

**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, April 21, 2020, 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 (electronically):

Debra Armstrong	Chair
Corey Rushton	Trustee
Russell Sanderson	Trustee

Staff Members Present (electronically):

Jason Helm	Interim General Manager
Louie Fuell	Asst. General Manager
Kim Coleman	Chief Financial Officer, Clerk
Brad Paxman	District Engineer
Kristy Johnson	Executive Assistant
Brad Jeppson	Director of Administration
Dustin Martindale	Director of Water Systems
Rick Necaise	Director of Wastewater
Todd Marti	Director of Engineering
Justin Gallegos	Director of Information Technology

Guests (electronically):

Ian Bailey	GIS Specialist/IT Specialist, Granger-Hunter Improvement District
Austin Ballard	Controller, Granger-Hunter Improvement District
Michelle Ketchum	Division Manager, Granger-Hunter Improvement District
Roger Nordgren	Former GHID Board Member/West Valley City Resident
Darrell Casteel	AE2S
Linda Townes	Jordan Valley Water Conservancy District
John Dougall	Utah State Auditor

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 3:01 P.M. Debra Armstrong called the meeting to order and recognized all those present. The invocation was offered by Russell Sanderson.

**Approval of the
February 18, March 5
March 10 and
March 26, 2020**

Debra Armstrong explained that prior to approval of the Board Meeting minutes from February 18, March 5, March 10 and March 26, 2020, some additional information will be added to the minutes.

Conflicts of interest

There were none.

**MANAGEMENT
TEAM REPORTS**
Water Audit Update

Jason Helm presented the 2019 AWWA Water Audit report – See Water Audit (2019) attached to these minutes for details.

Water Supply Update

Jason presented the Water Supply report as of March 31, 2020. Russell Sanderson asked that the Water Supply report be included in the Board Meeting packet each month. Corey Rushton noted that the usage of the District’s wells will be beneficial over the next month before summer usage increases demand. – See Water Supply report attached to these minutes for details.

COVID-19 Update

Louie Fuell presented the District’s COVID-19 action plan. Louie recognized Corey Rushton and Jordan Valley Water Conservancy District for sharing their action plan that the District was able to use and adapt to fit the needs of the District. Louie explained the social distancing guidelines that are in place for the employees. Corey asked if the District has enough personal protective equipment for the employees. Louie noted that the equipment has been difficult to acquire. Louie commended the staff for all of their diligence to maintain the social distancing guidelines.

Staffing Update

Louie updated the Board on staff openings, retirements and anniversaries. Louie explained that Brad Paxman (16 years) and Burnie Hendrickson (18 years) will be retiring. The Board commended the retirees for their years of service and also wanted to commend Doug Bradfield for his 35th anniversary at the District.

JVWCD April Board Meeting Update

Jason shared some of the Jordan Valley Water Conservancy District’s April Board Meeting updates as they pertained to GHID. – See JVWCD Update attached to these minutes for details.

CVWRF April Board Meeting Update

Jason briefly discussed the Central Valley Water Reclamation Facility April Board Meeting updates. – See CVWRF Update attached to these minutes for details.

FINANCIAL REPORT
Review & Discuss
Financial Report for
February and March
2020

Kim Coleman summarized the February and March 2020 Financial Report. Kim explained that the District is still early in the year on the financial report. Revenues for water sales and sewer billing is a little behind due to the timing of the billing cycles vs collections. The property tax revenues will come in seasonally. Impact fees will come in later due to construction beginning as the weather gets warmer. Expenses reflect some first of the year payments to the HSA contributions and general insurance premiums that will even out throughout the year.

Review & Discuss Paid Invoice Report for February and March 2020

Kim discussed the February and March check report which totaled \$4,734,155.77. 83% of that total (\$3,922,775.88) comes from seven categories; benefits (10%), capital improvement and infrastructure (8%), water purchases (21%), payments to Central Valley (29%), 2019 bond payment (3%), SRF bond payment (7%), and general insurance (6%). Kim and the Board commended the new Controller, Austin Ballard, for all of his hard work.

CAPITAL PROJECTS & ENGINEERING REPORTS
4100 South Project Update

Todd Marti reported on the construction and engineering projects currently underway, including the 4100 South Project which is estimated to be halfway complete. – See District Capital Projects Status Summary attached to these minutes for details.

Consider an Award of an Engineering Design Contract for the 20K: 4700 South Waterline Replacement – 5600 West to MVC

Todd asked the Board to consider an award of an Engineering Design Contract to H.W. Lochner, Inc. in the amount of \$63,681.00 for the 20K: 4700 South Waterline Replacement – 5600 West to MVC. Corey Rushton made a motion to approve the contract as noted. Following a second from Russell Sanderson, the motion passed as follows:

Armstrong – aye

Rushton – aye

Sanderson – aye

Engineering Department Updates

Todd presented and discussed the water quality report. Todd explained a water quality issue that took place on April 6th as GHID crews reactivated the 4100 S 16”/20” transmission pipeline after Geneva Rock Products had completed work on a portion of the valve replacements and loops. A brief discussion took place regarding the proactive measures that the District has in place for any foreseeable water quality issues.

MAINTENANCE REPORT
Maintenance Director Report

Louie Fuell reported on the water systems and wastewater systems reports. Louie discussed the water line breaks and leaks and that some may be contributed to the earthquakes that have been occurring in the area. Russell Sanderson asked about COVID-19 testing at the sewer plants. Ricky Necaise explained that Central Valley Water Reclamation Facility is part of a pilot program to test wastewater for the Corona Virus. Debra Armstrong mentioned that there may be updates about the COVID-19 wastewater testing at the next CVWRF Board meeting. A billing insert is being distributed to customers to prevent potential clogged drains due to the toilet paper shortage and use of harmful alternatives during COVID-19. Louie commended Ricky Necaise and Mary Adams for their efforts in distributing this information to the public. – See District Maintenance Report attached to these minutes for details.

CLOSED SESSION

At 4:27 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. Jason Helm, Louie Fuell, Kim Coleman and the Board members remained present during the closed session. Following a second from Russell Sanderson, the motion passed as follows;

Armstrong – aye

Rushton – aye

Sanderson – aye

ADJOURNED

At 5:34 P.M., Corey Rushton 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

Sanderson – aye

Inasmuch as all agenda items have been satisfied, Corey Rushton made a motion to close the meeting. Following a second from Debra Armstrong, the motion passed as follows and the meeting adjourned at 5:35 P.M.

Armstrong – aye

Rushton – aye

Sanderson – aye

Debra K. Armstrong, Chair

Kim J. Coleman, Clerk
