The proposed changes are to update payroll timing from the current semi-monthly pay to biweekly pay, which would pay employees every two weeks on a Friday instead of twice a month on the 5th and 20th, and to update funeral and pregnancy loss leave to bereavement leave. He said the changes would also necessitate updating policy language for accrued vacation leave, sick leave conversion, and bereavement leave.

Review proposed revisions to the Rules and Regulations for Wholesale Water Service

Mr. Mark Stratford said that objectives for the proposed policy revisions are to preserve JVVCD's financial strength and stability, provide increased opportunity for Member Agencies to "right-size" their Minimum Purchase contract amount, provide increased flexibility for Member Agencies to manage water deliveries, and allow implementation without requiring changes to all wholesale contracts. He said that the proposed policy revisions would expand the opportunity for Member Agencies to permanently decrease Minimum Purchase contract volume to include situations when other Member Agencies have automatic step-up increases in Minimum Purchase contract volumes. He said that a Member Agency that reduces its minimum contract volume would be ineligible to increase its contract volume for a period of three years after the reduction is approved. Mr. Stratford explained the concepts for administering the proposed policy revisions which include allowing for assignment of five percent of Minimum Purchase contract volume to other Member Agencies on an annual basis to the extent that other Member Agencies purchase more than their Minimum Purchase contract volume. He said if a Member Agency makes water available for assignment, it may not accrue Deferred Water in that year, but if an assignment cannot be accommodated, the water volume would revert to Deferred Water.

Ms. Lang inquired whether there are Member Agencies that would want to take advantage of the assigned water policy in 2023. Mr. Stratford said that based on water delivery projections, there are approximately three Member

Agencies who are projected to be below their take or pay amount and could either defer or choose to assign the unused water.

Mr. John Taylor asked whether any Member Agencies have advised on the proposed policy change concept. Mr. Packard said that there have been conversations with several Member Agencies and that if the proposed policy changes are accepted, staff will schedule a meeting to provide guidance to all Member Agencies about the policy change.

Discuss sample Strategic Plan objectives and priorities

Mr. Matt Olsen presented a sample draft of the updated Strategic Plan. He said that the plan focuses on five Core Imperatives, which are: 1) Nurture an Environment of Professional Growth and Develop a Dynamic Workforce, 2) Forge Collaborative Planning for Thriving Communities, 3) Enhance Our Resilience to Current Threats, 4) Foster the Public's Conscious Connection with Water, and 5) Modernize Systems to Optimize Our Services. He said the Core Imperatives will help prioritize JVVCD's work moving forward, by informing areas of strategic focus and future operational objectives. The draft plan is expected to be ready by the November meetings.

Ms. Sherrie Ohrn complimented staff on the appearance of the sample draft and on the planning efforts that have gone into updating the Strategic Plan.

Adjourn

Ms. Lang called for a motion to adjourn. Ms. Sherrie Ohrn moved to adjourn. Following a second by Ms. Barbara Townsend, the meeting adjourned at 4:45 p.m.



 Corey L. Rushton, Chair of the Board of Trustees



 Alan E. Packard, District Clerk