

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 Necaise | 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

Approval of the January 24, 2023 Board Meeting Minutes

There were none.

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**

Jordan Valley Water Conservancy District Review

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

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)**

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

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:

**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

Austin Ballard, Clerk
