

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

(Approved August 9, 2023)

Held July 10, 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, July 10, 2023, at 3:21 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  
A. Reed Gibby  
Karen D. Lang  
Sherrie L. Ohrn  
Dawn R. Ramsey (electronic)  
Mick M. Sudbury  
John H. Taylor  
Barbara L. Townsend  
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(electronic)  
Shane Swensen, Engineering Department Manager  
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 (electronically at 3:30)  
Alicia Sekiller, Administrative Assistant  
Kelly Good, Communications Division Manager  
Cynthia Bee, Public Information Officer  
Margaret Dea, Senior Accountant (electronic)

**Welcome**

Mr. Corey Rushton, Chair, called the meeting to order at 3:21 p.m.

**Review agenda  
for July 12,  
2023, Board  
meeting**

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 July 12, 2023, annual Board of Trustees meeting. Some of the topics for discussion and consideration included: consider approval of minutes of the Executive Committee meeting held June 5, 2023, and the regular Board meeting held June 7, 2023, and the Trustees expenses report for June 2023; consider approval of Member Agency Water Efficiency Standards Funding Agreement with the City of South Jordan; consider approval of a Water Conservation Funding Agreement with the City of South Jordan; consider approval of Member Agency Water

Efficiency Standards Funding Agreement with Riverton City; consider approval of a Water Conservation Funding Agreement with Granger-Hunter Improvement District; consider authorization to award a construction contract for Zone D Reservoir Erosion Control Project; consider authorization to award a construction contract for 10200 South and 15000 South Pipelines AC Mitigation and Monitoring Project; consider authorization to award a construction contract for 3200 West 6200 South Steel Reservoirs Coating and Repairs; consider authorization to award an engineering services contract for Comprehensive Capital Improvements Plan Development Process; consider approval of engineering services contract amendment 3600 West 10200 South Pump Station; consider approval of expenditure to purchase valve turning/vactor service truck body; consider adoption of Resolution No. 23-14, "Amending Jordan Valley Water Conservancy District's Personnel Rules and Regulations Policy"; verification of compliance with selected legal requirements and internal District practices; report on Audit Committee meeting; core mission reports; standing committee reports; and various routine reporting items. A closed session was proposed to discuss information provided during procurement process.

Mr. Packard then reviewed the schedule for the presentation of the proposed property tax increase to JVVCD's member agencies.

**Strategic Plan  
Update work  
session**

Mr. Matt Olsen, Assistant General Manager, said there are three critical needs to develop the Strategic Plan (Plan). The three critical needs are to understand what JVVCD wants to be, who JVVCD currently is, and how to bridge the gap. He said a Strategic Planning Committee (Committee) was formed to facilitate the Plan update. Committee activities included drafting a new mission, vision, and values, reviewing the current level of achievement, performing a Strengths, Weaknesses, Opportunities, and Threat (SWOT) analysis, and compiling a top 20 list from each category of the SWOT analysis results. Mr. Olsen said the next step is having a work session with Board Trustees. He explained the outline for the Plan, which is intended to guide JVVCD over the next five years. The outline includes messaging to communities that JVVCD serves; mission, vision, and values; core imperatives; objectives and priorities; and performance indicators. Mr. Olsen stated that the final Plan will be tentatively presented to the Board with the hope of adoption at the January 2024 regular Board meeting.

Mr. Packard said JVVCD's Strategic Plan was last updated approximately ten years ago. He said the purpose of water conservancy districts are described in Utah Code §17B-2a-10, and include promoting prosperity and welfare of the people, conservation and development of water and land resources, and promoting the greatest beneficial use of water, among others. Mr. Packard also said a water conservancy district offers three key services which include delivering water to current customers, managing demand, and developing supply for future customers.

**Motion to recess and reconvene following small group discussions**

Mr. Mark Stratford, General Counsel, said the purpose of the work session recess is to convene in groups with three Trustees per group to organize their thoughts and to reconvene to discuss how to guide the creation of the core imperatives. He suggested setting a time to reconvene and discuss the group sessions.

Mr. Rushton called for a motion to recess and reconvene. Ms. Sherrie Ohrn moved to recess and reconvened at 4:35 p.m. Following a second by Mr. Mick Sudbury, the meeting adjourned for the work session recess at 3:49 p.m.

**Discussion regarding Strategic Plan Update**

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The Executive Committee meeting reconvened at 4:41 p.m.

Mr. Olsen said that during the recess each group performed a SWOT analysis in which they identified their top findings for JVVCD's Strengths, Weaknesses, Opportunities, and Threats.

There was discussion about the top Opportunities and Threats from each of the work groups. Top findings for Threats and Opportunities included:

An aging workforce and changing expectations of a new workforce, effectively educating new employees, organizational health, retention, and overall well-being of the workforce.

Resiliency in wet and dry years including aid to other areas of the state, operational, policy changes, catastrophic events, and cybersecurity.

Need for JVVCD to consider more comprehensive integration of land use and water planning.

Strengthening relationships with legislature, strategic partnerships with other agencies, and connecting with the public about water conservation and education for underserved populations.

Strengths and Weaknesses were then discussed. Some of the top findings of Strengths included JVVCD's investment in institutional knowledge, long-term planning, and pioneering water conservation. Other Strengths included JVVCD's cooperative relationships with member agencies, lawmakers, and other organizations, effective leadership and outreach, and financial strength. Top findings of Weaknesses included retirements and retention of employees, succession planning, aging infrastructure and maintenance challenges, the ability to respond in a natural disaster, member agency communication, being slow to embrace new technology, and communication of inadequate information.

Mr. Olsen said that based on the discussion, there are five core imperatives that are expected to be shared during the August 2023 regular Board meeting.

Mr. Gibby expressed his appreciation to staff for providing the necessary information to make the SWOT analysis process easy. He also encouraged staff to use simple statements for the public to understand JVVCD's values more easily.

Ms. Ramsey thanked staff for the exercise and discussion and said it is timely for updating the Strategic Plan.

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**Adjourn**

Mr. Rushton called for a motion to adjourn. Ms. Barbara Townsend moved to adjourn. Following a second by Mr. Mick Sudbury, the meeting adjourned at 5:27 p.m.

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Corey L. Rushton, Chair of the Board of Trustees



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Alan E. Packard, District Clerk