

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 Tuesday, February 18, 2025, 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
Roger Nordgren	Trustee
Wayne Watts	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 – <i>Excused</i>
Shawn Ellis	Water Maintenance Division Manager, GHID
Ricky Necaie	Director of Wastewater
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller/Clerk
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

Guests:

Adam Spackman	System Administrator, GHID – <i>Electronically</i>
Ian Bailey	GIS, GHID – <i>Electronically</i>
Darcy Brantly	Accountant, GHID – <i>Electronically</i>
Drew Ovard	IT Division Manager, 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

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

Public Comments

There were none.

**Approval of the
January 21, 2025, Board
Meeting Minutes**

A motion to approve the Board Meeting Minutes from January 21, 2025, was made by Wayne Watts. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

Conflicts of interest

There were none.

**OUR COMMUNITY
Jordan Valley Water
Conservancy District
Update**

Jason Helm presented the Jordan Valley Water Conservancy District update. - See Jordan Valley Water Conservancy District Update attached to these minutes for details.

**Central Valley Water
Reclamation Facility
Update**

Mr. Helm presented the Central Valley Water Reclamation Facility update. – See Central Valley Water Reclamation Facility Update attached to these minutes for details.

Legislative Update

Mr. Helm discussed the Legislative update. Mr. Helm noted a few bills that impact water districts including HB 81 which prohibits adding fluoride to public water systems and allows pharmacists to prescribe fluoride. – See Legislative Update attached to these minutes for details.

**OUR TEAM
Review & Consider
Adoption of 2025-2027
Strategic Plan**

Mr. Helm asked the Board to consider adoption of the 2025-2027 Strategic Plan. Mr. Helm discussed the highest-ranking attributes which include customer satisfaction, employee and leadership development, financial viability, infrastructure strategy and performance, and water resource sustainability. Following a discussion, the Board recommended they take a more in-depth look at the current draft and postpone the adoption of the 2025-2027 Strategic Plan. – See 2025-2027 Strategic Plan attached to these minutes for details.

**Review & Consider
Approval of Employee
Handbook**

Mr. Helm asked the Board to consider approval of the Employee Handbook. Wayne Watts made a motion to approve the handbook as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

**OUR OPERATIONS
Review & Discuss
Financial Report for
January 2025**

Austin Ballard summarized the January 2025 Financial Report. - See January 2025 Financial Report attached to these minutes for details.

**Review & Discuss Paid
Invoice Report for
January 2025**

Mr. Ballard discussed the January check report. Some discussion took place regarding some purchases listed on the report including the District's vehicle tracking software and staff described the benefits the software provides the District. The January check report totaled \$2,817,063.27 coming from five categories: Series 2021 & 2023B Bond Payments (32%), infrastructure (21%), Jordan Valley Water (20%), payroll taxes and employee benefits (14%), and other (13%). – See January 2025 Paid Invoice Report attached to these minutes for details.

**Consider Adoption of
Resolution 02.18.25 in
Support of District's
February 2025 Hazard
Mitigation Plan**

Troy Stout asked the Board to consider adoption of Resolution 02.18.25 in support of the District's February 2025 Hazard Mitigation Plan. Roger Nordgren made a motion to adopt the resolution as noted. Following a second from Wayne Watts, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

**Administrative Services
Update**

Michelle Ketchum presented the Administrative Services Update. – See Administrative Services Update attached to these minutes for details.

**Water Maintenance
Update**

Shawn Ellis presented the water maintenance update. – See Water Maintenance Update report attached to these minutes for details.

**Consider Approval for
Purchase of Fill Dirt
Materials from 3XL Inc.
for District's 25I
Cherrywood Village
Waterline Replacement
Project**

Mr. Ellis asked the Board to consider approval for the purchase of fill dirt materials from 3XL Inc. for the District's 25I Cherrywood Village Waterline Replacement Project in the amount of \$63,700.00. Wayne Watts made a motion to approve the purchase as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

**Consider Approval for
Waterworks Parts from
Ferguson Waterworks
for District's 25I
Cherrywood Village
Waterline Replacement
Project**

Mr. Ellis asked the Board to consider approval for waterworks parts from Ferguson Waterworks for the District's 25I Cherrywood Village Waterline Replacement Project in the amount of \$417,761.00. Roger Nordgren made a motion to approve the purchase as noted. Following a second from Wayne Watts, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

**Wastewater
Maintenance & Fleet
Update**

Ricky Necaise presented the wastewater maintenance and fleet report. – See the Wastewater Maintenance and Fleet Update report attached to these minutes for details.

Water Supply Report

Justin Gallegos presented the water supply and sewer report. – See Water Supply Report attached to these minutes for details.

**Consider Approval of
Contract for 2025
Grounds Maintenance
Services to Marathon
Maintenance**

Mr. Gallegos asked the Board to consider approval of a contract for 2025 Grounds Maintenance Services to Marathon Maintenance in the amount of \$61,000.00. Roger Nordgren made a motion to approve the contract as noted. Following a second from Wayne Watts, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

Capital Projects Update

Todd Marti and Victor Narteh presented the Capital Projects update. – See Capital Projects Update attached to these minutes for details.

**Consider Approval of
Engineering Design
Contract to Sunrise
Engineering for 25A:
Pleasant Valley WWPS
Replacement Project**

Mr. Narteh asked the Board to consider approval of an engineering design contract to Sunrise Engineering for the 25A: Pleasant Valley WWPS Replacement project in the amount of \$324,000.00. Wayne Watts made a motion to approve the contract as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

**Engineering Department
Update**

Mr. Narteh presented the Engineering Department update. – See Engineering Department Update attached to these minutes for details.

CLOSED SESSION

At 4:39 P.M., Wayne Watts made a motion to enter into a closed session to discuss pending or reasonably imminent litigation. Following a second from Roger Nordgren, the motion passed as follows;

Armstrong – aye

Nordgren – aye

Watts – aye

All Trustees; Jason Helm, General Manager; Todd Marti, Assistant General Manager/District Engineer; Troy Stout, Assistant General Manager/Chief Operating Officer; Shawn Ellis, Water Systems Division Manager; Ricky Necaie, Director of Wastewater; Justin Gallegos, Director of Information Technology; Austin Ballard, Controller/Clerk; Kristy Johnson, Executive Assistant, and Brent Rose, District legal counsel were present during the strategy session to discuss pending or reasonably imminent litigation closed session.

At 5:15 P.M., Wayne Watts made a motion to end the closed session and enter back into an open session. Following a second from Roger Nordgren, the motion passed as follows;

Armstrong – aye

Nordgren – aye

Watts – aye

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

There were none.

ADJOURNED

Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Wayne Watts, the motion passed as follows and the meeting adjourned at 5:17 P.M.

Armstrong – aye Nordgren – aye Watts – aye

Debra K. Armstrong, Chair

Austin Ballard, Clerk