

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, August 19, 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
Ricky Necaise	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>
Drew Ovard	IT Division Manager – <i>Electronically</i>
Darcy Brantly	Accountant - <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
July 15, 2025, Board
Meeting Minutes**

A motion to approve the July 15, 2025, Board Meeting Minutes was made by Roger Nordgren. Following a second from Wayne Watts, 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. Mr. Helm discussed the recent public hearing held by Jordan Valley Water Conservancy District on August 11, 2025, and the approval of the property tax increase of approximately 11.1%. - 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.

**Review District's 2025
Consumer Confidence
Report**

Troy Stout presented the 2025 Consumer Confidence Report. Mr. Stout noted the availability of the 2025 Consumer Confidence Report on the District's website. – See 2025 Consumer Confidence Report attached to these minutes for details.

**OUR TEAM
District Emergency
Response Plan Updates
for Certification with
U.S. Environmental
Protection Agency**

Mr. Stout presented the District Emergency Response Plan updates for certification with the U.S. Environmental Protection Agency. Mr. Stout noted that the District Emergency Response Plan is evaluated and updated annually as per the District Administrative Policy. – See Emergency Response Plan Updates attached to these minutes for details.

**Consider Adjusting
Compensation Limit for
Members of Board of
Trustees**

Jason Helm discussed the current compensation limit within the Administrative Policy Handbook for members of the Board of Trustees. Mr. Helm gave an overview of Senate Bill 50 which eliminates compensation limits for members of a Board of Trustees and requires an entity to hold a public hearing on any proposed increase. Following a discussion regarding compensation adjustments, a Public Hearing will be held September 23, 2025, with the effective date of approved compensation increase to be the same date. – See Board of Trustees Compensation attached to these minutes for details.

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

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

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

Mr. Ballard discussed the July check report. Mr. Ballard noted in preparation for submitting checks to unclaimed property, the check reversals listed for outstanding checks for customer refunds that have not been cashed and have been voided and reissued to the customer at their correct locations. The July check report totaled \$8,056,275.66 coming from seven categories: infrastructure (22%), Jordan Valley Water (22%), Series 2023B Int & Prin Payment (20%), Central Valley Water (16%), payroll taxes and employee benefits (7%), vehicles (4%) and other (9%). – See July 2025 Paid Invoice Report attached to these minutes for details.

**Amendment of Days of
Cash on Hand Policy
Within Section 12.4 of
the Administrative
Policy Handbook**

Jason Helm and Austin Ballard asked the Board to consider amendment of Days of Cash on Hand policy within 12.4 of the Administrative Policy Handbook. Following a discussion regarding the current policy and the needs of the District, the policy handbook will be updated in section 12.4.A to read: *“The amount in this fund would generally be the equivalent of 165 days cash on hand for operational and maintenance expenses, subject to adjustment by the Board on an annual basis.”* Wayne Watts made a motion to approve the policy update as noted. Following a second from Roger Nordgren, 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**

Dustin Martindale presented the water maintenance update. A discussion took place regarding the fire hydrant replacement program and the prioritization of open work orders. – See Water Maintenance Update report attached to these minutes for details.

**Consider Approval for
Contract Award to
Ridge Rock Inc. for
Asphalt Replacement
Associated with 25I:
Cherrywood Village
Waterline Replacement
Project**

Mr. Martindale asked the Board to consider approval for a contract award to Ridge Rock Inc. in the amount of \$143,350.00 for asphalt replacement associated with the 25I: Cherrywood Village Waterline Replacement Project. 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

**Wastewater
Maintenance & Fleet
Update**

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

Operations Update

Justin Gallegos presented the Operations report. Mr. Gallegos noted the inclusion of an action item for Tyler Incode in the report but the inability to discuss the item or vote on it, due to the item not being on the agenda. – See Operations Update attached to these minutes for details.

Water Supply Report

Mr. Gallegos presented the July water supply and sewer reports. – See Operations Update attached to these minutes for details.

Capital Projects Update

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

Engineering Department Update

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

CLOSED SESSION

At 5:14 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; Dustin Martindale, Director of Water Maintenance; 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 5:52 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 5:53 P.M.

Armstrong – aye

Nordgren – aye

Watts – aye

Debra K. Armstrong, Chair

Austin Ballard, Clerk

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