

**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 15, 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 - <i>Excused</i>

**Guests:**

Adam Spackman	System Administrator, GHID - <i>Electronically</i>
Moriah Gamache	Engineer, GHID – <i>Electronically</i>
Darcy Brantly	Accountant, GHID – <i>Electronically</i>
Michael Wear	Fleet Manager, GHID – <i>Electronically</i>
Krista Barnes	Customer Service Supervisor, GHID – <i>Electronically</i>
Debra Harvey	Customer Service Representative, 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  
June 20, 2023  
Strategic Planning  
Meeting & Board  
Meeting Minutes**

A motion to approve the Strategic Planning Meeting and Board Meeting Minutes from June 20, 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  
Jordan Valley Water  
Conservancy District  
Review**

Jason Helm presented the Jordan Valley Water Conservancy District (JVWCD) review. Mr. Helm mentioned the JVWCD Public Hearing and proposed tax increase. – See JVWCD Review attached to these minutes for details.

**Discussion on Jordan  
Valley Water  
Conservancy District  
Representative**

Mr. Helm discussed the JVWCD representative openings and the opportunity for the Board to submit a representative recommendation. Corey Rushton mentioned his willingness to be a representative and discussed potential conflicts with West Valley City. Roger Nordgren and Debra Armstrong made the recommendation to submit Corey Rushton based on experience and knowledge. Mr. Helm will discuss the position with the new 2024 Trustee member before drafting a letter of recommendation.

**Central Valley Water  
Reclamation Facility  
Review**

Mr. Helm presented the Central Valley Water Reclamation Facility (CVWRF) review. Mr. Helm will organize a tour with CVWRF of the facility updates. – See CVWRF Review attached to these minutes for details.

**2024 Strategic Plan  
Initiatives Update**

Mr. Helm presented the 2024 Strategic Plan Initiatives update. Mr. Helm mentioned organizing a tour of the new Rushton Groundwater Treatment Plant. – See 2024 Strategic Plan Initiatives Update attached to these minutes for details.

**Consider 2023 Board  
Meeting Schedule**

Mr. Helm presented the current 2023 board meeting schedule and discussed the need to adjust the September or October board meeting in order to allow for a full 30 days of noticing from when the tentative budget is presented and when the Public Hearing takes place in November. Corey Rushton made a motion to reschedule the October board meeting from Tuesday, October 17, 2023 to Thursday, October 12, 2023. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**OUR TEAM**  
**Review & Consider**  
**Approval of Revised**  
**Administrative**  
**Handbook Ch. 6 –**  
**Procurement Policy**

Todd Marti presented revisions to Administrative Handbook Ch. 6 – Procurement Policy. Mr. Helm asked the Board to consider approval of revised Administrative Handbook Ch. 6 – Procurement Policy. Following a discussion regarding the policy revision, the Board would like more revisions to take place and some discussion with the District’s attorney, Brent Rose, prior to approval.

**OUR OPERATIONS**  
**Review & Discuss**  
**Financial Report for**  
**June & July 2023**

Mr. Ballard summarized the June and July 2023 Financial Report. Mr. Ballard noted the lower water sales year-to-date. Roger Nordgren asked what percentage of water sales reflects the availability fee. Mr. Ballard explained that 40% is availability fees. – See June and July 2023 Financial Report attached to these minutes for details.

**Review & Discuss Paid**  
**Invoice Report for**  
**June & July 2023**

Mr. Ballard discussed the June and July check report. The June and July check report totaled \$12,321,567.28 coming from five categories: infrastructure (52%), Jordan Valley Water (19%), Central Valley (16%), payroll taxes and employee benefits (5%), and other (8%). – See June and July 2023 Paid Invoice Report attached to these minutes for details.

**Administrative Services**  
**Update**

Michelle Ketchum presented the Administrative Services Update. Ms. Ketchum noted the new Meter Test Bench completion. – 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 Approval for**  
**Purchase of One (1)**  
**Crane Utility Service**  
**Body from Owen**  
**Equipment**

Mr. Stout explained that this approval is no longer necessary.

**Capital Projects Update**

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

**Consider Approval of**  
**Construction Contract**  
**with Star Landscaping**  
**and Engineering, LLC**  
**for 23B: GHID**  
**Headquarters**  
**Landscaping Project**

Mr. Marti asked the Board to consider approval of a construction contract to Star Landscaping and Engineering, LLC in the amount of \$228,063.00 for the 23B: GHID Headquarters Landscaping Project. The Board asked staff to wait and put the project up for bid again in early spring. Corey Rushton made a motion to not move forward with the project as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Nordgren – aye

**Consider Approval of Construction Contract with Hills Construction, Inc. for 23C: Well No. 1 Chlorinator Project**

Mr. Marti asked the Board to consider approval of a construction contract to Hills Construction, Inc. in the amount of \$502,017.80 for the 23C: Well No. 1 Chlorinator Project. Roger Nordgren made a motion to approve the contract as noted. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Consider Approval of Construction Contract with North Facing Roofing, Inc. for 23E: GHID Building A Re-Roof Project**

Mr. Marti asked the Board to consider approval of a construction contract to North Facing Roofing, Inc. in the amount of \$181,600.00 for the 23E: GHID Building A Re-Roof Project. Corey Rushton 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

**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**

**ADJOURNED**

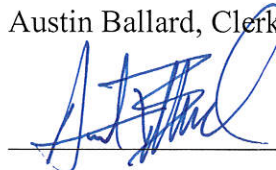
Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Debra Armstrong, the motion passed as follows and the meeting adjourned at 5:04 P.M.

Armstrong – aye                      Rushton – aye                      Nordgren – aye

Debra K. Armstrong, Chair

  
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Austin Ballard, Clerk

  
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