

# 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, September 21, 2021, 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
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 Necaie	Director of Wastewater
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller
Dakota Cambuzzi	Human Resource Manager
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

**Guests:**

Adam Spackman	System Administrator, GHID - <i>Electronically</i>
Keith Larson	Project Manager, Bowen, Collins & Associate – <i>Left meeting following presentation</i>
Aaron Montgomery	Financial Analyst, Zions Public Finance
Marie Owens	AE2S - <i>Electronically</i>
Steve Starr	Water Systems Division Manager, GHID – <i>Electronically</i>
Darcy Brantly	Accountant, GHID - <i>Electronically</i>
Debra Harvey	Customer Service, GHID - <i>Electronically</i>
Taylor Gomm	Customer Service, GHID – <i>Electronically</i>
Eva Alvarez	Customer Service, GHID – <i>Electronically</i>
Teresa Higgs	Customer Service, GHID – <i>Electronically</i>
William Snellmer	Member of the Community - <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 3:04 P.M. Debra Armstrong called the meeting to order and recognized all those present.

**Public Comments**

Ms. Armstrong read in a public comment that was received through the District’s website.

Jon Campbell a District customer said: “We just want to thank you for the RV dump station provided at your facilities. It is an important resource for our community. Thank you again and keep up the good work.”

**Approval of the  
August 24, 2021  
Board Meeting Minutes**

Jason Helm discussed a change to the August 24, 2021 minutes. Mr. Helm explained that the approval of the change order to Silver Spur Construction for the 19F: 3600 West Waterline Project had an amendment. Although under budget, this change order was paid to the contractor prior to Board approval. Mr. Helm noted that additional controls have been put in place by Engineering and Accounting to prevent contractor payments that are not included in original approval. A motion to approve the Board Meeting Minutes with the amendment from August 24, 2021, was made by Roger Nordgren, followed by a second from Debra Armstrong.

The motion passed as follows;

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Conflicts of interest**

There were none.

**OUR TEAM  
Water and Sewer  
Master Plans – Further  
Revenue and Rate  
Discussions; Property  
Tax Calculation and  
Discussion; Funding  
Scenarios – Alternatives  
to Meet Revenue Needs;  
Rate Design  
Considerations**

Keith Larson, the project manager for the master plan and rate study from Bowen, Collins & Associates, presented the rate study update. A discussion took place regarding the property tax calculation. Corey Rushton noted the importance of setting a District property tax policy. A discussion took place regarding funding scenarios to meet revenue needs for the District. The Board discussed the need to utilize bonds, adjust property tax and water rates, add a 4<sup>th</sup> Tier for extreme water users and adjust sewer rates to reflect usage. Mr. Larson explained that he will present an updated funding scenario at the October 19 Board Meeting.

After further rate study discussions, the Board revisited the property tax calculation. Based on anticipated “Public Good” services GHID offers, the analysis supports a property tax revenue of approximately 16% of operation expenses. Along with anticipated new bonding expenses, the Board proposed a property tax increase from 0.000414 to 0.000600 and setting the District property tax policy to 17% of operating expenses. The Board agreed to begin the truth-in-taxation (TNT) process which will notify the county legislative body and Tax Commission of the date, time and location of the public hearing where the budget and property tax increase will be discussed. The intent of this meeting is to increase property taxes with the dollar amount increase of \$1,693,395. The purpose of the increase is to fund “Public Good” services. The approximate percentage of the property tax increase is 45%. The Board asked that the District

issue all appropriate advertisements and parcel specific notices and set a public hearing date in November 2021 for final consideration of property tax increase in December. The Board would need to adopt a resolution in December 2021 to finalize the increase which must be sent to the county legislative body and Tax Commissioner. – See Master Plan Update, Revenue Needs Analysis: Property Taxes and Rates report attached to these minutes for details.

**BREAK**

A short break began at 5:06 p.m. The Board Meeting resumed at 5:17 p.m.

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

Jason Helm presented the September Jordan Valley Water Conservancy District noting an overall decline in water usage. – See Jordan Valley Water Conservancy District Update attached to these minutes for details.

**Central Valley Water  
Reclamation Facility  
Review**

Mr. Helm presented the September Central Valley Water Reclamation update. – See Central Valley Water Reclamation Update attached to these minutes for details.

**Legislative Update –  
ARPA**

Todd Marti discussed the legislative update – American Rescue Plan Act (ARPA) of 2021. – See ARPA – American Rescue Plan Act of 2021 report attached to these minutes for details.

**Consider Adoption of  
Resolution No. 09-21-21**

Austin Ballard asked the Board to consider adoption of Resolution No. 09-21-21 CANCELLING THE ELECTION OF TRUSTEES TO THE BOARD OF THE GRANGER-HUNTER IMPROVEMENT DISTRICT. Corey Rushton noted the procedures that were followed by the District to notify the public. The candidates that are running are considered elected to office whose term starts at noon on January 1, 2022. Debra Armstrong and Roger Nordgren will be sworn in to office in January 2022. Corey Rushton made a motion to adopt the resolution as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**OUR OPERATIONS  
Review & Discuss  
Financial Report for  
August 2021**

Austin Ballard summarized the August Financial Report. Mr. Ballard mentioned water sales are still below what has been purchased. Mr. Ballard noted that some infrastructure budget amounts will be moved into next year as some projects begin.

**Review & Discuss Paid  
Invoice Report for  
August 2021**

Mr. Ballard discussed the August check report. Corey Rushton asked Mr. Ballard to explain District procedure for lost checks. Mr. Ballard explained that vendors are contacted to see if the check has been received. If necessary, the bank is contacted to stop payment on the check and a new check is issued. Refund checks that aren't cashed with customers are sent to unclaimed property every year. The new financial software has been purchased and is in the process of being installed. The August check report totaled \$3,265,717.30 coming from five categories; Jordan Valley (43%), Central Valley (25%), taxes, payroll and benefits (16%), infrastructure (7%), and other (9%).

**Water Maintenance Update**

Troy Stout presented the water maintenance report. A brief discussion took place regarding maintenance schedules. – See the Water Systems 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.

**Water Supply Review**

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

**Capital Projects Update**

Mr. Marti presented the capitol projects update. – See the Capitol Projects Update report attached to these minutes for details.

**Consider Award of Construction Contract to Broderick & Henderson Construction, LLC for the 20G: Building B Addition and Remodel Project**

Mr. Marti asked the Board to consider an award of a Construction Contract to Broderick & Henderson Construction, LLC in the amount of \$1,410,500.00 for the 20G: Building B Addition and Remodel Project. Debra Armstrong 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

**Engineering Department Update**

Mr. Marti discussed the engineering department update. – See the Engineering Department Update report attached to these minutes for details.

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

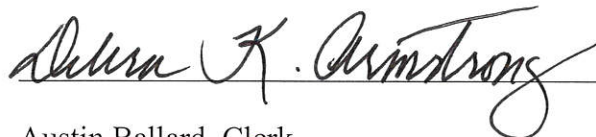
Corey Rushton commended the staff for their efforts and their representation of the District at the West Valley City Neighborhood Night Out.

**ADJOURNED**

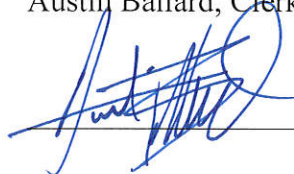
Inasmuch as all agenda items have been satisfied, Corey Rushton made a motion to adjourn the meeting. Following a second from Roger Nordgren, the motion passed as follows and the meeting adjourned at 5:59 P.M.

Armstrong – aye                      Rushton – aye                      Nordgren – aye

Debra K. Armstrong, Chair

  
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Austin Ballard, Clerk

  
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