

## **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 21, 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 Necaie	Director of Wastewater
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller/Clerk
Dakota Cambruzzi	Human Resource Manager - <i>Electronically</i>
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

### **Guests:**

Adam Spackman	System Administrator, GHID - <i>Electronically</i>
Darcy Brantly	Accountant, GHID - <i>Electronically</i>
Debra Harvey	Customer Service, GHID – <i>Electronically</i>
Ian Bailey	GIS, GHID – <i>Electronically</i>
Taylor Paetsch	Customer Service, GHID – <i>Electronically</i>
Doug Bradfield	Division Supervisor of Engineering, 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 24, 2023  
Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from January 24, 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**

There were none.

**OUR COMMUNITY  
Legislative Update**

Jason Helm presented the Legislative update. – See Legislative Update attached to these minutes for details.

**Jordan Valley Water  
Conservancy District  
Review**

Mr. Helm presented the Jordan Valley Water Conservancy District (JVWCD) review. – See JVWCD Review attached to these minutes for details.

**Central Valley Water  
Reclamation Facility  
Review**

Mr. Helm presented the Central Valley Water Reclamation Facility (CVWRF) review. Staff presented a CVWRF drone video to show the Board the progress of the facility updates. – See CVWRF Review attached to these minutes for details.

**OUR TEAM  
Review & Consider  
Approval of Revised  
Employee Handbook  
(Personnel Policy)**

Jason Helm asked the Board to consider approval of the revised Employee Handbook (Personnel Policy) Chapter 11 Information Technology Resources Policy. After a discussion regarding the policy update, the Board asked the staff for further revision and present it at the next board meeting for approval with all changes highlighted to show previous policy.

**Review & Consider  
Approval of Revised  
Administrative Policy**

Mr. Helm asked the Board to consider approval of the revised Administrative Policy. Corey Rushton made a motion to approve the revisions as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**OUR OPERATIONS  
Review & Discuss  
Preliminary Financial  
Report for  
January 2023**

Austin Ballard summarized the January 2023 Financial Report. Mr. Ballard presented a year-to-date revenues and expenses report. – See January 2023 Financial Report attached to these minutes for details.

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

Mr. Ballard discussed the January check report. Mr. Ballard noted the 2021 Bond principal and interest payment that was made in the month of January. The January check report totaled \$4,346,085.83 coming from six categories: Central Valley (36%), infrastructure (25%), Jordan Valley Water (11%), 2021 Bond principal and interest (9%), payroll taxes and employee benefits (8%), and other (11%). – See January 2023 Paid Invoice Report attached to these minutes for details.

**Consider Approval of  
Interlocal Cooperation  
Agreement with Salt  
Lake County Clerk  
Elections Divisions for  
Election Services**

Mr. Ballard asked the Board to consider approval of the Interlocal Cooperation Agreement with Salt Lake County Clerk Elections Divisions for election services good faith estimate of \$66,147.00. After a discussion regarding the election costs, Debra Armstrong made a motion to approve the agreement as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**Water Maintenance  
Update**

Troy Stout presented the water maintenance update. Mr. Stout noted there were only two leaks for the month of January. – See Water Maintenance Update report attached to these minutes for details.

**Wastewater  
Maintenance Update**

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

**Consider Ratification  
for Purchase of One (1)  
Ford F550 from Ken  
Garff and Crane Utility  
Body from Truck  
Equipment, LLC**

Mr. Stout asked the Board to consider ratification of the purchase of one (1) Ford F550 in the amount of \$63,611.00 from Ken Garff Ford and a Crane Utility Body, in the amount of \$102,478.30 from Truck Equipment, LLC for a combined total of \$166,089.30. Roger Nordgren made a motion to approve the purchase as noted. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**Water Supply Review**

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

**Capital Projects Update**

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

**Consider Approval of a  
Sole-Source Purchase of  
Three (3) Replacement  
Muffin Monster Lift  
Station Channel  
Grinders from  
Waterford  
Systems/JWC  
Environmental**

Mr. Marti asked the Board to consider approval of a sole-source purchase of three (3) replacement Muffin Monster lift station channel grinders for \$112,318.09 to Waterford Systems/JWC Environmental. Corey Rushton made a motion to approve the purchase as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**Engineering Department  
Update**

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

**CLOSED SESSION**

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

**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 Debra Armstrong, the motion passed as follows and the meeting adjourned at 5:27 P.M.

Armstrong – aye

Rushton – aye

Nordgren – aye

Debra K. Armstrong, Chair

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Austin Ballard, Clerk

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