

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, March 21, 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
Corey Rushton	Trustee
Roger Nordgren	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 Necaie	Director of Wastewater
Victor Narteh	Director of Engineering
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:

Adam Spackman	System Administrator, GHID - <i>Electronically</i>
Darcy Brantly	Accountant, GHID - <i>Electronically</i>
Ian Bailey	GIS, GHID - <i>Electronically</i>
Taylor Paetsch	Customer Service, GHID - <i>Electronically</i>
Doug Bradfield	Division Supervisor of Engineering, GHID - <i>Electronically</i>
Adam Hagen	Wastewater Systems, GHID - <i>Electronically</i>
Damien Blevins	Engineering, GHID - <i>Electronically</i>
Dustin Soter	Meters, GHID - <i>Electronically</i>
Bobby Bateman	Water Systems, GHID - <i>Electronically</i>
Justin Arbuckle	Water Systems, GHID - <i>Electronically</i>
Dustin Kemp	Water Systems, GHID - <i>Electronically</i>
Moriah Gamache	Engineer, GHID - <i>Electronically</i>
Michael Wear	Fleet Division Supervisor, GHID - <i>Electronically</i>
Derrick McMichael	Meters Division Supervisor, GHID - <i>Electronically</i>
Ryan Perry	Water Quality Coordinator, GHID - <i>Electronically</i>
Charlie Casias	Wastewater PS Division Supervisor, GHID - <i>Electronically</i>
Jeremy Gregory	Engineer, 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.

Public Comments

There were none.

**Approval of the
February 21, 2023
Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from February 21, 2023, was made by Roger Nordgren. Followed a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Conflicts of interest

There were none.

**OUR COMMUNITY
Legislative Update**

Jason Helm presented the Legislative update. Mr. Helm highlighted a few of the bills including SB 127 Cybersecurity Amendments which will require governmental websites to use an authorized top-level domain by Jan 1, 2025. Mr. Helm mentioned that the District will be changing over to a “.gov” by the end of 2024 in order to comply. – See Legislative Update attached to these minutes for details.

**Jordan Valley Water
Conservancy District
Review**

Mr. Helm presented the Jordan Valley Water Conservancy District (JVWCD) review. Mr. Helm mentioned the above average snowpack levels and the concern about the continuance of water conservation. – See JVWCD Review attached to these minutes for details.

**Central Valley Water
Reclamation Facility
Review**

Mr. Helm presented the Central Valley Water Reclamation Facility (CVWRF) review. – See CVWRF Review attached to these minutes for details.

**OUR TEAM
Review of Compensation
Assessments in
Alignment with
Employee Handbook
(Personnel Policy)
Chapter Three –
Compensation**

Troy Stout reviewed the Compensation Assessments in alignment with the Employee Handbook (Personnel Policy) Chapter Three - Compensation. Mr. Stout discussed compensation adjustments for the following three career related achievements: State of Utah Commercial Driver’s License, Water Distribution Operator Certification IV and Wastewater Collection System Operator Certification IV. After some discussion, the Board suggested a policy change in the Employee Handbook (Personnel Policy). Staff will finalize the policy change and present it to be considered for approval in the next board meeting.

**Review & Consider
Approval of Revised
Employee Handbook
(Personnel Policy)
Chapter Five – Work
Schedules**

Mr. Stout presented a revision of the Employee Handbook (Personnel Policy) Chapter Five – Work Schedules with recommended adjustments to the Emergency Call Outs Program. Mr. Stout asked the Board to consider approval of the revised Employee Handbook (Personnel Policy) Chapter Five – Work Schedules. Corey Rushton made a motion to approve the revisions as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**Cell Phone Policy
Discussion**

Jason Helm and Todd Marti presented some GHID mobile device options for discussion. Staff will prepare a policy change to be considered for approval in the next board meeting. – See Cell Phone Policy Discussion attached to these minutes for details.

**OUR OPERATIONS
Review & Discuss
Preliminary Financial
Report for
February 2023**

Austin Ballard summarized the February 2023 Financial Report. Mr. Ballard noted higher than usual interest income due to higher interest rates. – See February 2023 Financial Report attached to these minutes for details.

**Review & Discuss Paid
Invoice Report for
February 2023**

Mr. Ballard discussed the February check report. Mr. Ballard noted the tank farm purchase that was finalized and paid for in February. The February check report totaled \$5,303,051.30 coming from five categories: infrastructure (56%), Central Valley (21%), Jordan Valley Water (7%), payroll taxes and employee benefits (7%), and other (9%). – See February 2023 Paid Invoice Report attached to these minutes for details.

**Consider Appointment
of Audit Committee
Chair & Consider
Appointment of
Committee Members**

Mr. Ballard asked the Board to consider appointment of an Audit Committee Chair and consider appointment of Audit Committee member(s) who have professional financial expertise. The Board appointed Roger Nordgren as the Audit Committee Chair. Debra Armstrong made a motion to approve the appointment as noted. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

Some discussion took place regarding committee members. Mr. Ballard noted that Bruce Hicken with Taylorsville-Bennion Improvement District would be willing to participate in the committee. The Board suggested verification that Taylorsville-Bennion Improvement District uses a different audit firm than GHID. The Board suggested the possibility of another member of the committee be from Chamber West or West Valley City.

**Administrative Services
Update**

Jason Helm and Michelle Ketchum presented the Administrative Services Update. – See Administrative Services Update attached to these minutes for details.

**Water Maintenance
Update**

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

**Wastewater
Maintenance & Fleet
Update**

Mr. Stout presented the wastewater maintenance and fleet report. – See the Wastewater Maintenance and Fleet Update report attached to these minutes for details.

**Consider Adoption of
Municipal Wastewater
Planning Program
(MWPP) Report for
Year Ending 2022**

Mr. Stout asked the Board to consider adoption of the Municipal Wastewater Planning Program (MWPP) Report for the year ending 2022 that will be submitted to the State of Utah Department of Environmental Quality. Roger Nordgren made a motion to approve the purchase as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Water Supply Review

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

Capital Projects Update

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

**Consider Award of
Construction Contract
for 20I: Redwood Road
Waterline Replacement
Project to Silver Spur
Construction**

Mr. Marti asked the Board to consider award of a construction contract for the 20I: Redwood Road Waterline Replacement Project to Silver Spur Construction in the amount of \$12,500,000.00. Corey Rushton 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

**Consider Award of
Contract Amendment
for Construction Phase
Services for 20A&I:
Redwood Road Water &
Sewer to Bowen, Collins
& Associates**

Mr. Marti asked the Board to consider award of a contract amendment for Construction Phase Services for the 20A&I: Redwood Road Water and Sewer to Bowen, Collins & Associates in the amount of \$155,958.00. Roger Nordgren made a motion to approve the contract amendment as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

**Consider Approval of
Construction Contract
for 23A: Sewer
Rehabilitation Project
with Insituform
Technologies, LLC**

Mr. Marti asked the Board to consider approval of a construction contract for the 23A: Sewer Rehabilitation Project with Insituform Technologies, LLC in the amount of \$765,587.00. 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

Consider Approval of Construction Contract for 23N: Parkway Waterline Replacement Project with Cody Ekker Construction, Inc.

Mr. Marti asked the Board to consider approval of a construction contract for 23N: Parkway Waterline Replacement Project with Cody Ekker Construction, Inc. in the amount of \$145,065.00. Debra Armstrong made a motion to approve the contract as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Consider Approval of Engineering Contract for 23D: Acord Reservoir & Repairs Project to Infinity Corrosion Group

Mr. Marti asked the Board to consider approval of an engineering contract for the 23D: Acord Reservoir and Repairs Project to Infinity Corrosion Group in the amount of \$53,500.00. 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

Engineering Department Update

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

CLOSED SESSION

A closed session was not needed for this meeting.

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

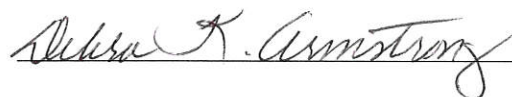
Debra Armstrong mentioned that board meetings were previously opened with a prayer but no longer include a prayer. Ms. Armstrong noted that she would like meetings to be opened with something like the Pledge of Allegiance.

ADJOURNED

Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Debra Armstrong, the motion passed as follows and the meeting adjourned at 5:53 P.M.

Armstrong – aye Rushton – aye Nordgren – aye

Debra K. Armstrong, Chair



Austin Ballard, Clerk

