

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, January 24, 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 - <i>Electronically</i>
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:

Drew Ovard	Division Manager of IT, GHID – <i>left after presentation</i>
Adam Spackman	System Administrator, GHID - <i>Electronically</i>
Darcy Brantly	Accountant, GHID - <i>Electronically</i>
Debra Harvey	Customer Service, GHID – <i>Electronically</i>
Michael Wear	Fleet Manager, GHID - <i>Electronically</i>
Ian Bailey	GIS, GHID – <i>Electronically</i>
Taylor Paetsch	Customer Service, GHID – <i>Electronically</i>
Martha Lode	Community Member – <i>Electronically</i>
Christina Osborn	Community Member – <i>Electronically</i>
D Terry Anderton	Community Member - <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.

Election of District Officers for 2023

District Officers shall remain the same with Debra Armstrong as Board Chair, Jason Helm as District Treasurer and Austin Ballard as District Clerk. Roger Nordgren made a motion to approve the District Officers as constituted by acclimation for 2023. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Appointment of Representative to CVWRF Board of Trustees

The GHID representative to the Central Valley Water Reclamation Facility Board of Trustees shall remain the same with Debra Armstrong as representative. Corey Rushton made a motion to approve the representative as constituted for 2023. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Approval of the December 13, 2022 Board Meeting Minutes

A motion to approve the Board Meeting Minutes from December 13, 2022, was made by Debra Armstrong. Followed a second from Roger Nordgren, 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. – 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. Staff will present a CVWRF drone video at a future board meeting to show the Board the progress of the facility updates. – See CVWRF Review attached to these minutes for details.

2024 Strategic Plan Initiatives Update

Mr. Helm discussed the 2024 Strategic Plan Initiatives update. – See 2024 Strategic Plan Initiatives Update attached to these minutes for details.

Water Loss Task Force 2022 Performance Update

Troy Stout presented the Water Loss Task Force 2022 Performance update. Mr. Stout noted the water loss initiative advancement from 8.1% in 2021 to 6.5% in 2022 and praised the District staff for their hard work. – See Water Loss Task Force 2022 Performance update attached to these minutes for details.

2022 Water Contract

Drew Ovard, the District’s Division Manager of Operations, presented the 2022 Water Contract. Mr. Ovard mentioned that the District was able to use about 100% of the 2022 JWCD water contract. A discussion took place regarding the District contract with JWCD. – See 2022 Water Contract attached to these minutes for details.

OUR TEAM

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

Jason Helm asked the Board to consider approval of the revised Employee Handbook (Personnel Policy), after some discussion, Debra Armstrong made a motion to approve the revised handbook with the addition to 2.2.D of “would not necessarily be notified of action taken.” Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Review & Consider Approval of Revised Administrative Handbook

Mr. Helm asked the Board to consider approval of the revised Administrative Handbook. Following a discussion regarding some of the language in the handbook, the Board asked the staff for further revision and present it at the next board meeting for approval.

OUR OPERATIONS

Review & Discuss Preliminary Financial Report for December 2022

Mr. Ballard summarized the December 2022 Preliminary Financial Report. Mr. Ballard noted that these are not final numbers due to the year-end reporting. – See December 2022 Preliminary Financial Report attached to these minutes for details.

Review & Discuss Paid Invoice Report for December 2022

Mr. Ballard discussed the December check report. The December check report totaled \$4,582,559.64 coming from five categories: infrastructure (47%), Central Valley (25%), Jordan Valley Water (11%), payroll taxes and employee benefits (7%), and other (6%). – See December 2022 Paid Invoice Report attached to these minutes for details.

Consider Approval of District’s Earthquake Insurance to Utah Local Governments Trust

Mr. Ballard asked the Board to ratify approval of the District’s earthquake insurance in the amount of \$114,163.00 to the Utah Local Governments Trust. Corey Rushton made a motion to approve the renewal as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Water Maintenance Update

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

Consider Award of Contract with Wachs Water Services for the 2023 District Leak Detection Project

Mr. Stout asked the Board to consider an award of contract with Wachs Water Services in the amount of \$80,000.00 for the 2023 District Leak Detection 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

Consider Approval of Purchase of 70 Fire Hydrants and Appurtenances from Ferguson Waterworks for District In-House Fire Hydrant Replacement Projects

Mr. Stout asked the Board to consider approval of the purchase of 70 fire hydrants and appurtenances in the amount of \$282,410.00 from Ferguson Waterworks for District in-house fire hydrant 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

Wastewater Maintenance 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 Two (2) Freightliners 114SD’s, with Williamsen-Godwin Dump Bodies from Premier Truck Group

Mr. Stout asked the Board to consider approval of the purchase of two (2) Freightliners 114SD’s, with Williamsen-Godwin Dump Bodies, in the amount of \$345,980.00 from Premier Truck Group. 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 One (1) Ford F550 with Crane Utility Body from Truck Equipment, LLC

Mr. Stout asked the Board to consider approval of the purchase of one (1) Ford F550 with Crane Utility Body, in the amount of \$169,751.30 from Truck Equipment, LLC. 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

Consider Approval for Purchase of One (1) 800-HPRTV Eco Crew from Dawson Infrastructure Solutions and Freightliner M2 106+ Crew Cab Chassis from Premier Truck Group

Mr. Stout asked the Board to consider approval of the purchase of one (1) 800-HPRTV Eco Crew from Dawson Infrastructure Solutions in the amount of \$368,478.73 and a Freightliner M2 106+ Crew Cab Chassis from Premier Truck Group, in the amount of \$100,133.76 for a combined total - \$468,612.49. 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 One (1) 2023 2500 Ram Dodge ProMaster Cargo Van with Upfit from Ken Garff West Valley

Mr. Stout asked the Board to consider approval of the purchase of one (1) 2023 2500 Ram Dodge ProMaster Cargo Van with upfit from Ken Garff West Valley in the amount of \$61,837.16. Debra Armstrong 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 mentioned that the Water Supply Review was mainly discussed in the 2022 Water Contract that Drew Ovard presented earlier in the meeting. – 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 Approval of a Construction Change Order for 20B: Rushton Groundwater Treatment Plan Project with Nelson Brothers Construction for Storm Drain Improvements

Mr. Marti asked the Board to consider approval of a Construction Change Order for the 20B: Rushton Groundwater Treatment Plan Project with Nelson Brothers Construction for storm drain improvements in the amount of \$270,073.00. Roger Nordgren made a motion to approve the change order as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

Consider Approval of Vacation of Easement Entry 4198782 Book 5734 Page 392

Mr. Marti asked the Board to consider approval of Vacation of Easement Entry 4198782 Book 5734 Page 392. Corey Rushton made a motion to approve the action 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

At 5:27 P.M., Roger Nordgren made a motion to enter into a closed session to discuss the character, professional competence, or physical or mental health of an individual. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

All Trustees and Jason Helm, General Manager; were present during closed session.

At 6:52 P.M., Corey Rushton made a motion to end the closed session and enter back into an open session. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye Rushton – aye Nordgren – aye

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

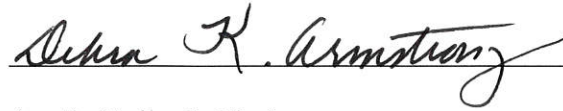
There were none.

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 6:55 P.M.

Armstrong – aye Rushton – aye Nordgren – aye

Debra K. Armstrong, Chair



Austin Ballard, Clerk