

# 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 Necaie	Director of Wastewater
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller/Clerk
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>
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.

**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

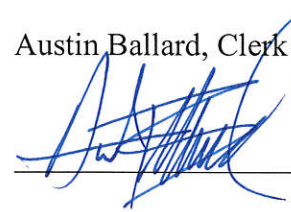
Rushton – *not present*

Nordgren – aye

Debra K. Armstrong, Chair

  
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Austin Ballard, Clerk

  
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