

**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, February 20, 2024, 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
Roger Nordgren	Trustee
Wayne Watts	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>Excused</i>
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology - <i>Excused</i>
Austin Ballard	Controller/Clerk
Dakota Cambruzzi	Human Resource Manager
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

Guests:

Adam Spackman	System Administrator, GHID
Marie Owens	AE2S Representative
Braden Saunders	YESCO Representative
Ian Bailey	GIS, GHID – <i>Electronically</i>
Darcy Brantly	Accountant, GHID – <i>Electronically</i>
Michael Wear	Fleet Manager, GHID – <i>Electronically</i>
Steve Starr	Water Systems Division Manager, GHID – <i>Electronically</i>
Doug Bradfield	Engineering Division Supervisor, GHID – <i>Electronically</i>
Brooke Petersen	Administrative Assistant, GHID - <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. Ms. Armstrong shared an opening thought.

Public Comments

Jason Helm shared a public comment that the District received.

Charles Hansen
3563 Highlander St.

“I would really like to attend your meetings but I cannot justify taking vacation leave in order to do so. I would like to suggest meeting times change to 6:00 pm allowing the working population to attend these meetings. Thank you.”

Mr. Helm noted that a response was sent to Mr. Hansen regarding the current meeting times.

**Approval of the
January 16, 2024
Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from January 16, 2024, was made by Wayne Watts. Followed a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Nordgren – aye Watts - aye

Conflicts of interest

There were none.

**OUR COMMUNITY
Review & Consider
Approval of Agreement
with YESCO Outdoor
Media, LLC for an
Electronic Billboard**

Jason Helm and Todd Marti reviewed the agreement with YESCO Outdoor Media, LLC for an electronic billboard. Braden Saunders from YESCO explained the timeline for installation once the contract is approved and signed. Mr. Marti asked the Board to consider approval of an outdoor advertising ground lease agreement with YESCO Outdoor Media, LLC for an electronic billboard. Following a brief discussion, Wayne Watts made a motion to approve the agreement as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Nordgren – aye Watts – aye

Legislative Update

Mr. Helm presented the Legislative update. – See Legislative Update attached to these minutes for details.

**Jordan Valley Water
Conservancy District
Review**

Mr. Helm presented the Jordan Valley Water Conservancy District (JVWCD) review. – See JVWCD Review attached to these minutes for details.

**Central Valley Water
Reclamation Facility
Review**

Mr. Helm presented the Central Valley Water Reclamation Facility (CVWRF) review. – See CVWRF Review attached to these minutes for details.

**Discuss Potential
Customer Assistance
Program**

Todd Marti presented information regarding a potential customer assistance program for discussion. The staff will finalize more of the details to present for approval in a future board meeting. – See Customer Assistance Program attached to these minutes for details.

**OUR TEAM
Consider Approval of
Resolution 02.20.24 – A
Resolution Adopting
District’s Procurement
Policy**

Jason Helm presented the revised Administrative Policy and Procedures Manual. – See Administrative Review Report attached to these minutes for details.

Mr. Marti presented the District’s revised procurement policy and discussed the UASD procurement policy changes. Brent Rose advised the Board to vote on the Resolution 02.20.24 first and then the Revised Administrative Handbook. Those have been adjusted to reflect the order change.

Mr. Helm asked the Board to consider approval of Resolution 02.20.24 – A Resolution Adopting the District’s Procurement Policy. Roger Nordgren made a motion to approve the resolution as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Nordgren – aye Watts – aye

**Review & Consider
Approval of Revised
Administrative
Handbook**

Mr. Helm asked the Board to consider approval of the amended and restated District Administrative Policy that incorporates the referenced changes to chapter six. Wayne Watts made a motion to approve the update as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Nordgren – aye Watts – aye

**OUR OPERATIONS
Review & Discuss
Financial Report for
January 2024**

Austin Ballard summarized the January 2024 Financial Report. Roger Nordgren inquired about the “Other/OPEB” budget item under “Payroll Wages” on page 62. Mr. Ballard explained they are “other post-retirement benefits” available to eligible retiring employees for retirement buy out. Mr. Ballard explained that the District has three employees eligible for retirement in 2024 with the budget accounting for those benefits if all three eligible employees choose to retire. - See January 2024 Financial Report attached to these minutes for details.

**Review & Discuss Paid
Invoice Report for
January 2024**

Mr. Ballard discussed the January check report. The January check report totaled \$5,370,952.46 coming from five categories: infrastructure (47%), Central Valley (33%), payroll taxes and employee benefits (8%), Jordan Valley Water (7%), and other (5%). – See January 2024 Paid Invoice Report attached to these minutes for details.

**Administrative Services
Update**

Michelle Ketchum presented the Administrative Services Update. Ms. Ketchum mentioned the upcoming Localscapes class that will be held at GHID on March 21, 2024. – 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.

**Consider Approval of
Purchase of Ford F350
Cab & Chassis to Larry
H. Miller & Purchase of
Reading Utility Body
with Tiger Crane to
Blackridge Fleet**

Mr. Stout asked the Board to consider approval of the purchase of a Ford F350 Cab and Chassis to Larry H. Miller in the amount of \$53,003.16 and the purchase of a Reading Utility Body with Tiger Crane to Blackridge Fleet in the amount of \$48,390.73 for a total of \$101,393.89. Roger Nordgren made a motion to approve the purchase as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Nordgren – aye Watts – aye

**Hazard Mitigation Plan
Update & Progress
Report with Related
Activities**

Mr. Stout presented the Hazard Mitigation Plan update and progress report with related activities. – See Hazard Mitigation Plan Update attached to these minutes for details.

Dakota Cambuzzi and Dustin Martindale left the meeting at 4:37 pm.

Water Supply Report

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

Operations Update

Mr. Marti presented the operations update. – See Operations Update attached to these minutes for details.

Capital Projects Update

Todd Marti and Victor Narteh presented the Capital Projects update. – See Capital Projects Update attached to these minutes for details.

**Consider Approval of
Construction Contract
for 23D: Acord
Reservoir Repairs &
Recoating Project to
Viking Painting, LLC**

Victor Narteh asked the Board to consider approval of a construction contract for the 23D: Acord Reservoir Repairs & Recoating project to Viking Painting, LLC in the amount of \$1,017,730.00. Wayne Watts made a motion to approve the contract as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Nordgren – aye Watts – aye

**Consider Approval of
Construction
Management Contract
for 23D: Acord
Reservoir Repairs &
Recoating Project to
Infinity Corrosion
Group**

Mr. Narteh asked the Board to consider approval of a construction management contract for the 23D: Acord Reservoir Repairs & Recoating project to Infinity Corrosion Group in the amount of \$54,390.82. Following a brief discussion regarding a request to have property addresses listed in project name, Wayne Watts made a motion to approve the contract as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Nordgren – aye Watts – aye

**Engineering Department
Update**

Todd Marti presented the Engineering Department update. – See Engineering Department Update attached to these minutes for details.

CLOSED SESSION

A closed session was not needed for this meeting.

OUR TEAM
**Consider Approval of
Compensation for
General Manager**

Jason Helm asked the Board to consider approval of Compensation for the General Manager. Debra Armstrong made a motion to approve Schedule A compensation for the General Manager effective January 1, 2024. Following a second from Wayne Watts, the motion passed as follows:

Armstrong – aye Nordgren – aye Watts – aye

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

There were none.

CALENDAR

Jason Helm noted the Open Meetings training that will be held on April 16, 2024, at 2:00 pm before the regular scheduled 3:00 pm Board Meeting.

ADJOURNED

Inasmuch as all agenda items have been satisfied, Wayne Watts made a motion to adjourn the meeting. Following a second from Roger Nordgren, the motion passed as follows and the meeting adjourned at 5:04 P.M.

Armstrong – aye Nordgren – aye Watts – aye

Debra K. Armstrong, Chair



Austin Ballard, Clerk


