

**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, October 13, 2020, at 2:00 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>via telephone</i>
Russell Sanderson	Trustee – <i>via telephone</i>

Staff Members Present:

Jason Helm	General Manager
Kristy Johnson	Executive Assistant
Michelle Ketchum	Director of Administration
Dustin Martindale	Director of Water Systems
Ricky Necaise	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
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(Electronically):

Adam Spackman	System Administrator, Granger-Hunter Improvement District
Teresa Higgs	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

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 2:00 P.M. Debra Armstrong called the meeting to order and recognized all those present.

**Approval of the
August 6, August 18,
September 1,
September 3 and
September 15, 2020
Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from August 6, 2020, was made by Russell Sanderson, followed by a second from Debra Armstrong.

The motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

A motion to approve the Board Meeting Minutes from August 18, 2020, was made by Russell Sanderson, followed by a second from Debra Armstrong.

The motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

A motion to approve the Board Meeting Minutes from September 1, 2020, was made by Russell Sanderson, followed by a second from Debra Armstrong.

The motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

A motion to approve the Board Meeting Minutes from September 3, 2020, was made by Russell Sanderson, followed by a second from Debra Armstrong.

The motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

A motion to approve the Board Meeting Minutes from September 15, 2020, was made by Russell Sanderson, followed by a second from Debra Armstrong.

The motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

Conflicts of interest

There were none.

**MANAGEMENT
TEAM REPORTS
RGWTP Project
Progress Update**

Todd Marti presented an update on the Rushton Groundwater Treatment Plant Project (RGWTP). Corey Rushton asked about the easements on the property and fence options for security of the property. Mr. Marti explained that discussions have taken place with West Valley City and Salt Lake County, however, COVID-19 has put many discussions and plans on hold. Mr. Marti presented preliminary building plans. – See RGWTP Progress Update report attached to these minutes for details.

Strategic Plan

Jason Helm discussed the working draft of the 2020 Strategic Plan. Mr. Helm explained that the plan has been reviewed and some minimal changes have been recommended. Corey Rushton explained that the Strategic Plan encapsulates some of the direction and goals that the Board would like to see for the District and how progress will be measured.

JVWCD Update

Mr. Helm briefly discussed the Jordan Valley Water Conservancy District (JVWCD) consumption reports. Corey Rushton discussed the JVWCD reports and asked that a report be included in future Board reports which shows District projections and progress. – See JVWCD Update attached to these minutes for details.

Review 2021 Board Meeting Schedule Calendar

Mr. Helm presented the 2021 Board Meeting calendar for review with tentative Board meeting dates. Corey Rushton discussed the possibility of having a meeting scheduled for July in case there are items to be approved or discussed within a Board meeting. Mr. Helm tentatively set July 20th.

CVWRF Update

Mr. Helm gave an update on a Central Valley Water Reclamation Facility (CVWRF) meter that has been showing high flow volume for the District since it was installed in January. After further investigation, it was discovered that the meter was not functioning properly. A meeting with CVWRF will take place on October 15, 2020, and Mr. Helm anticipates the overall contribution going down.

District Update – Staffing

Mr. Helm discussed the current staffing needs for the District. The Human Resource Manager position will be reopening soon. Four entry level positions were filled. Mr. Helm explained that Employers Council has assisted in the Assistant General Manager selection process.

**FINANCIAL REPORT
Fraud Risk Assessment**

Austin Ballard presented the Fraud Risk Assessment to the Board. Mr. Ballard explained that the State Auditor’s Office is requiring that all public entities conduct a Fraud Risk Assessment and present it to the Board for review annually. Mr. Ballard discussed the District’s Fraud Risk Assessment report. The District scored low on the risk level with a 335 out of 395. Corey Rushton inquired about record keeping for employee trainings and discussed a possible fraud hotline. Mr. Ballard explained that a 3rd party hotline would be necessary for anonymity. He also explained that the majority of the trainings are kept digitally for those with a CPA license. Jason Helm will verify that the Board training documents are on file. – See Fraud Risk Assessment attached to these minutes for details.

Review & Discuss Financial Report for September 2020

Mr. Ballard summarized the September 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 next few months which will bring that percentage up. Mr. Ballard explained that water purchases from Jordan Valley Conservancy District are tracking right on budget. Expenses are tracking pretty close to normal as well. Russell Sanderson asked that Mr. Ballard explain the Utah Division of Water Quality (DWQ) bond debt service reserve requirement. Mr. Ballard explained the debt service reserve requirement that the District pays annually for the DWQ bond. Brent Rose mentioned that the debt service reserve requirement is a standard throughout the bond industry. Mr. Ballard explained that the reserve fund is in place, to draw on in case the District

isn't able to make a payment. During a preliminary budget meeting, Mr. Sanderson recommended that the District secure a letter of credit or guarantee from a bank to eliminate the debt service reserve requirement. Mr. Ballard explained that DWQ has agreed that as long as they receive yearly audited financial statements and a certified budget showing the funds have been earmarked for payment, the District will not have to fund that requirement. Mr. Rose suggested the contract be amended to reflect the new agreement or keep the exchanged emails attached to the contract. Mr. Rose asked to be added to the Board packet distribution list.

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

Mr. Ballard discussed the September check report which totaled \$5,067,306.83 coming from seven categories; Jordan Valley (36%), Central Valley (14%), taxes, payroll and benefits (10%), infrastructure (30%), computer supplies and equipment (2%), utilities (3%) and other (5%).

**CAPITAL PROJECTS
& ENGINEERING
REPORTS**

**Capital Projects Update
Engineering Department
Updates**

Todd 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. – 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.

Administrative Update

Michelle Ketchum presented the administrative report regarding the District's delinquent accounts. – See Administrative Report attached to these minutes for details.

ADJOURNED

Inasmuch as all agenda items have been satisfied, Debra Armstrong made a motion to adjourn the meeting. Following a second from Corey Rushton, the motion passed as follows and the meeting adjourned at 3:23 P.M.

Armstrong – aye

Rushton – aye

Sanderson – aye

Debra K. Armstrong, Chair



Austin Ballard, Clerk


