

## **MINUTES OF THE GRANGER-HUNTER IMPROVEMENT DISTRICT BOARD MEETING**

The Meeting of the Board of Trustees of the Granger-Hunter Improvement District (GHID) was held Thursday, October 12, 2023, at 3:00 P.M. at the District office located at 2888 S. 3600 W., West Valley City, 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:**

Debra Armstrong	Chair
Corey Rushton	Trustee
Roger Nordgren	Trustee

**Staff Members Present:**

Jason Helm	General Manager/Treasurer
Todd Marti	Assistant General Manager/District Engineer
Troy Stout	Assistant General Manager/Chief Operating Officer
Michelle Ketchum	Director of Administration
Dustin Martindale	Director of Water Systems
Ricky Necaise	Director of Wastewater - <i>Excused</i>
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller/Clerk
Dakota Cambruzzi	Human Resource Manager
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

**Guests:**

Wayne Watts	Community Member & Future Trustee
Adam Spackman	System Administrator, GHID - <i>Electronically</i>
Teresa Higgs	Customer Service Representative, GHID - <i>Electronically</i>
Darcy Brantly	Accountant, GHID – <i>Electronically</i>
Michael Wear	Fleet Manager, GHID – <i>Electronically</i>
Derrick McMichael	Meter Division Supervisor, GHID – <i>Electronically</i>
Brooke Petersen	Administrative Assistant, GHID – <i>Electronically</i>
Levi Allred	Operator, GHID – <i>Electronically</i>
Marinda Miller	Data Auditor, GHID – <i>Electronically</i>
Linda Waters	Safety Coordinator, GHID – <i>Electronically</i>
Krista Barnes	Customer Service Supervisor, GHID - <i>Electronically</i>

A copy of the exhibits referred to in these minutes is attached and incorporated by this reference. The exhibits are also included in the official minute books maintained by Granger-Hunter Improvement District.

## **CALL TO ORDER**

### **Approval of the September 26, 2023 Board Meeting Minutes**

At 3:00 P.M. Debra Armstrong called the meeting to order and recognized all those present.

A motion to approve the Board Meeting Minutes from September 26, 2023, was made by Roger Nordgren. Followed a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

## **Conflicts of interest**

### **OUR COMMUNITY Review, Discuss & Consider Approval of 2024 Tentative Budget**

Jason Helm presented the 2024 Tentative Budget. Mr. Helm discussed eight Strategic Objectives: Fund the Future – District infrastructure updates, Workforce Evolution, Be a Modern Utility Service, Support the Community, Promote Environmental Stewardship, Build Financial Strength, Focus on Our Patrons, and Utilize Best Practices. Mr. Helm presented the proposed 2024 rate increase and proposed 2024 property tax increase. A discussion took place regarding the potential budget addition of the Land and Water Use Study. – See 2024 Budget Presentation and 2024 Tentative Budget attached to these minutes for details.

Mr. Helm asked the Board to consider approval of the 2024 Tentative Budget. Corey Rushton made a motion to approve the budget as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

## **Public Comments**

### **Consider Date for Public Hearing Regarding Truth-in-Taxation, Rate & Fee Increase & 2024 Budget**

Mr. Helm asked the Board to consider the date for the public hearing regarding the Truth-in-Taxation, Rate and Fee Increase, and 2024 Budget for November 14, 2023 at 6:00 p.m. following the regular scheduled November Board Meeting. Debra Armstrong made a motion to approve the date as noted. Following a second from Roger Nordgren, the motion passed as follows;

Armstrong – aye

Rushton – aye

Nordgren – aye

### **2024 Strategic Plan Initiative Update**

Mr. Helm discussed the 2024 Strategic Plan Initiative update. – See 2024 Strategic Plan Initiative Update attached to these minutes for details.

**Jordan Valley Water Conservancy District & Central Valley Water Reclamation Facility Review**

Mr. Helm reviewed some items from Jordan Valley Water Conservancy District (JVWCD) and Central Valley Water Reclamation Facility (CVWRF) noting that both entities met the previous night and information slides weren't available for this report.

Mr. Helm discussed the JVWCD updates noting the adoption of a resolution that will change the water contracts allowing opportunities to make permanent reductions or annual reductions depending on need and availability from other wholesalers. Corey Rushton discussed the process of the resolution and noted the changes begin immediately.

Debra Armstrong also mentioned that CVWRF held their public hearing and adopted their tentative 2024 budget.

**OUR TEAM**  
**Consider Approval of Modification to Employee Handbook Chapter 2: Employment**

Mr. Helm asked the Board to consider approval of an updated Employee Handbook Chapter 2: Employment. Roger Nordgren made a motion to approve the update as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**OUR OPERATIONS**  
**October 3, 2023, Audit Committee Meeting Review**

**Discuss & Approve 2023 Audit Engagement with K & C**

Mr. Ballard asked the Board to consider approval of 2023 Audit Engagement with Keddington & Christensen. Corey Rushton made a motion to approve the audit engagement as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**Discuss Fraud Risk Assessment**

Mr. Ballard presented the Fraud Risk Assessment. Mr. Ballard noted the fraud hotline that is available for employees with any complaints being forwarded to the Board of Trustees and the District's General Manager. Mr. Ballard also noted the addition of the Audit Committee. Both items have increased the overall total by 20 points in 2023 to a total of 375 points. – See Fraud Risk Assessment attached to these minutes for details.

**Discuss Additional Items During October 3, 2023, Meeting**

**Review & Discuss Financial Report for September 2023**

Mr. Ballard presented the October 3, 2023 Audit Committee meeting minutes for the board to review. – See October Audit Committee Meeting report attached to these minutes for details.

Mr. Ballard summarized the September 2023 Financial Report. Mr. Ballard noted water sales year-to-date have improved and are tracking close to budget. – See September 2023 Financial Report attached to these minutes for details.

**Review & Discuss Paid  
Invoice Report for  
September 2023**

Mr. Ballard discussed the September check report. The September check report totaled \$4,180,322.71 coming from four categories: infrastructure (64%), Central Valley (22%), payroll taxes and employee benefits (9%), and other (5%). – See September 2023 Paid Invoice Report attached to these minutes for details.

**Consider Approval of  
Renewal of Tyler  
Technologies Incode V.X  
Contract**

Todd Marti asked the Board to consider approval of a renewal of the Tyler Technologies Incode V.X Contract in the amount of \$64,873.82. Roger Nordgren made a motion to approve the renewal as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**Consider Approval of  
Contract Amendment to  
APCO, Inc. for 21F:  
SCADA Upgrades  
Project**

Mr. Marti asked the Board to consider approval of a Contract Amendment to APCO, Inc. for the 21F: SCADA Upgrades project in the amount of \$82,103.00. Corey Rushton made a motion to approve the contract amendment as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**CLOSED SESSION**

*A closed session was not needed for this meeting.*

**BOARD MEMBERS  
INPUT, REPORTS,  
FOLLOW-UP ITEMS  
OR QUESTIONS**

Jason Helm reminded the Board of the Rushton Groundwater Treatment Plan open house that will take place on October 24, 2023.

Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Debra Armstrong, the motion passed as follows and the meeting adjourned at 5:31 P.M.

Armstrong – aye

Rushton – aye

Nordgren – aye

Debra K. Armstrong, Chair

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Austin Ballard, Clerk

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