

**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, February 19, 2019, at 2:30 P.M. at the District office located at 2888 S. 3600 W., West Valley City, Utah.

Trustees Present:

Debra Armstrong	Chair
Corey Rushton	Trustee
Russell Sanderson	Trustee

Staff Members Present:

Clint Jensen	General Manager, Treasurer
Louie Fuell	Asst. General Manager
Jason Helm	Asst. General Manager
Kim Coleman	Chief Financial Officer, Clerk
Brad Paxman	District Engineer
Kristy Johnson	Executive Assistant
Dustin Martindale	Director of Water Systems
Brad Jeppson	Director of Administration – Excused early
Rick Necaise	Director of Wastewater
Todd Marti	Director of Engineering

Guests:

Tom Holstrom and Dr. Phil Heck from Central Valley, Michelle Ketchum and Linae Sanderson

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 2:30 P.M. Debra Armstrong called the meeting to order and recognized all those present. The invocation was offered by Clint Jensen.

**Approval January
15, 2019 Board
Meeting Minutes**

A motion to approve the Board Meeting Minutes from January 15, 2019, was made by Russell Sanderson with the following two amendments: 1) Highlight the comment by Brad Paxman indicating the trust of the Central Valley staff in doing their job, 2) Include further detail regarding the vehicle allowance discussion between Russell and Clint Jensen. Russell emphasized that he would like it noted in the minutes that he did not agree with the car allowance issue that was discussed in the January Board Meeting. After a brief discussion on the details that should be included in board meeting minutes, Corey Rushton suggested that if more explanation is needed on the second amended item, it should match the tone of the rest of the minutes and noted that the board meetings are recorded and are retained indefinitely. It was suggested that a separate discussion take place to further clarify the vehicle allowance policy. The motion to approve the Board Meeting Minutes from January 15, 2019 with the two amended items, was followed by a second from Corey Rushton.

The motion passed as follows;

Armstrong – aye

1 Rushton – aye

Sanderson – aye

Conflicts of interest

There were none.

**Operations of CVWRF
Discussion and
Presentation**

Tom Holstrom and Dr. Phil Heck presented on the history, current projects and future of Central Valley Water Reclamation Facility. Following the presentation, both Tom and Phil were excused to leave at 3:22 p.m.

**Consider Calendar
Change for Strategic
Planning Meeting**

A motion to change the Strategic Planning Meeting from August 20th to June 25th was made by Debra Armstrong. The Strategic Planning Meeting on June 25th will begin at 8:00 a.m. and the regular Board Meeting on August 20th will begin at 2:30 p.m. Following a second from Corey Rushton, the motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

**ENGINEERING
REPORT**

Brad Paxman reported on the construction and engineering projects currently underway – See District Engineer’s summary attached to these minutes for details.

**Consider Authorizing
GM to Sign a
Betterment Agreement
to Fund Mountain View
Corridor Waterline
Improvements**

Brad asked the Board to consider authorizing the General Manager to sign a Betterment Agreement to fund the waterline improvements associated with the Mountain View Corridor in the amount of \$548,661.81. Russell Sanderson made a motion to approve the Betterment Agreement be signed as specified but asked that the Chairman of the Board signs. Following a second from Debra Armstrong, the motion was passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

**Consider Approval of
the Purchase of
0.52-acre Parcel for the
18H: Pioneer WWPS
Replacement Project**

Brad asked the Board to consider approval of the purchase of a 0.52-acre parcel located at 2184 South Constitution Blvd. on which to construct a replacement for the Pioneer Wastewater Pumping Station for \$146,300.00 or \$6.46/sq. ft. After a brief discussion on the price of the parcel, Corey Rushton made a motion to approve the purchase as specified. Following a second from Russell Sanderson, the motion passed as follows;

Armstrong – aye Rushton – aye Sanderson – aye

**Consider Award of a
Construction Contract
for the 19B: Manhole
Rehabilitation Project**

Brad asked the Board to consider award of a construction contract to Cody Ekker Construction, Inc. in the amount of \$219,000.00 for the construction of the 19B: Manhole Rehabilitation Project. A brief discussion took place regarding the cost. Russell Sanderson asked if this was a good deal and Brad explained that he believes this new product will be cost effective. Corey Rushton 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

**OPERATIONS
REPORT**

Jason Helm explained the shift in assigned responsibilities, which includes the IT department falling under his responsibilities until the Director of IT job position is filled.

**Consider Approval of
Water and Sewer Line
Agreement for 3749 S
2700 W**

Todd Marti asked the Board to consider approval of a Water and Sewer Line Agreement, which transfers ownership of the water and sewer line to Real Estate Investments Partners and abandons the water and sewer easements at 3749 S 2700 W. Russell Sanderson made a motion to approve the Water and Sewer Line Agreement as specified. Following a second from Corey Rushton, the motion passed as follows;

Armstrong – aye

Rushton – aye

Sanderson – aye

FINANCIAL REPORT

**Review & discuss the
January 2019 Financial
Reports**

Kim Coleman summarized the January 2019 Financial Report. The revenues seem to be tracking close to the expected level. On the Expense Report, Kim explained that the 22.5% for Health/Dental is from HSA funding. As previously discussed, the District had not experienced a Medical or Dental premium increase this year but the cost was already built into the budget. The Board decided that an additional \$500 contribution be made to each employee's HSA account as a thank you for keeping insurance costs down. Corey Rushton asked for an update on the 2018 property tax collection. Kim explained that a few more payments had been received and a final settlement should be received mid-April.

**Review & Discuss Paid
Invoice Report for
January 2019**

Kim briefly covered \$1.867 million of the January check report which totaled \$2.21 million. 84% of that total comes from five categories; insurance (15%), benefits (28%), capital (15%), water purchases (13%) and payments to Central Valley (approx. 13%).

**MAINTENANCE
REPORT**

**Human Resource
Director Report**

Louie Fuell reported on District employee changes. Kristy Johnson is the new Executive Assistant. Before the start of Board meeting, the Board met our new receptionist, Debra Harvey. The District has also filled three maintenance positions. Those new employees will begin within the next couple of weeks. Louie pointed out trainings that recently occurred and noted the anniversaries that take place in February.

**Maintenance
Department Director
Report**

Louie discussed the maintenance report and highlighted the amount of proactive work orders vs. the reactive work orders that the District completed during the month of January. As of January 17th, 2019, the District's valve crew has completed inspection of all of the District's valves. Russell Sanderson asked if it's possible for the District's computer system, which controls treatment chemicals, to encounter the same situation that Sandy City encountered recently. Louie explained that he visited the District Fluoride rooms to inspect the current fail safes and ask questions about our system. Jason Helm added that the District has been reviewing our own procedures to ensure that we have the best fail safes in place as possible.

GM'S REPORT

**General Manager's
report for February
2019**

Clint Jensen discussed the current board report. He has asked those that contribute to the board report to assess what is reported and see if changes could be made. He mentioned possibly having some reports summarized to a yearly or quarterly report rather than a monthly report. He asked for the Board's input as we approach the June Strategic Planning Session, to discuss

items that they would like included in the board reports. Corey Rushton noted that there are State Auditor requirements for the monthly board report.

Clint briefly reported the progress of a General Manager Employment Agreement draft. He is looking at a couple of different examples and may have a draft available in March.

The Division of Drinking Water's initial committee has reviewed the District's loan application for \$20 million and has given it a favorable recommendation which they will give to their Board in St. George on February 28, 2019. Clint Jensen, Jason Helm and Russell Sanderson will attend the board meeting for the presentation. Because the median adjusted gross income of our service area is 78% of the state average, we qualify for a 1.25% interest rate.

Clint reviewed the Legislative Report and discussed the bills of interest to the District.

BOARD MEMBERS
INPUT

Corey Rushton mentioned that he will be meeting with Salt Lake County to discuss some property ownership on February 20th at 2:00 p.m. Corey also discussed email conversations that take place outside of the monthly board meeting and the rules that constitute an open meeting.

Debra Armstrong discussed Board unity and the importance of making decisions and giving directives as a whole.

Russell Sanderson will meet with Clint Jensen, Kim Coleman and Louie Fuell after the board meeting, to discuss and clarify the vehicle allowance policy. Russell enjoyed the presentation given by the representatives from Central Valley and noted that having them update the Board every six months would be sufficient. Corey Rushton suggested they report annually on the budgets and operations update with a brief projects update. Clint suggested some time be given to Central Valley at the annual Strategic Planning Meeting. Russell requested a copy of the Central Valley monthly board meeting agenda.

ADJOURNED

Inasmuch as all agenda items have been satisfied, Debra Armstrong declared the meeting adjourned at 4:38 P.M.

Debra K. Armstrong, Chair

Kim J. Coleman, Clerk
