

**MINUTES OF THE  
GRANGER-HUNTER IMPROVEMENT DISTRICT  
BOARD MEETING**

The Meeting of the Board of Trustees of the Granger-Hunter Improvement District was held Tuesday, September 15, 2020, 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>Joined the meeting electronically at 3:05 pm</i>
Russell Sanderson	Trustee

**Staff Members Present:**

Jason Helm	General Manager
Kristy Johnson	Executive Assistant
Michelle Ketchum	Director of Administration
Dustin Martindale	Director of Water Systems
Ricky Necaize	Director of Wastewater
Todd Marti	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller

**Guests:**

Brent Rose	Legal Counsel – Clyde Snow & Sessions PC – <i>Left meeting at 3:50 pm</i>
Roger Nordgren	Former GHID Board Member/West Valley City Resident

**(Electronically):**

Ian Bailey	GIS Specialist/IT Specialist, Granger-Hunter Improvement District
Adam Spackman	System Administrator, Granger-Hunter Improvement District
Linda Townes	Jordan Valley Water Conservancy District
Derrick McMichael	Valve Technician, Granger-Hunter Improvement District
Teresa Higgs	Customer Service Representative, Granger-Hunter Improvement District
Marinda Miller	Customer Service Representative, Granger-Hunter Improvement District
Idanely Orosco	Customer Service Representative, Granger-Hunter Improvement District
Debra Harvey	Customer Service Representative, Granger-Hunter Improvement District
Brooke Petersen	Customer Service Representative, Granger-Hunter Improvement District
Jace Bush	Meter Technician, Granger-Hunter Improvement District
Drew Ovard	IT Division Manager, Granger-Hunter Improvement District
Christina McMichael	Member of the Public
Billy Bob	Member of the Public

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.

**Conflicts of interest**

There were none.

**MANAGEMENT  
TEAM REPORTS  
Water Supply Update**

Jason Helm presented the Water Supply report as of August 31, 2020. Mr. Helm included Jordan Valley Water Conservancy District’s water supply report as a comparison with the District. – See Water Supply report attached to these minutes for details.

**JVWCD September  
Board Meeting Update**

Mr. Helm briefly discussed the Jordan Valley Water Conservancy District Board Meeting updates. – See JVWCD Update attached to these minutes for details.

**JVWCD Conservation  
Grant**

Mr. Helm discussed the Jordan Valley Water Conservancy District’s Conservation Grant. Mr. Helm presented the GHID conservation plan that has been approved by JVWC. Brent Rose, the District’s legal counsel, recommended the Board make a motion to approve the JVWCD Conservation Grant contract. Mr. Rose recommended this item be a yearly approval item from the Board and that it be noted as such on the future agenda. Debra Armstrong made a motion to approve the conservation plan as noted. Following a second from Russell Sanderson, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**CVWRF August Board  
Meeting Update**

Mr. Helm briefly discussed the Central Valley Water Reclamation Facility Board Meeting updates. Mr. Helm presented some comparison charts and discussed some potential increases for the District and the possible reasons behind the increases. – See CVWRF Update attached to these minutes for details.

**District Update –  
Strategic Plan  
Discussion**

Mr. Helm expressed his appreciation with the Board’s patience as he and the staff take some time to thoroughly look through the Strategic Plan draft. A brief discussion took place regarding item number three: District Historical Place Marking Efforts. Corey Rushton explained some examples of the District’s successes and failures in this area and discussed the District’s efforts going forward to continue to add to the community. Mr. Rushton also mentioned the importance of the District’s historical preservation and record keeping. Russell Sanderson encouraged staff to continue to take the time they need to understand the Strategic Plan draft and give the necessary feedback.

**Budget Schedule**

Mr. Helm explained the upcoming budget schedule. Russell Sanderson is the appointed Board representative for budget planning.

**FINANCIAL REPORT  
Consider Appointment  
of a District Treasurer  
and a District Clerk**

Austin Ballard asked the Board to consider appointing a new District Treasurer and a new District Clerk. Corey Rushton noted that the District Clerk will also be the head officer of the election process. Brent Rose made mention that the state statute states that the treasurer and the clerk cannot be the same person. Russell Sanderson made a motion to approve the appointment of Jason Helm as District Treasurer and Austin Ballard as District Clerk. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**Review & Discuss  
Financial Report for  
August 2020**

Mr. Ballard summarized the August 2020 Financial Report. Mr. Ballard explained the revenue is tracking pretty close to normal for this time of year. The property tax revenue will come in during the months of November and December which will bring that percentage up. Mr. Ballard explained that the interest revenue is significantly behind budget primarily due to COVID-19 and the federal reserve rate. A lower amount will be budgeted in 2021. Expenses are tracking pretty close to normal as well. Retirement payouts and lower insurance costs due to lower employee headcount have some percentages tracking abnormally.

**Review & Discuss Paid  
Invoice Report for  
August 2020**

Mr. Ballard discussed the August check report which totaled \$3,759,574.64 coming from seven categories; Jordan Valley (44%), Central Valley (15%), taxes, payroll and benefits (14%), infrastructure (12%), unit #15 truck mount (3%), utilities (3%) and other (9%). Austin mentioned that there was a check printing issue which resulted in checks being printed out of sequence and some checks being voided.

**CAPITAL PROJECTS  
& ENGINEERING  
REPORTS**

**Consider Approval of a  
Change Order to  
Granite Inliner, LLC for  
the 20C: 2020 Sewer  
Rehabilitation Project**

Todd Marti asked the Board to consider a change order to Granite Inliner, LLC in the amount of \$152,888.00 to rehabilitate additional sewer mains for the 20C: 2020 Sewer Rehabilitation Project. Russell Sanderson made a motion to award the change order as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**Capital Projects Update  
Engineering Department  
Updates**

Mr. Marti presented and briefly discussed the Capital Projects and Engineering Department reports. – See Engineering Summary attached to these minutes for details.

**MAINTENANCE  
REPORT**

**Water Maintenance  
Update**

Dustin Martindale presented the water systems report. Mr. Martindale discussed the water line breaks for 2020 and the increase in breaks due to the aging infrastructure. – See Water Systems Board Report attached to these minutes for details.

**Wastewater  
Maintenance Update**

Ricky Necaise presented the wastewater systems report. Mr. Necaise discussed the wastewater pump station maintenance. – See Wastewater Systems Report attached to these minutes for details.

**Consider an Award to  
Mountainland Supply  
Company for meters,  
registers and gaskets**

Michelle Ketchum asked the Board to consider an award to Mountainland Supply Company in the amount of \$136,830.82 for (1000) 3/4” ER Registers, (250) 3/4” Iperl meters, (20) 2” Omni T2 meters, (10) 1.5” Omni T2 meters and all required gaskets needed for installation. Corey Rushton made a motion to award the meters, registers and gaskets as noted. Following a second from Russell Sanderson, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**ADJOURNED**

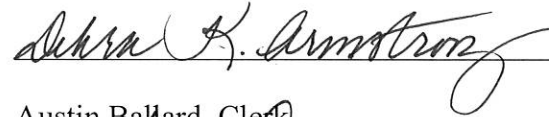
Inasmuch as all agenda items have been satisfied, Debra Armstrong made a motion to adjourn the meeting. Following a second from Russell Sanderson, the motion passed as follows and the meeting adjourned at 4:05 P.M.

Armstrong – aye

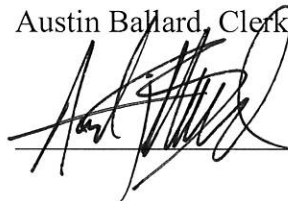
Rushton – aye

Sanderson – aye

Debra K. Armstrong, Chair

  
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Austin Ballard, Clerk

  
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