

**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, June 23, 2020, at 3:05 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 - Excused
Kristy Johnson	Executive Assistant
Michelle Ketchum	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
Austin Ballard	Controller

Guests (electronically):

Ian Bailey	GIS Specialist/IT Specialist, Granger-Hunter Improvement District
Adam Spackman	System Administrator, Granger-Hunter Improvement District
Roger Nordgren	Former GHID Board Member/West Valley City Resident
Darrell Casteel	AE2S
Linda Townes	Jordan Valley Water Conservancy District
Derrick McMichael	Valve Technician, Granger-Hunter Improvement District
Teresa Higgs	Customer Service Representative, Granger-Hunter Improvement District
Marinda Miller	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
Gary Ashdown	Member of the Public
UT Gov	Member of the Public

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 3:05 P.M. Debra Armstrong called the meeting to order and recognized all those present. The invocation was offered by Jason Helm.

**Approval of the
May 12 and May 14,
2020 Board Meeting
Minutes**

A motion to approve the Board Meeting Minutes from May 12, 2020, was made by Debra Armstrong, followed by a second from Russell Sanderson.

The motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

A motion to approve the Board Meeting Minutes from May 14, 2020, was made by Debra Armstrong, followed by a second from Russell Sanderson.

The motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

Conflicts of interest

There were none.

**MANAGEMENT
TEAM REPORTS
Customer Relations
Benchmarking**

Jason Helm presented the Customer Relations Benchmarking report. A brief discussion took place regarding water pressure complaints. – See Water Operations AWWA Benchmarking attached to these minutes for details.

Water Supply Update

Jason presented the Water Supply report as of May 31, 2020. Jason included Jordan Valley Water Conservancy District’s water supply report as a comparison with the District. – See Water Supply report attached to these minutes for details.

**JVWCD June Board
Meeting Update**

Jason briefly discussed the Jordan Valley Water Conservancy District Board Meeting updates. Corey Rushton discussed the new water block pricing that JVWCD is implementing. Corey mentioned that JVWCD will be meeting with West Valley City to discuss the new water block pricing. Jason will attend the meetings with West Valley City. – See JVWCD Update attached to these minutes for details.

**CVWRF May Board
Meeting Update**

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

COVID-19 Update

Louie Fuell presented the District’s COVID-19 update. Louie explained that the District has not had any employees test positive but have had some exposed to COVID. The District’s lobby remains closed to the public, but the drive-thru is still open for customers. District employees are still following social distancing and mask guidelines.

Billing Discussion

Louie discussed customer billing in regards to delinquent customer accounts and the collections process moving forward. In response to COVID-19 and the effect it has had on the economy, the District is not currently shutting off water on delinquent accounts. Louie discussed the option of putting a lien on properties in the future instead of shutting off water.

**Discuss Calendaring
Events**

The Board discussed options for upcoming employee events in conjunction with the current social distancing guidelines in place. Modifications will be made to adhere to current guidelines.

**FINANCIAL REPORT
Consider Approval of
Resolution 06-23-20**

Austin Ballard asked the Board to consider approval of Resolution 06-23-20 adopting the 2020 Certified Property Tax Rate. Corey Rushton recommended scheduling a date to discuss the certified property tax rate for 2021. Corey Rushton made a motion to approve Resolution 06-23-20 as noted. Following a second from Russell Sanderson, the motion passed as follows:

Armstrong – aye Rushton – aye Sanderson – aye

**Review & Discuss
Financial Report for
May 2020**

Austin summarized the May 2020 Financial Report. Austin explained the revenue is tracking higher than normal due to a drier than normal April and May causing water sales to be higher. The District has already met the budget for impact fees primarily due to a charge to Sage Valley Apartments for additional capacity. A brief discussion took place regarding unemployment claims and the current charges. Corey Rushton inquired about the impact fee budget. Austin explained that there is a 60-month time limit on the fees to be spent on various projects and the District is able to put those funds to use within the 60 months. Jason Helm clarified the specifications of the use of the impact fees and noted that impact fees must be used to expand District infrastructure.

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

Austin discussed the May check report which totaled \$2,247,263.05 coming from six categories; benefits (20%), capital improvement and infrastructure (12%), water purchases (32%), payments to Central Valley (22%), and other (14%). Todd Marti reported on the construction and engineering projects currently underway, including the 4100 South Project which is estimated to be a little over halfway complete. – See District Capital Projects Status Summary attached to these minutes for details.

**CAPITAL PROJECTS
& ENGINEERING
REPORTS**

**Capital Projects Update
Engineering Department
Updates**

Todd presented and briefly discussed the Capital Projects and Engineering Department reports. – See Engineering Summary attached to these minutes for details.

**Consider Award of
Construction Contract
to Silver Spur
Construction for the
19F: 3600 West
Waterline Project**

Todd asked the Board to consider an award of a Construction Contract to Silver Spur Construction in the amount of \$1,584,034.00 for the 19F: 3600 West Waterline Project. Debra Armstrong made a motion to award the construction contract as noted. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye Rushton – aye Sanderson – aye

Consider Award of an Architectural Design Contract to EDA for the 20G: Building B Remodel/Addition Project Phase 1

Todd asked the Board to consider an award of an Architectural Design Contract to EDA in the amount of \$69,320.00 for the 20G: Building B Remodel/Addition Project Phase 1. Debra Armstrong made a motion to award the architectural contract as noted. Following a second from Russell Sanderson, the motion passed as follows:

Armstrong – aye Rushton – aye Sanderson – aye

Consider Award of Construction Contract to Morgan Asphalt for the 20J: GHID Headquarters Asphalt Improvements

Todd asked the Board to consider an award of a Construction Contract to Morgan Asphalt in the amount of \$267,855.52 for the 20J: GHID Headquarters Asphalt Improvements. Debra Armstrong made a motion to award the construction contract as noted. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye Rushton – aye Sanderson – aye

Consider Award of Construction Contract for KDK Construction for the 20M: Building A Bathrooms Remodel Project

Todd asked the Board to consider an award of a Construction Contract for KDK Construction in the amount of \$58,712.00 for the 20M: Building A Bathrooms Remodel Project. Debra Armstrong made a motion to award the construction contract as noted. Following a second from Russell Sanderson, the motion passed as follows:

Armstrong – aye Rushton – aye Sanderson – aye

**MAINTENANCE REPORT
Maintenance Director Report**

Louie Fuell reported on the water systems and wastewater systems reports. Louie discussed water line breaks and valve maintenance. – See District Maintenance Report attached to these minutes for details.

BOARD DISCUSSION

Debra Armstrong discussed the General Manager interim process. Debra explained that the Board requested a 360 review of Jason Helm as the interim General Manager. 17 review surveys were sent out to current employees and 16 reviews were returned for the Board to process and review. Debra explained that an assessment is also taking place with individual employee interviews to further assist with the General Manager selection process. The Board asked Jason a series of questions regarding his background and career experience. Jason briefly discussed his resume with the Board. Corey Rushton asked Jason to talk about what it's been like during the interim period, to be given the task of General Manager. Jason explained that there was some initial intimidation to fill such an important role in the District, but it also wasn't a foreign involvement. Jason explained the community support that he has felt throughout the process. Russell Sanderson expressed his appreciation for Jason's efforts during this interim period. Further discussion took place regarding Jason's willingness and desire to be selected as the next General Manager for Granger-Hunter Improvement District.

CLOSED SESSION

At 4:57 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. The Board members remained present during the closed session. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

At 5:40 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

Debra Armstrong explained the Board’s decision to allow the staff assessment to be completed and reviewed. Debra noted that a Special Board meeting would be held in July to review and discuss the assessment findings.

ADJOURNED

Inasmuch as all agenda items have been satisfied, Corey Rushton made a motion to close the meeting. Following a second from Russell Sanderson, the motion passed as follows and the meeting adjourned at 5:42 P.M.

Armstrong – aye Rushton – aye Sanderson – aye

Debra K. Armstrong, Chair

Kim J. Coleman, Clerk
