

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, January 18, 2022, 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 - <i>Electronically</i>
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller/Clerk
Dakota Cambuzzi	Human Resource Manager - <i>Excused</i>
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

Guests:

Taylor Gomm	Customer Service, GHID – <i>Electronically</i>
Teresa Higgs	Customer Service, GHID – <i>Electronically</i>
Idanely Orosco	Customer Service, GHID – <i>Electronically</i>
Adam Spackman	Information Technology, GHID - <i>Electronically</i>
Shawn Ellis	Water Systems Division Manager, GHID - <i>Electronically</i>
Jeremy Gregory	Staff Engineer, GHID – <i>Electronically</i>
Drew Ovard	Information Technology Division Manager, GHID - <i>Electronically</i>
Derrick McMichael	Water Maintenance, GHID – <i>Electronically</i>
Darcy Brantly	Accountant, GHID - <i>Electronically</i>
Meg A.	Member of the Community - <i>Electronically</i>
Arnold Chesterfield	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 3:00 P.M. Debra Armstrong called the meeting to order and recognized all those present.

Public Comments

There were none.

**Swearing in of
New Trustees,
Debra Armstrong &
Roger Nordgren**

Debra Armstrong and Roger Nordgren took the Oath of Office and were sworn in by Austin Ballard, District Clerk.

**Election of District
Officers for 2022**

District Officers shall remain the same with Debra Armstrong as Board Chair, Jason Helm as District Treasurer and Austin Ballard as District Clerk. Corey Rushton made a motion to approve the District Officers as constituted by acclimation for 2022. Following a second from Roger Nordgren, the motion passed as follows;

Armstrong – aye Rushton – aye Nordgren – aye

**Appointment of
Representative to
CVWRF Board of
Trustees**

The GHID representative to the Central Valley Water Reclamation Facility Board of Trustees shall remain the same with Debra Armstrong as representative. Roger Nordgren made a motion to approve the representative as constituted for 2022. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

**Approval of the
December 14, 2021
Board Meeting Minutes
& Public Hearing
Minutes**

A motion to approve the Board Meeting Minutes and Public Hearing Minutes from December 14, 2021, 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**

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

**Jordan Valley Water
Conservancy District &
Central Valley Water
Reclamation Facility
Review**

Mr. Helm presented the Jordan Valley Water Conservancy District (JVWCD) and the Central Valley Water Reclamation Facility (CVWRF) reviews. – See JVWCD & CVWRF Review attached to these minutes for details.

OUR TEAM
**Review of UOSH
Citation**

Troy Stout explained the incident and updated the Trustees on the condition of the employee. Mr. Stout discussed the UOSH citation that the District received for failure to notify UOSH within eight hours of the incident and for not preserving the work site for a thorough investigation. Mr. Stout noted that the citation is classified as “*less than serious*” and UOSH’s requirement for the abatement is to post the citation in a public area that is visible to the entire District staff. A discussion took place regarding the implementations of the information gathered from the UOSH investigation and citation. Corey Rushton suggested the addition of safety program updates to the Strategic Plan Initiatives.

**Review & Consider
Approval of Revised
Employee Handbook
(Personnel Policy)**

Jason Helm presented the revised Employee Handbook (Personnel Policy). A discussion took place regarding some of the updates. The Board decided to postpone the approval of the revised Employee Handbook (Personnel Policy) to the February 15, 2022 board meeting in order to allow further revision and discussion.

**2024 Strategic Plan
Initiatives Update**

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

**Water Loss Task Force
2021 Performance
Update**

Troy Stout presented the Water Loss Task Force 2021 performance update. Mr. Stout noted the 2020 performance of 11.8% decreasing to 8.1% in 2021. – See the Water Loss Task Force 2021 Performance Update attached to these minutes for details.

OUR OPERATIONS
**Review & Discuss
Preliminary Financial
Report for December
2021**

Austin Ballard summarized the preliminary December Financial Report. A brief discussion took place regarding budgeted retirement funds for potential retirees. – See Preliminary December 2021 Financial Report attached to these minutes for details.

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

Mr. Ballard discussed the December check report. The December check report totaled \$3,368,229.90 coming from six categories; Central Valley (36%), infrastructure (17%), Jordan Valley (15%), Vactor Truck (13%), payroll taxes and employee benefits (9%), and other (10%). – See December 2021 Paid Invoice Report attached to these minutes for details.

**Review & Consider
Recommended
Transfers To/From
Reserves as of
December 2021**

Mr. Ballard reviewed the District reserves. Following a discussion regarding the current reserves, Corey Rushton suggested staff updates reserve target amounts. Mr. Ballard asked the Board to consider recommended transfers to/from reserves as of 2021. Corey Rushton made a motion to approve the transfers as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**Consider Approval for
Purchase of Meters &
Meter Parts to**

Michelle Ketchum asked the Board to consider Approval of the Purchase of meters and meter parts to Mountainland Supply Company in the amount of

Mountainland Supply Company

\$199,883.91. 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 Maintenance Update

Troy Stout presented the water maintenance report. – See the Water Systems Update report attached to these minutes for details.

Consider Approval of Contract with Wachs Water Services for District Leak Detection Project

Mr. Stout asked the Board to consider Approval of a Contract with Wachs Water Services in the amount of \$80,000.00 for the District Leak Detection Project. Corey Rushton 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

Consider Approval of Purchase for CAT 306 C3 Hydraulic Excavator & a CAT 305 C3T Hydraulic Excavator & Appurtenances from Wheeler Machinery Company

Mr. Stout asked the Board to consider Approval of the Purchase for a CAT 306 C3 hydraulic excavator in the amount of \$78,995.00 and a CAT 305 C3T hydraulic excavator in the amount of \$70,943.00, and appurtenances at \$10,127.00 for a total of \$160,065.00 from Wheeler Machinery Company. Corey Rushton made a motion to approve the purchase as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Consider Approval of Purchase of 2,800 Lineal Feet of Eight-Inch Diameter C900 DR18 PVC Pipe from Ferguson Waterworks for District In-House Waterline Replacement Projects

Mr. Stout asked the Board to consider Approval of the Purchase of 2,800 lineal feet of eight-inch diameter C900 DR18 PVC pipe in the amount of \$55,104.00 from Ferguson Waterworks for District in-house waterline replacement projects. Roger Nordgren made a motion to approve the purchase as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

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 capital projects update. – See the Capitol Projects Update report attached to these minutes for details.

Consider Approval of Design & Construction Administration Contract to Jones & DeMille Engineering for the 22D: 4100 South & 4700

Mr. Marti asked the Board to consider Approval of a design and construction administration contract to Jones and DeMille Engineering in the amount of \$98,100.00 for the 22D: 4100 South and 4700 South Waterlines Project. Roger Nordgren made a motion to approve the contract as noted. Following a second from Debra Armstrong, the motion passed as follows:

**South Waterlines
Project**

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.

CLOSED SESSION

At 6:10 P.M., Corey Rushton made a motion to enter into a closed session to discuss the character, professional competence, or physical or mental health of an individual. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye

Rushton – aye

Nordgren – aye

All Trustees; Jason Helm, General Manager; Brent Rose, District legal counsel (*left before closed session ended*) were present during closed session.

At 7:10 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 – aye

Nordgren – aye

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

There were none.

ADJOURNED

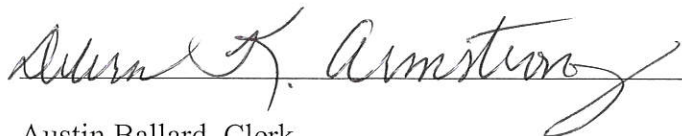
Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Debra Armstrong, the motion passed as follows and the meeting adjourned at 7:11 P.M.

Armstrong – aye

Rushton – aye

Nordgren – aye

Debra K. Armstrong, Chair



Austin Ballard, Clerk

