

**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, April 18, 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 - <i>Electronically</i>
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 Ncaise	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

Guests:

Adam Spackman	System Administrator, GHID - <i>Electronically</i>
Darcy Brantly	Accountant, GHID - <i>Electronically</i>
Ian Bailey	GIS, GHID – <i>Electronically</i>
Moriah Gamache	Engineer, GHID – <i>Electronically</i>
Michael Wear	Fleet Division Supervisor, GHID – <i>Electronically</i>
Linda Waters	Safety Coordinator, GHID – <i>Electronically</i>
Jordan Pugmire	J-U-B Engineers
Japheth McGee	Zions Public Finance – <i>Left after presentation</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
March 21, 2023
Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from March 21, 2023, 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 OPERATIONS
Resolution 4-18-23.1**

Jason Helm asked the Board to move this agenda item up, due to the in-person guest, Japheth McGee from Zions Public Finance and his presentation of RESOLUTION 4-18-23.1.

Austin Ballard asked the Board to CONSIDER ADOPTION OF A RESOLUTION OF THE BOARD OF TRUSTEES OF GRANGER-HUNTER IMPROVEMENT DISTRICT, UTAH; AUTHORIZING THE ISSUANCE AND SALE OF NOT MORE THAN \$30,000,000 AGGREGATE PRINCIPAL AMOUNT OF WATER AND SEWER REVENUE BONDS, SERIES 2023B; AND RELATED MATTERS. Roger Nordgren made a motion to approve the resolution as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

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

Jason 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. – See CVWRF Review attached to these minutes for details.

**2024 Strategic Plan
Initiatives Update**

Mr. Helm reviewed and discussed the 2024 Strategic Plan Initiatives update. – See 2024 Strategic Plan Initiatives Update attached to these minutes for details.

**OUR TEAM
Review & Consider
Approval of Revised
Employee Handbook
(Personnel Policy)
Chapter Three –
Compensation**

Mr. Stout presented a revision of the Employee Handbook (Personnel Policy) Chapter Three – Compensation. Mr. Stout asked the Board to consider approval of the revised Employee Handbook (Personnel Policy) Chapter Three – Compensation. Debra Armstrong suggested one vote for both policy updates.

**Review & Consider
Approval of Revised
Employee Handbook
(Personnel Policy)
Chapter Eleven –
Mobile Device Policy**

Mr. Stout presented a revision of the Employee Handbook (Personnel Policy) Chapter Eleven – Mobile Device Policy. Mr. Stout asked the Board to consider approval of the revised Employee Handbook (Personnel Policy) Chapter Eleven – Mobile Device Policy. Following a discussion regarding apps and personal devices, Roger Nordgren made a motion to approve both policy revisions as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**OUR OPERATIONS
Review & Discuss
Financial Report for
March 2023**

Austin Ballard summarized the March 2023 Financial Report. Mr. Ballard noted water sales are tracking in line with the budget. – See March 2023 Financial Report attached to these minutes for details.

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

Mr. Ballard discussed the March check report. Mr. Ballard noted the tank farm purchase that was finalized and paid for in March. The March check report totaled \$4,824,836.56 coming from six categories: infrastructure (28%), 2019 Bond Princ/Int Payment (21%), Central Valley (19%), payroll taxes and employee benefits (10%), Jordan Valley Water (9%), and other (13%). – See March 2023 Paid Invoice Report attached to these minutes for details.

**Administrative Services
Update**

Jason Helm and Michelle Ketchum presented the Administrative Services Update. – See Administrative Services Update 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 & Fleet
Update**

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

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 Award of
Construction Contract
for 22F: Ridgeland
Pump Station Project to
Condie Construction**

Mr. Marti asked the Board to consider award of a construction contract for the 22F: Ridgeland Pump Station Project to Condie Construction in the amount of \$2,924,956.30. 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

**Consider Award of
Contract Amendment
for Construction Phase
Services for 22F:
Ridgeland Pump Station
Project to J-U-B
Engineers**

Mr. Marti asked the Board to consider award of a contract amendment for Construction Phase Services for the 22F: Ridgeland Pump Station Project to J-U-B Engineers in the amount of \$151,243.00. Debra Armstrong made a motion to approve the contract amendment as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

**Consider Award of
Engineering Contract
for 23L: Well no. 18
Drilling & Equipping
Project to Hansen Allen
& Luce**

Mr. Marti asked the Board to consider award of an engineering contract for the 23L: Well no. 18 Drilling and Equipping Project to Hansen Allen & Luce in the amount of \$439,214.95. 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

**Engineering Department
Update**

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

CLOSED SESSION

At 4:46 P.M., Roger Nordgren made a motion to enter into a closed session to discuss the purchase of real property. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

All Trustees; Jason Helm, General Manager; Todd Marti, Assistant General Manager; Troy Stout, Assistant General Manager; Brent Rose, District legal counsel; Justin Gallegos, Director of IT; Austin Ballard, Controller; and Kristy Johnson, Executive Assistant, were present during closed session.

At 5:21 P.M., Roger Nordgren made a motion to end the closed session and enter back into an open session. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – *not present*** Nordgren – aye

***Corey Rushton left the meeting shortly before the closed session ended*

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

There were none.

ADJOURNED

Inasmuch as all agenda items have been satisfied, Debra Armstrong made a motion to adjourn the meeting. Following a second from Roger Nordgren, the motion passed as follows and the meeting adjourned at 5:21 P.M.

Armstrong – aye

Rushton – *not present*

Nordgren – aye

Debra K. Armstrong, Chair

Austin Ballard, Clerk
