

**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, February 15, 2022, 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 Ncaise	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:**

Taylor Gomm	Customer Service, GHID – <i>Electronically</i>
Teresa Higgs	Customer Service, GHID – <i>Electronically</i>
Idanely Oroso	Customer Service, GHID – <i>Electronically</i>
Debra Jones	Customer Service, GHID - <i>Electronically</i>
Adam Spackman	Information Technology, GHID - <i>Electronically</i>
Brooke Petersen	Engineering Administrative Assistant, GHID - <i>Electronically</i>
Michael Wear	Fleet Division Supervisor, GHID - <i>Electronically</i>
Shawn Ellis	Water Systems Division Manager, GHID - <i>Electronically</i>
Drew Ovard	Information Technology Division Manager, GHID - <i>Electronically</i>
Darcy Brantly	Accountant, GHID - <i>Electronically</i>
Dirk Branson	Member of the Community - <i>Electronically</i>
Meg A.	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  
January 18, 2022  
Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from January 18, 2022, 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 discussed the Legislative update. – 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. A discussion took place regarding the current JVWCD contract and the usage of what’s leftover from the District’s 2021 contract. – 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 & Consider  
Approval of the  
Administrative Policy &  
Procedure Manual**

Mr. Helm presented the Administrative Policy and Procedure Manual and asked the Board to consider Approval. Debra Armstrong made a motion to approve the manual as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Review & Consider  
Approval of Revised  
Employee Handbook  
(Personnel Policy)**

Mr. Helm presented the revised Employee Handbook (Personnel Policy) and asked the Board to consider Approval of the updates. Corey Rushton recommended that all pronouns in District policy manuals be updated to gender neutral. Mr. Rushton made a motion to approve the manual as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**2021 Safety  
Performance Review &  
Program Update**

Troy Stout presented the 2021 Safety Performance Review and Program update. The Board recommended that Nathan Farrer, the District’s Safety Coordinator, attend the annual Strategic Planning Meeting in June. – See the 2021 Safety Performance Review and Program update attached to these minutes for details.

**OUR OPERATIONS**

**Review & Discuss  
Financial Report for  
January 2022**

Austin Ballard summarized the January Financial Report. Mr. Ballard noted the estimated revenue amounts that were used in this report based off historical data. The Board suggested the use of an asterisk to explain the differences in variances between current year and previous years. – See January 2022 Financial Report attached to these minutes for details.

**Review & Discuss Paid  
Invoice Report for  
January 2022**

Mr. Ballard discussed the January check report. The January check report totaled \$4,207,112.81 coming from six categories; Central Valley (28%), Jordan Valley (23%), infrastructure (19%), payroll taxes and employee benefits (12%), 2021 SWR Bond/Interest Payment and other (9%). – See January 2022 Paid Invoice Report attached to these minutes for details.

**Consider Approval of  
Purchase of New Case  
580SN Loader Backhoe  
from Century  
Equipment Company**

Troy Stout asked the Board to consider Approval for the Purchase of a new Case 580SN Loader Backhoe in the amount of \$101,500.00 from Century Equipment Company. Roger Nordgren made a motion to approve the purchase as noted. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Consider Approval for  
Lease Buy-Back  
Purchase of 2017 CAT  
926M Wheel Loader  
from Caterpillar  
Financial Services  
Corporation**

Mr. Stout asked the Board to consider Approval for the Lease Buy-Back Purchase of a 2017 CAT 926M Wheel Loader in the amount of \$76,230.00 from Caterpillar Financial Services Corporation. 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

**Consider Approval of  
Purchase of  
Miscellaneous  
Waterworks  
Appurtenances from  
Ferguson Waterworks  
for District’s 2022 In-  
House Waterline  
Replacement Projects**

Mr. Stout asked the Board to consider Approval for the Purchase of miscellaneous waterworks appurtenances for a total of \$119,716.00 from Ferguson Waterworks for the District’s 2022 in-house waterline replacement projects. 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

**Consider Approval for  
Purchase of 21 Fire  
Hydrants from Ferguson  
Waterworks for  
District’s 2022 In-House  
Fire Hydrant  
Replacement Projects**

Mr. Stout asked the Board to consider Approval for the Purchase of 21 fire hydrants in the amount of \$55,042.59 from Ferguson Waterworks for District’s 2022 in-house waterline replacement projects. Corey Rushton 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 Maintenance  
Update**

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

**Wastewater  
Maintenance Update**

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

**Consider Approval of Purchase of Three Channel Grinders to JWC Environmental for Armstrong, Decker Main, & East Rec Pump Stations**

Mr. Stout asked the Board to consider Approval for the Purchase of three Channel Grinders in the amount of \$108,831.00 from JWC Environmental for Armstrong, Decker Main, and East Rec Pump Stations. Corey Rushton made a motion to approve the purchase as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**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 capital projects update. – See the Capitol Projects Update report attached to these minutes for details.

**Consider Approval of Construction Contract to Planned & Engineered Construction, Inc. (PEC) for 22B: Sewer Rehabilitation Project**

Mr. Marti asked the Board to consider Approval of a construction contract to Planned and Engineered Construction, Inc. (PEC) in the amount of \$485,699.00 for the 22B: Sewer Rehabilitation Project. 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 discussed the engineering department update. – See the Engineering Department Update report attached to these minutes for details.

**CLOSED SESSION**

A closed session was not needed for this meeting.

**OUR TEAM**

**Consider Approval of Compensation for General Manager**

Jason Helm asked the Board to consider approval of Compensation for the General Manager. Corey Rushton made a motion to approve Schedule A compensation for the General Manager effective January 1, 2022. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

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

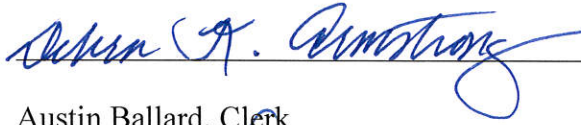
The Board commended the Placemaking Committee for their efforts in gathering and delivering donations for the Rocky Mountain Care Facility.

**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 5:36 P.M.

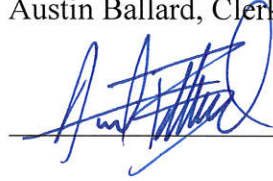
Armstrong – aye                      Rushton – aye                      Nordgren – aye

Debra K. Armstrong, Chair



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Austin Ballard, Clerk



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