

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, November 22, 2022, at 5:00 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 - <i>Excused</i>
Ricky Necaise	Director of Wastewater
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 - <i>Excused</i>

Guests:

Marcus Keller	Zions Bank – <i>left after presentation</i>
Darcy Brantly	Accountant, GHID - <i>Electronically</i>
Idanely Avalos	Customer Service, GHID – <i>Electronically</i>
Michael Wear	Fleet Manager, GHID - <i>Electronically</i>
Derrick McMichael	Water Maintenance, GHID - <i>Electronically</i>
Ian Bailey	GIS, GHID - <i>Electronically</i>
Jeremy Gregory	Staff Engineer, 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 5:04 P.M. Debra Armstrong called the meeting to order and recognized all those present.

Public Comments

There were no public comments.

Trustee, Corey Rushton indicated he would be a few minutes late. In order to have all Trustees present to vote on the October 18, 2022 minutes, Chair Debra Armstrong skipped down to the Central Valley Water Reclamation Facility Update first. Mr. Rushton arrived at 5:08 P.M.

OUR TEAM

Central Valley Water Reclamation Facility Update

Jason Helm presented the Central Valley Water Reclamation Facility (CVWRF) review. Mr. Helm discussed the Land Lease Agreement for the golf course that surrounds CVWRF. Mr. Helm noted a significant cost savings for the District over a 60-year period as a result of the agreement. – See CVWRF Review attached to these minutes for details.

GENERAL

Approval of the October 18, 2022 Board Meeting Minutes

A motion to approve the Board Meeting Minutes from October 18, 2022, was made by Debra Armstrong. Followed a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

Conflicts of interest

There were none.

OUR COMMUNITY

Review, Discuss & Consider Adoption of Employee Handbook Section 7.3; 5 & 6 Paid Leave Updates

Mr. Helm presented the Employee Handbook section 7.3; 5 and 6. Mr. Helm asked the Board to consider adoption of Employee Handbook section 7.3; 5 and 6. Corey Rushton made a motion to adopt the update as noted with the recent Juneteenth holiday added to the handbook. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

Review 2023 Board Meeting Schedule Calendar

Mr. Helm presented the 2023 Board Meeting schedule calendar for the Board to review. Due to a schedule conflict, the January meeting was changed to January 24, 2023. Debra Armstrong made a motion to approve the calendar as noted with the January meeting change. Following a second from Corey Rushton, the motion passed as follows;

Armstrong – aye

Rushton – aye

Nordgren – aye

Jordan Valley Water Conservancy District Update

Mr. Helm presented the Jordan Valley Water Conservancy District (JVWCD) review. A brief discussion took place regarding staff changes at JVWCD and conservation. – See JVWCD Review attached to these minutes for details.

OUR OPERATIONS

Discuss the Creation of an Audit Committee

Austin Ballard discussed the creation of an Audit Committee for the District. Mr. Ballard explained some of the functions of the Audit Committee including overseeing the selection process of the independent auditor, reviewing the results of the independent auditor and presenting the findings to the Board and Public during a regularly scheduled board meeting, and reviewing hotline complaints and report back to the Board and Public on all complaints. The District staff proposes that the committee consist of one board member, General Manager, District Controller and up to two individuals from “sister” entities who have professional financial expertise as appointed by the board chair. After some discussion regarding the committee members and transparency, the Board made the decision to modify the committee structure to be “up to two individuals from the Public who have professional financial expertise as appointed by the board chair”. – See Audit Committee Memo attached to these minutes for details.

Discuss & Approve 2022 Audit Engagement with Keddington & Christensen

Mr. Ballard discussed the continuation of engaging Keddington and Christensen for the District’s 2022 Audit. – See 2022 Audit Engagement with Keddington and Christensen Memo attached to these minutes for details.

Review & Discuss Financial Report for October 2022

Mr. Ballard summarized the October 2022 Financial Report. – See October 2022 Financial Report attached to these minutes for details.

Review & Discuss Paid Invoice Report for October 2022

Mr. Ballard discussed the October check report. Mr. Ballard noted the customer refund and payroll disbursement portions of the report that will be provided to the Board with the monthly Paid Invoice Report. The October check report totaled \$3,522,671.46 coming from five categories; Jordan Valley Water (39%), Central Valley (34%), infrastructure (12%), payroll taxes and employee benefits (6%), and other (9%). – See October 2022 Paid Invoice Report attached to these minutes for details.

Water Maintenance Update

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

Wastewater Maintenance Update

Mr. Stout presented the wastewater maintenance report. – See the Wastewater Systems Update report attached to these minutes for details.

Meeting Recess

Debra Armstrong called a meeting recess at 5:55 P.M. in order to begin two scheduled 6:00 P.M. Public Hearings.

Resume Meeting

Debra Armstrong called for the Board Meeting to resume at 7:39 P.M.

Water Supply Review

Todd Marti presented the water supply report. – See Water Supply Review attached to these minutes for details.

Capital Projects Update

Mr. Marti presented the Capital Projects update. – See Capital Projects Update attached to these minutes for details.

Consider Approval of Construction Contract to Cody Ekker Construction, Inc. for the 22D: 4100 South & 4700 South Waterlines Project

Consider Approval of a Contract to Nickerson Company for Well No. 8 Pump & Motor Repairs

Consider Approval of a Construction Contract to Condie Construction Company for the 20A: 3500 South to 4100 South Redwood Road Sewer Project

Engineering Department Update

CLOSED SESSION

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

ADJOURNED

Mr. Marti asked the Board to consider Approval of a Construction Contract with Cody Ekker Construction, Inc. in the amount of \$2,559,142.00 for the 22D: 4100 South & 4700 South Waterlines Project. After a brief discussion regarding procurement process and the language that is used, Corey Rushton made a motion to approve the contract as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

Mr. Marti asked the Board to consider Approval of a Contract Nickerson Company in the amount of \$132,420.00 for the Well No. 8 Pump & Motor Repairs. After a discussion regarding an ongoing contract for repairs, Roger Nordgren made a motion to approve the contract as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

Mr. Marti asked the Board to consider Approval of a Construction Contract to Condie Construction Company in the amount of \$12,552,242.00 for the 20A: 3500 South to 4100 South Redwood Road Sewer Project. After a discussion regarding the intricacies of the project and different factors that increase the cost of the project, the Board asked staff to gather more information from UDOT and West Valley City and postpone this action item to the December 13, 2023 Board Meeting.

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

A closed session was not needed for this meeting.

There were none.

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 8:55 P.M.

Armstrong – aye

Rushton – aye

Nordgren – aye

Debra K. Armstrong, Chair

Austin Ballard, Clerk

DRAFT