

**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, August 24, 2021, 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
Corey Rushton	Trustee
Roger Nordgren	Trustee

Staff Members Present:

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 - <i>Excused</i>
Ricky Necaie	Director of Wastewater
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology - <i>Excused</i>
Austin Ballard	Controller
Dakota Cambruzzi	Human Resource Manager
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC – <i>Arrived at 3:10 pm/Left 5:30 pm</i>

Guests:

Adam Spackman	System Administrator, GHID
Keith Larson	Project Manager, Bowen, Collins & Associate – <i>Left meeting following presentation</i>
Marie Owens	AE2S
Steve Starr	Water Systems Division Manager, GHID – <i>Electronically</i>
Idanely Orosco	Customer Service, GHID - <i>Electronically</i>
Shawn Ellis	Water Systems Division Manager, GHID – <i>Electronically</i>
Linda Townes Cook	Jordan Valley Water Conservancy District – <i>Electronically</i>
William Snellmer	Member of the Community - <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.

Public Comments

There were none.

**Approval of the
July 20, 2021
Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from July 20, 2021, was made by Roger Nordgren, followed by a second from Debra Armstrong.

The motion passed as follows;

Armstrong – aye Rushton – aye Nordgren – aye

Conflicts of interest

There were none.

**OUR TEAM
Master Plan Update –
Revenue Needs Analysis
and Property Taxes and
Rates Discussion**

Keith Larson, the project manager for the rate study from Bowen, Collins & Associates, presented the master plan update, revenue needs analysis and property taxes and rates plan for GHID. A discussion took place regarding property taxes and rates. Corey Rushton asked Austin Ballard to analyze the Public Good percentage to make sure that property taxes are adequately funding those amounts. Mr. Larson recommended the Board consider a statement of intent to raise the amount of property tax before the deadline of October 19, 2021. Some further property tax analysis will be done by District staff and reported on at the September 21, 2021 Board Meeting. The Board will file a statement of intent to raise the amount of property tax with the understanding that the increase will be based on the analysis results. The Board discussed a tax increase policy moving forward. – See Master Plan Update, Revenue Needs Analysis: Property Taxes and Rates report attached to these minutes for details.

**2021 Strategic Plan
Initiatives Update**

Jason Helm presented the 2021 Strategic Plan Initiatives update. Troy Stout discussed the Water Loss Task Force Plan. Corey Rushton discussed the process for reallocation of budget line items, such as the election funds, that will no longer be used. In an effort of transparency with the General Public, Mr. Rushton asked that larger line items that are redistributed, be included in the Board financial report. – See 2021 Strategic Initiatives Quarterly Objective Performance report attached to these minutes for details.

**OUR COMMUNITY
Jordan Valley Water
Conservancy District
Review**

Mr. Helm presented the August Jordan Valley Water Conservancy District update and some of the impacts of water conservation on water sales and revenue. – See Jordan Valley Water Conservancy District Update attached to these minutes for details.

**Draft Drought
Contingency Plan
Discussion**

Mr. Helm and Todd Marti discussed the draft drought contingency plan. The Board supports the draft plan with further support from West Valley City regarding water efficiency standards. – See Draft Drought Contingency Plan attached to these minutes for details.

BREAK

A short break began at 5:30 p.m. The Board Meeting resumed at 5:36 p.m.

**Central Valley Water
Reclamation Facility
Review**

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

**West Valley City Water
Efficiency Standard
Coordination**

Mr. Helm discussed the West Valley City Water Efficiency Standard coordination efforts. Mr. Helm explained that the District sent a letter to West Valley City and reported some response from the City. – See the Support of Existing and Future West Valley City Sustainable Practices and Programs Letter attached to these minutes for details.

**OUR OPERATIONS
Review & Discuss
Financial Report for
July 2021**

Austin Ballard summarized the July Financial Report. Mr. Ballard mentioned water sales have increased over the last month however, estimations still show revenue shortages by the end of the year. Mr. Ballard discussed some ways to cover those shortages.

**Review & Discuss Paid
Invoice Report for
July 2021**

Mr. Ballard discussed the July check report. The July check report totaled \$4,131,120.53 coming from five categories; Jordan Valley (34%), infrastructure (26%), Central Valley (22%), taxes, payroll and benefits (8%), and other (10%).

Mr. Ballard discussed the current candidate submissions for the upcoming election and explained that the two candidates are currently serving as Board members. Mr. Ballard will present a resolution at the September 21, 2021 Board Meeting that will notify the Public of the cancellation of the upcoming election. Mr. Ballard also discussed the budget calendar. Jason Helm asked the Board to appoint a Trustee to serve on the budget committee. The Board appointed Roger Nordgren to serve on the budget committee. The committee will meet to discuss the budget on September 20, 2021 with the 2022 tentative budget binders to be dispersed at the October 19, 2021 Board Meeting and the 2022 tentative budget hearing taking place December 14, 2021. Corey Rushton noted a possible conflict with the date of December meeting. Kristy Johnson will follow-up with Mr. Rushton to verify the date.

**Water Maintenance
Update**

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

**Consider Approval for
the Purchase of Three
Channel Grinders to
JWC Environmental for
Armstrong and Decker
Main Pump Stations**

Mr. Stout asked the Board to consider approval for the purchase of three Channel Grinders in the amount of \$108,831.00 to JWC Environment for Armstrong and Decker Main Pump Stations. A discussion took place regarding the pump parts and sole source procurement procedures. Roger Nordgren made a motion to approve the contract as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**Wastewater
Maintenance Update**

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

Water Supply Review

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

Capital Projects Update

Mr. Marti presented the capitol projects update. – See the Capitol Projects Update report attached to these minutes for details.

Consider Approval of a Change Order to Silver Spur Construction for Additional Asphalt for the 19F: 3600 West Waterline Project

Mr. Marti asked the Board to consider approval of change order to Silver Spur Construction in the amount of \$238,697.26 for additional asphalt for the 19F: 3600 West Waterline Project. Although under budget, this change order was paid to the contractor prior to Board approval. Additional controls have been put in place by Engineering and Accounting to prevent contractor payments that are not included in original approval. Corey Rushton made a motion to approve the change order as noted. Following a second from Debra Armstrong, the motion passed as follows:

Engineering Department Update

Armstrong – aye Rushton – aye Nordgren – aye

ADJOURNED

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

Inasmuch as all agenda items have been satisfied, Debra Armstrong made a motion to adjourn the meeting. Following a second from Roger Nordgren, the motion passed as follows and the meeting adjourned at 6:42 P.M.

Armstrong – aye Rushton – aye Nordgren – aye

Debra K. Armstrong, Chair



Austin Ballard, Clerk


