

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 16, 2023, 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 Ncaise | Director of Wastewater |
| Victor Narteh | Director of Engineering - <i>Electronically</i> |
| Justin Gallegos | Director of Information Technology |
| Austin Ballard | Controller/Clerk |
| Dakota Cambruzzi | Human Resource Manager |
| Kristy Johnson | Executive Assistant |
| Brent Rose | Legal Counsel – Clyde Snow & Sessions PC |

Guests:

| | |
|-----------------|--|
| Marie Owens | AE2S |
| Adam Spackman | System Administrator, GHID - <i>Electronically</i> |
| 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> |
| Brooke Petersen | Administrative Assistant, GHID – <i>Electronically</i> |
| Nathan Farrer | Pretreatment, GHID – <i>Electronically</i> |
| Ryan Perry | Water Quality Coordinator, GHID – <i>Electronically</i> |
| Teresa Higgs | Customer Service, 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.

**Swearing in of
Wayne Watts, Trustee**

Wayne Watts took the Oath of Office and was sworn in by Austin Ballard, District Clerk.

**Election of District
Officers for 2024**

District Officers shall remain the same with Debra Armstrong as Board Chair, Jason Helm as District Treasurer and Austin Ballard as District Clerk. Roger Nordgren made a motion to approve the District Officers as constituted by acclimation for 2024. Following a second from Wayne Watts, the motion passed as follows;

Armstrong – aye

Nordgren – aye

Watts – 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. Wayne Watts made a motion to approve the representative as constituted for 2024. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

**Approval of the
December 12, 2023
Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from December 12, 2023, was made by Debra Armstrong. 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
Jordan Valley Water
Conservancy District
Update**

Jason Helm presented the Jordan Valley Water Conservancy District update. - See Jordan Valley Water Conservancy District Update attached to these minutes for details.

**Central Valley Water
Reclamation Facility
Update**

Mr. Helm presented the Central Valley Water Reclamation Facility update. – See Central Valley Water Reclamation Facility Update attached to these minutes for details.

**2024 Strategic Plan
Initiative Update**

Mr. Helm presented the 2024 Strategic Plan initiatives update. Mr. Helm explained what the Employee Advisory Board is and its purpose. Roger Nordgren asked for more information regarding Strategic Plan section 8.5, the new 3 MG Zone 1 Reservoir near 4700 South and 6400 West. Mr. Helm explained that the land was purchased in October 2023 and the design of the reservoir will be upcoming. – See 2024 Strategic Plan Initiatives Update attached to these minutes for details.

OUR TEAM

OUR OPERATIONS

Consider Adoption of Resolution 1-16-24.1

Austin Ballard asked the Board to consider adoption of Resolution 1-16-24.1 REPLACING THE PUBLIC ENTITY RESOLUTION FOR AUTHORIZED SIGNERS on the Granger-Hunter Improvement District Zions Bank operating and sweep accounts. Debra Armstrong made a motion to adopt the resolution as noted. Following a second from Wayne Watts, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

Consider Approval of the District's Earthquake and Flood Insurance Policy with Utah Local Governments Trust

Troy Stout asked the Board to consider approval of the District's Earthquake and Flood insurance policy in the amount of \$91,634.00 to the Utah Local Governments Trust. Following a discussion regarding the changes in the policy, Roger Nordgren made a motion to approve the insurance policy as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

Review & Discuss Financial Report for December 2023

Austin Ballard summarized the preliminary year-end December 2023 Financial Report. – See December 2023 Financial Report attached to these minutes for details.

Review & Discuss Paid Invoice Report for December 2023

Mr. Ballard discussed the December check report. The December check report totaled \$4,857,478.40 coming from five categories: infrastructure (44%), Central Valley (31%), Jordan Valley Water (10%), payroll taxes and employee benefits (5%), and other (10%). – See December 2023 Paid Invoice Report attached to these minutes for details.

Administrative Services Update

Michelle Ketchum presented the administrative services update. Ms. Ketchum commended the meters department on all their hard work with meter installations. – See the Administrative Services Update attached to these minutes for details.

Consider Approval of Purchase of Meters and Meter Parts to Mountainland Supply

Ms. Ketchum asked the Board to consider approval of purchase of meters and meter parts in the amount of \$360,428.13 to Mountainland Supply. Wayne Watts 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

Water Maintenance Update

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

Wastewater Maintenance Update

Mr. Stout presented the wastewater maintenance update. – See Wastewater Maintenance Update attached to these minutes for details.

Consider Approval for Purchase of Aries CCTV Equipment Replacement to Aries Industries Inc.

Mr. Stout asked the Board to consider approval for the purchase of Aries CCTV Equipment Replacement to Aries Industries Inc. in the amount of \$87,354.66. Roger Nordgren made a motion to approve the purchase as noted. Following a second from Wayne Watts, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

Water Supply Review

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

**IT Update,
.gov Domain
Registration,
2024 System Upgrades**

Justin Gallegos discussed the .gov registration process with the deadline of January 1, 2025. Mr. Gallegos noted that the District will be making 2024 system upgrades with the possibility of a closed session in the future to discuss more details regarding the upgrades if the Board would like further details.

Capital Projects Update

Todd Marti presented the capital projects update. – See Capital Projects Update attached to these minutes for details.

**Engineering Department
Update**

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

CLOSED SESSION

At 4:17 P.M., Wayne Watts made a motion to enter into a closed session for a strategy session to discuss pending or reasonably imminent litigation and to discuss the character, professional competence, or physical or mental health of an individual. Following a second from Roger Nordgren, the motion passed as follows;

Armstrong – aye

Nordgren – aye

Watts – aye

All Trustees; Jason Helm, General Manager; 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 Necaie, Director of Wastewater; Justin Gallegos, Director of Information Technology; Austin Ballard, Controller/Clerk; Dakota Cambruzzi, Human Resource Manager; Kristy Johnson, Executive Assistant, and Brent Rose, District legal counsel were present during the strategy session to discuss pending or reasonably imminent litigation closed session.

All Trustees: and Jason Helm, General Manager; were present to discuss the character, professional competence, or physical or mental health of individual closed session. Ricky Necaie, Director of Wastewater; Dustin Martindale, Director of Water Systems and Michelle Ketchum, Director of Administration attended at different times during the closed session at the request of the Board of Trustees.

At 6:28 P.M., Debra Armstrong made a motion to end the closed session and enter back into an open session. Following a second from Roger Nordgren, the motion passed as follows;

Armstrong – aye Nordgren – aye Watts – aye

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

Debra Armstrong noted that she would like board meetings to begin with either the Pledge of Allegiance or an opening thought with members of the Board and staff leading. Ms. Armstrong will lead the February opening item, Roger Nordgren will lead March and Wayne Watts will lead April.

ADJOURNED

Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Wayne Watts, the motion passed as follows and the meeting adjourned at 6:32 P.M.

Armstrong – aye Nordgren – aye Watts – aye

Debra K. Armstrong, Chair

Austin Ballard, Clerk
