

# **THE BOARD OF TRUSTEES OF THE GRANGER-HUNTER IMPROVEMENT DISTRICT**

*PUBLIC NOTICE* is hereby given by the Board of Trustees that Granger-Hunter Improvement District will hold a Board Meeting at its main office located at 2888 South 3600 West, West Valley City, Utah. at 5:00 p.m. on Tuesday, December 15, 2020, with a Public Hearing beginning at 6:00 P.M. Trustees and members of the public are able to attend this meeting electronically.

## **Agenda**

### **A. GENERAL**

1. Call to order – Welcome – Report those present for the record
2. Public Comments
3. Consider approval of the November 17, 2020 Board Meeting Minutes
4. Discuss potential conflicts of interest

### **B. MANAGEMENT TEAM REPORTS**

1. Consider adoption of Resolution 12-15-20.2 AUTHORIZING MODIFICATION OF THE FIRST SUPPLEMENTAL INDENTURE to remove the requirement to fund a debt service fund and related matters
2. Consider adoption of Resolution 12-15-20.3 AUTHORIZING THE ISSUANCE AND SALE of not more than \$4,250,000 aggregate principal amount of water and sewer revenue refunding bonds, series 2021 and related matters
3. Consider adoption of the 2024 Strategic Plan
4. Consider adoption of the Employee Policy Handbook
5. Consider approval of the 2021 Board Meeting Schedule
6. Administrative update

### **C. FINANCIAL REPORT**

1. Consider adoption of Resolution 12-15-20.1 REPLACING THE CERTIFICATION OF AUTHORIZED INDIVIDUALS FOR ZIONS BANK – BOND ESCROW ACCOUNTS
2. Review & discuss Financial Report for November 2020
3. Review & discuss Paid Invoice Report for November 2020

### **D. CAPITAL PROJECTS & ENGINEERING REPORTS**

1. Capital Projects update
2. Engineering Department updates
3. Water Supply Update
4. Consider approval of a contract with Tonka Water/Kurita for the supply of the Rushton Groundwater Treatment Plant Horizontal Pressure Filter Equipment in the amount of \$1,132,806.00 contingent on final approval of the Granger-Hunter Improvement District tentative 2021 budget
5. Consider approval of a contract to begin January 1, 2021 with Bowen, Collins & Associates for the 2021 Master Plan, Capital Improvement and Infrastructure Management Plan, Rate Study and Impact Fee Analysis in the amount of \$284,388.00 contingent on final approval of the Granger-Hunter Improvement District tentative 2021 budget

### **E. MAINTENANCE REPORTS**

1. Wastewater maintenance update
2. Water maintenance update

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

### **G. CALENDAR**

1. Next Board Meeting - Tuesday, January 19, 2021 at 3:00 P.M.

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### **H. 6:00 P.M. PUBLIC HEARING – Financial Plan & Budget for the year ending December 31, 2021**

1. Consider approval of Resolution No. 12-15-20.4 adopting the District's financial plan, budget and other fees for the calendar year ending December 31, 2021

**MINUTES OF THE  
GRANGER-HUNTER IMPROVEMENT DISTRICT  
BOARD MEETING**

The Meeting of the Board of Trustees of the Granger-Hunter Improvement District was held Tuesday, November 17, 2020, 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 (electronically):**

Debra Armstrong	Chair
Corey Rushton	Trustee
Russell Sanderson	Trustee – <i>joined via telephone at 3:35 p.m.</i>

**Staff Members Present (electronically):**

Jason Helm	General Manager
Todd Marti	Assistant General Manager/District Engineer
Troy Stout	Assistant General Manager/Chief Operating Officer
Kristy Johnson	Executive Assistant
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
Dakota Cambruzzi	Human Resource Manager
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC – <i>Excused</i>

**Guests (electronically):**

Adam Spackman	System Administrator, Granger-Hunter Improvement District
Ian Bailey	GIS Specialist/IT Specialist, Granger-Hunter Improvement District
Drew Ovard	Division Manager of Information Technology, Granger-Hunter Improvement District
Taylor Gomm	Customer Service Representative, Granger-Hunter Improvement District
Idanely Orosco	Customer Service Representative, Granger-Hunter Improvement District
Debra Harvey	Customer Service Representative, Granger-Hunter Improvement District
Darcy Brantly	Accountant, Granger-Hunter Improvement District
Roger Nordgren	Former GHID Board Member/West Valley City Resident

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 3:04 P.M. Debra Armstrong called the meeting to order and recognized all those present.

**Approval of the  
October 13, 2020 Board  
Meeting Minutes**

A motion to approve the Board Meeting Minutes from October 13, 2020, was made by Corey Rushton, followed by a second from Debra Armstrong.

The motion passed as follows;

Armstrong – aye                      Rushton – aye                      Sanderson – *had not joined*

**Conflicts of interest**

There were none.

**MANAGEMENT  
TEAM REPORTS  
JVWCD Update**

Corey Rushton and Jason Helm briefly discussed the Jordan Valley Water Conservancy District (JVWCD) consumption reports. Mr. Helm explained that water sales are up for most entities within the JVWCD including Granger Hunter Improvement District with most exceeding their JVWCD contract. Mr. Rushton discussed the possibility of restructuring the District’s contract. – See JVWCD Update attached to these minutes for details.

**CVWRF Update**

Mr. Helm gave an update on a Central Valley Water Reclamation Facility (CVWRF) meter that has been showing high flow volume for the District since it was installed in January. After further investigation, it was discovered that the meter was not functioning properly. Mr. Helm presented a memo from Phillip Heck, the General Manager at CVWRF. -See CVWRF Update attached to these minutes for details.

**Water Supply Update**

Mr. Helm presented the Water Supply report as of October 31, 2020. Mr. Helm included Jordan Valley Water Conservancy District’s water supply report as a comparison with the District. – See Water Supply report attached to these minutes for details.

**District Update –  
Staffing**

Mr. Helm reported the staffing updates. The District hired six new employees: Taylor Gomm – Customer Service Representative, Gunner Thomas – Wastewater Maintenance, Ryan Draney – Water Maintenance, Kevin Killpack – Meter Technician, Troy Stout – Assistant General Manager/Chief Operating Officer and Dakota Cambuzzi – Human Resource Manager. Some internal staff hires have taken place as well including: Todd Marti – Assistant General Manager/District Engineer and Victor Narteh – Director of Engineering.

**AWWA IMS Operator  
of the Year Award**

The American Water Works Association Intermountain Section (AWWA IMS) recognized Drew Ovard with the Utah Outstanding Operator of the Year Award for 2020. The Board commends Mr. Ovard on this award.

**CAPITAL PROJECTS  
& ENGINEERING  
REPORTS  
Capital Projects Update  
Engineering Department  
Updates**

Todd Marti presented and briefly discussed the Capital Projects and Engineering Department reports. The 18B: 4100 South Waterline Replacement project is nearing completion. Trees are being planted in some of the park strips along 4100 South. Corey Rushton inquired regarding the maintenance and water supply to the trees. Mr. Marti explained that West Valley City has installed two meters to supply water to the trees. The 18K: Printer’s Row Waterline Replacement project is also nearly complete.

Mr. Marti discussed the Master Plan Update, Rate Study & Impact Fee Analysis project. This project will include a 10-20 year capital improvements and maintenance plan plus the rate study and impact fee analysis. Mr. Marti explained that this project has been proposed in the 2021 budget and will be discussed further in the December Board Meeting. – See Engineering Summary attached to these minutes for details.

**INFORMATIONAL  
PRESENTATION  
Review, Discuss &  
Consider Approval of  
the 2021 Tentative  
Budget**

Jason Helm explained the process that has taken place this year for creating the tentative budget. Mr. Helm noted that the process began later than normal, due to circumstances regarding shifts in management and personnel. Some key points were reviewed and discussed prior to the Board considering approval of the 2021 tentative budget. Russell Sanderson mentioned the District’s cash flow for each month in order to have the funds to meet the monthly needs. Austin Ballard explained that the District typically keeps an operating reserve of 3-6 months. Corey Rushton discussed the District’s fleet lease agreement and the decision to purchase the vehicles in order to eliminate the lease agreements. Mr. Sanderson explained some of the advantages due to the public utilities discount and resell value of the vehicles. Mr. Helm and Mr. Ballard discussed the cost analysis and noting the District would have saved about \$80,000 over the life of the leases, had the District purchased rather than leased those vehicles. Mr. Rushton explained that his concern is with purchasing vehicles that have been leased rather than purchasing brand new fleet vehicles. Mr. Ballard explained that the vehicles that will be purchased have low mileage and are in really good condition. – See Tentative 2021 Budget Process Report attached to these minutes for details.

Mr. Helm noted that the consideration for approval of the 2021 Tentative Budget is with some modifications made due to the health insurance premiums being lower than budgeted, the CVWF flow meter adjustment, and the bond adjustments.

Corey Rushton made a motion to approve the 2021 Tentative Budget. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**Consider the Date for  
the Public Hearing on  
the 2021 Tentative  
Budget**

Jason Helm asked the Board to consider the date for the public hearing on the 2021 Tentative Budget for December 15<sup>th</sup>, 2020 at 6:00 p.m., following the regular scheduled December Board Meeting. Corey Rushton made a motion to approve the date as noted. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye                      Rushton – aye                      Sanderson – aye



**FINANCIAL REPORT**

**Consider Approval of Resolution 11-17-20.1**

Austin Ballard asked the Board to consider approval of Resolution 11-17-20.1 amending the trustees of the Granger-Hunter Improvement District 401K Profit Sharing Plan. Mr. Ballard explained that with Resolution 11-17-20.1, H. Louis Fuell, and Kim J. Coleman would be removed as Trustees of the District 401K Profit Sharing Plan. M. Troy Stout and Austin Ballard would be added as Trustees, and Jason Helm would remain a Trustee. A brief discussion took place about the offerings from Utah Retirement Systems and Wells Fargo for investments for the District employees. Russell Sanderson made a motion to approve Resolution 11-17-20.1 as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**Consider Approval of Resolution 11-17-20.2**

Mr. Ballard asked the Board to consider approval of Resolution 11-17-20-2 replacing the public entity resolution for certification of Authorized Individuals for The Office of the State Treasurer Public Investors Treasury Fund (PTIF) account. Mr. Ballard explained that Resolution 11-17-20.2 appoints Jason Helm and M. Troy Stout as Authorized Individuals for the District’s PTIF account with The Office of the State Treasurer and removes Clinton Jensen and H. Louis Fuell as Authorized Individuals. Debra Armstrong will remain an Authorized Individual. Russell Sanderson made a motion to approve Resolution 11-17-20.2 as noted. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**Review & Discuss Financial Report for October 2020**

Mr. Ballard summarized the October 2020 Financial Report. Mr. Ballard explained the projected water sales will exceed the contract for water purchases from Jordan Valley Conservancy District which will cause the District to go over budget on that line item. Property taxes are beginning to come in and majority of them should be collected and recorded by the end of December. Several vehicles have been sold for surplus. All other expenses are on track for this time of year.

**Review & Discuss Paid Invoice Report for October 2020**

Mr. Ballard discussed the October check report which totaled \$4,306,990.72 coming from seven categories; infrastructure (37%), Jordan Valley (31%), Central Valley (16%), payroll taxes and employee benefits (6%), utilities (3%), and other (7%).

**MAINTENANCE REPORT**

**Water Maintenance Update**

Troy Stout presented the water systems report. Mr. Stout discussed the water maintenance update and noted that the District’s total ruptures for 2020 are trending about 9% higher than the past 4-year average. – See Water Systems Board Report attached to these minutes for details.

**Wastewater Maintenance Update**

Mr. Stout presented the wastewater systems report. Mr. Stout noted a type 2 Sanitary Sewer Overflow (SSO) that occurred at the end of October. The SSO appeared to be caused by vandalism. Corey Rushton suggested filing a police report for future vandalism incidents. – See Wastewater Systems Report attached to these minutes for details.

**Administrative Update**

Michelle Ketchum presented the administrative report regarding the office restructure. Ms. Ketchum briefly discussed the delinquent accounts and collections process. – See Administrative Report attached to these minutes for details.

**Consider Adoption of Resolution 11-17-20.3**

Michelle Ketchum asked the Board to consider adopting Resolution 11-17-20.3 to update the 2020 Water Conservation Plan. Corey Rushton made a motion to approve Resolution 11-17-20.3 as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**ADJOURNED**

Inasmuch as all agenda items have been satisfied, Debra Armstrong made a motion to adjourn the meeting. Following a second from Corey Rushton, the motion passed as follows and the meeting adjourned at 5:12 P.M.

Armstrong – aye                      Rushton – aye                      Sanderson – aye

Debra K. Armstrong, Chair

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Austin Ballard, Clerk

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GRANGER-HUNTER  
IMPROVEMENT DISTRICT

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2888 South 3600 West • P.O. Box 701110 • West Valley City, Utah 84170-1110 • Phone (801) 968-3551 • Fax (801) 968-5467 • [www.ghid.org](http://www.ghid.org)

# Resolution of the Board of Trustees

Resolution No. 12-15-20.2

AUTHORIZING MODIFICATION OF THE FIRST SUPPLEMENTAL  
INDENTURE TO REMOVE THE REQUIREMENT TO FUND A DEBT  
SERVICE FUND AND RELATED MATTERS

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**Jason Helm**, P.E., General Manager, CEO  
**Todd Marti**, P.E., Asst. General Manager/District Engineer  
**M. Troy Stout**, P.E., Asst. General Manager/COO

**Debra K. Armstrong**, Chair  
**Corey L. Rushton**, Trustee  
**Russell R. Sanderson**, Trustee

West Valley, Utah

December 15, 2020

The Board of Trustees (the “Board”) of the Granger-Hunter Improvement District, Utah, met in regular public session at its regular meeting place in West Valley, Utah, on Tuesday, December 15, 2020, at the hour of 5:00 p.m., with the following members of the Board being present:

Debra Armstrong	Chairman/Trustee
Corey Rushton	Trustee
Russell Sanderson	Trustee

Also present:

Jason Helm	General Manager
Austin Ballard	Controller/Clerk

Absent:

After the meeting had been duly called to order and after other matters not pertinent to this resolution had been discussed, the Controller/Clerk presented to the Board a Certificate of Compliance with Open Meeting Law with respect to this December 15, 2020, meeting, a copy of which is attached hereto as Exhibit A.

The following resolution was then introduced in written form, was fully discussed, and pursuant to motion duly made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_, was adopted by the following vote:

AYE:

NAY:

The resolution is as follows:

## RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GRANGER-HUNTER IMPROVEMENT DISTRICT (THE "ISSUER"), AUTHORIZING MODIFICATION OF THE FIRST SUPPLEMENTAL INDENTURE TO REMOVE THE REQUIREMENT TO FUND A DEBT SERVICE FUND AND RELATED MATTERS.

WHEREAS, pursuant to the provisions of the Local Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended (the "Act"), a General Indenture of Trust dated as of February 1, 2005, as previously amended and supplemented and as further supplemented by a Fourth Supplemental Indenture of Trust dated as of July 1, 2019 (together, the "Indenture"), both by and between the Issuer and Zions Bancorporation, National Association the Board of Trustees (the "Board"), the Issuer issued its Taxable Water and Sewer Revenue Bonds, Series 2019 in the aggregate principal amount of \$20,000,000 (the "Series 2019 Bonds") for the purpose of finance the construction of water system improvements and related improvements (the "2019 Project"); and

WHEREAS, the Issuer considers it desirable and beneficial to modify the Debt Service Reserve Fund to remove the Debt Service Reserve Requirement with respect to the Series 2019 Bonds ("Reserve Fund Modification"); and

WHEREAS, the State of Utah Division of Drinking Water, Drinking Water Board (the "Drinking Water Board") as purchaser of the Series 2019 Bonds has agreed to release the requirement of the Issuer to fund the Debt Service Reserve Fund under certain circumstances; and

WHEREAS, in order to accomplish the preceding recital, the Issuer desires to amend the Fourth Supplemental Indenture (the "Amendment") in substantially the form attached hereto as Exhibit B;

NOW, THEREFORE, it is hereby resolved by the Board of Trustees of Granger-Hunter Improvement District, as follows:

Section 1. Terms defined in the foregoing recitals hereto shall have the same meaning when used in this Resolution

Section 2. All actions heretofore taken (not inconsistent with the provisions of this resolution by the Issuer and officers of the Issuer direct toward the Reserve Fund Modification, are hereby ratified, approved and confirmed.

Section 3. The Issuer hereby find and determines that it is in the best interests of the Issuer and the residents of the Issuer for the Issuer to proceed with the Reserve Fund Modification and the Issuer hereby authorizes the Reserve Fund Modification and directs it officers and staff of the Issuer to take all actions necessary in connection therewith.

Section 4. The Amendment, in substantially the form presented to this meeting and attached hereto as an exhibit, is in all respects approved, authorized and confirmed and the

Chair of the Issuer is hereby authorized to approve the final terms thereof and to execute and deliver the Master Lease Amendment in the form and with substantially the same content as attached hereto for and on behalf of the Issuer.

Section 5. The appropriate officers of the Issuer are authorized to take all action necessary and reasonably required to carry out, give effect to and consummate the transactions contemplated hereby and are authorized to take all action necessary in conformity with the Act to effect the Reserve Fund Modification, including, without limitation, the execution and delivery of any other documents required to be delivered in connection therewith.

Section 6. All resolutions or part thereof in conflict herewith are, to the extent of such conflict, hereby repealed and this Resolution shall be in fully force and effect immediately upon its approval and adoption.



APPROVED AND ADOPTED this December 15, 2020.

(SEAL)

By: \_\_\_\_\_  
Chair

ATTEST:

By: \_\_\_\_\_  
Controller/Clerk

(Other business not pertinent to the foregoing appears in the minutes of the meeting.)

Upon the conclusion of all business on the Agenda, the meeting was adjourned.

(SEAL)

By: \_\_\_\_\_  
Chair

ATTEST:

By: \_\_\_\_\_  
Controller/Clerk



EXHIBIT A

CERTIFICATE OF COMPLIANCE WITH  
OPEN MEETING LAW

I, Austin Ballard, the undersigned Controller/Clerk of Granger-Hunter Improvement District (the "District"), do hereby certify, according to the records of the District in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated, 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time and place of the December 15, 2020, public meeting held by the Board of Trustees of the District (the "Board of Trustees") as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the District on December \_\_\_\_ 2020, at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting;

(b) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be delivered to the Salt Lake Tribune and the Deseret News on December \_\_\_\_, 2020, at least twenty-four (24) hours prior to the convening of the meeting; and

(c) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be posted on the Utah Public Notice Website (<http://pmn.utah.gov>) at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the Notice of 2020 Annual Meeting Schedule for the Board of Trustees (attached hereto as Schedule 2) was given specifying the date, time, and place of the regular meetings of the Board of Trustees to be held during the year, by causing said Notice to be (a) posted on \_\_\_\_\_, at the District, (b) provided to at least one newspaper of general circulation within the District on \_\_\_\_\_, and (c) published on the Utah Public Notice Website (<http://pmn.utah.gov>) during the current calendar year.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this December 15, 2020.

(SEAL)

By: \_\_\_\_\_  
Controller/Clerk

SCHEDULE 1  
NOTICE OF MEETING

SCHEDULE 2  
ANNUAL MEETING SCHEDULE

EXHIBIT B

FORM OF AMENDMENT TO INDENTURE

(See Transcript Document No. \_\_\_\_)



AMENDED FOURTH SUPPLEMENTAL INDENTURE OF TRUST

Dated as of December 1, 2020

by and between

GRANGER-HUNTER IMPROVEMENT DISTRICT, UTAH

and

ZIONS BANCORPORATION, NATIONAL ASSOCIATION

Supplementing the General Indenture of Trust  
Dated as of February 1, 2005

AMENDED FOURTH SUPPLEMENTAL INDENTURE OF TRUST

This Amended Fourth Supplemental Indenture of Trust, dated as of December 1, 2020, by and between the Granger-Hunter Improvement District, Utah, a political subdivision and body politic duly organized and existing under the Constitution and laws of the State of Utah (the “Issuer”) and Zions Bancorporation, National Association, a national bank duly organized and existing under the laws of the United States of America, authorized by law to accept and execute trusts and having its principal office in Salt Lake City, Utah (the “Trustee”);

WITNESSETH:

WHEREAS, the Issuer has entered into a General Indenture of Trust, dated as of February 1, 2005 (the “General Indenture”), with the Trustee; and

WHEREAS, the Issuer previously entered into Fourth Supplemental Indenture of Trust dated as of July 1, 2019 (the “Fourth Supplemental”) with the trustee issue its Taxable Water and Sewer Revenue Bonds, Series 2019 in the aggregate principal amount of \$20,000,000 (the “Series 2019 Bonds”) to finance improvements and additions to its water system as hereinafter set forth; and

WHEREAS, the Issuer considers it desirable and beneficial to modify the Debt Service Reserve Fund to remove the Debt Service Reserve Requirement with respect to the Series 2019 Bonds (the “Reserve Fund Modification”); and

WHEREAS, pursuant to Section 9.2 of the General Indenture, the Fourth Supplemental may be amended with the consent of Registered Owners of 66 2/3% in aggregate Principal amount of the Series 2019 Bonds currently Outstanding; and

WHEREAS, the State of Utah Division of Drinking Water, Drinking Water Board (the “Drinking Water Board”) as the Registered Owner of 100% of the Outstanding Series 2019 Bonds has agreed to release the requirement of the Issuer to fund the Debt Service Reserve Fund under the circumstances described herein; and

WHEREAS, in order to accomplish the preceding recital, the Issuer desires to amend this Fourth Supplemental (the “Amendment”).

NOW, THEREFORE, THIS AMENDED FOURTH SUPPLEMENTAL INDENTURE OF TRUST WITNESSETH, that to secure the Series 2019 Bonds and all Additional Bonds issued and Outstanding under the Indenture, the payment of the principal or redemption price thereof and interest thereon, the rights of the Registered Owners of the Bonds and of all Reserve Instrument Providers and the performance of all of the covenants contained in such Bonds and herein, and for and in consideration of the mutual covenants herein contained and of the purchase of such Bonds by the Registered Owners thereof from time to time and the issuance of the Reserve Instrument by the Reserve Instrument Provider, and of the acceptance by the Trustee of the trusts hereby created, and intending to be legally bound hereby, the Issuer has executed and delivered this Amended Fourth

Supplemental Indenture of Trust, and by these presents does, in confirmation of the General Indenture, as amended and supplemented, hereby sell, assign, transfer, set over and pledge unto Zions Bancorporation, National Association, as Trustee, its successors and trusts and its assigns forever, to the extent provided in the General Indenture, as amended and supplemented, all right, title and interest of the Issuer in and to (i) the Net Revenues (as defined in the General Indenture), (ii) all moneys in funds and accounts held by the Trustee under the General Indenture and hereunder (except the Rebate Fund), and (iii) all other rights granted under the General Indenture and hereinafter granted for the further securing of such Bonds.

TO HAVE AND TO HOLD THE SAME unto the Trustee and its successors in trust hereby created and its and their assigns forever;

IN TRUST, NEVERTHELESS, FIRST, for the equal and ratable benefit and security of all present and future Registered Owners of Bonds without preference, priority, or distinction as to lien or otherwise (except as otherwise specifically provided), of any one Bond over any other Bond, and SECOND, for the equal and proportionate benefit, security and protection of all Reserve Instrument Providers, without privilege, priority or distinction as to the lien or otherwise of any Reserve Instrument Repayment Obligation over any of the others by reason of time of issuance, delivery or expiration thereof or otherwise for any cause whatsoever.

## ARTICLE I

### SUPPLEMENTAL INDENTURE; DEFINITIONS

Section 1.1 Supplemental Indenture. This Amendment is supplemental to and is executed in accordance with and pursuant to Articles II and IX of the General Indenture.

Section 1.2 Definitions. All terms which are defined in the General Indenture and Fourth Supplemental, shall have the meanings, respectively, when used herein (including the use thereof in the recitals and the granting clauses thereof) unless expressly given a different meaning or unless the context clearly otherwise requires. All terms used herein which are defined in the recitals hereto shall have the meanings therein given to the same unless the context requires otherwise [and, in addition, the following terms shall have the meanings specified below:]

Section 1.3 Supplemental Indenture. This Fourth Supplemental Indenture is supplemental to and is executed in accordance with and pursuant to Articles II and IX of the General Indenture.

Section 1.4 Amended Fourth Supplemental Indenture. Pursuant to Section 9.2 of the General Indenture, the Drinking Water Board, as the Registered Owner of 100% of the Outstanding Series 2019 Bonds (such consent is attached hereto as Exhibit A) has agreed to the Fourth Supplemental is amended as follows:

(a) The following definitions contained in Section 1.1 of the Fourth Supplemental are amended to read as follows:

“Debt Service Reserve Requirement” so long as the Issuer complies with the requirements of Section 4.3, means, with respect to the Series 2019 Bonds an amount equal to \$0. In the event that the Issuer does not comply with the requirements of Section 4.3, “Debt Service Reserve Requirement” shall mean an initial amount of \$1,215,250, which shall be funded as provided in Section 4.3 herein.

“Series 2019 Debt Service Reserve Account” means the account established within the Debt Service Reserve Fund under the General Indenture held in trust by the Trustee which will only be funded if the requirements of Section 4.3 hereof are not met.

(b) Section 4.3 of the Fourth Supplemental is amended to read as follows:

#### Section 4.3 Series 2019 Debt Service Reserve Account.

(a) So long as the following conditions are met, the Drinking Water Board waives the Debt Service Reserve Requirement, and such requirement shall be \$0:

(i) The Issuer shall annually provide the Drinking Water Board with a certified budget showing that (A) the Issuer has earmarked all

Principal and interest due on the Series 2019 Bonds for such year and (B) the Issuer will have sufficient funds to make such Principal and Interest Payments; and

(ii) The Issuer shall annually provide the Drinking Water Board with audited financial statements showing that Net Revenues exceed 125% of the Aggregate Annual Debt Service Requirement for such year.

(b) In the event that the Issuer does not meet the requirements of Section 4.3(a) above, the Issuer shall deposit with the Trustee, in no more than ten annual installments, to be paid on April 1 of each year beginning with the year that it fails to meet the requirements of Section 4.3(a), to the Series 2019 Debt Service Reserve Account within the Debt Service Reserve Fund an amount equal to \$121,525, plus such additional amount as may be required to meet any annual installment to said Account which has not been previously paid in whole or in part, until there shall have been accumulated therein an amount equal to \$1,215,250, the Debt Service Reserve Requirement with respect to the Series 2019 Bonds. The moneys on deposit in the Series 2019 Debt Service Reserve Account shall be used and when used, replenished, in accordance with the provisions of the General Indenture.

Section 1.5 Effective Date. This Amendment shall become effective immediately upon execution.

## ARTICLE II

### CONFIRMATION OF GENERAL INDENTURE

As supplemented by this Amendment, and except as provided herein, the General Indenture is in all respects ratified and confirmed, and the General Indenture, the Fourth Supplemental Indenture and this Amendment shall be read, taken and construed as one and the same instrument so that all of the rights, remedies, terms, conditions, covenants, and agreements of the General Indenture shall apply and remain in full force and effect with respect to this Amendment, and to any revenues, receipts and moneys to be derived therefrom.

IN WITNESS WHEREOF, the Issuer and the Trustee have caused this Amended Fourth Supplemental Indenture of Trust to be executed as of the date first written above.

GRANGER-HUNTER IMPROVEMENT  
DISTRICT, UTAH

(SEAL)

By: \_\_\_\_\_  
Chair

COUNTERSIGN:

By: \_\_\_\_\_  
Chief Financial Officer/Clerk

ZIONS BANCORPORATION,  
NATIONAL ASSOCIATION

By: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A**

**CONSENT OF DRINKING WATER BOARD**





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

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## **Resolution of the Board of Trustees**

Resolution No. 12-15-20.3

AUTHORIZING THE ISSUANCE AND SALE OF NOT MORE THAN \$4,250,000 AGGREGATE PRINCIPAL AMOUNT OF WATER AND SEWER REVENUE REFUNDING BONDS, SERIES 2021; FIXING THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF THE BONDS, THE MAXIMUM NUMBER OF YEARS OVER WHICH THE BONDS MAY BEAR, AND THE MAXIMUM DISCOUNT FROM PAR AT WHICH THE BONDS MAY BE SOLD; PROVIDING FOR THE PUBLICATION OF A NOTICE OF BONDS TO BE ISSUED; PROVIDING FOR THE RUNNING OF A CONTEST PERIOD; AUTHORIZING THE EXECUTION BY THE ISSUER OF A GENERAL INDENTURE AND A SUPPLEMENTAL INDENTURE, AND OTHER DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION; AND RELATED MATTERS

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**Jason Helm**, P.E., General Manager, CEO  
**Todd Marti**, P.E., Asst. General Manager/District Engineer  
**M. Troy Stout**, P.E., Asst. General Manager/COO

**Debra K. Armstrong**, Chair  
**Corey L. Rushton**, Trustee  
**Russell R. Sanderson**, Trustee

West Valley, Utah

December 15, 2020

The Board of Trustees (the “Board”) of the Granger-Hunter Improvement District, Utah, met in regular public session at its regular meeting place in West Valley, Utah, on Tuesday, December 15, 2020, at the hour of 5:00 p.m., with the following members of the Board being present:

Debra Armstrong	Chairman/Trustee
Corey Rushton	Trustee
Russell Sanderson	Trustee

Also present:

Jason Helm	General Manager
Austin Ballard	Controller/Clerk

Absent:

After the meeting had been duly called to order and after other matters not pertinent to this resolution had been discussed, the Clerk presented to the Board a Certificate of Compliance with Open and Public Meetings Act with respect to this December 15, 2020, meeting, a copy of which is attached hereto as Exhibit A.

The following resolution was then introduced in written form, was fully discussed, and pursuant to motion duly made by Board member \_\_\_\_\_ and seconded by Board member \_\_\_\_\_, was adopted by the following vote:

AYE:

NAY:

The resolution is as follows:

## RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GRANGER-HUNTER IMPROVEMENT DISTRICT, UTAH (THE “ISSUER”), AUTHORIZING THE ISSUANCE AND SALE OF NOT MORE THAN \$4,250,000 AGGREGATE PRINCIPAL AMOUNT OF WATER AND SEWER REVENUE REFUNDING BONDS, SERIES 2021; FIXING THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF THE BONDS, THE MAXIMUM NUMBER OF YEARS OVER WHICH THE BONDS MAY MATURE, THE MAXIMUM INTEREST RATE WHICH THE BONDS MAY BEAR, AND THE MAXIMUM DISCOUNT FROM PAR AT WHICH THE BONDS MAY BE SOLD; PROVIDING FOR THE PUBLICATION OF A NOTICE OF BONDS TO BE ISSUED; PROVIDING FOR THE RUNNING OF A CONTEST PERIOD; AUTHORIZING THE EXECUTION BY THE ISSUER OF A GENERAL INDENTURE AND A SUPPLEMENTAL INDENTURE, AND OTHER DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION; AND RELATED MATTERS.

WHEREAS, the Board of Trustees (the “Board”) of the Granger-Hunter Improvement District, Utah (the “Issuer”) desires to (a) refund all or a portion of the Issuer’s currently outstanding Water and Sewer Revenue Bonds (the “Refunded Bonds”), (b) fund a debt service reserve fund, if necessary, and (c) pay costs of issuance with respect to the Series 2021 Bonds herein described; and

WHEREAS, to accomplish the purposes set forth in the preceding recital, and subject to the limitations set forth herein, the Issuer desires to issue its Water and Sewer Revenue Refunding Bonds, Series 2021 (the “Series 2021 Bonds”) (to be issued from time to time, as one or more series and with such other series or title designation(s) as may be determined by the Issuer), pursuant to (a) the Utah Refunding Bond Act, Title 11, Chapter 27, Utah Code Annotated 1953, as amended (the “Act”), (b) this Resolution, and (c) a General Indenture of Trust and a Supplemental Indenture of Trust (collectively, the “Indenture”), in substantially the form presented to the meeting at which this Resolution was adopted and which is attached hereto as Exhibit B; and

WHEREAS, the Act provides that an issuing entity may give notice of its intent to issue bonds under the Act; and

WHEREAS, in order to allow the Issuer, flexibility in setting the pricing date of the Series 2021 Bonds, the Board desires to grant to any one of the Controller/Clerk and the General Manager (collectively, the “Designated Officer”), the authority to select the Purchaser, to approve the final interest rates, principal amounts, terms, maturities, redemption features, and purchase price at which the Series 2021 Bonds shall be sold, and to approve the final Refunded Bonds, and to make any changes with respect thereto from

those terms which were before the Board at the time of adoption of this Resolution, provided such terms do not exceed the parameters set forth for such terms in this Resolution (the “Parameters”);

NOW, THEREFORE, it is hereby resolved by the Board of Trustees of the Granger-Hunter Improvement District, Utah, as follows:

Section 1. For the purpose of refunding the Refunded Bonds, funding any required debt service reserve fund, if necessary and paying costs of issuance of the Series 2021 Bonds, the Issuer hereby authorizes the issuance of the Series 2021 Bonds which shall be designated “Granger-Hunter Improvement District, Utah Water and Sewer Revenue Refunding Bonds, Series 2021” (to be issued from time to time as one or more series and with such other series or title designation(s) as may be determined by the Issuer) in the initial aggregate principal amount of not to exceed \$4,250,000. The Series 2021 Bonds shall mature in not more than fifteen (15) years from their date or dates, shall be sold at a price not less than ninety-eight percent (98%) of the total principal amount thereof, shall bear interest at a rate or rates not to exceed one and a half percent (1.50%) per annum, and shall be non-callable or subject to redemption, all as shall be approved by the Designated Officer, all within the Parameters set forth herein.

Section 2. The Indenture, in substantially the form presented at this meeting and attached hereto as Exhibits B, are hereby authorized, approved, and confirmed. The Chair and the Clerk (or designee) are hereby authorized to execute and deliver the Indenture and the Bond Purchase Agreement, in substantially the forms and with substantially the content as the forms presented at this meeting for and on behalf of the Issuer, with final terms as may be established by the Designated Officers, within the Parameters set forth herein, and with such alterations, changes or additions as may be necessary or as may be authorized by Section 4 hereof. The Designated Officers are each hereby authorized to select the Purchaser, to specify and agree as to the final principal amounts, terms, discounts, maturities, interest rates, redemption features, and purchase price with respect to the Series 2021 Bonds and the Refunded Bonds for and on behalf of the Issuer by execution of the Indenture, provided that such terms are within the Parameters set by this Resolution.

Section 3. The Designated Officer and other appropriate officials of the Issuer are authorized to make any alterations, changes, deletions, or additions to the Indenture, the Series 2021 Bonds, or any other document herein authorized and approved which may be necessary to conform the same to the final terms of the Series 2021 Bonds (within the Parameters set by this Resolution), to correct errors or omissions therein, to complete the same, to remove ambiguities therefrom, or to conform the same to other provisions of said instruments, to the provisions of this Resolution or any resolution adopted by the Board or the provisions of the laws of the State of Utah or the United States. The execution thereof by the Chair on behalf of the Issuer of the documents approved hereby shall conclusively establish such necessity, appropriateness, and approval with respect to all such additions, modifications, deletions, and changes incorporated therein.

Section 4. The form, terms, and provisions of the Series 2021 Bonds and the provisions for the signatures, authentication, payment, registration, transfer, exchange,

redemption, and number shall be as set forth in the Indenture. The Chair and Clerk are hereby authorized and directed to execute and seal the Series 2021 Bonds and to deliver said Series 2021 Bonds to the Trustee for authentication. The signatures of the Chair and the Clerk may be by facsimile or manual execution.

Section 5. The Designated Officer and other appropriate officials of the Issuer are hereby authorized and directed to execute and deliver to the Trustee the written order of the Issuer for authentication and delivery of the Series 2021 Bonds in accordance with the provisions of the Indenture.

Section 6. Upon their issuance, the Series 2021 Bonds will constitute special limited obligations of the Issuer payable solely from and to the extent of the sources set forth in the Series 2021 Bonds and the Indenture. No provision of this Resolution, the Indenture, the Series 2021 Bonds, or any other instrument, shall be construed as creating a general obligation of the Issuer, or of creating a general obligation of the State of Utah or any political subdivision thereof, or as incurring or creating a charge upon the general credit of the Issuer or its taxing powers.

Section 7. The Designated Officer and other appropriate officials of the Issuer, and each of them, are hereby authorized and directed to execute and deliver for and on behalf of the Issuer any or all additional certificates, documents and other papers (including, without limitation, escrow agreements or any reserve instrument guaranty agreements permitted by the Indenture) and to perform all other acts they may deem necessary or appropriate in order to implement and carry out the matters authorized in this Resolution and the documents authorized and approved herein.

Section 8. In accordance with the provisions of the Act, the Clerk will cause a “Notice of Bonds to be Issued” to be (i) published one (1) time in The Salt Lake Tribune, and the Deseret News, newspapers of general circulation in the Issuer, (ii) posted on the Utah Public Notice Website (<http://pmn.utah.gov>) and (iii) posted on the Utah Legal Notices website ([www.utahlegals.com](http://www.utahlegals.com)) created under Section 45-1-101, Utah Code Annotated 1953, as amended, and shall cause a copy of this Resolution and the Indenture to be kept on file in the Clerk’s office, for public examination during the regular business hours of the District until at least thirty (30) days after the date of publication thereof. The “Notice of Bonds to be Issued” shall be in substantially the following form:

## NOTICE OF BONDS TO BE ISSUED

NOTICE IS HEREBY GIVEN pursuant to the provisions of the Utah Refunding Bond Act, Title 11, Chapter 27, Utah Code Annotated 1953, as amended, that on December 15, 2020, the Board of Trustees (the "Board") of Granger-Hunter Improvement District, Utah (the "Issuer"), adopted a resolution (the "Resolution") in which it authorized the issuance of the Issuer's Water and Sewer Revenue Refunding Bonds, Series 2021 (or with such other series or title designation as may be determined by the Issuer) (the "Series 2021 Bonds") in the aggregate principal amount of not more than Four Million Two-Hundred and Fifty Thousand Dollars (\$4,250,000), to mature in not more than fifteen (15) years from their date or dates, to be sold at a price not less than ninety-eight percent (98%) of the total principal amount thereof, and to bear interest at a maximum rate or rates of not to exceed one and a half percent (1.50%) per annum.

The Series 2021 Bonds will be issued for the purpose of (a) refunding certain outstanding water and sewer revenue bonds of the Issuer, (b) funding a debt service reserve fund, if necessary, and (c) paying costs of issuance of the Series 2021 Bonds.

The Series 2021 Bonds are to be issued and sold by the Issuer pursuant to the Resolution, including as part of said Resolution, a form of a General Indenture of Trust and a Supplemental Indenture of Trust (collectively, the "Indenture"), which were before the Board and attached to the Resolution in substantially final form at the time of adoption of the Resolution.

The Series 2021 Bonds are special limited obligations of the Issuer payable from the net revenues of the Issuer's water and sewer system.

A copy of the Resolution and the Indenture are on file in the office of the Clerk, 2888 South 3600 West, West Valley City, Utah, where they may be examined during regular business hours of the Clerk from 9:00 a.m. to 5:00 p.m. Monday through Friday, for a period of at least thirty (30) days from and after the date of publication of this notice.

NOTICE IS FURTHER GIVEN that a period of thirty (30) days from and after the date of the publication of this notice is provided by law during which any person in interest shall have the right to contest the legality of the Resolution, the Indenture (only as it relates to the Series 2021 Bonds), or the Series 2021 Bonds, or any provision made for the security and payment of the Series 2021 Bonds, and that after such time, no one shall have any cause of action to contest the regularity, formality, or legality thereof for any cause whatsoever.

DATED this December 15, 2020

\_\_\_\_\_  
/s/Austin Ballard  
Clerk

Section 10. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed and this Resolution shall be in full force and effect immediately upon its approval and adoption.

Section 11. Upon the issuance of the Series 2021 Bonds, this Resolution shall be and remain irrevocable until the principal of, premium, if any, and interest on the Series 2021 Bonds are deemed to have been duly discharged in accordance with the terms and provisions of the Indenture.



APPROVED AND ADOPTED this December 15, 2020.

GRANGER-HUNTER IMPROVEMENT  
DISTRICT, UTAH

(SEAL)

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Chair

ATTEST:

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Clerk

(Here follows business not pertinent to the above.)

Pursuant to motion duly made and seconded, the Board of Trustees adjourned.

(SEAL)

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Chair

ATTEST:

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Clerk

STATE OF UTAH )  
 : ss.  
COUNTY OF SALT LAKE )

I, Austin Ballard, the duly appointed and qualified Clerk of the Granger-Hunter Improvement District, Utah (the "District"), do hereby certify according to the records of the Board of Trustees of the District (the "Board of Trustees") in my official possession that the foregoing constitutes a true and correct excerpt of the minutes of the meeting of the Board of Trustees held on December 15, 2020, including a resolution (the "Resolution") adopted at said meeting as said minutes and Resolution are officially of record in my possession.

I further certify that the Resolution, with all exhibits attached, was deposited in my office on December 15, 2020, and pursuant to the Resolution, there will be published a Notice of Bonds to be Issued one time each in The Salt Lake Tribune, and the Deseret News, newspapers having general circulation within the District, (a) on the Utah Public Notice Website created under Section 63F-1-701, Utah Code Annotated 1953, as amended and (b) on the Utah Legal Notices website (www.utahlegals.com) created under Section 45-1-101, Utah Code Annotated 1953, as amended.

IN WITNESS WHEREOF, I have hereunto subscribed my signature and impressed hereon the official seal of said District, this December 15, 2020.

(SEAL)

By: \_\_\_\_\_  
Clerk

EXHIBIT A

CERTIFICATE OF COMPLIANCE WITH  
OPEN AND PUBLIC MEETINGS ACT

I, Austin Ballard, the undersigned Clerk of the Granger-Hunter Improvement District, Utah (the "District"), do hereby certify, according to the records of the District in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated, 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time and place of the December 15, 2020, public meeting held by the Board of Trustees of the District (the "Board of Trustees") as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the principal offices of the District on December \_\_\_\_, 2020, at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting;

(b) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be posted on the Utah Public Notice Website (<http://pmn.utah.gov>) at least twenty-four (24) hours prior to the convening of the meeting; and

(c) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be delivered to The Salt Lake Tribune and the Deseret News pursuant to its subscription to the Utah Public Notice Website (<http://pmn.utah.gov>), at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the Notice of 2020 Annual Meeting Schedule for the Board of Trustees (attached hereto as Schedule 2) was given specifying the date, time, and place of the regular meetings of the Board of Trustees to be held during the year, by causing said Notice to be (a) posted on \_\_\_\_\_, at the principal office of the Board of Trustees, (b) published on the Utah Public Notice Website (<http://pmn.utah.gov>) during the current calendar year and (c) provided to at least one newspaper of general circulation within the District pursuant to its subscription to the Utah Public Notice Website (<http://pmn.utah.gov>).

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this December 15, 2020.

(SEAL)

By: \_\_\_\_\_  
Clerk

SCHEDULE 1  
NOTICE OF MEETING

SCHEDULE 2  
ANNUAL MEETING SCHEDULE

(attach Proof of Publication of  
Notice Bonds to be Issued)

EXHIBIT B

FORM OF INDENTURE

(See Transcript Document Nos. \_\_ )



FIFTH SUPPLEMENTAL INDENTURE OF TRUST

Dated as of \_\_\_\_\_, 2021

by and between

GRANGER-HUNTER IMPROVEMENT DISTRICT, UTAH

and

ZIONS BANCORPORATION, NATIONAL ASSOCIATION

Supplementing the General Indenture of Trust  
Dated as of February 1, 2005

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## FIFTH SUPPLEMENTAL INDENTURE OF TRUST

This Fifth Supplemental Indenture of Trust, dated as of \_\_\_\_\_, 2021, by and between the Granger-Hunter Improvement District, Utah, a political subdivision and body politic duly organized and existing under the Constitution and laws of the State of Utah (the “Issuer”) and Zions Bancorporation, National Association, a national bank duly organized and existing under the laws of the United States of America, authorized by law to accept and execute trusts and having its principal office in Salt Lake City, Utah (the “Trustee”);

### WITNESSETH:

WHEREAS, the Issuer has entered into a General Indenture of Trust, dated as of February 1, 2005 (the “General Indenture”), with the Trustee; and

WHEREAS, the Issuer desires to issue bonds in order to refund or exchange its outstanding Water and Sewer Revenue Bonds, Series 2012 (the “Refunded Bonds”); and

WHEREAS, the Series 2021 Bonds will be authorized, issued and secured under the General Indenture, as amended and supplemented by this Fifth Supplemental Indenture (the “Fifth Supplemental Indenture,” and collectively with the General Indenture, and any amendments thereto or hereto, the “Indenture”); and

WHEREAS, the State of Utah acting through the Department of Environmental Quality, Water Quality Board (the “Water Quality Board”) has agreed to purchase the Series 2021 Bonds upon the terms and conditions herein set forth; and

WHEREAS, the execution and delivery of the Series 2021 Bonds and of this Fifth Supplemental Indenture have in all respects been duly authorized and all things necessary to make the Series 2021 Bonds, when executed by the Issuer and authenticated by the Trustee, the valid and binding legal obligations of the Issuer and to make this Fifth Supplemental Indenture a valid and binding agreement have been done;

NOW, THEREFORE, THIS FIFTH SUPPLEMENTAL INDENTURE OF TRUST WITNESSETH, that to secure the Series 2021 Bonds and all Additional Bonds issued and Outstanding under the Indenture, the payment of the principal or redemption price thereof and interest thereon, the rights of the Registered Owners of the Bonds and of all Reserve Instrument Providers and the performance of all of the covenants contained in such Bonds and herein, and for and in consideration of the mutual covenants herein contained and of the purchase of such Bonds by the Registered Owners thereof from time to time and the issuance of the Reserve Instrument by the Reserve Instrument Provider, and of the acceptance by the Trustee of the trusts hereby created, and intending to be legally bound hereby, the Issuer has executed and delivered this Fifth Supplemental Indenture of Trust, and by these presents does, in confirmation of the General Indenture, as amended and supplemented, hereby sell, assign, transfer, set over and pledge unto Zions Bancorporation, National Association, as Trustee, its successors and trusts and its assigns forever, to the extent provided in the General Indenture, as amended and supplemented, all right, title and

interest of the Issuer in and to (i) the Net Revenues (as defined in the General Indenture), (ii) all moneys in funds and accounts held by the Trustee under the General Indenture and hereunder (except the Rebate Fund), and (iii) all other rights granted under the General Indenture and hereinafter granted for the further securing of such Bonds.

TO HAVE AND TO HOLD THE SAME unto the Trustee and its successors in trust hereby created and its and their assigns forever;

IN TRUST, NEVERTHELESS, FIRST, for the equal and ratable benefit and security of all present and future Registered Owners of Bonds without preference, priority, or distinction as to lien or otherwise (except as otherwise specifically provided), of any one Bond over any other Bond, and SECOND, for the equal and proportionate benefit, security and protection of all Reserve Instrument Providers, without privilege, priority or distinction as to the lien or otherwise of any Reserve Instrument Repayment Obligation over any of the others by reason of time of issuance, delivery or expiration thereof or otherwise for any cause whatsoever.

## ARTICLE I

### SUPPLEMENTAL INDENTURE; DEFINITIONS

Section 1.1 Supplemental Indenture. This Fifth Supplemental Indenture is supplemental to and is executed in accordance with and pursuant to Articles II and IX of the General Indenture.

Section 1.2 Uniform Definitions. All terms which are defined in the General Indenture, shall have the meanings, respectively, herein (including the use thereof in the recitals and the granting clauses thereof) unless expressly given a different meaning or unless the context clearly otherwise requires. All terms used herein which are defined in the recitals hereto shall have the meanings therein given to the same unless the context requires otherwise and, in addition, the following terms shall have the meanings specified below.

Section 1.3 Additional Definitions. In addition, for purposes of the General Indenture and this Fifth Supplemental Indenture, the following terms shall, unless the context clearly requires otherwise, have the meanings as follows:

“Debt Service Reserve Requirement” means, with respect to the Series 2021 Bonds, an initial amount of \$\_\_\_\_\_, which shall be funded as provided in Section 4.3 herein.

[“Hardship Grant Assessment Payment Date” with respect to the Series 2021 Bonds, means each \_\_\_\_\_, beginning \_\_\_\_\_, 2021.]

“Original Issue Date” means with respect to the Series 2021 Bonds, their initial delivery date.

“Parity Bonds” means currently, the Issuer’s Outstanding Water and Sewer Revenue Bonds, Series 2019.

“Refunded Bonds” means the Issuer’s outstanding Water and Sewer Revenue Bonds, Series 2012.

“Series 2021 Bonds” means the Issuer’s Water and Sewer Revenue Refunding Bonds, Series 2021, herein authorized.

“Series 2021 Debt Service Reserve Account” means the account established within the Debt Service Reserve Fund under the General Indenture held in trust by the Trustee.

“Water Quality Board” means the State of Utah Department of Environmental Quality, Water Quality Board, or any successor thereof.

## ARTICLE II

### ISSUANCE OF THE SERIES 2021 BONDS

Section 2.1 Principal Amount, Designation and Series. The Series 2021 Bonds are hereby authorized for issuance under the Indenture for the purpose of providing funds to (a) refund the Refunded Bonds and (b) pay costs incurred in connection with the issuance of the Series 2021 Bonds. The Series 2021 Bonds shall be limited to \$\_\_\_\_\_ in aggregate principal amount, shall be issued (i) if issued as a State Bond, in the form set forth in Exhibit B-1 and (ii) if issued as an Exchange Bond, in the form set forth in Exhibit B-2 in fully registered form. The Series 2021 Bonds shall bear a Hardship Grant Assessment from their Original Issue Date at the rate of 1.50% per annum on the unpaid principal balance of the Series 2021 Bonds which shall be payable commencing \_\_\_\_\_, 2020 until the Series 2021 Bonds are paid in full. If issued as Exchange Bonds, the Series 2021 Bonds shall be in the denomination of \$1,000 or any integral multiple thereof. The Series 2021 Bonds shall initially be issued as one fully registered State Bond. The Series 2021 Bonds shall be designated as and shall be distinguished from the Bonds of all other series by the title, “Granger-Hunter Improvement District, Utah Water and Sewer Revenue Refunding Bonds, Series 2021.”

The Series 2021 Bonds shall be issued on a parity with the Issuer’s Parity Bonds, such that the Series 2021 Bonds are secured by an equal lien pledge of the Net Revenues of the Issuer’s System with said Parity Bonds.

Section 2.2 Date, Payment Dates, and Hardship Grant Assessment. The Series 2021 Bonds shall be in the denomination of One Thousand Dollars (\$1,000) each or any integral multiple thereof and shall be paid as provided in this Section 2.2.

Except as provided in the next succeeding paragraph, principal payments, whether at maturity or by redemption, shall be payable upon presentation of the applicable Series 2021 Bonds at the offices of the Paying Agent for endorsement or surrender, or of any successor Paying Agent.

So long as the Water Quality Board is the Registered Owner of the Series 2021 Bonds, payments on the Series 2021 Bonds shall be made by check or draft without presentation of the Series 2021 Bonds and mailed to the Water Quality Board as the Registered Owner at the address shown on the registration books maintained by the Registrar. Payment on the Series 2021 Bonds shall be made in any coin or currency which on the date of payment is legal tender for the payment of debts due the United States of America.

The Series 2021 Bonds shall be dated as of the Original Issue Date, and shall be payable in installment payments on \_\_\_\_\_ in the years and in the amounts and shall bear a Hardship Grant Assessment at the rate of 1.25% per annum as follows:

Payment Date (_____)	<u>Principal Amount</u>	Payment Date (_____)	<u>Principal Amount</u>
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The Hardship Grant Assessment on Series 2021 Bonds so payable, and punctually paid and duly provided for, on any Hardship Grant Assessment Payment Date will be paid to the Registered Owner thereof at the close of business on the Regular Record Date for such Hardship Grant Assessment. Any such Hardship Grant Assessment not so punctually paid or duly provided for shall forthwith cease to be payable to the registered owner of any Series 2021 Bonds on such Regular Record Date and may be paid to the registered owner thereof at the close of business on a Special Record Date for the payment of such defaulted Hardship Grant Assessment to be fixed by the Trustee, notice thereof to be given to such registered owner not less than ten days prior to such Special Record Date. The principal of and premium, if any, on the Series 2021 Bonds are payable upon presentation and surrender thereof at the principal corporate trust office of the Trustee. The Hardship Grant Assessment shall be paid by check or draft mailed on each Hardship Grant Assessment Payment Date to the Holder of each of the Series 2021 Bonds as the name and address of such Holder appears on the Record Date in the Register. The Hardship Grant Assessment on the Series 2021 Bonds shall be calculated on the basis of a 360-day year consisting of twelve 30-day months.

Section 2.3 Delinquent Payment. Payments of principal and Hardship Grant Assessment on the Series 2021 Bonds which are delinquent from the due date thereof shall draw interest at the rate of eighteen percent (18%) per annum on the delinquent payment from said due date until paid in full.

Section 2.4 Exchange of State Bonds. As long as the Water Quality Board is the sole Registered Owner of the Series 2021 Bonds, the Series 2021 Bonds shall be issued only as the State Bonds in the form prescribed in Exhibit B-1. It is recognized that the Water Quality Board may sell or otherwise transfer the Series 2021 Bonds pursuant to the provisions of the State Financing Consolidation Act, Title 63B, Chapter 1b, Utah Code Annotated 1953, as amended, or otherwise. In the event the Water Quality Board determines to sell or otherwise transfer all or a portion of the Series 2021 Bonds pursuant to the State Financing Consolidation Act, or otherwise, the State Bonds shall be exchanged at the office of the Paying Agent for a like aggregate principal amount of Exchange Bonds in accordance with the provisions of this Section 2.5. Any Series 2021 Bond, or any portion thereof, which is sold or otherwise transferred or liquidated by the Water Quality Board



pursuant to the State Financing Consolidation Act, or otherwise, shall be in the form of an Exchange Bond prescribed in Exhibit B-2, and shall be executed pursuant to authorization contained in Section 2.6 of the General Indenture. Each principal payment on the State Bonds not previously paid or canceled shall be represented by an equivalent principal amount of Exchange Bonds, in authorized denominations, and of like maturity. The Issuer and its officers shall execute and deliver such documents and perform such acts as may reasonably be required by the Issuer to accomplish the exchange of the State Bonds for Exchange Bonds, provided that the Water Quality Board shall pay or cause to be paid all costs and other charges incident to such exchange and the Issuer shall have no obligation to pay any such costs or charges.

Section 2.5 Designation of Registrar. Zions Bancorporation, National Association, Salt Lake City, Utah, is hereby designated as Registrar for the Series 2021 Bonds, acceptance of which appointment shall be evidenced by execution of this Fifth Supplemental Indenture by the Trustee.

Section 2.6 Designation of Paying Agent. Zions Bancorporation, National Association, Salt Lake City, Utah, is hereby designated as Paying Agent for the Series 2021 Bonds, acceptance of which appointment shall be evidenced by execution of this Fifth Supplemental Indenture by the Trustee.

Section 2.7 Limited Obligation. The Series 2021 Bonds, together with Hardship Grant Assessment thereon, shall be special limited obligations of the Issuer payable solely from the Net Revenues (except to the extent paid out of moneys attributable to the Series 2021 Bond proceeds or other funds created hereunder or under the Indenture (excluding the Rebate Fund) or the income from the temporary investment thereof).

Section 2.8 Enforcement of Indenture with Respect to Series 2021 Bonds. Notwithstanding anything in the General Indenture or herein to the contrary, so long as the Water Quality Board is the Registered Owner of the Series 2021 Bonds, it may deal directly with the Issuer in the servicing and enforcement of said Series 2021 Bonds; provided, however, prior to undertaking any enforcement activity, it will consult with the Trustee and coordinate any such enforcement with the Trustee to the extent permissible under State regulations, and further provided that no remedial action may be taken by the Water Quality Board or the Trustee which favors one Bondholder over another.

Section 2.9 Optional Redemption and Redemption Prices. Each principal payment of the Series 2021 Bonds is subject to prepayment and redemption at any time, in whole or in part (if in part, in integral multiples of \$1,000), at the election of the Issuer, in inverse order of the due dates thereof, and by lot selected by the Issuer if less than all of the State Bonds of a particular due date are to be redeemed, upon notice as provided in Section 2.8 of the General Indenture, and upon at least thirty (30) days' prior written notice of the amount of prepayment and the date scheduled for prepayment of the Water Quality Board with respect to the State Bonds, and at a redemption price equal to 100% of the principal amount to be prepaid or redeemed, plus accrued Hardship Grant Assessment, if any, to the date of redemption.

Section 2.10 Sale of Series 2021 Bonds. The Series 2021 Bonds are hereby sold to the Water Quality Board at a purchase price of \$\_\_\_\_\_.

Section 2.11 Series 2021 Bonds as Refunding Bonds. The Series 2021 Bonds are issued in order to refund the Refunded Bonds under Section 2.14 of the General Indenture. The Issuer hereby certifies that the requirements set forth in Section 2.4(c) of the General Indenture have been and will be complied with in connection with the issuance of the Series 2021 Bonds.

## ARTICLE III

### ADDITIONAL COVENANTS

Section 3.1 Additional Covenants with Respect to the Series 2021 Bonds. The Issuer hereby covenants and agrees with the holder of the Series 2021 Bonds issued hereunder the following:

(a) So long as the Series 2021 Bonds remain outstanding, proper books of record and account will be kept by the Issuer separate and apart from all other records and accounts, showing complete and correct entries of all transactions relating to the System. The Bondholder or any duly authorized agent or agents of such holder shall have the right at all reasonable times to inspect all records, accounts and data relating thereto and to inspect the System and all properties constituting the System. Except as otherwise provided herein, the Issuer further agrees that it will within one hundred eighty (180) days following the close of each fiscal year (the term "fiscal year" as used in this subsection meaning whatever twelve-month period the Issuer may from time to time be using for general financial accounting purposes) cause an audit of such books and accounts to be made by an independent firm of certified public accountants, showing the receipts and disbursements for account of the System, and that such audit will be available for inspection by each Bondholder; provided, however, during such periods of time as the Water Quality Board is the registered owner of any of the Series 2021 Bonds, each such audit will be supplied to the Water Quality Board as soon as completed without prior request therefor by the Water Quality Board. Each such audit, in addition to whatever matters may be thought proper by the accountant to be included therein, shall include the following:

- (i) A statement in detail of the income and expenditures of the System for such fiscal year;
- (ii) A balance sheet as of the end of such fiscal year;
- (iii) The accountant's comments regarding the manner in which the Issuer has carried out the requirements of this Fifth Supplemental Indenture, and the accountant's recommendations for any change or improvement in the operation of the System;
- (iv) All schedules of rates and charges imposed for water service during the fiscal year.

The audit must be performed in accordance with generally accepted government auditing standards.

(b) In addition to the reporting requirements set forth in 3.1(a) above, the Issuer shall submit to the Water Quality Board within one hundred eighty (180) days following the close of the Issuer's fiscal year, a summary report substantially

in the form as provided by the Water Quality Board to the Issuer upon purchase of the Series 2021 Bonds. The Water Quality Board may, however, upon written request from the Issuer setting forth the reasons why a certified audit is not necessary or is impractical, waive the audit requirements for any particular fiscal year set forth in this Section 3.1(b).

All expenses incurred in compiling the information required by this section shall be regarded and paid as an Operation and Maintenance Expense. If the holder of the Series 2021 Bonds is other than the Water Quality Board, the Issuer agrees to furnish a copy of such information to such Bondholder at its request after the close of each fiscal year. Any Bondholder shall have the right to discuss with the accountant compiling such information the contents thereof and to ask for such additional information as it may reasonably require.

(c) Every officer, agent or employee of the Issuer having custody or control of any of the Revenues or of the proceeds of the Series 2021 Bonds shall be bonded by a responsible corporate surety in an amount not less than twice the annual debt service on all Bonds issued under the Indenture, plus the annual debt service of the Series 2021 Bonds. The premiums on such surety bonds shall not be an Operation and Maintenance Expense of the System.

(d) The Issuer shall commence and complete the acquisition and construction of the 2021 Project with all practical dispatch and will cause all construction to be effected in a sound and economical manner.

(e) Any bill not paid within thirty (30) days from the date it is mailed to the customer shall be deemed delinquent. The Issuer hereby agrees that if any water bill remains delinquent for more than sixty (60) days, it will initiate proceedings to cause all water service to the water user concerned to be cut off immediately.

(f) The Issuer will maintain its corporate identity, will make no attempt to cause its corporate existence to be abolished and will resist all attempts by other municipal corporations to annex all or any part of the territory now or hereafter in the Issuer or served by the System.

(g) The Issuer will, upon request, provide a copy of the Trustee's annual accounting required by Section 8.13 of the General Indenture to the Water Quality Board.

(h) The Issuer agrees, in accepting the proceeds of the Series 2021 Bonds, to comply with all applicable state and federal regulations related to the Utah State Revolving Fund administered by the Water Quality Board. These requirements include, but are not limited to, Title XVI of the Safe Water Quality Act of 1996, OMB Circular A-133, the Utah Federal State Revolving Fund (SRF) Program (R309-705 of the Utah Administrative Code), the Local Government Bonding Act, the Utah Money Management Act, the Utah Procurement Code, and the State of Utah Legal Compliance Audit Guide.

## ARTICLE IV

### APPLICATION OF PROCEEDS AND FUNDS AND ACCOUNTS

Section 4.1 Establishment of the Series 2021 Cost of Issuance Account. There is hereby established by the Trustee a Series 2021 Cost of Issuance Account to be held and administered by the Trustee in accordance with the General Indenture and this Fifth Supplemental Indenture.

Section 4.2 Transfer of Fund and Application of Proceeds of the Series 2021 Bonds and Exchange. The Series 2021 Bonds shall be delivered to the Water Quality Board in exchange for the surrender of the Issuer's Series 2012 Bonds. The Trustee is hereby instructed to destroy such Series 2012 Bonds.

Section 4.3 Series 2021 Costs of Issuance Account. Disbursements of moneys in the Series 2021 Costs of Issuance Account shall be made in accordance with the terms of Section 3.1 of the General Indenture and Section 4.5 of the Fifth Supplemental Indenture. The Costs of Issuance shall be paid by the Trustee from the Series 2021 Cost of Issuance Account upon receipt from the Issuer of an executed Cost of Issuance Disbursement Request in substantially the form of Exhibit A attached hereto.

Section 4.4 Series 2021 Debt Service Reserve Account. Funds within the reserve account of the Refunded Bonds in the amount of the Debt Service Reserve Requirement shall be transferred by the Trustee into the Series 2021 Debt Service Reserve Account. The moneys on deposit in the Series 2021 Debt Service Reserve Account shall be used and when used, replenished, in accordance with the provisions of the General Indenture.

Section 4.5 Capital Facilities Replacement Reserve Account. For purposes of the Series 2021 Bonds, there is no Capital Facilities Replacement Reserve Account requirement.

Section 4.6 Series 2021 Bonds as Additional Bonds. The Series 2021 Bonds are issued as Additional Bonds under Section 2.13 of the General Indenture. The Issuer hereby certifies that the requirements set forth in Section 2.13 of the General Indenture have been and will be complied within connection with the issuance of the Series 2021 Bonds.

## ARTICLE V

### MISCELLANEOUS

Section 5.1 Confirmation of Sale of Series 2021 Bonds. The sale of the Series 2021 Bonds to the Water Quality Board at a price of \$\_\_\_\_\_ is hereby ratified, confirmed, and approved.

Section 5.2 Severability. If any provision of this Fifth Supplemental Indenture shall be held or deemed to be or shall, in fact, be inoperative or unenforceable as applied in any particular case in any jurisdiction or in all jurisdictions, or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained invalid, inoperative, or unenforceable to any extent whatever. The invalidity of any one or more phrases, sentences, clauses or sections in this Fifth Supplemental Indenture contained, shall not affect the remaining portions of this Fifth Supplemental Indenture, or any part thereof.

Section 5.3 Counterparts. This Fifth Supplemental Indenture may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 5.4 Applicable Law. This Fifth Supplemental Indenture shall be governed exclusively by the applicable laws of the State of Utah.

Section 5.5 Effective Date. This Fifth Supplemental Indenture shall become effective immediately upon execution.

## ARTICLE VI

### CONFIRMATION OF GENERAL INDENTURE

As supplemented by this Fifth Supplemental Indenture, and except as provided herein, the General Indenture is in all respects ratified and confirmed, and the General Indenture, and this Fifth Supplemental Indenture shall be read, taken and construed as one and the same instrument so that all of the rights, remedies, terms, conditions, covenants, and agreements of the General Indenture shall apply and remain in full force and effect with respect to this Fifth Supplemental Indenture, and to any revenues, receipts and moneys to be derived therefrom.

IN WITNESS WHEREOF, the Issuer and the Trustee have caused this Fifth Supplemental Indenture of Trust to be executed as of the date first written above.

GRANGER-HUNTER IMPROVEMENT  
DISTRICT, UTAH

(SEAL)

By: \_\_\_\_\_  
Chair

COUNTERSIGN:

By: \_\_\_\_\_  
Chief Financial Officer/Clerk

ZIONS BANCORPORATION,  
NATIONAL ASSOCIATION

By: \_\_\_\_\_

Title: \_\_\_\_\_



EXHIBIT A

COST OF ISSUANCE DISBURSEMENT REQUEST

Zions Bancorporation, National Association  
One South Main Street, 12<sup>th</sup> Floor  
Salt Lake City UT 84133

Pursuant to Section 4.2 of the Fifth Supplemental Indenture of Trust dated as of \_\_\_\_\_, 2021, you are hereby authorized to pay to the following costs of issuance from the Series 2021 Construction Fund:

[See Attached Schedule]

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CHAIR,  
GRANGER-HUNTER IMPROVEMENT  
DISTRICT, UTAH

STATE OF UTAH DEPARTMENT OF  
ENVIRONMENTAL QUALITY, WATER  
QUALITY BOARD

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COSTS OF ISSUANCE

<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
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EXHIBIT B-1

FORM OF STATE BONDS—SERIES 2021 BOND

UNITED STATES OF AMERICA  
STATE OF UTAH  
GRANGER-HUNTER IMPROVEMENT DISTRICT  
WATER AND SEWER REVENUE REFUNDING BOND, SERIES 2021

Number R - 1 \$ \_\_\_\_\_

<u>Hardship Grant</u>		
<u>Assessment</u>	<u>Maturity Date</u>	<u>Original Issue Date</u>

Registered Owner: \_\_\_\_\_

Principal Amount: \_\_\_\_\_

Granger-Hunter Improvement District, Utah (“Issuer”), a political subdivision and body politic duly organized and existing under the Constitution and laws of the State of Utah, for value received, hereby acknowledges itself to be indebted and promises to pay to the Registered Owner named above or registered assigns, out of the special fund hereinbelow designated and not otherwise, the Principal Amount specified above in installments set forth herein with Hardship Grant Assessment thereon until paid at the Hardship Grant Assessment rate per annum specified above, payable annually on \_\_\_\_\_ of each year commencing \_\_\_\_\_, 2020, until said Principal Amount is paid in full. Principal and premium, if any, shall be payable upon surrender of this Bond at the principal offices of Zions Bancorporation, National Association, One South Main Street, 12<sup>th</sup> Floor, Salt Lake City, Utah (“Trustee” and “Paying Agent”), or its successors provided, however, that as long as the State of Utah Department of Environmental Quality Water Quality Board (“Water Quality Board”) is the registered holder of this Bond, installment payments of principal and Hardship Grant Assessment shall be made without presentation of the Bond by check or draft mailed to the Water Quality Board as the Registered Owner at the address shown on the registration books maintained by the Registrar. The Hardship Grant Assessment on this Bond shall be payable by check or draft mailed to the Registered Owner hereof at his address as it appears on the registration books of the Paying Agent, who shall also act as the Registrar for the Issuer, or at such other address as is furnished to the Paying Agent in writing by such Registered Owner. The Hardship Grant Assessment hereon shall be deemed to be paid by the Paying Agent when mailed. Both principal and Hardship Grant Assessment shall be payable in lawful money of the United States of America. Principal shall be payable in registered installments on \_\_\_\_\_ of each of the years as set forth in the following repayment schedule:

Payment Date (_____)	<u>Principal Amount</u>	Payment Date (_____)	<u>Principal Amount</u>
-------------------------	-------------------------	-------------------------	-------------------------

If any installment payment of Bond principal and Hardship Grant Assessment is not paid when due and payable, the Issuer shall pay interest at the rate of eighteen percent (18%) per annum on the delinquent installment from said due date until paid. All payments shall be made in any coin or currency which on the date of payment is legal tender for the payment of debts due the United States of America.

This Bond is payable solely from a special fund designated the “Bond Fund” established under a General Indenture of Trust dated February 1, 2005 (the “General Indenture”) by and between the Issuer and Zions Bancorporation, National Association, as trustee (the “Trustee”). To the extent necessary to assure prompt payment of this Bond, the Issuer shall pledge 100% of the Net Revenues (as defined in the Indenture herein described) in the Bond Fund derived and to be derived from the operation of the Issuer’s water and sewer system (the “System”), all as more fully described and provided in the General Indenture, as supplemented by a Fifth Supplemental Indenture dated as of \_\_\_\_\_, 2021 (the “Fifth Supplemental Indenture”), by and between the Issuer and the Trustee approved by the Board of Trustees of the Issuer on December 16, 2020 (the General Indenture as previously amended and as further amended in the Fifth Supplemental Indenture are collectively referred to herein as the “Indenture”).

As more fully provided in the Indenture, the Series 2021 Bonds and certain other outstanding bonds as described under the Indenture (the “Outstanding Parity Bonds”) shall be payable only from the Net Revenues (as defined in the Indenture) and shall not constitute a general indebtedness or pledge of the full faith and credit of the Issuer, within the meaning of any constitutional or statutory provision or limitation of indebtedness.

This Bond is issued pursuant to (1) the Indenture and (2) the Utah Refunding Bond Act, Title 11, Chapter 27, Utah Code Annotated 1953, as amended (the “Act”) for the purpose of providing funds to (a) refund the Refunded Bonds as defined in the Indenture and (b) pay costs incurred in connection with the issuance of the Series 2021 Bonds. This Bond is a special limited obligation of the Issuer payable solely from the Net Revenues (as defined in the Indenture) of the System and does not constitute an indebtedness of the Issuer

within the meaning of any state constitutional or statutory limitation. In no event shall this Bond be deemed or construed to be a general obligation indebtedness of the Issuer or payable from any funds of the Issuer other than the Revenues of the System.

As provided in the Indenture, bonds, notes and other obligations may be issued from time to time in one or more series in various principal amounts, may mature at different times, may bear interest at different rates and may otherwise vary as provided in the Indenture, and the aggregate principal amount of such bonds, notes and other obligations which may be issued is not limited. This Bond and all other bonds, notes and other obligations issued and to be issued under the Indenture on a parity with this Bond are and will be equally and ratably secured by the pledge and covenants made therein, except as otherwise expressly provided or permitted in or pursuant to the Indenture.

The issuance of this Bond shall not, directly, indirectly or contingently, obligate the Issuer or any agency, instrumentality or political subdivision thereof to levy any form of taxation therefor or to make any appropriation for its payment.

This Bond is subject to prepayment and redemption at any time, in whole or in part (if in part, in integral multiples of \$1,000), at the election of the Issuer in inverse order of the due date of the principal installments hereof and by lot selected by the Issuer if less than all Bonds of a particular due date are to be redeemed, upon notice given as hereinafter set forth, at a redemption price equal to the principal amount to be so prepaid.

Notice of redemption shall be mailed by the Trustee, postage prepaid, not less than thirty (30) days prior to the date fixed for prepayment, to the registered owner of this Bond addressed to such owner at its address appearing on the registration books maintained by the Trustee.

Subject to the provisions of the Indenture, the Bonds are issuable in fully registered form, without coupons, in denomination equal to the principal amount of the bonds or, upon exchange, in the denomination of \$1,000 and any integral multiple thereof.

The Issuer covenants and agrees that it will fix rates for water service sufficient to pay when due this Bond and the principal and Hardship Grant Assessment on all bonds issued on a priority to or parity with this Bond, if any, as the same fall due, provided such rates must be reasonable rates for the type, kind and character of the service rendered, and will collect and account for the Revenues (as defined in the Indenture) to be received for such service, and will set aside one hundred percent (100%) of the Net Revenues of the System (as defined in the Indenture) to pay this Bond according to the payment terms hereinabove set forth and the principal and interest on all bonds issued on a parity with this Bond, if any.

To the extent and in the respects permitted by the Indenture, the Indenture may be modified or amended by action on behalf of the Issuer taken in the manner and subject to the conditions and exceptions prescribed in the Indenture. The holder or owner of this Bond shall have no right to enforce the provisions of the Indenture or to institute action to enforce the pledge or covenants made therein or to take any action with respect to an event

of default under the Indenture or to institute, appear in, or defend any suit or other proceeding with respect thereto, except as provided in the Indenture.

This Bond shall be registered in the name of the initial purchaser and any subsequent purchasers in an appropriate book in the office of the Trustee, who shall be the Registrar. This Bond is transferable only by notation upon said book by the registered owner hereof in person or by his attorney duly authorized in writing, by the surrender of this Bond, together with a written instrument of transfer satisfactory to the Issuer, duly executed by the registered owner or his attorney duly authorized in writing; thereupon, this Bond shall be delivered to and registered in the name of the transferee.

It is hereby declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in regular and due time, form and manner as required by law, that the amount of this Bond does not exceed any limitation prescribed by the Constitution or statutes of the State of Utah, that the Net Revenues (as defined in the Indenture) to be derived from the operation of the System have been pledged and that an amount therefrom will be set aside into a special fund by the Issuer sufficient for the prompt payment of this Bond, and all bonds and notes issued on a parity with this Bond, if any, and that said Net Revenues are not pledged, hypothecated or anticipated in any way other than by the issue of this Bond and all bonds and notes issued on a parity with this Bond, if any.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Indenture until the Certificate of Authentication on this Bond shall have been manually signed by the Trustee.

IN WITNESS WHEREOF, the Issuer has caused this Bond to be signed by its Chair and countersigned by its Chief Financial Officer/Clerk with the seal of said Issuer affixed, all as of this \_\_\_\_\_, 2021.

GRANGER-HUNTER IMPROVEMENT  
DISTRICT, UTAH

(SEAL)

By: \_\_\_\_\_ (Do Not Sign)  
Chair

COUNTERSIGN:

By: \_\_\_\_\_ (Do Not Sign)  
Chief Financial Officer/Clerk

CERTIFICATE OF AUTHENTICATION

This Bond is the Series 2021 Bond described in the within mentioned Indenture.

ZIONS BANCORPORATION, NATIONAL  
ASSOCIATION, as Trustee

By: \_\_\_\_\_  
Authorized Officer

Date of Authentication:

\_\_\_\_\_

REGISTRATION CERTIFICATE

(No writing to be placed herein except by the Bond Registrar)

<u>Date of Registration</u>	<u>Name of Registered Owner</u>	<u>Signature of Bond Registrar</u>
_____	State of Utah Department of Environmental Quality, Water Quality Board	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



EXHIBIT B-2

FORM OF EXCHANGE BOND—SERIES 2021

UNITED STATES OF AMERICA  
STATE OF UTAH  
GRANGER-HUNTER IMPROVEMENT DISTRICT  
WATER AND SEWER REVENUE REFUNDING BONDS, SERIES 2021

<u>Hardship Grant</u>		
<u>Assessment</u>	<u>Maturity Date</u>	<u>Issue Date</u>
%	_____	_____, 20__

Registered Owner: \_\_\_\_\_

Principal Amount: \_\_\_\_\_ DOLLARS

Granger-Hunter Improvement District, Utah (the “Issuer”), a political subdivision and body politic of the State of Utah, acknowledges itself indebted and for value received hereby promises to pay, but solely in the manner and from the revenues and sources hereinafter provided, to the Registered Owner identified above, or registered assigns, on the Maturity Date specified above, upon presentation and surrender thereof, the Principal Amount identified above. Hardship Grant Assessment on the Principal Amount shall be payable by check or draft mailed by Zions Bancorporation, National Association (the “Paying Agent”) to the Registered Owner hereof on each \_\_\_\_\_. Principal, Hardship Grant Assessment, and redemption price of this Bond shall be payable upon presentation of this Bond to the Paying Agent, for payment at maturity.

If any installment payment of Bond principal and Hardship Grant Assessment is not paid when due and payable, the Issuer shall pay interest at the rate of eighteen percent (18%) per annum on the delinquent installment from said due date until paid. All payments shall be made in any coin or currency which on the date of payment is legal tender for the payment of debts due the United States of America

This Bond is one of an authorized issue of bonds of like date, term and effect except as to maturity, in the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), issued in exchange for the conversion of the Issuer’s Taxable Water and Sewer Revenue Bonds, Series 2021 in the total principal sum of \$ \_\_\_\_\_ authorized by a General Indenture of Trust dated February 1, 2005, as amended and a Fifth Supplemental Indenture of Trust, dated as of \_\_\_\_\_, 2021 (collectively, the “Indenture”), as authorized by a resolution of the Issuer adopted on December 15, 2020. This Bond and the issue of Bonds of which it is a part is issued pursuant to (1) the Indenture and (2) the Utah Refunding Bond Act, Title 11, Chapter 27, Utah Code Annotated 1953, as amended (the “Act”) to (a) refund the Refunded Bonds as defined in the Indenture and (b) pay costs incurred in connection with the issuance of the Series 2021 Bonds. This Bond is a special limited obligation of the Issuer payable solely from the Net Revenues (as

defined in the Indenture) of the System and does not constitute an indebtedness of the Issuer within the meaning of any state constitutional or statutory limitation. In no event shall this Bond be deemed or construed to be a general obligation indebtedness of the Issuer or payable from any funds of the Issuer other than the Revenues of the System.

As provided in the Indenture, bonds, notes and other obligations may be issued from time to time in one or more series in various principal amounts, may mature at different times, may bear interest at different rates and may otherwise vary as provided in the Indenture, and the aggregate principal amount of such bonds, notes and other obligations which may be issued is not limited. This Bond and all other bonds, notes and other obligations issued and to be issued under the Indenture on a parity with this Bond are and will be equally and ratably secured by the pledge and covenants made therein, except as otherwise expressly provided or permitted in or pursuant to the Indenture.

The issuance of this Bond shall not, directly, indirectly or contingently, obligate the Issuer or any agency, instrumentality or political subdivision thereof to levy any form of taxation therefor or to make any appropriation for its payment.

The Bonds are subject to redemption prior to maturity at any time, in whole or in part (if in part, in integral multiples of \$1,000), at the election of the Issuer in inverse order of maturity and by lot within each maturity if less than the full amount is redeemed, upon not less than thirty (30) days' nor more than forty-five (45) days' prior notice, at a redemption price equal to 100% of the principal amount of each Bond to be redeemed. Notice of redemption shall be mailed by the Issuer, postage prepaid, to the registered owners of said Bonds addressed to such owners at their address appearing on the registration books maintained by the Issuer.

Subject to the provisions of the Indenture, the Series 2021 Bonds are issuable in fully registered form, without coupons, in denomination equal to the principal amount of the bonds or, upon exchange, in the denomination of \$1,000 or any integral multiple thereof.

The Issuer covenants and agrees that it will fix rates for water service sufficient to pay this Bond when due, and principal and Hardship Grant Assessment on all bonds and Bonds issued on a priority to or parity with this Bond, if any, as the same fall due, provided such rates must be reasonable rates for the type, kind and character of the service rendered, and will collect and account for the Revenues (as defined in the Indenture) to be received for such service, and will set aside one hundred percent (100%) of the Net Revenues of the System (as defined in the Indenture) to pay this Bond according to the payment terms hereinabove set forth and the principal and interest on all bonds and notes issued on a parity with this Bond, if any.

To the extent and in the respects permitted by the Indenture, the Indenture may be modified or amended by action on behalf of the Issuer taken in the manner and subject to the conditions and exceptions prescribed in the Indenture. The Registered Owner of this Bond shall have no right to enforce the provisions of the Indenture or to institute action to enforce the pledge or covenants made therein or to take any action with respect to an event

of default under the Indenture or to institute, appear in, or defend any suit or other proceeding with respect thereto, except as provided in the Indenture.

This Bond is transferable by the registered holder hereof in person or by his attorney duly authorized in writing at the office of the Trustee (the “Registrar”) but only in the manner, subject to the limitations and upon payment of the charges provided in the Indenture and upon surrender and cancellation of this Bond. Upon such transfer a new registered Bond or Bonds of the same series and the same maturity and of authorized denomination or denominations for the same aggregate principal amount will be issued to the transferee in exchange therefor.

It is hereby certified, recited and declared that all conditions, acts and things essential to the validity of this Bond and the issue of which it forms a part do exist, have happened and have been done, and that every requirement of law affecting the issue hereof has been duly complied with; that this Bond and the issue of which it forms a part does not exceed any limitation prescribed by the Constitution and laws of the State of Utah; that one hundred percent (100%) of the Net Revenues to be derived from the operation of the System, including any future improvements, additions and extensions thereto, have been pledged and will be set aside into said special fund by the Issuer to be used for the payment of this Bond and the issue of which it forms a part, and all bonds and notes issued on a parity with this Bond, if any, and that said Net Revenues of the System are not pledged, hypothecated or anticipated in any way other than by the issue of Series 2021 Bonds of which this Bond is one and all bonds and notes issued on a parity with this Bond, if any.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Indenture until the Certificate of Authentication on this Bond shall have been manually signed by the Trustee.

IN WITNESS WHEREOF, the Issuer has caused this Bond to be signed by its Chair and countersigned by its Chief Financial Officer/Clerk with the seal of said Issuer affixed, all as of \_\_\_\_\_, 2021.

(SEAL)

By:  /s/(manual or facsimile signature) \_\_\_\_\_  
Chair

COUNTERSIGN:

By:  /s/(manual or facsimile signature) \_\_\_\_\_  
Chief Financial Officer/Clerk

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Series 2021 Bonds described in the within mentioned Indenture.

ZIONS BANCORPORATION, NATIONAL ASSOCIATION, as Trustee

By: \_\_\_\_\_  
Authorized Officer

Date of Authentication:

\_\_\_\_\_

REGISTRATION CERTIFICATE

(No writing to be placed herein except by the Bond Registrar)

This Bond shall be payable only to the order of the registered owner or his legal representative.

<u>Date of Registration</u>	<u>Name of Registered Owner</u>	<u>Signature of Bond Registrar</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSIGNMENT

FOR VALUE RECEIVED, \_\_\_\_\_, the undersigned sells, assigns, and transfers unto:

\_\_\_\_\_  
(Social Security or Other Identifying Number of Assignee)

\_\_\_\_\_  
(Please Print or Typewrite Name and Address of Assignee)

the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints \_\_\_\_\_ attorney for registration thereof, with full power of substitution in the premises.

DATED: \_\_\_\_\_

Signature: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the Registered Owner as it appears upon the face of the within Bond in every particular without alteration or enlargement or any change whatever.

Signature Guaranteed:

\_\_\_\_\_

NOTICE: The signature(s) should be guaranteed by an eligible guarantor institution (banks, stockbrokers, savings and loan associations, and credit unions with membership in an approved signature guarantee medallion program), pursuant to S.E.C. Rule 17Ad-15.



GRANGER-HUNTER  
IMPROVEMENT DISTRICT



# Strategic Plan

2024





# Introduction

Amid dealing with several transitions in 2020, The Board of Trustees at Granger-Hunter Improvement District (GHID or the District) recognized several opportunities to elevate the organization.

These changes required extensive elevations and the establishment of guiding principles contained within a new strategic plan. The District's Management provided technical and subject matter expertise and is charged with incorporating this Strategic Plan within the allocation of resources and daily operations. This plan formally presents GHID's Mission, Objectives, and Key Performance Indicators. While building upon that solid foundation, the plan then outlines 10 directed Strategic Initiatives. This planning work is supported by incorporating industry best-practices found within the American Water Works Association's: Ten Attributes of an Effectively Managed Utility.

This Strategic Plan is designed to give employees, customers, and other stakeholders an overview of GHID's annual operational goals. It also presents strategic directives and

improvement efforts that are designed to elevate GHID's operations in the years to come.

This 2020 Strategic Plan was ratified by the publicly elected Board of Trustees, which included:

- Debra Armstrong, Chair
- Corey Rushton, Trustee
- Russell Sanderson, Trustee

# History



In November 1949, the Board of County Commissioners of Salt Lake County adopted a resolution declaring its intentions to create a special district. A public hearing was held on January 4, 1950, and nine days later, on January 13, 1950, Granger-Hunter Improvement District was officially created to provide potable water and sanitary sewer service. In January 1953, the first three trustees were elected: Lester O. Larson, Willard J. Jones and Estel L. Wright. In the early years, most of the day-to-day and managerial functions were handled by the Trustees.

In late 1958, the Board hired Walter Brock as the first full-time general manager as Estel Wright, who was functioning as District manager, resigned his managerial role. In January 1972, Gerald Larson was appointed General Manager. F. David Warr and Clint Jensen have also served as General Manager of the District.

In 2020, the District has 76 full-time and three part-time employees. The operating divisions of the District with corresponding number of employees includes:

- Water Systems (21)
- Wastewater Systems (14)
- Engineering (10)

- Information Technology (8)
- Administrative Services (15)

The District has more than 27,000 accounts serving a residential population of more than 120,000, mostly within West Valley City. The District works closely with the City when planning projects and when projecting future needs through the City's economic development department. The District's water supply comes from its sources and through a contract with Jordan Valley Water Conservancy District, the wholesale water agency in this area. The Central Valley Water Reclamation Facility (CVWRF) treats the wastewater collected by the District. This facility serves the needs of the District and six other local governments. GHID owns approximately 24% of the infrastructure at CVWRF.

# Strategic Planning Purpose

The purpose of a strategic plan is to set overall goals and objectives for the District and develop a plan to achieve them. It involves stepping back from day-to-day operations and becoming more proactive than reactive as an organization. The Strategic Plan provides District Management with clear direction and establishes what the operational priorities should be. With a three-member board of various backgrounds, opinions, and focus, it is important to obtain a consensus on the direction of the organization. The plan is a roadmap providing direction for the efforts of everyone involved in forwarding the District's mission. The plan identifies areas of focus so that efforts can be concentrated and timed appropriately.

Quality strategic planning will save money in the long run while improving service and reliability to the community. Water and sewer projects are expensive items to finance and take a lot of engineering and considerable time to build or properly maintain. Without a Strategic

Plan, emergencies and problems get the most attention, and important initiatives that would elevate the organization get moved down the list of priorities. Society cannot overemphasize how valuable on-demand, fresh, clean water is to its community's personal health and welfare. Even though we enjoy several advantages and have celebrated many successes over recent years, we must keep in mind that the impact of deferred maintenance and service interruptions can be extremely disruptive to the community. Random water breaks, backed-up sewers, and unpredictable costs can put our health at risk, deter economic & community development, and brand GHID as an organization that is built on an unstable foundation.





This 2020 Strategic Plan will support the following principles:

- **Maximize Cooperation and Collaboration.** A plan helps ensure that everyone in the organization is working toward the same objectives and is dedicating time and resources accordingly. The plan considers national trends impacting all water utilities, as well as local concerns identified by elected trustees, management, and employees.
- **Directing Focus.** Strategic Plans are meant to provide overall direction and measures, compare best practices, reduce confusion, and keep organizational information consistent. This plan does not describe all of the day-to-day work that the team at Granger-Hunter Improvement District does and will continue to do. The plan addresses the strategic analysis, goals, and initiatives that have been identified and provides focus on specific areas that have room for improvement.
- **Public Accountability.** As a public enterprise and a vital utility, the District needs to provide official and transparent information to be dispersed in an organized way. This plan allows the District and the Board of Trustees to articulate the focus and direction of district activities, and how public funds are spent. It will also aid employees in using consistent and cohesive messaging that will assist in the efficient and effective sharing of information, services, events, and other important content.
- **Build Trust in the District.** The plan helps to transform and maintain the District's image. A professional method of communicating strategic plans, both internally and externally, inspires confidence from all stakeholders. Additionally, the minimization of conflict and confusion is possible when the mission, vision, and values are clearly defined and understood.
- **Have Everyone Communicate and Understand the District's Vision, Mission, and Values.** Everyone in the organization needs to understand their role in achieving quality results. The District leadership has a responsibility to consistently and frequently

share information with employees to create a sense of transparency and provide connection with all team members.



# Vision and Mission Statements

GHID's ongoing vision and mission statements are accompanied by a list of seven values. As the local provider of water, an essential service, the District realizes its importance in shaping the overall health and welfare of the community. Every employee is responsible and accountable for upholding the values of the organization.

- Vision: Improving quality of life today – creating a better tomorrow.
- Mission: Stewards of water that is delivered clean and safe for daily use and collected responsibly to protect public health and our environment.





## Established Values

These values make the District what it is, and without them, success will be difficult to achieve or define. The values instill confidence, earn respect, and create loyalty throughout the organization and community. They are the values that will anchor our resolve in the most difficult situations. Since our organization is very diverse, and there is a myriad of functions to make it work efficiently and effectively, these values are the unifying elements for everyone and provide a common ground by which we can measure all of our actions.

- Values:
  - Safety
  - Integrity
  - Community Stewardship
  - Fiscal Responsibility
  - Quality
  - Leadership
  - Sustainability



## District Motto

During the spring of 2017, lunch meetings were held with all District staff to solicit opinions on the District's values. Not surprisingly, few, if any, knew what the values were, other than what was included in a poster on the wall. After lengthy discussions, input from all levels of staff, many discussions among management, and a little creativity, it was determined the District values could fall under four distinct categories. From this the District Motto was formed:

- Be it
- Own it
- Lead it
- Do it

This motto is a simplified approach to enhance the way that the District's vision, mission, and values are communicated within our operations internally, as well as externally to our patrons and stakeholders. Expanded descriptions of what the BOLD motto represents and how it is incorporated in the District's operation can be found throughout other District operating documents and procedures.





## Be It

Honorable – Being worthy of honor. Having a good name or public esteem.

“Be it” gets right to the character of our organization. It is the willingness to do what is right even when no one else is looking. It is our moral compass – the inner voice. It is self-control and the basis of trust. It is the ability to hold together and act upon any situation without the influence of impulse. Organizational excellence takes courage to do what is right even if the personal cost is high. Our word is our bond. We do not cover up or falsify documents, and we do not write misleading messages. “Be it” fosters an organization where consistency, openness, fairness, justice, and self-respect have an opportunity to thrive.

## Own It

Stewardship – The job of supervising or taking care of something.

“Own it” is just that – taking ownership of those assets for which we have been given stewardship. GHID requires a high level of professional skill, a 24-hour a day commitment, and a willingness to make personal sacrifices from each staff member. It often requires service before self. It does not tolerate self-pity, discouragement, anger, or frustration. It requires optimism and forward-looking confidence. It requires trust in the system – trust that those above you in leadership roles know what should and should not be done. To lose that trust in the system may result in placing self before service.

To successfully “Own it” requires the implementation of rules – often expressed through policy and procedure. Rules have a reason for existing, and the default position is to follow them and then adapt the rules to reflect the changing environment of the business.

## Lead It

Initiative – The ability to assess and initiate tasks independently.

“Lead it” is about helping oneself and others to do what’s right. It is about setting the direction, building the vision, and using creativity to accomplish the District’s mission. “Lead it” is proactive and not being satisfied with subpar situations. “That’s the way we’ve always done it” is not an acceptable answer. Leaders inspire and motivate others to help deliver the vision.

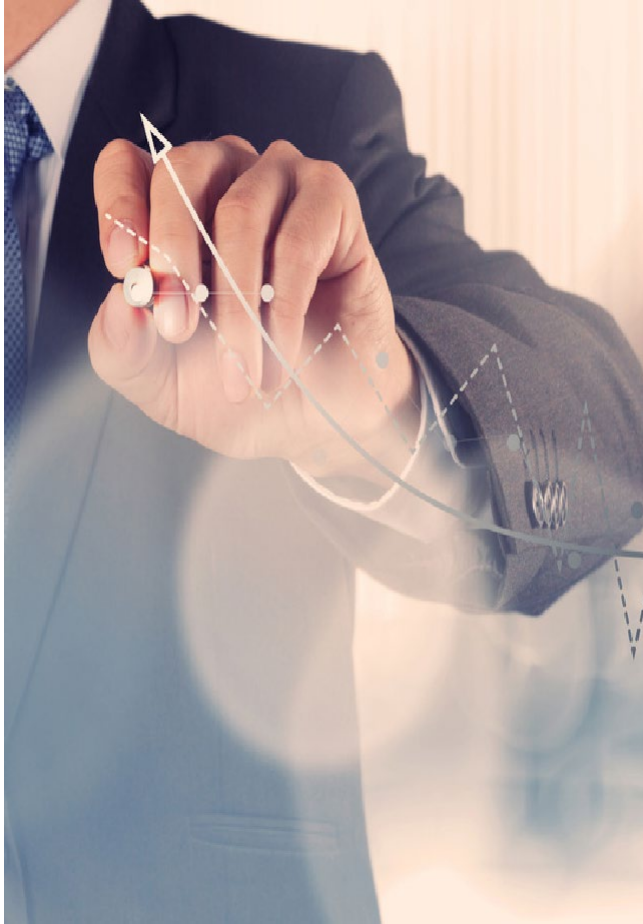
It is important to understand the three different levels of leadership: direct, organizational, and strategic. Direct leadership uses face-to-face, continuous contact with those individuals under their direct supervision. A foreman is an example of a direct leader. Organizational leadership influences a team comprised of numerous sub-teams without continuous contact with the employees, for example, a Division Manager or Director. Strategic leadership is about influencing the entire organization – executive staff.

## Do It

Empowerment – The authority or power given to someone to do something.

Finally, to “Do it” is the act of bringing all the above-mentioned values together in accomplishing the District’s mission. The focus is on customer satisfaction and stakeholder understanding. Listening and effective communication are the keys to success. Empowerment creates a culture of trust where individuals can represent the whole. Empowerment is not giving people power but allowing individuals to use this power to support the values of the organization. Ultimately, empowerment encourages individuals to gain the skills and knowledge that will allow them to overcome the obstacles in their work environment.

# Purposes of the District Motto



The four reasons for this motto include:

- Establish the ethical climate of the District. We cannot tolerate dishonesty or allow ourselves to get caught up in taking short-cuts. We do not allow ourselves to place personal interest ahead of the District's mission and values. We will not develop a "good enough for the government" mentality.
- Define the price of admission. All employees must accept accountability and practice judgment in the fulfillment of the District's mission. Self-interest cannot be allowed to permeate the ranks of the organization. Policies and

procedures must be acknowledged and followed, and all must be respected as persons of fundamental worth. Self-control must always be in effect. There must be confidence in the system.

- Values guide what is universal and unchanging. These values are the foundation of everything we do. In each case, related terms are listed in an attempt to capture the broader understanding of the value. The values are a road map that invite each person to consider key features of the requirements of professional service and cannot possibly hope to include everything.
- The values allow us to transform the climate of the organization. If a culture of compromise exists, it is likely to be a result of poor policies and programs rather than character flaws of the people. Our first task is to take care of the organization then let individual character development follow.

# Implementation of Values and Motto

The values of our District need to be a major topic of everything we do, including every training event, public meeting, and employee evaluation. However, no matter how much we talk about them, the values will serve no purpose if we do not live up to them. In other words, our actions will speak louder than our words. Keys to success include:

- All orientations and trainings will weave in a value and the District's motto.
  - An orientation given to a new employee will provide a short, introductory lesson defining values and explaining their importance – usually given by the General Manager or an Assistant General Manager.
  - Opportunities to talk about the values and motto will be planned out and included in every training opportunity or employee meeting.
  - Managers will take advantage of opportunities to talk about the values and motto when providing training or during everyday interactions.
- All departments will operationalize the values and the District's motto.
  - This will best be accomplished through the employee's regular evaluation with a supervisor or manager.
- Any corrective action will be based

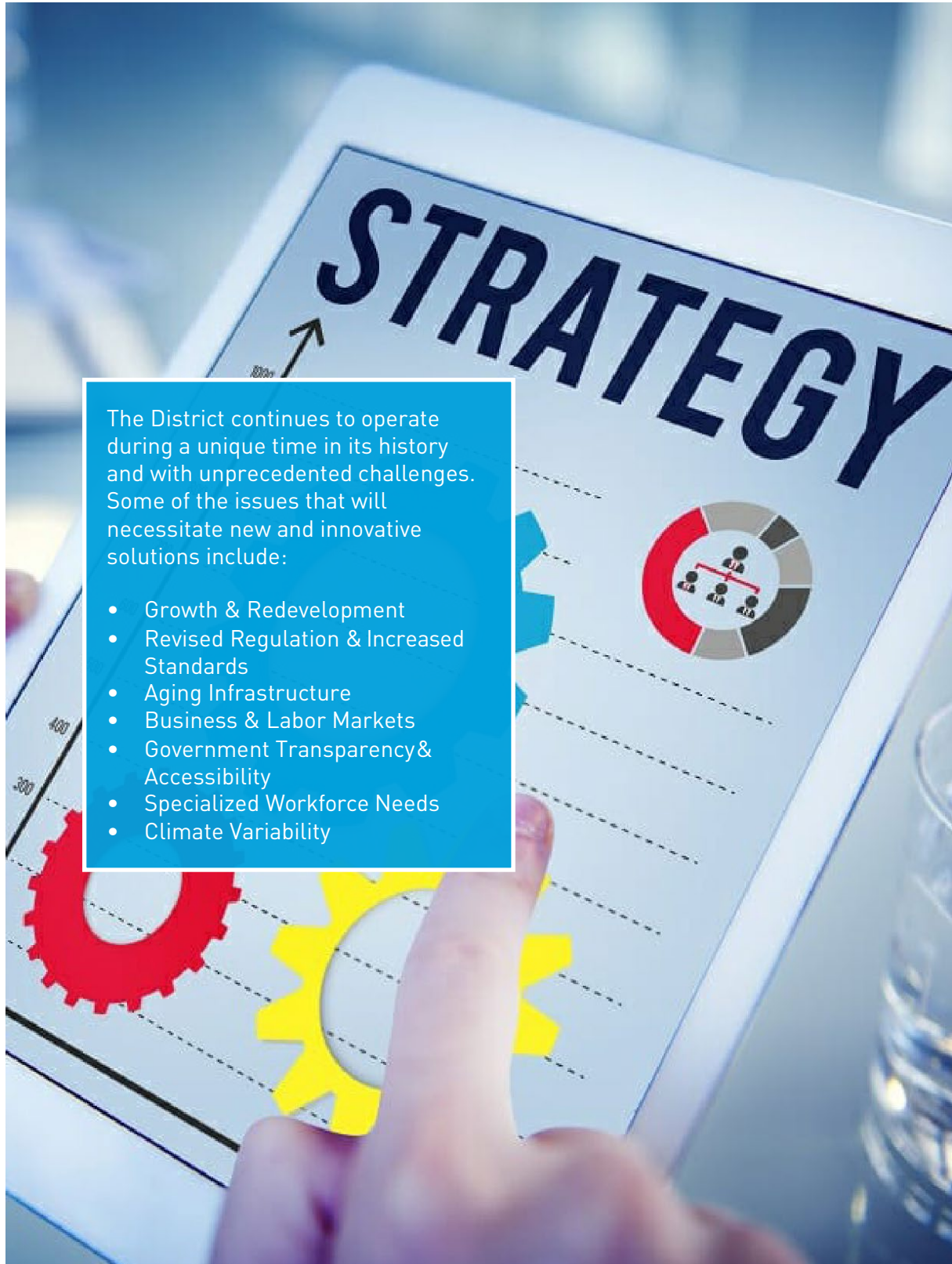
upon the values and motto. District management is committed to the just enforcement of standards of personal conduct and the consideration of performance management measures, including appropriate disciplinary measures.

- Leaders at all levels take full responsibility for implementing a strategy that includes the values and motto.
- District executive staff will externalize the values and motto to make us accountable for our customers, stakeholders, and peers.
  - Be "BOLD" in sharing values in public meetings, trainings, conferences, or other opportunities.

This District Motto is an essential tool for achieving balance and cohesion across the values and motto discussed above and is the basis for programs and messaging throughout the District. The values of Granger-Hunter Improvement District will be modified to reflect changing times, leadership, and principles. Operational systems, metrics, and procedures will be adaptable and designed or modified to meet the needs of Granger-Hunter Improvement District and the community it serves.



# Strategic Analysis



The District continues to operate during a unique time in its history and with unprecedented challenges. Some of the issues that will necessitate new and innovative solutions include:

- Growth & Redevelopment
- Revised Regulation & Increased Standards
- Aging Infrastructure
- Business & Labor Markets
- Government Transparency & Accessibility
- Specialized Workforce Needs
- Climate Variability



## Established Values

GHID has identified Strategic Objectives as continuous improvement activities designed to close performance gaps and leverage organizational strengths. Strategic Objectives balance across the perspectives that break down strategy into smaller components and make objectives actionable by involving all employees in operationalizing the organization's goals and aligning daily tasks, projects, programs, and policies.

The goal of this plan is to enable the District to be prepared for the challenges listed in the Strategic Analysis by articulating the following Strategic Objective statements:

- **Fund the Future.** To maintain and replace aging infrastructure, develop new infrastructure & water supply, and remain current with regulations, the District needs to schedule rate increases, manage resources, obtain appropriate debt financing, and control expenses to ensure financial viability into the future.
- **Workforce Evolution.** We need to thoughtfully and carefully develop a portfolio of systems to support our elite resource – our employees. Appropriate methods of succession planning for the organization and individual career mapping should be used to prepare and transition the next generation of leaders, managers, and technical staff.
- **Be a Modern Utility Service.** We need to become a utility that can change with the times while providing on-demand services to our customers and timely responses and information to our partner agencies. The District will continue to look for ways to innovate and incorporate new technologies in areas of asset management and performance analytics. We will efficiently protect and maintain our physical assets while providing robust cybersecurity measures.
- **Support the Community.** We will be proactive in monitoring and planning for growth or changing demographics within the District's service area. State and regional populations are projected to grow, and development patterns will continue to change. The District must be prepared for the direct and indirect impacts on demand for water and wastewater services. We will be an active collaborator with West Valley City and other regional government agencies.
- **Promote Environmental Stewardship:** The District will be an exemplar of responsible environmental practices in all operations and actions. We will provide educational outreach and help customers understand tiered rates structures and overall usage. We will also promote and provide programs that are proven to reduce water consumption. Our operations will feature conservation and efficiency, and we will strive to exceed all environmental regulatory requirements.
- **Build Financial Strength.** Ensuring budgetary viability and fiscal strength are the foundations that guide our financial and risk management systems. We will establish sound financial practices that will manage revenue volatility and ensure future investments for our infrastructure. The District will strive to maintain affordable and equitable rates while funding the essential costs of service.
- **Focus on our Patrons.** We will take a comprehensive public service approach to build end-user solutions and satisfaction for residential, commercial, and industrial patrons. District employees will anticipate and include the public's perspectives on decisions and policy development. Our finances, policies, and communications will be transparent and available through various channels.
- **Utilize Best Practices.** The District shall become a larger part of the dialogue concerning trends and issues within the water and wastewater industry. Best practices will focus on operations, maintenance, resource management, communications, regulatory compliance, finance, and human resources, to name a few.

# The Ten Attributes of an Effectively Managed Utility

Effective Utility Management: A Primer for Water and Wastewater Utilities is the fundamental resource that Granger-Hunter Improvement District is using to innovate and improve performance across the organization. Effective Utility Management (EUM) is a framework written by experienced utility professionals across the nation that helps water utilities respond to the various challenges that they face. This document identifies the 10 attribute-related utility measures that we will reference and integrate into our strategic operations. These 10 attributes help management maintain a balanced approach to all aspects of utility operations, while at the same time bringing focus to areas that are ready for improvement.

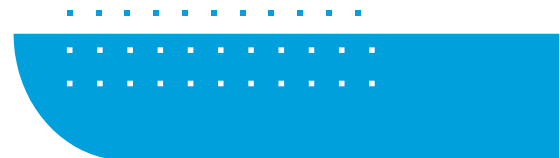
is critical to effectively managing a water and wastewater utility. Directors and Managers will use this framework in developing goals and metrics for their specific areas of responsibility. This plan will help direct and achieve balance and cohesion across the ten attributes. The Board of Trustees has identified those attributes with corresponding levels of focus and anticipated gains that include short-term, medium-term, and long-term timeframes. The Board has also ranked attributes in order of relative importance to assist District Management in the allocation of resources.

The measure of performance in each category



The ten attributes of an effectively managed utility are:

1. **Product Quality (Short-Term Gains)** – Produce “fit for purpose” water and other recovered resources that meet or exceed full compliance with regulatory and reliability requirements.  
Example: Water Treatment & Flushing
2. **Operational Optimization (Short-Term Gains)**– Ensure ongoing, timely, cost-effective, reliable, and sustainable performance in all facets of the District’s operations in service to public health and environmental protection.  
Example: Improved Metrics and Data-Driven Decision Making
3. **Customer Satisfaction (Medium to Long-Term Gains)** – Provide reliable, responsive, and affordable services in line with explicit, customer-derived service levels.  
Example: Improved Communications & Service
4. **Employee and Leadership Development (Short-to Long-Term Gains)**– Recruit, develop, and retain a workforce that is competent, motivated, adaptive, and safety-focused.  
Example: Training, Development, and Overall Compensation
5. **Stakeholder Understanding and Support (Medium-Term Gains)** – Engender an understanding and support from stakeholders for service levels, rate structures, budgets, capital improvements, and risk management decisions.  
Example: CVWRF Optimization & JWCD Partnerships
6. **Financial Viability (Short & Long-Term Gains)**  
– Understand and plan for the full life-cycle cost of utility operations and value of water resources. Establish and maintain an effective balance between long-term debt, O&M expenses, revenues, rates, reserves, etc.  
Example: Financial Analysis & Fee Structure
7. **Enterprise Resiliency (Long-Term Gains)**  
– Ensure utility leadership and staff work together internally and coordinate with external partners to anticipate, respond to, and avoid problems.  
Example: Emergency Planning and Legislative Advocacy
8. **Infrastructure Strategy and Performance (Short to Long-Term Gains)** – Understand the condition of and cost associated with critical infrastructure assets. Plan infrastructure investments consistent with community needs, anticipated growth, system reliability goals, and relevant community priorities.  
Example: Asset Management and Maintenance Programs
9. **Community Sustainability (Short to Long-Term Gains)** – Take an active leadership role in promoting and organizing sustainability improvements through collaboration with local partners.  
Example: Conservation Activities and Education
10. **Water Resource Sustainability (Long-Term Gains)** – Ensure the availability and sustainable management of water for the community and watershed, including resource recovery.  
Example: Evaluation of Water Sources and Contracts





# Strategic Initiatives

The following 10 Strategic Initiatives have been conceptually developed by the Board of Trustees Strategic Initiatives and are divided into three broader categories: Our Community, Our Team, and Our Operations. District Management will evaluate, plan, and report of the progress of these initiatives on a routine basis. Each initiative is outlined on one page in the following format:

Why do this? – This section discusses the reasoning and importance behind moving forward with the initiative, including any relation to district values or strategic objectives listed within the Strategic Plan.

How will we do this? – This section describes which divisions or stakeholders will be involved and what type of work is needed to make progress on the initiative.

What needs to happen next? – This section defines some next-step action items that are categorized into three different time frames: short-term, medium term, and long-term. Time frame determinations are made based on the relative importance of the initiative and the estimated level of coordination and resources needed to accomplish the objectives. Some initiatives may have one next step that falls into a single time frame, while others have numerous next steps within multiple time frames.

Where does this fit within Effective Utility Management? – This section will list any of the corresponding Ten Attributes of an Effectively Managed Utility to join the strategic initiative with ongoing operations.

The District's Strategic Initiatives are:

**Our Community** – GHID's service area is home to a vibrant, diverse, and expanding community. The District was founded on principles of progress and togetherness, and the District should continue to encourage community development with the introduction of the following initiatives:

1. Water Quality Protocols
2. District Community Ambassadors Program
3. District Historical Placemaking Efforts

**Our Team** – GHID is committed to high-quality, patron-oriented delivery of services and anticipates the need to adapt to the changing needs of our workforce. The District needs to recognize, support, and value employee commitment while systematically working with partner agencies to capture and transfer institutional knowledge.

4. Compensation as a Whole Framework
5. Improvement District Coalition and Mutual Aid
6. Employee Advisory Board

**Our Operations** – GHID strives to improve the quality of life today while looking forward to the future through the delivery of essential water services. The District shall allocate strategic resources in seeking opportunities to maximize assets to provide an efficient continuity of operations for the future.

7. Water Loss Task Force
8. Water Storage and Tank Farm Integration
9. Safety & Emergency Planning Updates
10. Ten-Year Capital Improvement & Financial Plan





# 1 - Water Quality Protocols

Why do this? – Residents and businesses in our service area receive their drinking water from both surface waters and groundwater. Though it is treated before delivery, some types of contamination are still a challenge. Some of our water sources have high concentrations of Manganese that can create discoloration, along with taste and odor issues. National incidents of high-profile water contamination have contributed to the public awareness and overall need to make improving water quality a priority. Along with the health and safety of the community, the District needs to manage the rising costs of treatment and be ahead of regulatory changes that could affect our operations.

How will we do this? – The District will continue to elevate and educate key personnel on the newest trends and the industry’s best practices regarding water quality. We will actively search for new ways to find and address gaps in water systems and maintenance programs. Additionally, the District will establish response plan protocols for responding to the various types of water quality issues. Finally, we will improve our communications and community outreach concerning drinking water quality, water systems, and health data to the public and policymakers.

What needs to happen next? –

Short Term: Evaluate the effectiveness of our water quality communications and refine ongoing communications plans.

Medium Term: Continue engineering and analysis on treatment facility to ensure best possible outcomes with technologies and facility.

Long Term: Refine Flushing program and merge communications plans into how we respond to a water quality event.

Long Term: Test and evaluate water sources and management of system flows to establish best practices for maintaining water quality throughout different seasons.

Where does this fit within Effective Utility Management? –

- Product Quality
- Customer Satisfaction
- Operational Optimization
- Stakeholder Understanding and Support





## **2 - District Community Ambassadors Program**

Why do this? – Dedicated employees are often acknowledged as the greatest assets of the District. These same employees can also be unrecognized and underutilized as greater community assets as they have both “eyes and ears” on the community. Several employees also reside within the service area of the District and can be called upon to be a resource for questions regarding water and wastewater service.

How will we do this? – Develop an Ambassador training program for our employees that would help them in developing skills of dealing with a wide variety of community issues while working in the field or involved with interactions with the community while off-duty. Successful completion and demonstrated competencies of this program would result in an annual stipend.

What needs to happen next? –

Short Term: Draft pilot program and training for program that identifies resources needed for successful implementation.

Short-Term: Work with external stakeholders to refine trainings and protocols, while presenting and engaging employees on the program.

Long Term: Evaluate outcomes and report successes.

Where does this fit within Effective Utility Management? –

- Customer Satisfaction
- Employee and Leadership Development
- Community Sustainability
- Stakeholder Understanding and Support



## 3 - District Historical Placemaking Efforts

Why do this? – Water development pioneers have a rich but often untold history in the role that they have played in making the desert landscape habitable. Additionally, the District has resources and assets that can contribute to community placemaking efforts that enhance the overall quality of life for our patrons.

How will we do this? – Employees will be charged with being creative in seeking opportunities to assist in developing meaningful and interesting spaces throughout our service area. We will be committed to providing little extra details in community development efforts. The District will also look for opportunities to document and preserve the history of the community through the eyes of the organization within its properties and records.

What needs to happen next? –

Short Term: Introduce the concept to all employees and enlist their aid in identifying opportunities for District involvement in community placemaking.

Long Term: Continue to add extra touches and historical preservation into the practices and procedures of District activities.

Where does this fit within Effective Utility Management? –

- Customer Satisfaction
- Community Sustainability
- Stakeholder Understanding and Support





## 4 - Total Compensation Package Framework

Why do this? - Employees may focus on base pay when thinking about compensation, but their compensation extends beyond just their base salary. In this competitive labor market with other water utilities seeking top talent, the District must present employees with a compelling total compensation package that can make the difference in recruiting and retention efforts.

How will we do this? - A total compensation package includes all rewards elements that an employee receives. A total compensation statement shows the cash value of each element, which can be presented to employees to show them the total value of their compensation package. The District will organize and calculate benefit values, helping employees understand the full value of their employment.

What needs to happen next? -

Short-Term: The District will review the overall compensation philosophy and strategy that will dictate which types of rewards are included in the total compensation package.

Short-Term: Provide educational materials and total compensation statements for each employee.

Long-Term: Continue to shift the workplace culture away from discussing salary without the context of total compensation. Ensure that all new offers for employment contain monetized total compensation estimates.

Where does this fit within Effective Utility Management? -

- Employee and Leadership Development
- Operational Resiliency



## 5-Improvement District Coalition and Mutual Aid

Why do this? – Granger-Hunter Improvement District operates as a Special Service District that is separate from the governing municipality, West Valley City. Other West-Side communities are also served by improvement districts that are experiencing similar issues of growth management, operational optimization, and changes in leadership. Formalizing relationships with these other organizations would provide a sound basis for the sharing of best practices. These relationships could foster potential mutual aid agreements or job exchange programs. Additionally, without land-use jurisdiction, Improvement Districts will need improved collaboration and understanding. It comes as government entities codify regulations and water conservation measures.

How will we do this? – This initiative requires a great deal of exploration and relationship management with neighboring improvement districts to determine areas of common interest and need. There is a myriad of possibilities for all levels of the organization to benefit from an increased alliance with Kearns Improvement District, Magna Improvement District, and Taylorsville-Bennion Improvement District.

What needs to happen next? –

Short Term: Initiate formal and informal meetings and events with members of other improvement districts. Explore potential frameworks for sharing of best practices and resources.

Long Term: Continue to foster relationships and advocacy coalitions, while continuing to explore mutually beneficial arrangements.

Where does this fit within Effective Utility Management? –

- Employee and Leadership Development
- Operational Optimization
- Operational Resiliency
- Community Sustainability
- Stakeholder Understanding and Support





## 6 - Employee Advisory Board

Why do this? – Granger-Hunter Improvement District employs a broad cross-section of various skills and disciplines throughout its divisions. With a variety of positions, including some office-based and some based throughout the field, various silos are inevitably formed. By appointing and empowering a committee to represent employee issues and provide feedback to management, the District will have a valuable tool in addressing employee issues and building morale.

How will we do this? – By appointing an advisory board from the various divisions and employee classifications of the District. The Employee Advisory Board will establish a formal platform for dialogue between employees and District Management. Board members will channel employee viewpoints through peer-to-peer contacts, ensuring a flow of ideas from across the District to improve our work environment. Their role is to make sure that all employees have a voice in decisions and promote unity among workgroups.

What needs to happen next? –

Short Term: Brainstorm ideas for an Employee Advisory Board structure and identify needed resources.  
 Medium Term: Seek applications from interested employees that are willing to serve on an advisory board and select member that will ensure a broad representation across the District.

Where does this fit within Effective Utility Management? –

- Employee and Leadership Development
- Operational Optimization



## 7 - Water Loss Task Force

Why do this? – Identifying system-wide water loss or non-revenue water is one of the lowest hanging fruits in improving the efficiency of water utilities around the world. This is especially true when the water losses in the distribution systems are obvious when analyzing available data. There are numerous benefits of reducing water losses throughout the District’s systems, including water quality, water availability, and increased financial stability.

How will we do this? – Create an “all-hands-on-deck” approach to identifying, correcting, and continually evaluating methods used to reduce water losses throughout the system. We will actively address all apparent losses, including erroneous data, metering inaccuracies, leakage, pressure management, and unauthorized consumption.

What needs to happen next? –

Short Term: Complete independent audit of metering inaccuracies and develop reporting safeguards to flag future issues with data collection and billing.

Short Term: Support efforts at the Utah Legislature designed to identify and report on water losses.

Medium Term: Continually adapt maintenance programs that are designed toward identifying water losses.

Long-Term: Establish performance indicators and benchmarks that support the continual monitoring and process for addressing water loss.

Where does this fit within Effective Utility Management? –

- Operational Optimization
- Financial Viability
- Infrastructure Stability
- Community Sustainability
- Water Resource Adequacy





## 8 - Water Storage and Tank Farm Integration

Why do this? – The District is susceptible to incurring expenses associated with demands placed on the Jordan Valley Water Conservancy District’s (JWCD) wholesale system during the summer months. The best way to control these demands, as well as plan for future growth and emergencies, is to increase the District’s storage capacity. The District shares a storage site with JWCD, who has expressed a willingness to sell these storage assets for their depreciated value.

How will we do this? – Evaluation of this initiative is currently underway, and The District needs to develop an effective method for integrating these tanking into the adjoining system. Financial analyses that assess the potential costs and benefits of a deal must also consider several other factors, including land acquisition costs of a largely developed urban area. A changing political climate, as well as competing policy directives, makes the offer to acquire the storage from JWCD time-sensitive and creative solutions that may be required to assess value and mitigate risks by both parties.

What needs to happen next? –

Short Term: Expedite possible evaluations of options in increasing District water storage.

Short Term: Maintain contact with JWCD and explore creative solutions in establishing framework for a potential purchase and transfer of storage assets.

Long Term: Integrate new storage facilities into existing system and/or develop additional options for increasing the District’s water storage capacity.

Where does this fit within Effective Utility Management? –

- Operational Optimization
- Financial Viability
- Infrastructure Stability
- Operational Resiliency



## 9 - Safety & Emergency Planning Updates

Why do this? – Public works organizations are one of the primary pillars of coordinated emergency response within FEMA’s (Federal Emergency Management Agency) Incident Management Structure. Also, as a provider of an essential service and resource, the District must be prepared to address any service disruptions that are due to any number of natural or man-made causes.

How will we do this? – The District needs to engage in exercises to update emergency response plans and readiness activities. Updates to the continuity of operations plans, as well as any emergency planning annexes, will be accompanied with proper training and inventory of necessary equipment. The current worldwide pandemic has also made it necessary to evaluate operating procedures, illness prevention measures, and general workplace safety.

What needs to happen next? –

Short Term: Make emergency and safety planning update assignments to appropriate staff and subject matter experts.  
Short Term: Perform facility assessments and workplace protocols that follow best health and safety practices for the prevention of the spread of infectious diseases.

Medium Term: Update safety and emergency plans with increased focus on training and proper inventory supplies.

Where does this fit within Effective Utility Management? –

- Employee and Leadership Development
- Operational Optimization
- Operational Resiliency
- Community Sustainability





## 10 - Ten-Year Capital Improvement & Financial Plan

Why do this? – Granger-Hunter Improvement District is responsible for hundreds of miles of pipelines and numerous facilities to provide water and wastewater services. An appropriate asset management plan ensures that infrastructure components are replaced at the correct time to prevent failure and maintain optimum efficiency. Implementing additional management aspects into our 10-year financial will provide policymakers, and the public, with a long-term outlook concerning rates and taxes levied for the services provided.

How will we do this? – This initiative will build on top of current financial plans by adding new layers of analysis, including projected long-term capital expenditures. Once complete, the plan will estimate revenue and expenditure data in the form of annual revenue requirements, which are indications of future average rate changes. The financial ratios will provide indicators that the District is projected to have sufficient resources to achieve adequate resources, provide coverage for debt service, fund balance, and reserve requirements for both operating and capital needs over 10 years.

What needs to happen next? –

Short Term: Accelerate efforts to gather condition assessment data and estimates for capital improvement projects.

Medium Term: Update Ten-Year Plans with increased focus on potentially large capital projects with the intent to keep financial position and bond ratings strong for future financing needs.

Long Term: Continue to update financial and capital plans as information becomes available and report to Board of Trustees and District Management.

Where does this fit within Effective Utility Management? –

- Financial Viability
- Infrastructure Stability
- Operational Resiliency

## Measures of Success

Measurement is critical to management improvement efforts and is an essential element of strategic planning. In Appendix A, attached to this plan, the specific measurements attributable to the EMU are allocated among the District values. These Key Performance Indicators (KPI) will measure the organization's performance in achieving the Strategic Objectives and Initiatives. These will be updated and reviewed throughout the year, and these KPI will identify gaps, trends, and opportunities for corrective actions. The measurements will support the desire of District leadership to make informed decisions, and practical changes to achieve excellence in the performance of our daily activities.



## Conclusion

This is an ambitious but manageable plan with many actionable elements. Not all good things can be done at once, and some phased project sequencing is inevitable, especially for elements that will require additional data or resources. However, much progress will be made by incorporating clear direction and instilling common values throughout our daily operations. We will need to seize on opportunities for efficiencies and savings by having clear plans and measurements. The District has instituted an annual Strategic Planning Summit that allows us to communicate and celebrate our progress, identify new risks, and share ideas. We commit to building and improving the strategies outlined in this plan and in developing performance measures that will assist in analyzing, developing, and reporting the outcomes to the public which we serve.





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APPENDIX A  
Strategic Plan 2024





# 2021 - 2024 Strategic Initiatives Quarterly Objective Performance Report

1st Quarter - January 1, 2021 through March 31, 2021





GRANGER-HUNTER  
IMPROVEMENT DISTRICT




## STATUS GUIDE

 Objective was completed by the original date

 Objective is on track to be completed by the original target date








 Objective is not on track

 Object deleted or delayed by the District Board

### 1) Our Community - WATER QUALITY PROTOCOLS





No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Identify additional areas to share water quality information, including websites and social media, mailers, and bills.	Apr-21				A, B, C, H
2	Prepare S.O.P. on large scale water quality event response.	Jun-21				A, B, C, H
3	Develop targeted flushing program, including priority areas and yearly schedule.	Aug-21				A, B, C, H
4	Develop operations plan to minimize water quality events throughout the year.	Dec-21				A, B, C, H, J
5	Identify remaining sites for iron/manganese removal.	Dec-21				A, B, C, H
6	Complete construction of RGWTP (Wells No. 1, 12, & 17)	May-23				A, B, C, H

### 2) Our Community - DISTRICT COMMUNITY AMBASSADORS PROGRAM









No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Define internal/external stakeholders and scope of Ambassador Training Program.	Mar-21				C, D, E, I
2	Meetings held with internal and external stakeholders to define engagement points and community needs.	Jun-21				C, D, E, I
3	Select and implement customer satisfaction measures based on internal/external feedback (responsiveness rate, categorizing complaint calls).	Sep-21				C, D, E, I
4	Final draft of protocols and trainings reviewed by District Management and Board.	Nov-21				C, D, E, I
5	Launch materials created and distributed.	Jan-22				C, D, E, I
6	Development and launch employee satisfaction survey.	Jun-22				C, D, E, I
7	Adjust program based on findings and KPI data.	2023+				C, D, E, I




### 3) Our Community - DISTRICT HISTORICAL PLACEMAKING EFFORTS

No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Communicate initiative with staff and create a committee (meet quarterly).	Mar-21				C, E, I
2	Post placemaking efforts on website and social media.	Annually				C, E, I
3	Develop ideas and protocol for implementing placemaking.	Sep-21				C, E, I
4	Create criteria and topics for posting articles in WVC journal regarding water related issues/opportunities.	Semi-Annual				C, E, I

### 4) Our Team - TOTAL COMPENSATION PACKAGE FRAMEWORK






No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Review compensation philosophy and strategy.	Jan-21				D, G
2	Validate District compensation philosophy with market study (KPI report).	Mar-21				D, G
3	Define and compile data for total compensation profiles (Stay/Exit Interview Comparison).	Jun-21				D, G
4	Educational materials created (expected to include local comparison data).	Sep-21				D, G
5	Leader Training on Statements.	Oct-21				D, G
6	Create and deliver total compensation statements for each employee.	Dec-21				D, G
7	Compile local averages for each position.	Jun-22				D, G
8	Create candidate statements for potential hires.	Sep-22				D, G

### 5) Our Team - IMPROVEMENT DISTRICT COALITION AND MUTUAL AID




No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Determine best locations for water system emergency interconnects.	Jul-21				B, E, G, I, J






2	Develop Interlocal Agreements with TBID and Kearns ID for shared utility service.	Dec-21				F, I
3	Explore opportunities to participate in advocacy coalitions, such as those hosted by AWWA, WEF, APWA, and ChamberWest.	Dec-21				B, E, I, J

### 6) Our Team - EMPLOYEE ADVISORY BOARD






No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Propose Employee Advisory Board Structure.	Feb-21				B, D
2	Define needed resources and create educational materials.	Apr-21				B, D
3	Launch program and call for volunteers to serve on the committee.	Jun-21				B, D
4	Appoint EAB and announce to all employees.	Jul-21				B, D
5	Define scope, operational standards, formalize meetings.	Aug-21				B, D

### 7) Our Team - WATER LOSS TASK FORCE


No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Establish Metering Compliance Plan with specific data collection and billing procedures. Shall include development of metrics and reporting safeguards to mitigate potential sources of erroneous data.	Apr-21				B, F, H, I, J
2	Develop Meter Maintenance Plan that includes routine calibration processes and unit output procedures.	Apr-21				B, F, H, I, J
3	Establish a four-year span of water loss rate metrics and key performance indicators with annual targets.	Jun-21				B, F, H, I, J

4	Develop Leakage Mitigation Plan that outlines recommendations for leak detection technologies, rupture volume estimation processes, and Capital Asset Replacement analysis and update (targeted for leakage reduction).	Sep-21				B, F, H, I, J
5	Establish System Pressure Management Plan including analysis, cost assessments, recommendations, and implementation.	Sep-21				B, F, H, I, J
6	Develop Unauthorized Connections Identification Plan.	Jul-21				B, F, H, I, J
7	Create Water Loss Task Force Plan and implementation with focus on Company wide collaboration, accuracy, correction, continual evaluation of methods for reduction, minimization and tracking.	Jul-21				B, F, H, I, J
8	Develop District Water Loss Legislation Management Plan.	Jul-21				B, F, H, I, J

### 8) Our Operations - WATER STORAGE AND TANK FARM INTEGRATION




No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Purchase two 5 MG surplus tanks from JWCD.	Mar-21				B, H, J
2	Complete construction of Pump Station/Piping Improvements at Tank Farm site at 4800 W. 4500 S.	Dec-22				B, H, J
3	Monitor for opportunities to construct additional Zone 4 pipelines to accommodate additional storage at Tank Farm.	Dec-21				B, H, J
4	Develop internal goals for minimizing peak day and peak hour factors.	Dec-21				B, H, J
5	Obtain a parcel for construction of the new 5 MG Zone 1 Reservoir near 4700 South and 6300 West.	Jun-22				B, H, J

### 9) Our Team - SAFETY AND EMERGENCY PLANNING UPDATES

No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Perform Emergency Response and Safety Plan assessments, modifications, and updates. Include development of target metrics / KPI's.	Jul-21				B, D, G, I

2	Conduct Facility Assessments with Workplace Protocols for prevention of the spread of infectious disease.	Jul-21				B, D, G, I
3	Update Safety and Emergency Plans with focus on training and proper inventory supplies.	Jul-21				B, D, G, I

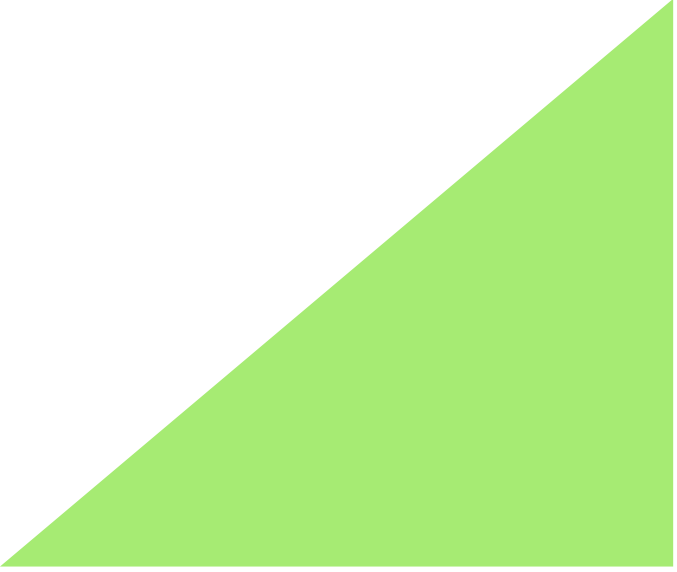
### 10) Our Operations - TEN-YEAR CAPITAL IMPROVEMENTS AND FINANCIAL PLAN

No.	Initiative Description	Target Date	Revised Date	Status	Comments	Effective Utility Management*
1	Update Master Plans for both Water and Wastewater Systems, and annually hereafter.	Jul-21				B, E, F, H
2	Create 10-year Financial Plan to determine annual revenue requirements, update annually hereafter.	Sep-21				B, E, F, H
3	Develop a 10-year Capital Improvement and Infrastructure Maintenance Plan, update annually hereafter.	Sep-21				B, E, F, H

## Ten Attributes Key:

### EFFECTIVE UTILITY MANAGEMENT (EUM)\*

No.	Initiative Description	
1	Product Quality	A
2	Operational Optimization	B
3	Customer Satisfaction	C
4	Employee and Leadership Development	D
5	Stakeholder Understanding and Support	E
6	Financial Viability	F
7	Enterprise Resiliency	G
8	Infrastructure Strategy and Performance	H
9	Community Sustainability	I
10	Water Resource Sustainability	J



# 2021 - 2024 Strategic Initiatives Quarterly Key Performance Indicators

1st Quarter - January 1, 2021 through March 31, 2021







GRANGER-HUNTER  
IMPROVEMENT DISTRICT








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## STATUS GUIDE




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-  Objective was completed by the original date
  -  Objective is on track to be completed by the original target date
  -  Objective is not on track
  -  Object deleted or delayed by the District Board
-




### 1) Our Community - WATER QUALITY PROTOCOLS

No.	Indicator Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Maintain average source iron levels below recommended limit - 0.1 mg/L.			A, B, C, E, H
2	<b>Key Performance Indicator - 2</b> Begin to reduce average source manganese levels to below recommended limit - 0.03 mg/L by 2024.			A, B, C, E, H
3	<b>Key Performance Indicator - 3</b> Begin to reduce average source ammonia levels to below recommended limit - 0.2 mg-N/L by 2024.			A, B, C, E, H
4	<b>Key Performance Indicator - 4</b> Reduce water quality complaints to below 350 per year.			A, B, C, E, H
5	<b>Key Performance Indicator - 5</b> Share water quality information three times per year in different areas (social media, website, mailers).			A, B, C, E, H




### 2) Our Community - DISTRICT COMMUNITY AMBASSADORS PROGRAM

No.	Indicator Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Quantify the complaint rates of customer service vs core utility service complaints. Initially using available data to benchmark then looking at progression of data over the course of the program.			C, D, E, I
2	<b>Key Performance Indicator - 2</b> Quantified employee satisfaction based on survey data regarding employment, interaction with the public, policy and procedures, etc.			C, D, E, I
3	<b>Key Performance Indicator - 3</b> Yes/No - Do we identify stakeholders, conduct outreach, and actively consider input and ongoing improvements to the program?			C, D, E, I




### 3) Our Community - DISTRICT HISTORICAL PLACEMAKING EFFORTS

No.	Indicator Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Two to three ideas per year from committee involving GHID in community placemaking.			C, E, I
2	<b>Key Performance Indicator - 2</b> Semi-annual placemaking articles posted on website.			C, E, I
3	<b>Key Performance Indicator - 3</b> Semi-annual articles/postings on social media and/or West Valley City journal.			C, E, I


### 4) Our Team - TOTAL COMPENSATION PACKAGE FRAMEWORK

No.	Initiative Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Evaluate salary competitiveness relative to market rate on an annual basis.			D, G
2	<b>Key Performance Indicator - 2</b> Turnover rate comparison by benchmarked data in industry over time.			D, G
3	<b>Key Performance Indicator - 3</b> Stay and Exit Interview data comparison prior to and annually after rollout of framework.			D, G








### 5) Our Team - IMPROVEMENT DISTRICT COALITION AND MUTUAL AID

No.	Initiative Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Hold bi-yearly meetings with neighboring 3 Improvement Districts.			B, D, E, I
2	<b>Key Performance Indicator - 2</b> Maintain at least 1 emergency interconnect per water pressure zone (5 total).			B, D, E, I
3	<b>Key Performance Indicator - 3</b> Maintain updated Interlocal Agreements for shared utility service with 3 neighboring entities, verified or updated annually.			B, D, E, I


### 6) Our Team - EMPLOYEE ADVISORY BOARD




No.	Indicator Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Quantified employee satisfaction based on survey data regarding employment, interaction with the public, policy and procedures, etc.			B, D




### 7) Our Community - WATER LOSS TASK FORCE





No.	Indicator Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Metering data collection and billing process compliance with established plan procedures and rate tracking of reporting safeguards.			B, F, H, I, J
2	<b>Key Performance Indicator - 2</b> 100% Compliance with Meter Maintenance Plan, including routine calibration and unit output verification, routine adaptation and update to Plan, and implementation.			B, F, H, I, J
3	<b>Key Performance Indicator - 3</b> Complete annual analysis and update of target metrics identified in the Four-Year Target Metric Plan including water loss rate with supporting benchmarks and performance indicators.			B, F, H, I, J
4	<b>Key Performance Indicator - 4</b> Perform routine leak detection analysis of entire system on established completion interval with update of Mitigation Plan.			B, F, H, I, J
5	<b>Key Performance Indicator - 5</b> Conduct routine system pressure management analysis, review, and recommendation development in line with established plan.			B, F, H, I, J
6	<b>Key Performance Indicator - 6</b> Conduct 100% of annual unauthorized connections assessments as outlined and in accordance to the Identification Plan.			B, F, H, I, J
7	<b>Key Performance Indicator - 7</b> Conduct and implement 100% of Water Loss Task Force Outline and Plan established annual tasks.			B, F, H, I, J



8	<b>Key Performance Indicator - 8</b> Perform Legislation Management activities in line with established plan and with focus on emerging issues to enhance legislative and community support for water loss based legislation each calendar year.			B, F, H, I, J
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8) Our Operations - WATER STORAGE AND TANK FARM INTEGRATION				
No.	Initiative Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Ensure peak day factor remains below 3-year average (2.3).			B, F, H, G
2	<b>Key Performance Indicator - 2</b> Ensure peak hour factor remains below 3-year average (3.4).			B, F, H, G
3	<b>Key Performance Indicator - 3</b> Utilize 105% or less of the JVWCD Contract Annually.			B, F, H, G

9) Our Team - SAFETY AND EMERGENCY PLANNING UPDATES				
No.	Initiative Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Annual review of Recordable Incident rate and target.			B, D, G, I
2	<b>Key Performance Indicator - 2</b> Annual review of Preventable Vehicle Accident rate tracking and target.			B, D, G, I
3	<b>Key Performance Indicator - 3</b> Annual update of Safety and Emergency Plans compliance.			B, D, G, I

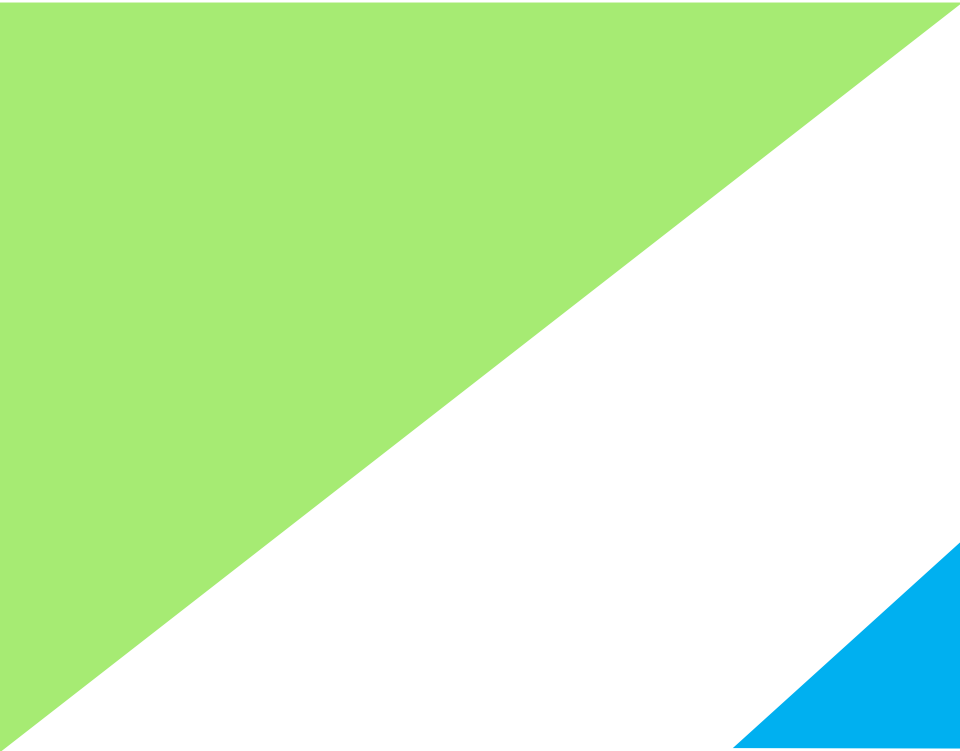
10) Our Operations - 10-YEAR CAPITAL IMPROVEMENT AND FINANCIAL PLAN				
No.	Initiative Description	Status	Comments	Effective Utility Management*
1	<b>Key Performance Indicator - 1</b> Annually update the 10-year Financial Plan.			F, G, H
2	<b>Key Performance Indicator - 2</b> Annually update the 10-year Capital Improvement/Infrastructure Management Plan.			F, G, H
3	<b>Key Performance Indicator - 3</b> Evaluate net revenues required to adequately fund capital improvements and future bond issuances.			F, G, H
4	<b>Key Performance Indicator - 4</b> Evaluate debt to equity ratio.			F, G, H

# Ten Attributes Key:

## EFFECTIVE UTILITY MANAGEMENT (EUM)\*

**No. Initiative Description**

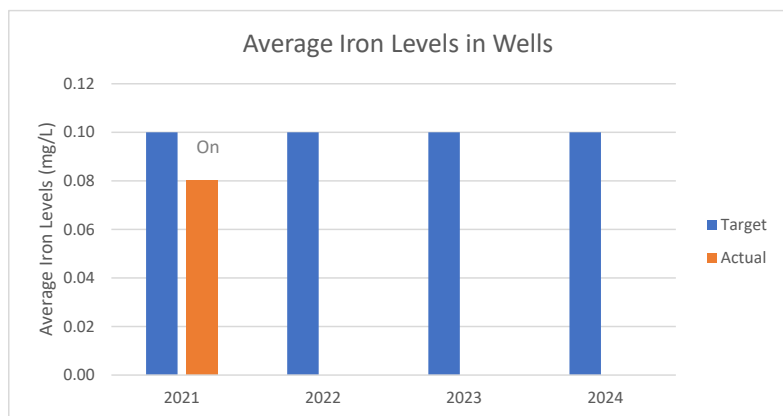
1	Product Quality	A
2	Operational Optimization	B
3	Customer Satisfaction	C
4	Employee and Leadership Development	D
5	Stakeholder Understanding and Support	E
6	Financial Viability	F
7	Enterprise Resiliency	G
8	Infrastructure Strategy and Performance	H
9	Community Sustainability	I
10	Water Resource Sustainability	J



# 1) Our Community - WATER QUALITY PROTOCOLS

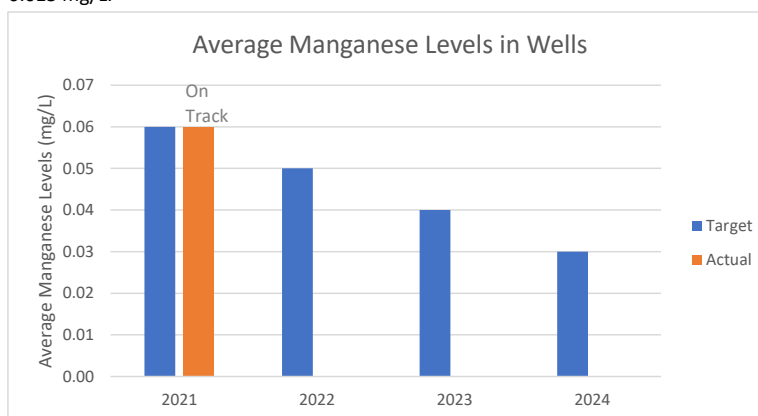
## Key Performance Indicator - 1

Maintain average source iron levels below recommended limit - 0.1 mg/L.



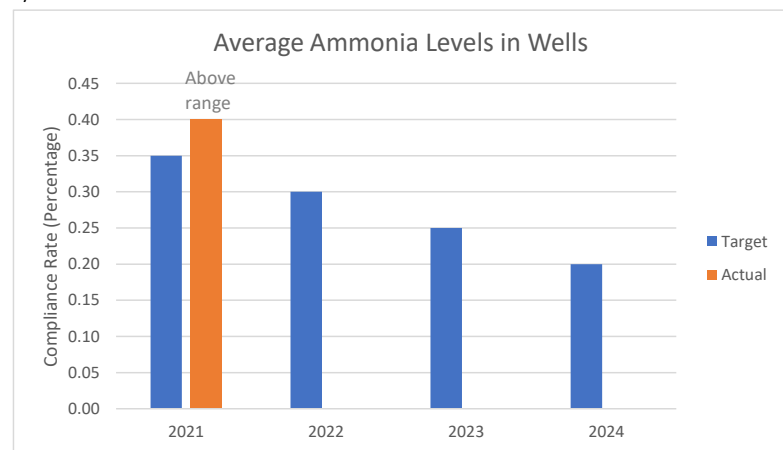
## Key Performance Indicator - 2

Reduce average source manganese levels to below recommended limit - 0.015 mg/L.



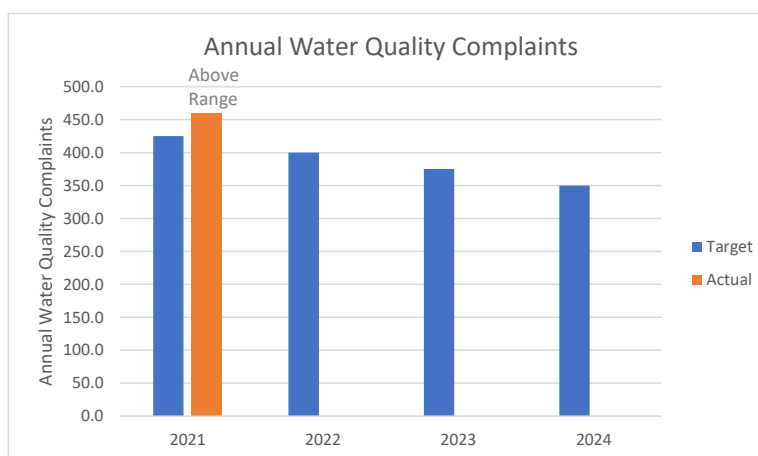
## Key Performance Indicator - 3

Reduce average source ammonia levels to below recommended limit - 0.02 mg-N/L.



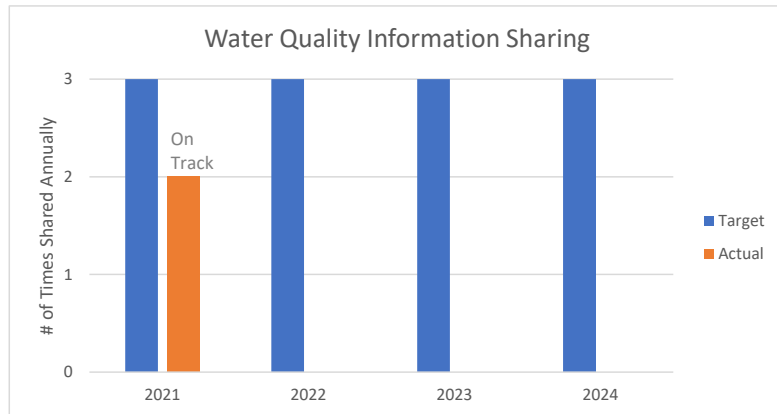
## Key Performance Indicator - 4

Reduce water quality complaints to below 350 per year.



**Key Performance Indicator - 5**

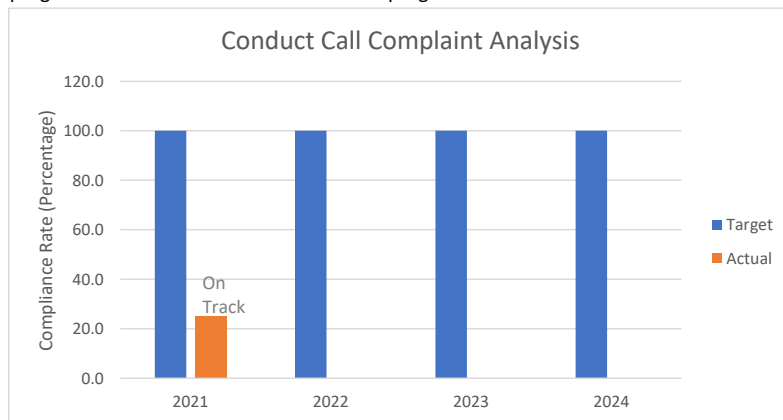
Share water quality information three times per year in different areas (social media, website, mailers).



## 2) Our Community - DISTRICT COMMUNITY AMBASSADORS PROGRAM

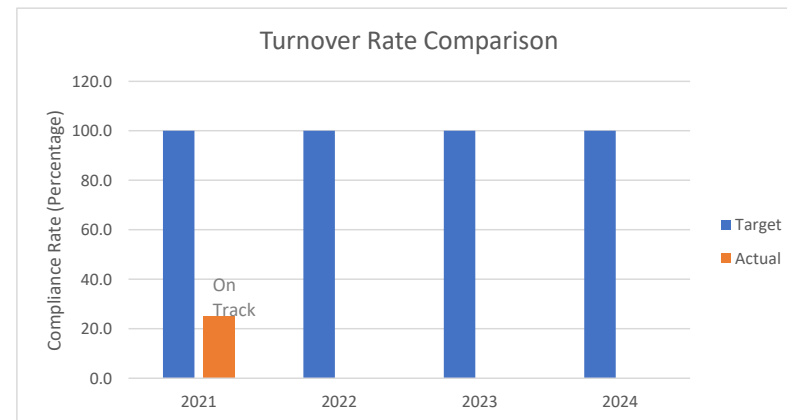
**Key Performance Indicator - 1**

Quantify the complaint rates of customer service vs core utility service complaints. Initially using available data to benchmark then looking at progression of data over the course of the program.



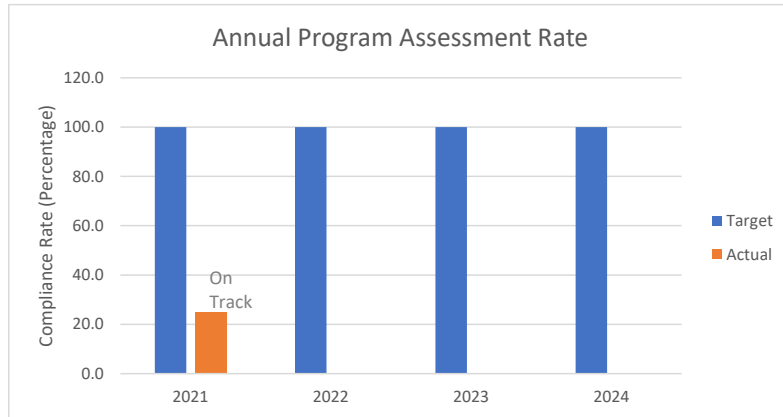
**Key Performance Indicator - 2**

Quantify employee satisfaction based on survey data regarding employment, interaction with the public, policy and procedures, etc.



**Key Performance Indicator - 3**

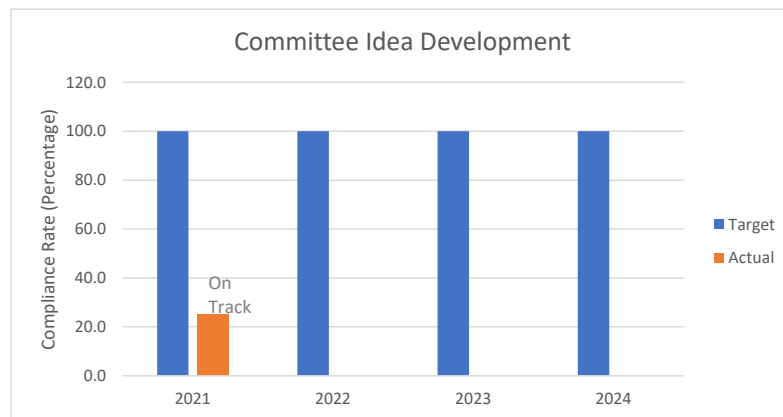
Annually identify stakeholders, conduct outreach, and actively consider input and ongoing improvements to the program.



### 3) Our Community - DISTRICT HISTORICAL PLACEMAKING EFFORTS

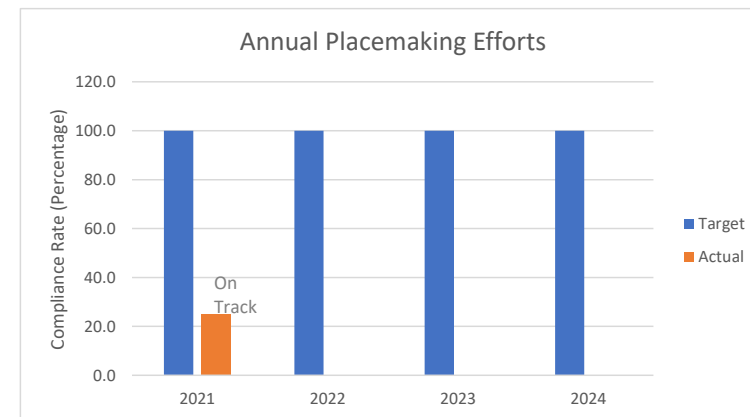
**Key Performance Indicator - 1**

Two to three ideas per year from committee involving GHID in community placemaking.



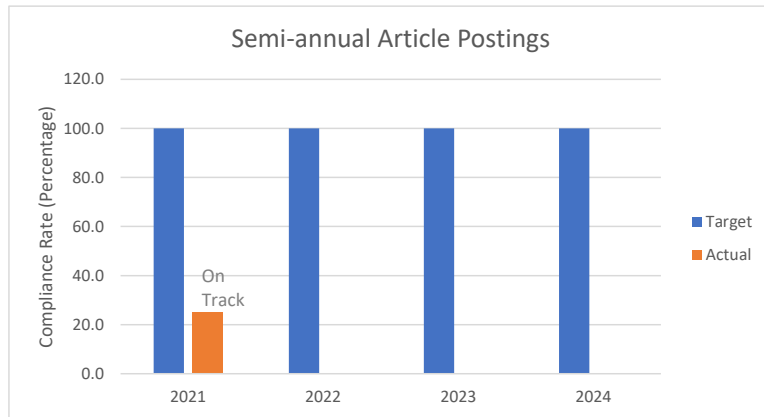
**Key Performance Indicator - 2**

Annual placemaking efforts posted on website and social media.



**Key Performance Indicator - 3**

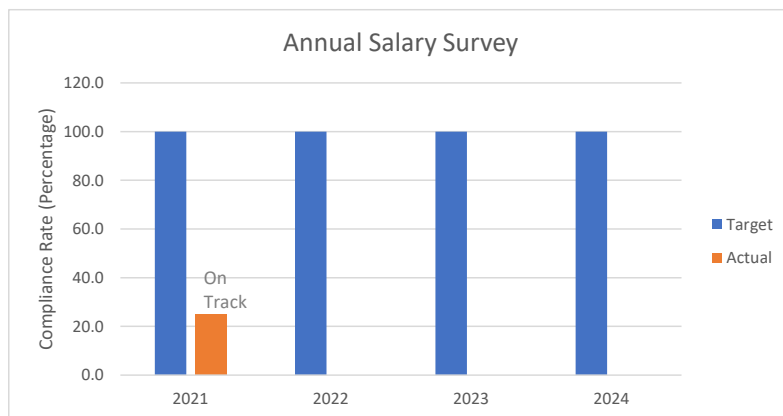
Semi-annual articles/postings on social media and/or West Valley City journal.



## 4) Our Community - TOTAL COMPENSATION FRAMEWORK

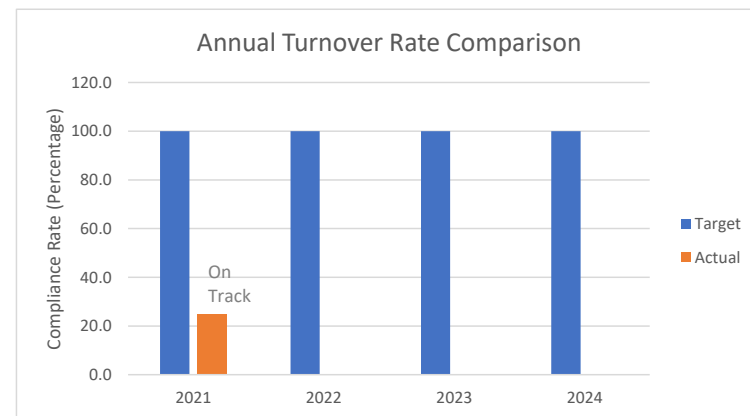
**Key Performance Indicator - 1**

Evaluate salary competitiveness relative to market rate on an annual basis.



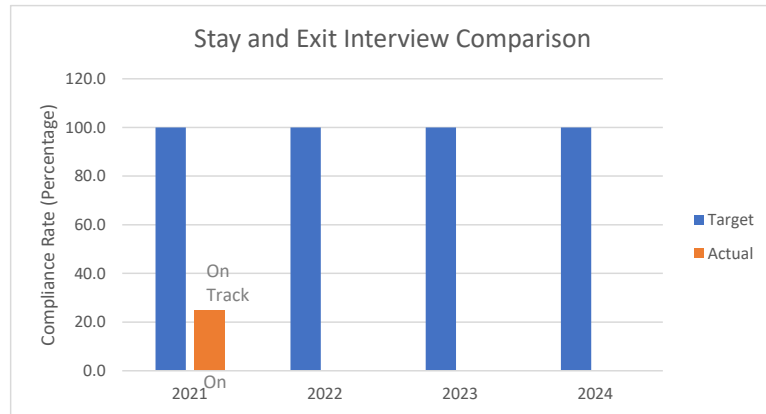
**Key Performance Indicator - 2**

Turnover rate comparison by benchmarked data in industry over time.



**Key Performance Indicator - 3**

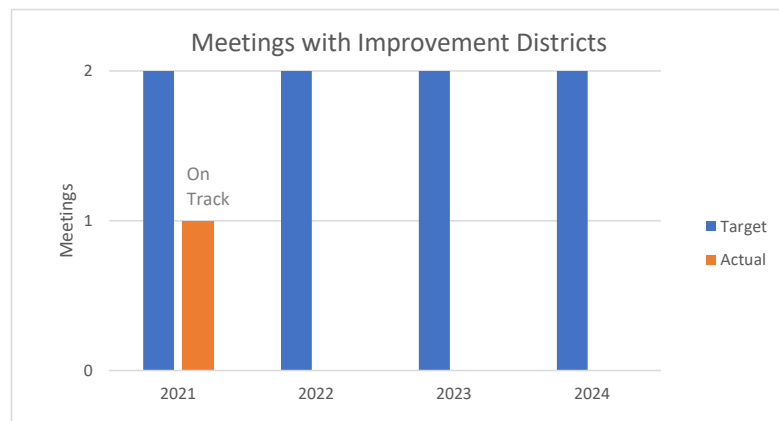
Stay and Exit Interview data comparison prior to and annually after rollout of framework.



## 5) Our Team - IMPROVEMENT DISTRICT COALITION AND MUTUAL AID

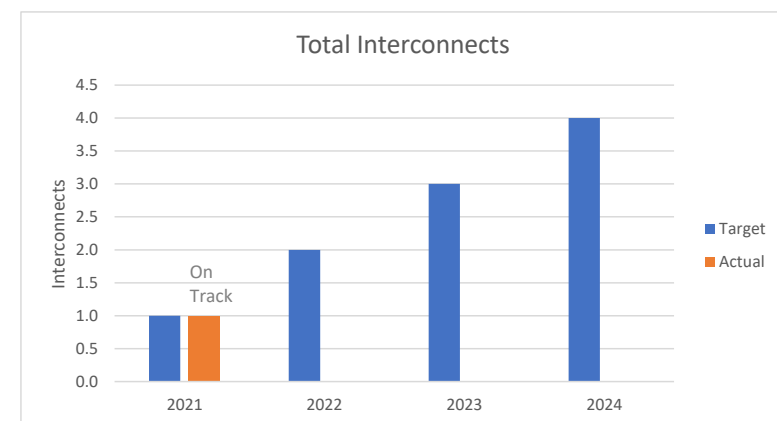
**Key Performance Indicator - 1**

Hold bi-yearly meetings with neighboring 3 Improvement Districts.



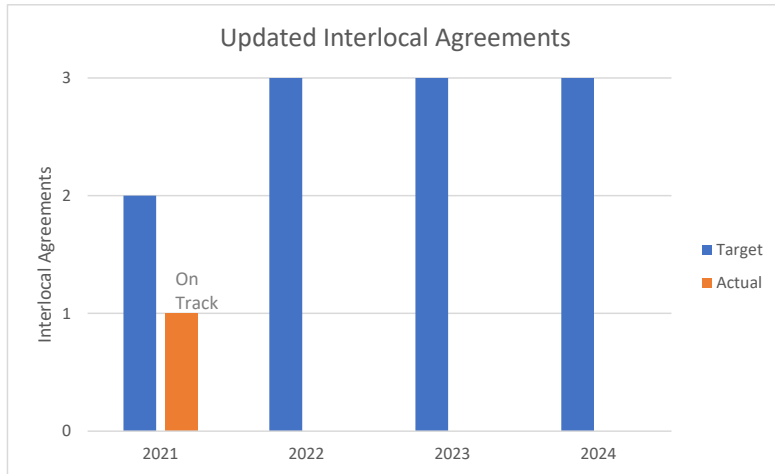
**Key Performance Indicator - 2**

Maintain at least 1 emergency interconnect per water pressure zone (5 total).



**Key Performance Indicator - 3**

Maintain updated Interlocal Agreements with 3 neighboring entities.



## 6) Our Team - EMPLOYEE ADVISORY BOARD

**Key Performance Indicator - 1**

Quantified employee satisfaction based on survey data regarding employment, interaction with the public, policy and procedures ... etc. Survey Complete = 100%.

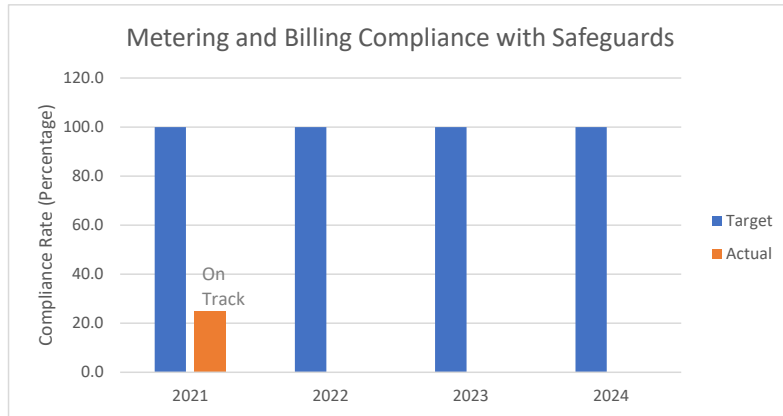




## 7) Our Community - WATER LOSS TASK FORCE

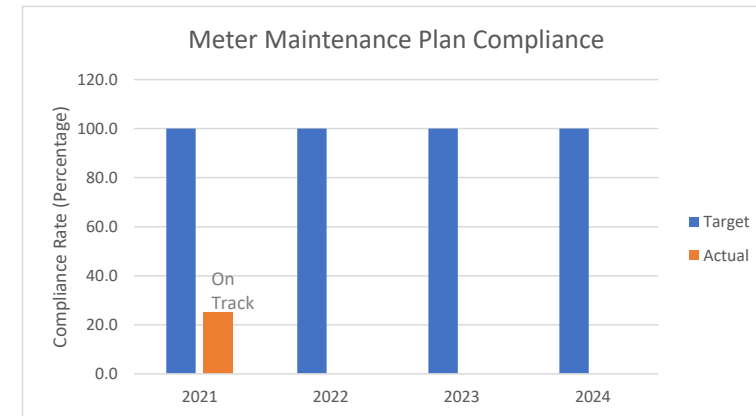
### Key Performance Indicator - 1

Meter data collection and billing process compliance with established plan procedures and rate tracking of reporting safeguards.



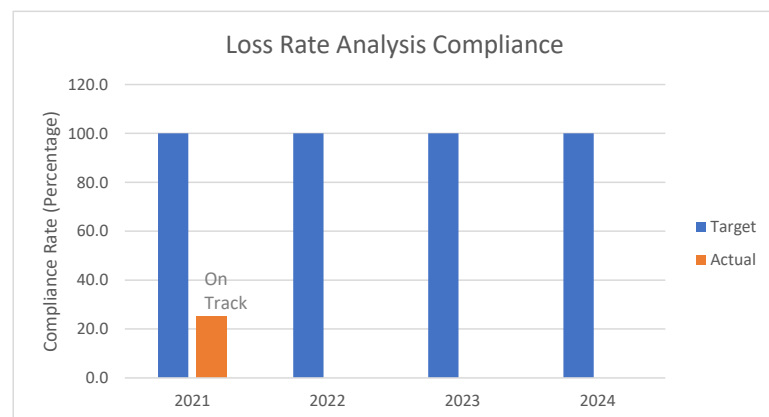
### Key Performance Indicator - 2

100% Compliance with Meter Maintenance Plan, including routine calibration and unit output verification, routine adaptation and update to Plan, and implementation.



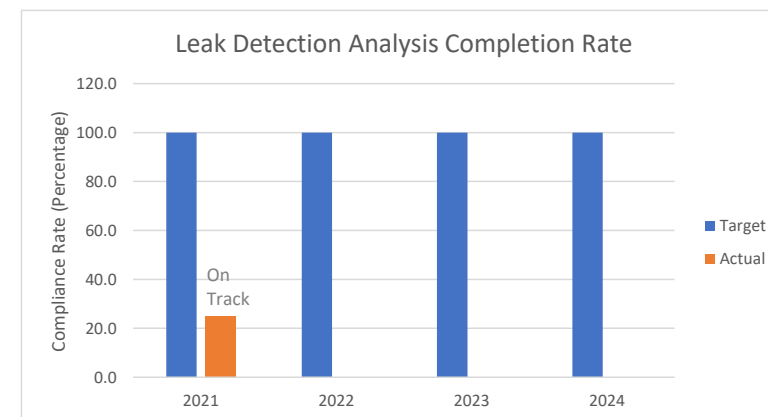
### Key Performance Indicator - 3

Complete annual analysis and update of four-year target metrics identified in the Four-Year Target Metric Plan including water loss rate with supporting benchmarks and performance indicators.



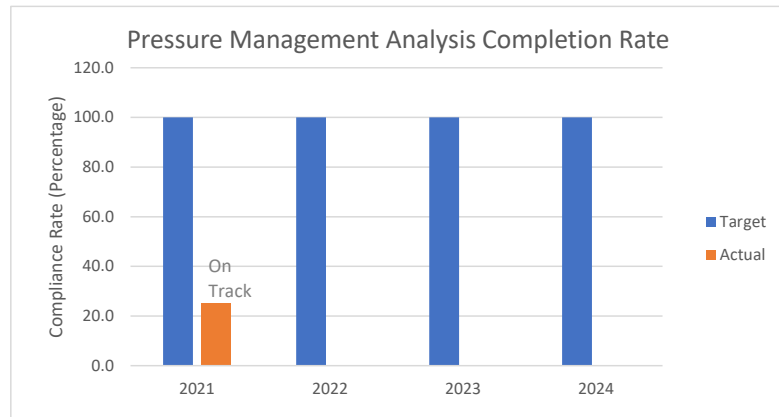
### Key Performance Indicator - 4

Perform routine leak detection analysis of entire system on established completion interval with update of Mitigation Plan.



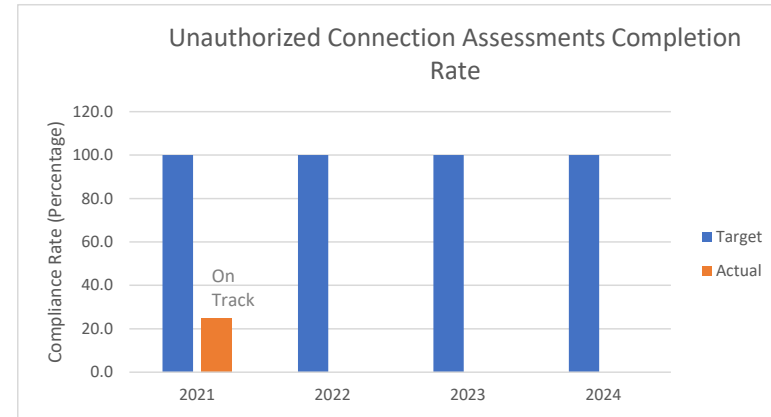
**Key Performance Indicator - 5**

Conduct routine system pressure management analysis, review, and recommendation development in line with established plan.



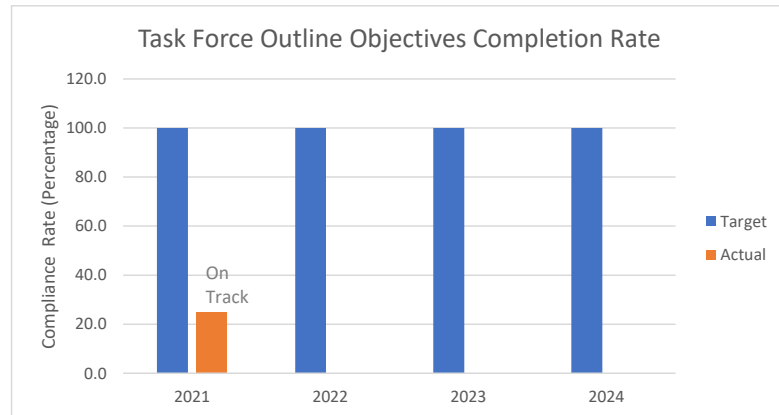
**Key Performance Indicator - 6**

Conduct 100% of annual unauthorized connections assessments as outlined and in accordance to the Identification Plan.



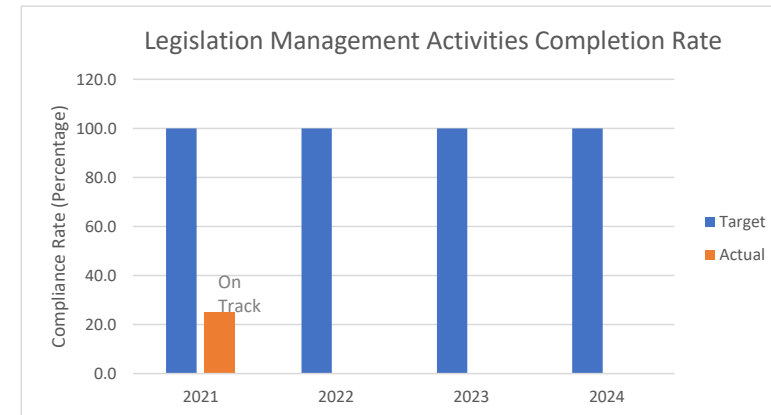
**Key Performance Indicator - 7**

Conduct and implement 100% of Water Loss Task Force Outline and Plan established annual tasks.



**Key Performance Indicator - 8**

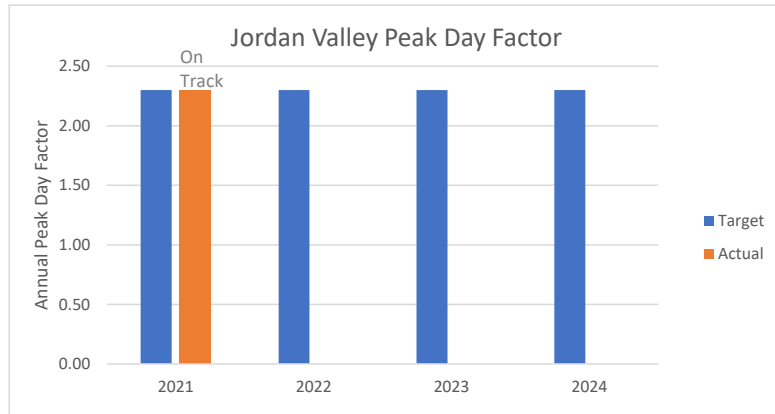
Perform Legislation Management activities in line with established plan and with focus on emerging issues to enhance legislative and community support for water loss based legislation each calendar year.



## 8) Our Operations - WATER STORAGE AND TANK FARM INTEGRATION

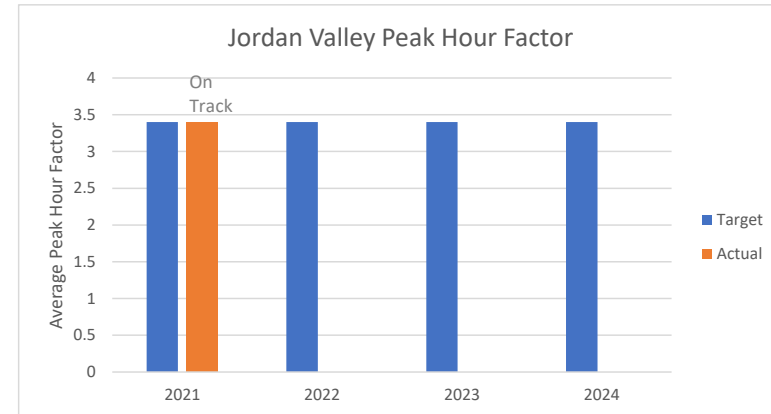
### Key Performance Indicator - 1

Ensure peak day factor remains below 3-year average (2.3).



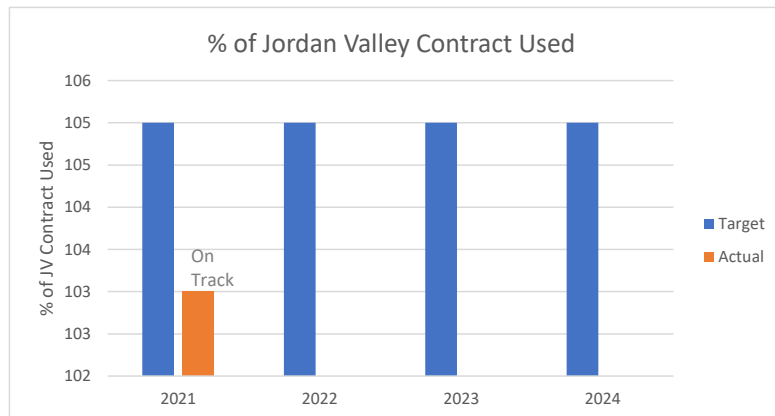
### Key Performance Indicator - 2

Ensure peak hour factor remains below 3-year average (3.4).



### Key Performance Indicator - 3

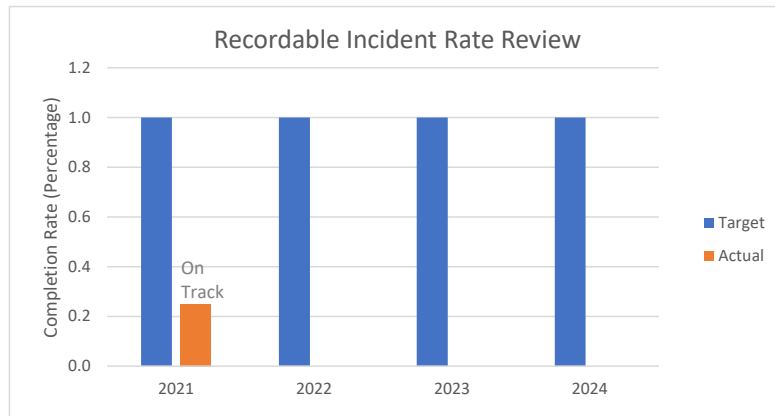
Utilize 105% or less of the JWCD contract annually.



## 9) Our Team - SAFETY AND EMERGENCY PLANNING UPDATES

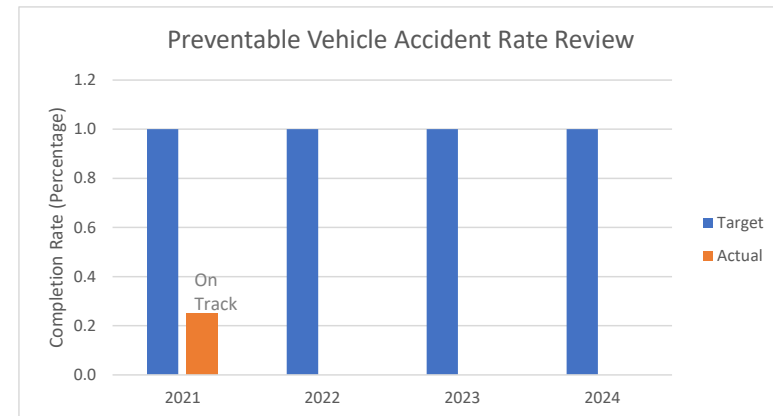
### Key Performance Indicator - 1

Annual review of recordable incident rate target.



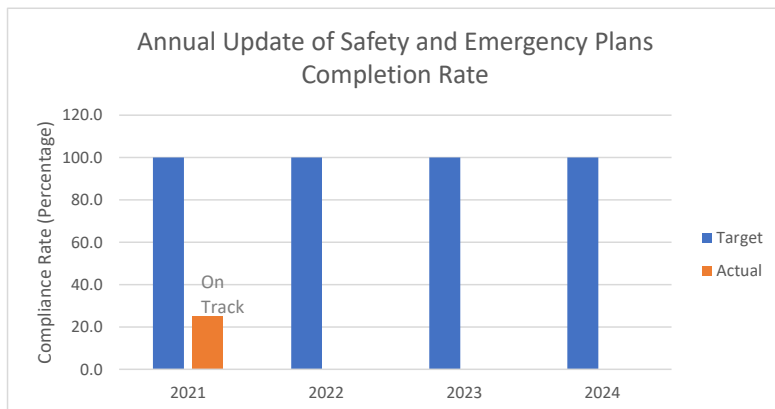
### Key Performance Indicator - 2

Annual review of Preventable Vehicle Accident rate target.



### Key Performance Indicator - 3

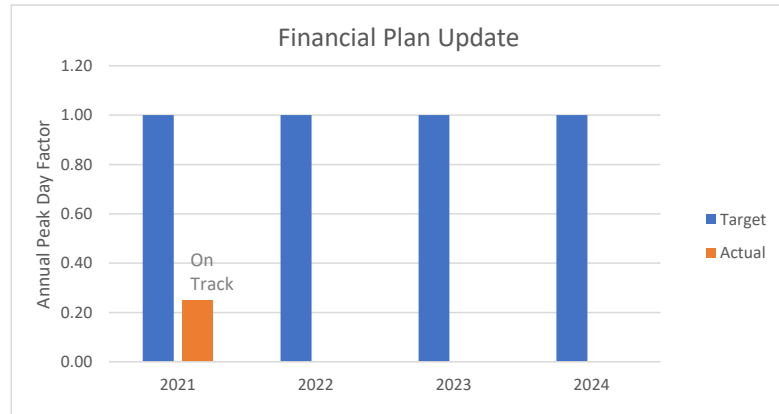
Annual update of Safety and Emergency Plans compliance.



# 10) Our Operations - TEN-YEAR CAPITAL IMPROVEMENTS AND FINANCIAL PLAN

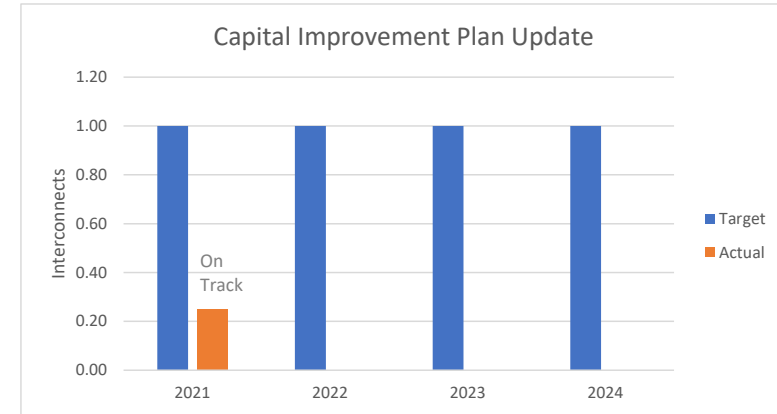
## Key Performance Indicator - 1

Annually update the 10-year Financial Plan.



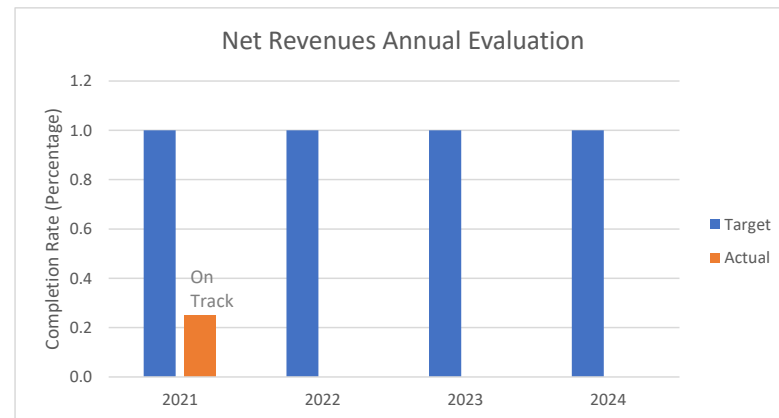
## Key Performance Indicator - 2

Annually update the 10-year Capital Improvement/Infrastructure Maintenance Plan.



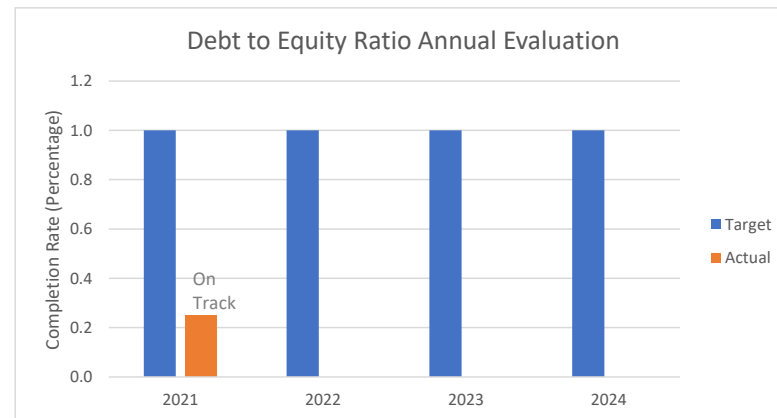
## Key Performance Indicator - 3

Evaluate net revenues required to adequately fund capital improvements and future bond issuances.



## Key Performance Indicator - 4

Evaluate debt to equity ratio.



# GRANGER-HUNTER IMPROVEMENT DISTRICT



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

## Personnel Rules and RegulationsEmployee Handbook

Revised, effective as of August 28, 2018 as of December 15, 2020.

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**CHAPTER 1  
INTRODUCTION**

**AT-WILL EMPLOYMENT**

All employees at Granger-Hunter Improvement District (District) are considered to be employees at-will. Employment-at-will means that you as an employee may quit your job with the District at any time for any or no reason just as the District may discharge you at any time for any or no reason. The at-will status of employees at the District may not be altered by any oral or written statement or promise by anyone.

This handbook is for general guidance only. The policies and procedures expressed in this handbook, as well as those in any other personnel materials that may be issued from time to time, do not create a binding contract or any other obligation or liability on the District. Furthermore, any written material distributed to employees pursuant to state or federal law does not impose any contractual liability on the District. The District reserves the right to change its policies and procedures at any time for any reason without notice.

1.1 Welcome

It is our pleasure to welcome you as an employee of Granger-Hunter Improvement District (District). We hope your employment will be of mutual benefit to both you and the District. Our goal is to maintain our reputation for excellence and quality. To accomplish this goal, we strive to employ the most qualified people and encourage them to do the best job possible.

As a new employee, you need to become acquainted with your co-workers and to the District's operating methods. We have prepared this handbook to help you. Its purpose is to answer, in a general way, questions about your employment with us and explain certain policies. We urge you to read it carefully and to request more information if you have any questions.

1.2 Vision, Mission, and Core Values Statement, and Motto

Vision Statement: Improving quality of life today – creating a better tomorrow.

Mission Statement: Stewards of water ~~that is:~~ delivered clean and safe for daily use and collected responsibly to protect public health and the environment.

Values: These values make the District what it is, and without them, success will be difficult to achieve or define. The values instill confidence, earn respect, and create loyalty throughout the organization and community. They are the values that will anchor our resolve in the most difficult situations. Since our organization is very diverse, and there is a myriad of functions make it work efficiently and effectively, these values are the unifying elements for everyone and provide a common ground by which we can

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measure all of our actions.

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Safety

Integrity

Community Stewardship

Fiscal Responsibility

Quality

Leadership

Sustainability

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Motto: In pursuing the District's vision and mission, the core values are: Our motto is a simplified approach to enhance the way that the District's vision, mission and values are communicated within our operations internally, as well as externally to our patrons and stakeholders.

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- Be it: Honorable – being worthy of honor. Having a good name or public esteem.
- Own it: Stewardship – the job of supervising or taking care of something.
- Lead it: Initiative – the ability to assess and initiate things independently.
- Do it: Empowerment – the authority or power given to someone to do something.

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### 1.3 Company History

The District was organized in 1950 and currently provides water and sewer services to approximately 120,000 people in a 24.5 square mile area in the central portion of Salt Lake County. The boundaries of the District roughly parallel those of West Valley City, the State of Utah's second largest city. The District operates and maintains more than 375 miles of water lines, nine storage reservoirs, eight deep water wells, approximately 320 miles of sewer collection lines and thirteen sewer pump stations. The District continues to expand and upgrade its systems to ensure that the District's assets are maintained in proper working order and remain in compliance with all state and federal regulations.

### 1.4 Administration

- A. The District is governed by a Board of Trustees (Board), the members of which are elected or appointed in conformance with the laws of the State of Utah. The Board exercises all powers and duties in the operation of District assets as are ordinarily exercised by the governing body of a political subdivision. The Board has ultimate responsibility and authority in the administration of the affairs of the District.

- B. The District General Manager manages the day-to-day operations and affairs of the District and the delegation of such responsibilities to other members of District Management.
- C. “District Management” means the District General Manager, and the Assistant General Manager(s) ~~and the Chief Financial Officer.~~
- D. Directors are included in the designation “supervisory personnel.” When a Director delegates responsibility to a division manager, the division manager has supervisory authority in fulfilling the delegated assignment.

#### 1.5 Policy Statement

- A. This document includes the personnel policies and procedures of the Granger-Hunter Improvement District (District). It is referred to as the ~~Personnel Rules and Regulations Handbook~~ Employee Handbook (Handbook). This Handbook replaces all other previous manuals, personnel policies, rules and benefits. This manual sets forth District policy and procedures for personnel administration as required in Chapter 7 of the Administrative Policy and Procedures Manual.
- B. The information contained in this manual shall be considered District policy. The Board of Trustees reserves the right unilaterally to modify, delete or add to the personnel policies contained in this document at any time. The administration of all matters dealt with in this manual is the responsibility of the General Manager.
- C. The General Manager may establish additional rules and procedures as deemed necessary for the efficient and orderly administration and supervision of the District, provided that such rules and procedures do not conflict with those established in this manual.
- D. A copy of this manual, as well as any subsequent amendments or revisions, will be made available to all employees of the District. This Handbook is the sole and exclusive property of the District, and it shall not become the personal property of any individual. The Handbook may not be reproduced or copied for distribution and must be returned to the District upon termination of employment.
- E. These policies are for general guidance only. The policies and procedures expressed in this manual, as well as those in any other personnel materials that may be issued from time to time, save and except those policies and procedures pertaining to discipline, do not create a binding contract or any other obligation or liability on the District. Furthermore, any written material distributed to employees pursuant to state or federal law does not impose any contractual liability on the District. The District reserves the right to change its policies and procedures, including those pertaining to discipline, at any time for any reason without notice.

## CHAPTER 2 EMPLOYMENT

### 2.1 Equal Employment Opportunity

The District is dedicated to the principles of equal employment opportunity (“EEO”) for all applicants and employees in compliance with both state and federal laws. We prohibit unlawful discrimination against employees or applicants for employment on any prohibited basis, including race, color, sex, age over forty, religion, national origin, genetic information, military status, sexual orientation, gender identity, disability or any other status protected by applicable federal, state or local law.

### 2.2 Antidiscrimination and Harassment Policy

The District strives to maintain a work environment free of discrimination and unlawful harassment. In doing so, the District prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state or local law. This policy applies to all employees, including managers, supervisors, co-workers and non-employees such as customers, clients, vendors, consultants or any others who conduct business with the District.

- A. Prohibited Conduct. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual’s age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by law will not be tolerated. Prohibited behavior may include but is not limited to the following:
1. Written form such as cartoons, emails, posters, drawings, or photographs
  2. Verbal conduct such as epithets, derogatory comments, slurs or jokes
  3. Physical conduct such as assault, or blocking an individual’s movements
- B. Reporting Procedure for Employees. If any employee believes that he or she has been subject to any such discrimination or harassment, the employee must notify the employee’s Director, an Assistant General Manager, the HR Manager or any other member of District Management with whom the employee feels comfortable.
- C. Reporting Procedure for Management. Any Director or member of management who has knowledge of any incident of harassment or discrimination prohibited by this policy is **required** to report such information to a member of the District’s Management.

- D. Action on Complaint. An employee who brings a complaint in good faith will not be adversely affected. The complaint will be properly investigated, and any remedial action that is necessary and appropriate will be taken.

### 2.3 Sexual Harassment Policy

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, the District believes it warrants separate emphasis. The District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly as a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment
- Such conduct has the purpose of effecting or unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

The harasser can be a co-worker or someone who is not an employee, such as a customer, vendor or visitor. The harasser and the victim may be a man or a woman and the victim does not have to be of the opposite gender. The victim does not need to be the person harassed but could be anyone affected by the offensive conduct.

- A. Prohibited Conduct. It is a violation of federal and state law to harass a person because of that person's gender. It is the policy and goal of the District that all employees have a right to work in an environment free from sexual harassment. The District will not tolerate or permit sexual harassment of its employees in any form, and such conduct may result in disciplinary action up to and including termination of employment.

B. Example of Sexual Harassment

1. Sexual harassment may take various forms and may be verbal, physical or visual. Sexual harassment may include repeated offensive sexual flirtations, advances or propositions, continual or repeated verbal abuse of a sexual nature, graphic verbal commentaries about individuals or individuals' bodies, degrading words or names, sexually suggestive displays, e-mails, pictures or objects in the workplace and other harassment of a sexual nature.
2. A manager's, supervisor's, or co-worker's threat or insinuation, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's work environment or any conditions of employment may also be sexual harassment.

3. While these examples do not provide a complete list of what may be deemed to be sexual harassment under the law, the District hopes that any harassment problems will be avoided if all employees act professionally and treat each other with respect.

- C. Additional Prohibited Conduct. The District will not permit any conduct that interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.
- D. Reporting Procedure for Employees. Any employee who believes he or she has been the target of sexual harassment at work is encouraged to inform the offending person verbally or in writing that such conduct is unwelcome and offensive and must stop. If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has other means to report allegations of sexual harassment and pursue a resolution. If any employee believes that he or she has been sexually harassed, the employee should notify any Division Supervisor, Division Manager, Director, HR Manager, an Assistant General Manager or any other member of District Management with whom the employee feels comfortable.
- E. Reporting Procedure for Management. Any Director or member of District Management who has knowledge of any incident of harassment prohibited by this policy is **required** to report such information to an Assistant General Manager or the General Manager.
- F. Action on Complaint. The District will promptly investigate a complaint of sexual harassment and take any remedial and/or disciplinary action that is necessary and appropriate. The investigation shall be undertaken by the Assistant General Manager of Administration or Human Resource Manager, a Director appointed by the General Manager, and the District's legal counsel. An employee who brings a complaint in good faith will not be adversely affected. If the investigation results in finding of a malicious, frivolous, bad faith, or false claim, the individual filing the claim may be subject to disciplinary action.

#### 2.4 Nepotism

Except as provided in this Handbook, the District will not employ a relative of a current District trustee, officer, or employee, and no trustee, officer, or employee of the District shall hire, employ, appoint, recommend, or vote for the appointment of a relative for employment with the District unless the District General Manager finds that the relative is a volunteer as defined by the District. In addition, the following apply:

- A. No trustee, officer or employee of the District shall supervise a relative unless there are at least two levels of supervisory management between the trustee, officer, or employee and the relative.



- B. No trustee, officer, or employee of the District may evaluate a relative's job performance or recommend or approve salary increases for the relative.
- C. For the purposes of this policy, "relative" means mother, father, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-child, step-father, step-mother, step-sister, step-brother, or as otherwise determined by the District in its sole discretion.
- D. A volunteer is defined as someone working for no compensation derived from District funds.

## 2.5 Selection and Recruitment

The District generally fills open positions with current, qualified employees when a qualified employee is available. Usually, all open positions shall be posted in-house and may also be posted publicly for outside applicants ~~for a period of 7 calendar days-~~ ~~Outside-External~~ postings of open positions may accomplished through the Utah State Department of Workforce Services; by posting open-position notices at local universities, colleges or other public offices; by advertising in newspapers of general distribution or other appropriate publications; by placement from temporary employment services; from resumes on file submitted from the general public (no longer than three months, unless extended by the applicant's request); by posting notice on the District's website; or any other source that meets the needs of the District.

## 2.6 Introductory Period

When first employed by the District or when re-employed by the District after termination for any reason, an employee shall serve an introductory period for three months. Employment during this period is "at will," and an employee or the District may terminate the employment relationship at any time, for any or no reason, with or without notice. Employees may serve an introductory period again in connection with a promotion, a transfer between departments, a lateral job change, or other job status change. The purpose of these introductory periods includes but is not limited to determining whether the employee can properly perform the duties and responsibilities of the position and comply with pertinent rules, regulations, and policies of the District, and whether the employment relationship should continue. An introductory period may be extended by the District up to an additional three months.

2.7 Employment References

All requests for a job reference about a current or former employee shall be communicated to the ~~Assistant General Manager of Administration~~ Human Resources Manager. The District's responses, if any, shall be limited to a confirmation of employment, with relevant dates and positions held and to that information requested in accordance with the Utah Governmental Records Access and Management Act.

2.8 Background Checks

A. Background Checks.

1. The District may require a criminal history background check under the following conditions:

- a. ~~Require From~~ an applicant ~~to submit to a background check~~ as a condition of employment;
- b. Periodically require from existing employees ~~to submit to a background check~~ if, in the judgment of the District, the employee is in a position to affect the safety or security of its or water or wastewater system or to affect the safety or well-being of District patrons; and,
- c. ~~Require From~~ a person seeking access ~~to submit to a background check~~ as a condition of acquiring access.

~~2. If requested by the District, the Utah Department of Public Safety may be asked to complete an FBI background check for each applicant, person seeking access, or existing employee through a national criminal history system.~~

- ~~a. The District may make an applicant's employment with the District or the access of a person seeking access conditional pending completion of a background check under this chapter.~~

~~b.~~ 2. If a background check discloses that an applicant or a person seeking access failed to disclose accurately a criminal history, the District may deny or, if conditionally given, immediately terminate the applicant's employment or the person's access.

- e.a. If an applicant or person seeking access accurately disclosed the relevant criminal history and the background check discloses that the applicant or person seeking access has been convicted of a crime that indicates a potential risk for the safety of the District's water or wastewater system or for the safety or well-being of District patrons, the District may deny or, if conditionally given, immediately terminate the applicant's employment or the person's access.

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3. The District shall provide written notice to the person who is the subject of the background check that the background check has been requested.

B. Criminal Activity. Employment may be denied or terminated and access to the District's water and wastewater system may be denied or terminated, at the discretion of the District, to any applicant or person seeking access, if a background check reveals a conviction, a finding of guilt by reason of insanity or mental incompetency, or entry of a no-contest plea, in any jurisdiction, for the following:

1. Any felony offense, however described; or,
2. A misdemeanor offense involving dishonesty, fraud, deceit, or misrepresentation; or, theft; or, the use of, or a threat to use, physical force and/or a weapon against a person or property.

C. Written Notice to Person Whose Employment is Denied or Terminated. If the District denies or terminates the employment of a person because of information obtained through a criminal background check under this chapter, the District shall:

1. Notify the person in writing of the reasons for the denial or termination; and,
2. Give the person an opportunity to respond to the reasons and to seek review of the denial or termination through applicable portions of the District's Discipline and Grievance Policies.

## 2.9 Separation from Employment

Whenever an employee leaves the District's employment, the District asks that the employee give the District two weeks' notice before the last day the employee intends to work. Before an employee's departure, the employee should have an exit interview with the employee's Director and Assistant General Manager of Administration or Human Resource Manager to return all District property in the employee's possession, to discuss the employee's experience and impressions of working for the District, as well as any issues or questions the employee may have concerning benefits and insurance.

### A. Types of Termination

- a. An employee may voluntarily resign from the District and is encouraged to give two weeks' notice. The employee should submit a letter of resignation to the Department Director, Human Resource Manager or a member of Management.
- b. An employee may be terminated for disciplinary reasons as outlined in this Handbook.
- c. An employee who meets the qualifications for retirement in the Utah Retirement System may elect to retire.

- d. It is possible that budgetary constraints or reorganization of work assignments could require a reduction in the work force.
- B. Outstanding Pay. This section describes the payment of compensation due to an employee upon termination of employment.
  - a. The employee will receive pay through the last day worked, including any overtime, on-call, or other types of compensation earned.
  - b. Any accumulated, unused vacation leave, floating holiday and compensatory time will be paid at the employee's then-current gross hourly rate, less any applicable taxes and withholdings.
  - c. Any accumulated, unused sick leave will be forfeited except as provided to an employee who qualifies for retirement and as outlined in Chapter 7 of this Handbook.
  - d. An employee who elects voluntary retirement may have other benefits which are outlined in this Handbook.
  - e. An employee who is terminated by the District shall receive a final paycheck within 24 hours.
  - f. An employee who voluntarily resigns shall receive a final paycheck on the next regular payday.

## CHAPTER 3 COMPENSATION

### 3.1 Compensation Plan

#### A. The District has implemented the following compensation plan:

1. Market System. The District's compensation system is based upon a market system and seeks to achieve equity with the external job market while maintaining an equitable internal structure. In accordance with maintaining this internal and external equity, the District may perform job analyses, market analyses, internal structure analyses, and salary structure redesign as often as is deemed necessary by the General Manager. Adjustments to the compensation system and structure may be made as approved by the Board.
2. Grades and Salary Ranges. The compensation system consists of established grades which group together jobs with similar market pay and similar knowledge, skills, and abilities. Each grade is defined by a salary range consisting of a minimum, midpoint, and maximum. The midpoint is based upon the external market rate for the various jobs within that salary range. The salary range structure may be adjusted as market conditions indicate and as approved by the Board.

Employee pay may be placed anywhere within the salary range. When hiring a new employee or promoting an existing employee, the General Manager has the discretion to place the employee anywhere between the minimum and maximum of the applicable salary range based upon the employee's knowledge, skills and abilities, previous experience, and job market conditions. Employees who choose to move into a lower grade job may be required to take a pay cut to an appropriate level in the lower grade.

3. Salary Increases. Salary increases may be given annually as budgeted for and approved by the Board. Merit increases are given based on employee performance in accordance with employee evaluation processes. The General Manager may authorize other increases as necessary to resolve certain inequities or in response to market conditions, or as otherwise deemed necessary.

An employee's pay may be frozen if it is above the maximum of the salary range. Or, if an employee's cost of living or merit increase takes his pay over the salary maximum, pay may be frozen at the maximum.

4. Special Merit and Bonuses. In accordance with budget allowances, the Board of Trustees or the General Manager may authorize special merit increases or bonuses on a limited basis to certain employees for outstanding

performance or meritorious services. These increases/bonuses will not be a regular or scheduled event and will be given within budget allowances.

5. Meeting Job Requirements. The District, in seeking job applicants for vacant positions, must use the job description to describe and advertise job openings. Applicants must meet the requirements for employment or may be hired at ten percent below the salary range until they meet the requirements for employment (usually 6 to 12 months). This in no way restricts management from making changes in job descriptions as technology and circumstances dictate.

## CHAPTER 4 EMPLOYEE CLASSIFICATION

### 4.1 Exempt Employees

Exempt employees are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore are not eligible for overtime compensation.

### 4.2 Non-Exempt Employees

Non-exempt employees are entitled to the payment of overtime as required by state and federal law.

### 4.3 Full-Time Employees

Full-time employees are individuals whose employment is contemplated to continue for more than six months and who work at least 40 hours during the regular workweek. Full-time employees are eligible to receive the benefits normally provided as outlined in this handbook. For the purpose of medical benefits only, full-time employment and benefit eligibility is defined at 30 hours or more during the regular workweek.

### 4.4 Part-Time/Seasonal Employees

Part-time/seasonal employees are individuals whose employment is contemplated to continue for less than six months or who work fewer than 20 hours during the regular workweek. Seasonal employees are employees who work 40 hours per week for less than 6 consecutive months. Part-time and seasonal employees are not eligible to receive the benefits normally provided. Board members are considered part-time employees.

### 4.5 Employees Who Change Classifications

If a full-time position is filled by an individual previously working part-time for the District or if a part-time or full-time position is filled by an individual previously working for the District as a seasonal employee, the individual's length of service for determining eligibility for benefits commences on the date he/she begins work under the full-time classification. No previously worked time shall be considered in calculating benefit eligibility except as required by Utah Retirement Systems.

### 4.6 EFRE Designation

Notwithstanding any classification in this chapter, all District employees are subject to designation as Emergency First Response Employee ("EFRE") from time to time. The responsibilities, schedule, and compensation policies governing employees during their EFRE assignments are detailed in Chapter 5. All District employees who are EFRE hold a safety sensitive position because of the situation to which the employee may need to respond.

## CHAPTER 5 WORK SCHEDULES

### 5.1 Attendance and Punctuality

The needs of the District dictate that employees be present and ready to work at their normal starting time and, with the exception of their scheduled lunch period, remain for their normal hours of work. Occasionally, situations may arise that will delay an employee from getting to work at the proper starting time. Employees who are going to be late for work for any reason should make every attempt to contact their Division Manager or Director or member of management beforehand. Lateness records shall be maintained for all employees for whom time sheets are issued, and should lateness become excessive, the employee may be subject to disciplinary action up to and including termination.

### 5.2 Workweek

The District's workweek runs from Monday morning at 12:01 a.m. to the following Sunday evening at 12:00 midnight and shall consist of 40 hours.

### 5.3 Schedules

For the purpose of efficient operation and effective service to the community, District Management, at its sole discretion, determines the scheduling of the employees' work shifts. District Management also has sole discretion to modify work schedules to meet the needs of the District or to promote efficiency of District operations.

- A. Employees' work schedules are determined by their Directors; seasonal changes in working hours are determined and approved by District Management.
- B. Employees requesting special scheduling or time off should submit their request to their Director in a timely manner so special arrangements can be made. If no arrangements can be made, the request may be denied.

### 5.4 Working Scheduled Hours

- A. District employees are expected to work the hours for which they are scheduled. Any employee working at any time other than the established schedule must obtain the approval from their Director. Typically, the District schedules employees to work four-10 hour shifts per workweek. The normal working hours of the District are from 6:30 a.m. to 6:00 p.m., Monday through Thursday. All employees are expected to work the hours for which they are scheduled. Any working hours scheduled outside of the normal working hours must be approved by District Management.
- B. All full-time employees are expected to take a lunch break each day. Lunch breaks are to last 30 minutes and the time will be deducted from the hours



reported on the employee's time card. If an employee takes a longer lunch, it is the employee's responsibility to report this to the Director so the time card can reflect the additional time taken.

- C. Overtime hours to be worked must be authorized by District Management or a Director. On-call and other employees who are called upon to assist with an emergency situation that occurs outside of the normal working hours of the employee will receive compensation as outlined in Section 5.5 or 5.7. An employee's failure to obtain authorization or approval to work overtime may result in disciplinary action up to and including termination.
- D. "Off-the-clock" work is prohibited. Employees are to record all work time as specified in section 6.4 of this Handbook
- E. If an employee's emergency requires a schedule change, the employee must contact the employee's Director at the earliest opportunity to verify authorization of any changes.
- F. Except for employees who are on scheduled leave, no employee may be absent from work without authorization from the employee's Director. Any employee who is absent without authorization for more than three (3) consecutive work days will be considered to have resigned. The District, in its sole discretion, may waive this requirement when the District Management determines such waiver is appropriate.

#### 5.5 Overtime/Compensatory Time

Generally, the District requests overtime, call-back or EFRE response in cases of need only, and provides overtime, call back, EFRE and premium pay or compensatory time for work based on employment classification.

##### A. Non-exempt Employees

1. Non-exempt employees will be compensated for overtime as required by law.
2. Overtime must be authorized by the employee's Director except as outlined in section 5.4(3), above.
3. Non-exempt employees will be paid one and one-half times the employee's regular hourly rate of pay for all hours worked in excess of 40 during the employee's regular workweek. Employees may receive in lieu of overtime compensation, compensatory time off at a rate not less than one-and-one-half hours for each hour of employment for which overtime compensation is required. It shall be the responsibility of the Director to determine whether overtime work will be allowed and whether an employee receives cash payment or compensatory time off. If a Director determines to pay an employee for overtime worked in a

cash payment, such payment shall be made in conjunction with the pay period in which the overtime took place.

4. When determining overtime compensation, Chapter 7 of this Manual provides policy as to the determination of what is considered as time worked. However, the General Manager, during a Level II or greater emergency, has the discretion to compensate an employee that is not on stand-by overtime as described in 5.5(c) regardless as to whether the employee used vacation or sick leave during that week.
5. Directors will attempt to provide employees with reasonable notice when the need for overtime work arises. However, due to unforeseen circumstances, advance notice may not always be possible.
6. Failure to comply with this policy may result in disciplinary action up to and including termination.

B. Exempt Employees

1. The General Manager, Assistant General Manager(s), Controller/~~CFO~~, ~~HR Manager~~, Engineers and Directors are considered to be executive, administrative or professional employees and are exempt from the overtime provisions of the FLSA. Compensatory time off may be granted to an exempt employee but there is no legal requirement or obligation of the District to grant compensatory time off to exempt employees. If an exempt employee is required to work more than 40 hours per week, the General Manager or Director may choose to grant compensatory time off. Compensatory time will be granted on an hour-for-hour basis. Any compensatory time earned by an exempt employee in any work week must be taken during the three-month period following the work week during which the compensatory time was earned. Exempt employees are not entitled to receive compensation for unused compensatory time at termination of employment.

5.6 EFRE Assignments

Because the District provides necessary services to the community around the clock every day of the year, employees must be available to respond to emergencies at any time. On a rotating basis, employees will be assigned to serve as Emergency First Response Employee (“EFRE”).

A. Designation

The EFRE is an employee designated to be available to respond first to Phase I, II or III emergencies.

1. A **Phase I** emergency is a general call out -- *e.g.*, a meter needing to be turned back on after a shut off, a leaky meter needing repair, or any small matter.

2. A **Phase II** emergency includes situations such as a break in a water main line, a plugged or backed up sewer.
3. A **Phase III** emergency is a major catastrophe to which multiple units must respond and/or to which District Management must respond.

B. Duration

The EFRE assignment covers a seven-day period, beginning at the end of the EFRE's work on Monday and ending at the commencement of the EFRE's regular shift the following Monday. If a holiday falls on a Monday, the employee that is currently the EFRE will remain on call and coordinate with the next EFRE a transfer of phone and equipment.

C. Duties

During EFRE assignment, the designated employee works the regularly scheduled assignment. In addition, the employee must be available to respond to any emergencies reported.

1. The EFRE will respond to emergency calls by traveling to the problem site or by telephone contact with the calling party, evaluating the reported problem and notifying the appropriate employees to respond to the problem.

D. Substitution for EFRE

Another employee may substitute for the designated EFRE but only with the approval of the designated on-call administrator. The originally designated EFRE shall have sole responsibility for obtaining approval. Failure to obtain approval or failure of the substitute to perform EFRE duties properly may result in disciplinary action up to and including termination against either the designated EFRE or the substitute or both.

5.7 Emergency Call Outs, Call-back, EFRE Pay and Premium Pay

All employees shall be available to return to work at any hour if called to do so by the designated Emergency First Response Employee, by any District Director, by the District General Manager, or by any member of District Management. An employee's failure to comply with an emergency call out request may result in disciplinary action up to and including termination.

A. Call-back Safety

The District intends that employees do not work continuously without adequate rest. Therefore, if an employee is called out and works outside of the regularly scheduled shift and there is not at least eight hours between the end of the work time and the beginning of the employee's next regularly scheduled shift, the employee will be required to leave work for at least eight hours. The employee must work at least

three consecutive hours between 10:30 P.M. and 5:30 A.M to qualify for this benefit. Once the employee has been off for at least eight hours, the employee shall return to work to complete the remainder of the regularly scheduled shift. The District will then consider the employee to have worked all hours of that shift. If there are less than two hours remaining in the employee's shift, the employee shall not be required to return to work and the District will consider the employee to have worked all hours of that shift. An employee's time away from work under this policy shall not be counted toward eligibility for overtime pay. No compensatory time shall be awarded under this policy.

B. Compensation for EFRE

Non-exempt employees are eligible for stand-by (on-call) pay as approved in the annual budget for each 24-hour period of stand-by status as an EFRE. Employees on stand-by status are required to keep themselves available for service by staying within contact range and being able to report to the District office or job site within thirty minutes. Exempt employees are not eligible for stand-by pay.

C. Premium Pay

Non-exempt employees who work outside of the normal shift in adverse conditions shall be paid a premium rate of 125% of their normal hourly rate for each hour worked outside of their regularly scheduled shift. This premium rate applies if the employee is performing work associated with repairs or other similarly unscheduled after-hours work in adverse conditions as determined by the supervisor and approved by the Director. Employees receiving premium pay shall be compensated with premium pay for each hour worked up to forty hours per week. All hours worked over the normal 40-hour workweek shall be compensated in accordance with Section 5.5 of this Manual.

**CHAPTER 6  
EMPLOYEE PAY**

6.1 Pay Period

The District's pay period shall be a two-week period. The pay period shall begin at the start of the regular Monday morning work shift and shall continue for two weeks, as designated by District Management and approved by the Board of Trustees.

6.2 Payday

The District's payday shall be the Thursday immediately following the Sunday ending each pay period.

6.3 Payday Falling on a Holiday

If the Thursday designated as payday falls on a holiday, payday shall be the Wednesday immediately preceding the regular Thursday payday.

6.4 Payroll Forms

Each non-exempt employee must record hours worked in the District's time-keeping system. The following rules must be observed regarding this system:

- A. If for any reason an employee fails to record the employee's time or records it incorrectly, the employee should see the employee's Director or District Management immediately so that the omission or error can be corrected by the Director or member of District Management.
- B. An employee may record only the employee's own time. Recording or altering another person's time record may result in disciplinary action up to and including termination. Employees should report errors immediately to their Director.
- C. A Director may record or alter an employee's time sheet only after notifying that employee.
- D. An employee must clock out when the employee leaves the premises for personal reasons.
- E. Employees should sign their time sheets at the end of each pay period, as specified in Section 6.5 below, provided that the time sheets are correct.

6.5 Time Sheets Submitted to the Assistant General Manager/Human Resource Manager

Directors, or other employees designated by the General Manager, will complete pay period time sheets from time records. Completed pay period time sheets, accompanied by the Director's and employee's signatures attesting to the accuracy of the report, will be submitted to the Accountant for payroll processing. The ~~Assistant General Manager of~~

| Administration Controller will maintain a file of the time sheets in accordance with the Utah Records Retention Schedule.

6.6 Payroll Deductions

- A. Deductions required by law will be made from each employee's wages. These deductions include but may not be limited to federal and state income taxes or garnishments.
- B. Other deductions permitted by law may be made from an employee's paycheck with the Board's approval and the employee's written permission.

6.7 Method of Payment

The District pays all employees through direct deposit into the employee's bank account and distributes payroll vouchers to its employees on pay day.

6.8 Advances

The District will not give advances in pay.

## CHAPTER 7 EMPLOYEE BENEFITS

### 7.1 Insurance Benefits

The District provides group insurance plans to eligible employees. Part-time and seasonal employees are not eligible for District health and dental insurance programs or District life and disability insurance programs.

#### A. Health and Dental Insurance

New full-time employees become eligible to receive health and dental insurance on the first day of the month following their date of hire with the District. Information on health and dental coverage is provided in the summary plan description.

Additional information may be obtained from a member of District Management or the employee's Director.

#### B. Health Savings Accounts

The District has established health savings accounts in compliance with the Internal Revenue Code. Additional information about this benefit and eligibility requirements may be obtained from the plan documents or from the employee's Director or a member of Management.

#### C. Life Insurance, Long-term Care and Disability Insurance

Life insurance, long-term care and disability insurance are available to all full-time employees. Further information on life/long-term care/disability coverage is available in the summary plan description. Additional information may be obtained from a member of District Management or the employee's Director.

### 7.2 Pension and Retirement Benefits

Full-time District employees are eligible to participate in the District's retirement and pension programs. Part-time and seasonal employees are not eligible to participate in District retirement or pension programs.

#### A. District Defined Contribution Plan

Information on the District's defined contribution plan is available in the summary plan description. Additional information may be obtained from a member of District Management or the employee's Director.

#### B. Utah State Retirement Plan

District employees participate in the Utah Retirement Systems (URS) defined benefit plan which plan and benefits are determined by the Utah State Legislature. Employees hired by the District, or another URS participating employer, prior to July 1, 2011 participate in the Tier 1 retirement system and are subject to the terms

and conditions established by URS for this system. Employees hired by the District, or another URS participating employer, on or after July 1, 2011 participate in the Tier 2 Hybrid Retirement System or the Tier 2 Defined Contribution Plan and are subject to the terms and conditions established by URS for these systems.

Effective January 1, 1980, the District exempted itself from the Social Security retirement program and therefore Social Security benefits are not accrued for District employees. All employees are required to pay the Medicare tax.

Board members are ineligible to participate in the URS defined benefit plan, due to their limited, part-time status, but may participate in the retirement savings plan as permitted by URS rules.

An employee with a minimum of 25 years of service credit in Tier 1, or 30 years of service credit in Tier 2 in the Utah Retirement System and at least 5 years of service with the District is eligible to purchase up to five additional years of service credit from the URS. For employees with at least 25 (Tier 1) or 30 (Tier 2) years of service with the District, the District will share in the cost to purchase up to five years of service based on the following table, subject to Board approval.

Years of Service with the District

Age	25/30	26/31	27/32	28/33	29/34	30/35
<=60	50%	50%	50%	60%	70%	80%
61	60%	60%	60%	60%	70%	80%
62	60%	60%	60%	60%	70%	80%
63	70%	70%	70%	70%	70%	80%
64	70%	70%	70%	70%	70%	80%
65+	80%	80%	80%	80%	80%	80%

For employees that have worked less than 25 years with the District, they can still qualify for a purchase of service years provided the employee has enough service credit with the URS. The following table will apply for employees with less than 25 years of service with the District who desire to purchase service credit:

Years of Service Purchase

Age	District Share	Minimum 5 Years of District Service	Minimum 10 Years of District Service	Minimum 15 years of District Service	Minimum 20 years of District Service



<=60	50%	1 year	2 years	3 years	4 years	
61	60%	1 year	2 years	3 years	4 years	
62	60%	1 year	2 years	3 years	4 years	
63	70%	1 year	2 years	3 years	4 years	
64	70%	1 year	2 years	3 years	4 years	
65+	80%	1 year	2 years	3 years	4 years	

The retiring employee should notify the District in writing and in a timely manner of his/her desire to retire and take advantage of this benefit so that appropriate amounts can be included in the District's annual budget.

7.3 Paid Leave

A. Holidays

1. Upon hire, full-time and part-time employees are eligible to receive holiday pay on the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Floating Holiday
Pioneer Day	

2. For each observed holiday, including the "floating" holiday, full-time employees will be paid at the regular rate of pay for the same number of hours the employee was regularly scheduled to work on that day. Holiday pay for each non-full-time employee shall be calculated by multiplying the employee's current hourly rate by the average number of hours the employee worked each day in the two pay periods immediately preceding the holiday.
3. Overtime will accrue during holiday weeks on the same basis as any other week, except that employees will be credited for a day's work on the holiday without having worked.
4. Holiday pay will be calculated and included in the pay period in which the holiday occurs.
5. If a holiday falls on a day in which an employee was not scheduled to work due to a flex work schedule, the employee will be credited with a "floating"

holiday that may be used during or after the pay period in which the holiday occurs.

B. Sick Leave

1. Full-time employees of the District are eligible for paid sick leave upon hire. No paid sick leave is provided to part-time, seasonal or temporary employees. Sick leave will accumulate at the rate of .04625 hours for each straight-time hour worked from the commencement of employment until termination of employment. Only straight-time hours worked will be considered for purposes of the sick leave calculation. Hours worked also include all other paid leave hours. Overtime hours are not included in the calculation.
2. Employees are required to report illness to their Director or Division Manager/Supervisor as soon as possible before their scheduled work shift. Employees must also report illness on each subsequent day of an unscheduled absence. Notification must include the reason for and probable length of the absence.
3. In the event of an employee's separation from the District for any reason other than retirement, as defined by the Utah Retirement Systems, the employee forfeits accrued, unused sick leave time. In other words, the District will not pay out any accrued, unused sick leave time *unless* an employee retires from the District.
4. Paid sick leave is a benefit provided by the District to full-time employees to support employees in times of personal or family illness. An employee's sick leave utilization may be restricted when, in the opinion of the employee's Director, the employee is abusing the benefit. At the discretion of District Management or the employee's Director, a physician's note or other evidence of illness may be required if the illness extends for three days or more.

C. Vacation Leave

1. Full-time employees of the District are eligible for vacation pay and begin to accrue vacation time immediately upon hire. Paid vacation time is available for use after it is accrued. No paid vacation is provided to part-time, seasonal or temporary employees.
2. The employee's hire date as a full-time employee is used to determine the employee's length of service with the District for purposes of calculating accrual of vacation time.

3. Only straight-time hours worked will be considered for purposes of the vacation leave calculation. Hours worked also include all other paid leave hours. Overtime hours are not included in the calculation.

4. Employees accrue vacation time as follows:

<u>Year of Service</u>	<u>Hourly Rate</u>	<u>Hours Accrued Per Paycheck*</u>	<u>Hours Accrued Per Year*</u>	<u>Hours Eligible for Carry Over</u>
1st year	.03846	3.08	80	312
2 <sup>nd</sup> year	.046125	3.69	96	312
3rd-10th	.05775	4.62	120.12	312
11 <sup>th</sup> -15 <sup>th</sup>	.0673	5.38	140	312
16th-20th	.077	6.16	160.16	312
21st-25th	.084625	6.77	176.02	312
26th +	.092375	7.39	192.14	312

\*Hours accrued assumes the employee works at least 80 hours during the pay period.

5. For each day an employee is on paid vacation time, the employee's accrued vacation will be reduced by the number of hours for which that employee is regularly scheduled to work.
6. If a holiday falls during an employee's paid vacation, the employee will receive holiday pay for the day, and no deduction of accrued vacation will be made for that day.
7. An employee's vacation time must be approved in advance by the employee's Director, and such approval is subject to the work load in the employee's department, as determined by the District in its sole discretion. The District reserves the right to grant vacation time in such a way as to meet business needs. If two or more employees in the same department request vacations at the same time and the Director determines that it is not in the District's best interest to grant both requests, the Director will grant the request received first.
8. Full-time employees may carry a maximum of 312 total hours of accrued vacation time into the calendar year immediately following the calendar year in which it accrues. Vacation time in excess of 312 hours is forfeited if not used before the end of the calendar year.
9. Vacation leave shall not be taken unless an employee has accrued in advance a sufficient number of hours as those to be used, except as approved by the General Manager or other member of Management.

D. Compensatory Leave

1. A full-time employee who has earned compensatory time will be allowed compensatory leave. Time off for compensatory leave shall be requested so far in advance as reasonably possible. All compensatory leave must be approved by the immediate supervisor and the Director or a member of management. Consideration will be given to the employee's preference when scheduling leave. However, compensatory leave must be scheduled to provide minimum interference with the continuance of normal operations. Compensatory time earned shall be used within 90 days of the date in which the compensatory time was earned or will be forfeited.

E. Funeral Leave

1. All full-time employees are eligible for benefits under this policy. No paid funeral leave is provided to part-time, seasonal or temporary employees. To be eligible for paid funeral leave, the employee generally must attend the funeral of the deceased. Proof of attendance may be required by the employee's Director or District Management. The employee must request and discuss the funeral leave with the Director or member of Management. The length of funeral leave granted shall be determined by the Director or member of Management and the employee based on the employee's need to travel, travel schedule, and need to make funeral arrangements.
2. Paid funeral leave is granted according to the following schedule:
  - a. An employee is allowed up to 40 consecutive working hours (one calendar week) off in the event of the death of an employee's spouse, child, grandchild, father, mother, brother, sister, father-in-law, mother-in-law, step father, step mother, step brother, step sister, step son or step daughter.
  - b. An employee is allowed up to three consecutive days off in the event of the death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent or spouse's grandparent.
  - c. An employee is allowed up to one day off in the event of the death of an employee's close friend or relative not listed in the preceding sections.
3. These provisions do not include any additional travel time required to attend the funeral. An employee may, with approval from their Director, use available vacation leave for additional time off, as necessary.

F. Court Leave

1. A full-time employee who is required by municipal, state or federal governments to perform court duty as a juror or witness shall be granted leave for the duration of such duty at the employee's regular rate of pay. Any compensation received as payment for court duty shall be endorsed over to the District. An employee summoned for court duty shall give the District as much advance notice as possible.

G. Training Leave

1. A full-time employee who is required to travel or attend conferences, association meetings, workshops, etc. or other official specialized training relating to the District will be considered to be on training leave. No training leave is provided to part-time, seasonal or temporary employees.
2. A non-exempt employee on training leave will be paid his or her regular hourly rate of pay for all travel time and attendance at the conference, meeting or presentation.
3. The District will pay approved registration fees and expenses for lodging and travel, subject to the Travel Policy as outlined in Chapter 13 of this Handbook.

H. Workers' Compensation

1. The District maintains workers' compensation insurance coverage for all employees as required by state law. This insurance provides medical and wage loss coverage for injuries sustained while an employee is working for the District. All job-related injuries, illnesses, and accidents, regardless of severity, must be reported immediately to the employee's Director and safety officer (**and in all situations within 24 hours**).
2. An employee's failure to report work-related injuries or accidents immediately may adversely affect the availability of workers' compensation benefits to the employee and may subject an employee to disciplinary action up to and including termination.

I. Restricted Duty Policy

1. Except as otherwise provided by law, an employee who is recovering from an illness and/or medical treatment may receive up to 30 consecutive calendar days of Restricted Duty over a rolling three-year period. "Restricted Duty" means work assignments that are less physically demanding than the employee's normal work assignments.

2. To qualify for Restricted Duty, an employee must (1) not be on probation or subject to discipline; (2) provide to the employee's Director or member of Management a note from a medical doctor that describes the work restrictions of the employee and proposes a period of time for light duty; and (3) receive the prior written permission of the General Manager or Assistant General Manager with direct oversight. Permission does not need to be granted and is based on the needs of the District. An employee on restricted duty may be assigned temporarily to any department, division or position in the District.
3. Nothing in this policy limits the rights an employee may have under the Americans with Disabilities Act or the Family and Medical Leave Act.

#### 7.4 Unpaid Leave

##### A. Family and Medical Leave

1. The District intends to comply with the requirements of the Family Medical Leave Act (FMLA) which allows an eligible employee up to a total of 12 ~~work~~weeks of unpaid leave during a ~~rolling~~ay 12-month period under certain qualifying conditions. An employee who has been employed with the District for at least 12 months and who has worked at least 1,250 hours during the previous twelve-month period may be entitled to a maximum of twelve (12) weeks ~~or 480 hours~~ of unpaid family or medical leave ("Family Leave"). Details and conditions of FMLA leave are described in the Federal notice provided upon request, "Employee Rights and Responsibilities Under the Family Medical Leave Act." A current copy of this federal notice is attached to this employee manual as Attachment A.
2. For determining the 12-month period in which an employee's 12 weeks of leave may occur, the District will use the rolling 12-month period measuring backward from the date an employee uses any FMLA leave.
3. An employee who elects to take Family Leave to care for a newborn, a newly adopted child or a newly placed foster child must first apply all accrued paid sick and vacation leave, plus any unused compensatory time and floating holiday, consecutively toward Family Leave. An employee who takes Family Leave for his or her own serious illness, or as a caretaker, must apply all paid sick and vacation leave to the Family Leave.
4. To the extent that the employee has accrued sick and/or vacation leave, the Family Leave will be paid leave. The balance of Family Leave will be unpaid.

##### B. Unpaid Personal Leave

1. Full-time Employees

- a. In its sole discretion, the District may allow full-time employees to take unpaid personal leave.
- b. Full-time employees who have completed one hundred eighty (180) days of employment with the District may apply for unpaid personal leave of up to 90 days in any 365-day period by submitting a written request to District Management thirty (30) days in advance of the requested beginning of the leave. The notice requirement may be waived if District Management determines that circumstances do not permit thirty (30) days' notice.
- c. Approval of a request for unpaid personal leave will be made in writing, and a copy of such approval will be kept in the employee's personnel file.
- d. Employees on unpaid personal leave accrue no District benefits but may continue insurance plans by **pre-paying** their own premiums for such plans **before** leave is taken.
- e. At the end of unpaid personal leave, the District will offer the employee any position then open for which the employee is qualified. Employees seeking unpaid personal leave are advised that the District makes no promise that any position will be available upon their return. Furthermore, if there happens to be a position for which the returning employee is qualified, that position may not be the same job or at the same rate of pay that the employee had before taking unpaid personal leave.

## 2. Part-time Employees

In its sole discretion and on a case-by-case basis, the District may allow part-time employees to take unpaid personal leave in an amount determined by the District.

### C. Unpaid Funeral Leave

Upon advance written request and with approval by District Management, full-time employees may extend funeral leave beyond the paid leave time specified in section 7.3(4) above by taking additional time without pay.

### 7.5 Military Leave of Absence

The District will grant military leave of absence as required by law. An employee who is on active military service shall be allowed supplemental salary equal to the difference between military pay (taxable income on a military pay voucher) and District pay (base salary) when the employee's military pay is less than District pay, for a period of 24 months beginning on the commencement of military service. A copy of military orders and documentation of military pay will be required for salary supplementation.

- A. Health Benefits. The District shall continue to pay its portion of the cost of medical and dental benefits for a period of up to 24 months following the commencement of active military service. The employee may use accrued sick leave and/or annual leave, to the extent available, to pay the employee's portion of the benefits (if required); otherwise, the employee is responsible for paying his or her respective portion. The Board, in its discretion, may approve exceptions to this policy on a case-by-case basis. Certain benefits may also be extended in accordance with COBRA.
- B. Medical Examination. When an employee is released from active military service and is ready to return to work at the District, that person may be sent for a medical examination and for alcohol and drug testing at the District's expense. The purpose of the examination is to determine the employee's fitness for re-employment.
- C. Benefits. An employee, having been released from active military service, who is returning to employment with the District, shall retain all annual, sick, and other leave to which the employee was entitled immediately prior to the commencement of active military service, except any leave used to pay for health benefits under Section 7.5 A. above. An employee shall also receive and earn benefits and compensation at a level not less than that to which the employee would have been entitled had that person not been absent due to active military service. The employee will not receive annual leave or sick leave accruals while on long-term military leave and will not be paid for holidays.

#### 7.6 Short-Term Military Leave

Any employee who is required to report for short-term military service should request approval from the employee's Director.

- A. Such leave will be granted, provided that arrangements can be made to have the work performed by others. If suitable arrangements cannot be made, it may be necessary for the employee and the District to request an exemption from tour of duty.
- B. An employee who has completed the introductory probationary period, will be compensated for the difference between District pay and military pay for the maximum of 80 hours per year for short-term military leave, if military pay (taxable income on a military pay voucher) is less than District pay (base salary).
- C. The District shall consider military leave longer than two weeks served under its Military Leave of Absence policy.
- D. Required weekend duty should be on the employee's own time. If necessary, the employee should make arrangements so that he is not scheduled to work on those weekends.



E. All benefits as outlined in this chapter will continue to accrue to the employee when short-term military leave is granted.

#### 7.7 Disability Leave

The District provides long-term disability insurance coverage for its employees. An employee who is receiving temporary disability payments from the long-term disability insurance carrier may be granted, at the discretion of the Director and Assistant General Manager of Administration, leave without pay for all or part of the period during which such disability payments are received. An employee on long-term disability leave status will not continue to accrue annual or sick leave.

An employee on long-term disability leave may use up to three hours of annual leave or sick leave per day to supplement the disability payments received from the long-term disability insurance but the total compensation, disability benefits plus annual leave or sick leave payments, cannot exceed 100% of the employee's base reportable salary. Contributions to the District's retirement plans will be based only on the wages paid to the employee through the use of annual or sick leave used unless stipulated by the Utah Retirement Systems.

The District will continue to provide health insurance coverage for employees who are on long-term disability leave at the employee's own expense. Benefit entitlements based upon length of service will be calculated as of the last paid workday before the start of the long-term disability leave of absence if the employee fails to return to work.

#### 7.8 Education Leave

To encourage its employees to continue their education so that they may be of increased value to the District, in its sole discretion and on a case-by-case basis, the District may approve an employee's leave from work on a part-time or full-time basis for a limited period of time so that the employee may attend classes relevant to the employee's specific job assignments with the District.

#### 7.9 Training and Development

##### A. Purpose

The District encourages and promotes the self-improvement of its employees and may provide financial assistance to employees who pursue and complete mutually advantageous educational courses. The purposes of the education and training program are:

1. To ensure that employees are fully trained for their current positions.

2. To prepare employees for positions in which they will be able to make even greater contributions to the achievement of District goals.
3. To improve employees' commitment to their jobs and to the District.

#### B. Tuition Assistance Program

To assist employees in the pursuit of continuing education, the District may provide financial assistance for the following programs or courses:

1. Associates, bachelors or master's degree programs which are applicable to an established career position at the District
2. Courses required for the completion of a degree
3. Individual courses that will enhance the employee's skills in a current job or prepare the employee for another established job within the District. This may include certificate programs or individual classes for continuing education if a letter grade or pass/fail is issued upon completion of the course.

#### C. Program Guidelines

The annual reimbursement amount is based on a calendar year and is offered to employees who meet the following criteria:

1. Employees must be employed by the District in a full-time position for a minimum of twelve (12) consecutive months, have satisfactory job performance and is not on a probationary status.
2. Employees must submit an education plan to District Management for approval as part of the annual budget. Employees must attend classes on their own time and will not receive wages for time spent in class or traveling to or from class. Employees should make every effort to take classes outside of regular work hours; however, irregular work schedules may be considered on a case-by-case basis but must be approved by the employee's direct supervisor and Director. (Certain District positions may not allow for irregular work hours and the employee may need to move to a different position that can accommodate irregular work hours, when one becomes available and if the employee can qualify for the position.)
3. When classes are completed, the employee must give District Management a copy of the employee's transcript along with copies of receipts for tuition, fees, books and supplies;

4. Eligible education costs include tuition, fees, books, supplies and equipment necessary for the class, and fees for the purpose of testing. Costs for supplies the employee may keep after the course (such as computers, calculators, software, tools, etc.) are not eligible for reimbursement.
5. Based on the employee's grades, the District will reimburse the employee for all or part of the eligible educational expenses in an amount not to exceed \$5,000.00 per calendar year. The District will reimburse up to 100% of the educational expenses if the employee receives an A or B grade or a passing grade if no letter grades are given. Any class with a "C" grade may be eligible for up to 50% reimbursement.
6. Any employee who receives a reimbursement will be expected to continue employment with the District beyond the reimbursement date. If the employee terminates employment with the District for *any* reason within 12 months of the reimbursement, the employee must repay the total reimbursement amount to the District and/or it will be deducted from the employee's final paycheck. If an employee terminates after 12 months but before 24 months from reimbursement, the employee will be required to repay 2/3 of the reimbursement amount. If an employee terminates after 24 months but before 36 months from reimbursement, the employee will be required to repay 1/3 of the reimbursement amount.
7. An employee who receives grants, scholarships, Veteran's Administration benefits or other educational financial aid must completely utilize these funding sources prior to receiving any District assistance funds.

#### D. Professional Licenses, Registrations, and Certifications

The District will pay for an employee's professional licenses, certifications, registrations, and renewals as required by the employee's job. In addition, the District will pay for renewal costs of water and wastewater operator certifications and commercial drivers' licenses administered by the State of Utah, whether the renewals or certification are required for the employee's job or not.

#### 7.10 Other Post-employment Benefits

##### A. Accrued, Unused Sick Leave

With regard to accrued but unused sick leave, an employee who qualifies for retirement, as defined by the Utah Retirement Systems, may select *one* of the following options:

1. Payment in cash equal to 100% of the value of the employee's accrued, unused sick leave; or

2. Sick leave conversion to health and dental insurance with 12 hours of accrued unused sick leave being the equivalent of 1 month of fully paid insurance coverage. If the retiring employee is sharing in any cost of the insurance premium, and continues on the same plan after retirement, the retiring employee is responsible for any additional premium cost. The post retirement insurance benefit is available until the sick leave balance has been exhausted or the employee is eligible for Medicare benefits. This benefit is also available to an employee's legal spouse until the sick leave balance has been exhausted or the spouse is eligible for Medicare benefits. The sick leave conversion benefit will continue for the employee's spouse even upon the death of the retired employee subject to the same provisions as outlined in this chapter.

B. Other benefits that may be required by law.

**CHAPTER 8  
ETHICS, CONDUCT AND DISCIPLINE**

8.1 Ethics

The very nature of governmental business makes establishing and maintaining good public relations one of the most important aspects of a job with the District. District employees provide services to District residents every day. The public's impression of the District's performance of its duties, its efficiency, and its value is formed by their experiences with District employees. Therefore, it is important for each employee to treat the public courteously, even in difficult situations. The District imposes certain requirements on its employees to ensure that there is no public perception of conflicts of interest, including without limitation the following:

- A. District employees and ~~Trustees-Board members~~ are subject to the Utah Public Officers and Employees Ethics Act (Ethics Act) and the Utah Procurement Code (Procurement Code). As such, the acceptance of a gift by any employee, officer or ~~Trustee-Board member~~ shall be in accordance with the provisions outline in the Ethics Act and Procurement Code. It is the responsibility of the employee, officer or ~~Trustee-Board member~~ to ensure compliance with this section. Employees and ~~TrusteesBoard members~~ are not permitted to accept any offer that is in cash. All non-cash offers shall be reported to the employee's Director or District Management prior to accepting the offer. Neither an employee or Board member shall accept a gift having a value in excess of \$50.00. However, an employee or Board member may accept an occasional, non-pecuniary gift that has a value in excess of \$50.00 and that either is perishable or time sensitive; provided, the gift is delivered to the General Manager within two days of receipt. The General Manager shall arrange for an appropriate distribution of the gift to all employees, generally, by random drawing to an employee, or as an award to an employee that is publicly given to recognize meritorious service to the District.
- B. Except for the District's Treasurer and Clerk, no employee in the District shall hold an office on the District Board of Trustees or any political office if that position would detract from the employee's performance of their District responsibilities. This restriction shall not apply to voting district officers and delegates.
- C. No District employee or official shall, in the capacity as a District employee or official, make solicitation (whether orally or written) or in any other manner be involved in obtaining any assessments, contributions, or services for any political party from any other employee.
- D. Nothing in sections (2) and (3) above shall be construed to restrict the right of any employee to hold membership in and support a political party, to vote as he/she chooses, to express privately his/her opinions on political subjects and candidates, to maintain political neutrality, or to attend political meetings after working hours.

## 8.2 Standards of Conduct

Employees of the District may be disciplined for just cause, including but not limited to inefficiency, incompetency, failure to maintain skills or adequate performance levels, insubordination, disloyalty to the orders of a superior, misfeasance, malfeasance, nonfeasance or reliability.

The following actions shall be considered grounds for disciplinary action, as determined by the District in its sole discretion. This list is not intended to be all-inclusive, but rather a representative sample of the types of actions or behaviors subject to discipline.

1. Unauthorized performance of District services.
2. Repeated failure to timely complete assigned tasks.
3. Neglect of duties, including loitering, loafing, sleeping, or performing personal business during normal working hours.
4. Failure to conduct oneself in a professional and competent manner.
5. Conduct on or off the job which discredits or harms the District, or which affects any employee's ability to perform his duties effectively, or which has the potential to do so.
6. Any action that could create a conflict with District interests.
7. Failure of an employee to train for, to use, or to use properly, safety equipment; or, an employee's violation of District safety rules, procedures, policies, or manuals.
8. Refusal to obey orders or instructions of supervisors pertaining to work duties.
9. Theft of District property, other employees' property or a third party's property.
10. Use of District vehicles or equipment for unauthorized business or for any purpose other than assigned District duty.
11. Abuse of, or damage to, District vehicles, equipment or property.
12. Creating or contributing to unsanitary or unsafe conditions.
13. Failure to be courteous or cooperative with customers, supervisors, fellow employees, or the general public.

14. Failure to be clean and neat in personal appearance as appropriate to the work station or position.
15. Involvement of District with creditors of employee because of employee's failure to properly arrange personal financial matters, except that an employee may not be discharged for garnishment arising out of any single indebtedness.
16. Poor driving record or no current driver's license.
17. Smoking in unauthorized areas.
18. Repeated unexcused absences or tardiness.
19. Abuse of sick leave.
20. Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature toward another employee as prohibited in Chapter 2.
21. Obscene or abusive language or gestures, or malicious gossip.
22. Threatening, intimidating, or coercing fellow employees, or creating an uncomfortable, hostile, or offensive work environment.
23. Horseplay or other inappropriate behavior.
24. Dishonesty in word or conduct.
25. Acceptance of bribes or enticements.
26. Use of alcohol and/or drugs as prohibited by District policy.
27. Violating the District's Drug and Alcohol Policy.
28. Violation of the criminal laws of the United States or the State of Utah.
29. Reckless driving or driving under the influence of alcohol or drugs while operating a District vehicle or while on District business.
30. Retaliating, harassing or discriminating against any Board member, supervisor, co-worker, vendor, client, customer, or other person on the basis of race, color, gender, pregnancy, age, religion, national origin, or disability.

### 8.3 Whistleblower Policy

A whistleblower as defined by this policy is an employee of the District who reports an activity that is considered to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. District Management and/or Board members are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor, [HR](#) or the General Manager. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas - confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the General Manager immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the General Manager and/or Board member who will coordinate the investigation and direct corrective action.

Employees with any questions regarding this policy should contact their Director, an Assistant General Manager or the General Manager

### 8.4 Discipline Policy

It is the District's policy that all employees are expected to comply with the District's standards of behavior and performance and that any non-compliance with these standards will be remedied. Failure to comply with District policies, standards of conduct, or expectations may result in disciplinary action including counseling, warning, suspension or termination, as determined by the District in its sole discretion.



## 8.5 Disciplinary Actions

- A. Disciplinary actions may include, but are not limited to, any of the following:
1. Driver Education/Improvement Course. An employee may be required to attend and complete a driver education/improvement course selected and paid for by the District.
  2. Verbal Warning. Written documentation of the warning may be made by the employee's supervisor and become part of the employee's permanent file.
  3. Written Warning. A written warning describing the grounds or offense for discipline becomes part of the employee's permanent file, and copies will be given to the employee, the employee's Director, and the Assistant General Manager of Administration.
  4. Disciplinary Probation. An employee may be placed on disciplinary probation, for a time period to be determined by the District, during which the employee's work performance is examined.
  5. Disciplinary Suspension. An employee may be suspended from work, with or without pay, up to thirty (30) days.
  6. Discharge from Employment. An employee may be terminated from the District.
- B. Factors which may be considered to determine the appropriate disciplinary action to apply include but are not limited to:
1. Seriousness of conduct;
  2. Employment record;
  3. Employee's willingness or ability to correct the condition;
  4. Effect on the District, its customers and/or its employees; and,
  5. Surrounding circumstances and safety.
- C. Disciplinary Procedures.
1. A verbal warning and/or a written warning may be made by the employee's supervisor, Division Manager/Supervisor, or Director, by the Assistant

General Manager with ultimate supervisory authority over the employee, as determined by the District, and/or by the General Manager or his designee. Disciplinary probation, disciplinary suspension, discharge, and/or enrollment in a driver education/improvement course may be made by the Assistant General Manager with ultimate supervisory authority over the employee, as determined by the District, and/or by the General Manager or his designee.

2. Pending a formal decision of disciplinary action and/or an investigation, an employee may be placed on administrative leave with or without pay by the Assistant General Manager with ultimate supervisory authority over the employee, as determined by the District, and/or by the General Manager or his designee. Administrative leave shall not be considered discipline.
  3. In the event of disciplinary suspension, disciplinary probation and/or discharge, the Assistant General Manager and/or General Manager or his designee who imposes the discipline shall cause to be prepared a disciplinary summary describing the disciplinary action and the reason(s) for such action.
  4. The employee shall be given a copy of the disciplinary summary.
  5. The employee may, within five (5) business days following a verbal warning, receipt of a written warning, or receipt of a disciplinary summary, submit a written request to the General Manager for an appeal hearing to determine the correctness of the disciplinary action. The written request shall specify in detail the ground(s) for the appeal and each issue the employee intends to raise in the appeal hearing.
  6. The General Manager or his designee ("Hearing Officer") shall conduct an appeal hearing within thirty (30) calendar days of receiving an employee's request for a hearing.
  7. At the conclusion of the hearing, or within 15 business days thereafter, the Hearing Officer shall make written findings determining whether there is just cause for the disciplinary action taken against the employee. The Hearing Officer's decision shall be final.
- D. Assistant General Managers, the District Engineer, Controller and other staff who are under the direct supervisory authority of the General Manager, are subject to the Disciplinary Procedures outlined in this chapter, except, however, that the investigation and determination of just cause for discipline shall be undertaken by the General Manager or his designee, and any appeal hearing shall be held, and written findings made, by the Chair of the Board of Trustees. The decision of the Chair of the Board shall be final.

F. The General Manager is subject to discipline by the Board of Trustees.

8.6 Disciplinary Probation.

As a measure of discipline, an employee may be placed on probation, as follows:

- The probationary period is a time during which employees receive close scrutiny to determine if, in fact, they can function and accomplish the tasks required in the position.
- The probationary period for any position or circumstance shall not exceed six months without the approval of the General Manager, and in no circumstances shall it exceed one year.
- Employees may be terminated after completing probation if it is determined that they are unsatisfactory for the job.

**CHAPTER 9  
OPEN DOOR POLICY**

9.1 Open Door Policy

If an employee wishes to discuss any problems, opinions, or suggestions, the employee will always find an open door and an attentive ear. Generally, the employee should first meet with the employee's immediate supervisor, and depending upon the circumstances, the employee may want to meet with a member of management to discuss the issue.

9.2 Grievance/Complaint Process

If an employee has a complaint, problem, or misunderstanding, it should be brought to the attention of the employee's immediate supervisor as soon as possible, but no later than five working days after its occurrence. There may be occasions when, because of the circumstances involved, the time requirement may be waived or extended by the District at its discretion. The supervisor will discuss the problem fully with the employee at a time that is mutually convenient. The supervisor will conduct an investigation as appropriate and provide the employee with a response within five working days from the time the discussion between the employee and supervisor was concluded. If the employee is not satisfied with the supervisor's response, the employee may appeal to the Division Manager. If the employee remains unsatisfied, appeals may continue to the Director, Assistant General Manager having oversight of that department and the General Manager.

**CHAPTER 10**  
**MISCELLANEOUS POLICIES**

10.1 Drug and Alcohol Testing

The District has implemented a separate drug and alcohol testing policy for its employees who should have a copy of this policy in their possession. The policy is attached to this Employee Manual as Attachment B, Chapter 10. If an employee does not have a copy of the District's Drug and Alcohol Testing Policy, the employee should contact a Director or the Assistant General Manager to obtain a copy. This policy is also available for review by prospective employees.

10.2 Personal Appearance

- A. Employees of the District are expected to present a clean and professional appearance when representing the District within and outside of the office. Each employee is expected to dress in attire that is appropriate for the position and the activities of the day. Clothing that has excessive wear or is torn or soiled is not permitted.
- B. Supervisors and managers are responsible for establishing a reasonable dress code appropriate to the job the employees perform. If an employee's supervisor finds the employee's personal appearance is inappropriate, the supervisor may ask the employee to leave the workplace until the employee is properly dressed or groomed. Under such circumstances, the employee will not be compensated for the time away from work. Employees should consult their supervisor if they have questions about what constitutes appropriate appearance.
- C. Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:
- Shoes must provide safe, secure footing and offer protection against hazards.
  - Tank, tube or halter-tops are prohibited.
  - Mustaches and beards must be clean, well-trimmed and neat, and they must conform to safety rules and policies of the District. Ornaments or jewelry shall not be worn in the facial hair.
  - Hairstyles are expected to be in good taste.
  - Offensive body odor and poor personal hygiene are not acceptable.
  - Perfume, cologne and aftershave lotion should be used moderately.
  - Jewelry shall not be functionally restrictive, dangerous to job performance, or excessive.
  - Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs are prohibited during work hours.

- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing are prohibited; visibly open holes or penetrations from such piercings shall be covered during work hours.
- Employees shall not wear more than two earrings per ear during work hours;
- Gauges and similar ear ornaments are prohibited; visibly open holes or penetrations from such piercings shall be covered during work hours.
- A tattoo, if offensive or excessive, as determined by District management, shall be covered during work hours.

### 10.3 Weapons

- A. Except for authorized law enforcement and a person with a permit to carry a firearm, no one may possess or use weapons, including firearms, while upon properties owned or controlled by the District, or where District activities occur, or in District vehicles.
- B. An employee who obtains a permit to possess a firearm does so in his individual capacity. Use of such firearm is outside the scope of the employee's employment, is contrary to the purposes of employment by the District, and is done solely in the employee's individual capacity.
- C. Should an employee with a concealed weapon permit choose to carry a firearm, the employee is required to keep the firearm concealed, covered, hidden, or secreted in a manner that the public and other employees would not be aware of its presence.
- D. This policy does not prohibit an employee from transporting or storing a firearm in the employee's personal motor vehicle in designated District parking lots, provided that the employee is legally permitted to possess, transport, or store the firearm and that the firearm is locked securely in the vehicle and is not in plain view from outside the vehicle.

### 10.4 Bulletin Boards

District bulletin board are a supplemental form of communication, providing quick dissemination of information to all employees. The bulletin boards will be primarily used for subject of a general business nature. They may also be used for notices of recreational clubs or organizations, for information concerning safety procedures, for product news, want ads, and other general interest items.

### 10.5 Parking

Parking is available at all District facilities for each employee's personal vehicle on a first-come, first served basis, with the following restrictions:

- A. District customers and members of the public frequently visit District facilities. Accordingly, employees are not to park in the parking spaces closest to the main entrance of Building A or Building B. Generally, this means the first row of parking spaces closest to the main entrance.
- B. Disabled parking has been designated at the Headquarters site and is made available for employees and the public with the appropriate permit.
- C. Vehicles are not to be parked in undesignated areas, except for brief periods to accommodate deliveries, do maintenance work, and similar business.
- D. The District will not be liable for fire, theft, damage, or personal injury involving the employees' vehicles. Employees should use good judgment regarding the security of their vehicles.

#### 10.6 Personal Use of Public Property

- A. **Purpose:** This shall be known as the District's Personal Use of Public Property Policy, or the "Policy". It has been adopted for the purpose of regulating the use of District-owned, leased, held, operated or managed equipment, vehicles, office supplies, devices, tools, facilities and other District-owned personal and real property (herein "District Property").
- B. **Background:** The Utah Legislature adopted, and the Governor signed into law, H.B. 163, with an effective date of July 1, 2019. H.B. 163 deals with the misuse of public funds and, more specifically, public property, inasmuch as public property was not previously included in the criminal statute to the same extent as public funds. Since the misuse of public property can result in criminal charges, including felony charges, the District desires to adopt this Policy to clarify what may constitute a misuse of District Property and to authorize the personal use of District Property under certain circumstances.
- C. **Definitions:** For purposes of this Policy the following words will have the following meanings:
  - 1. **"Public Servant"** means an elected official of the District; an appointed official of the District; an employee, consultant, or independent contractor of the District; or a person (including an individual, an entity, or an organization) hired or paid by the District to perform a government function. *See* Utah Code Ann. § 76-1-601(14). A person becomes a "Public Servant" upon the person's election, appointment, contracting or other selection, regardless of whether the person has begun to officially occupy the position of a Public Servant.

2. **“Public Property” and “District Property”** are interchangeable and mean and include any real or personal property that is owned, leased, held, operated or managed by the District, including Public Property that has been transferred by the District to an independent contractor for the purpose of providing a program or service for or on behalf of the District. In the event and to the extent the Public Property is consumed or rendered effectively valueless to the District as a program or service is provided to the District by an independent contractor or as the Public Property is utilized by District employees, the property shall cease to be Public Property and may be disposed of as the independent contractor or District management deems fit, unless otherwise directed by the District. *See* Utah Code Ann. § 76-8-101(5).
3. **“Authorized Personal Use”** means any personal use that is authorized pursuant to this Policy. As provided in Utah Code Ann. § 76-8-402(1), a public servant may use District Property for a personal matter and personal use of District Property is allowed when: (a) (i) the public servant is authorized to use or possess the Public Property to fulfill the public servant’s duties owed to the District; (ii) the primary purpose of the public servant using or possessing the Public Property is to fulfill the public servant’s duties to the District; (iii) the personal use is in accordance with this Policy; and (iv) the public servant uses and possesses the District Property in a lawful manner in accordance with this Policy; or (b) the personal use of District Property is incidental, such as when: (i) the value provided to the District by the public servant’s use or possession of the Public Property for a public purpose substantially outweighs the personal benefit received by the public servant’s personal incidental use; and (ii) the incidental use is not prohibited by an applicable state or federal law. Any lawful personal use of District Property by a public servant that is not prohibited by applicable state or federal law is specifically authorized and allowed by this Policy. The District recognizes that third parties may benefit indirectly or directly from a public servant’s personal use, or official use, of the District’s Public Property, which benefit is specifically condoned and authorized by this Policy so long as and to the extent that the benefit does not otherwise violate an applicable law, rule or ordinance, including but not limited to state statutory law and rules and regulations of the District.

**D. Personal Use:**

1. **Devices:** Communication and other devices, such as mobile phones, landline phones, and computers, that are owned by the District may be used by an employee for occasional, incidental personal activities such as calling home, making other personal calls during a break, accepting occasional incoming personal calls, etc., provided that such personal usage is not excessive. Similarly, District owned computers and smart phones may be used for personal text messaging, e-mails and other personal uses, provided that such



use is limited, as much as reasonably possible, to break periods or periods when the employee is not “on the clock”, and is not excessive. For additional information on the use of personal devices, see Chapter 11 of this handbook.

2. **Physical Facilities:** Personal activities by Public Servants at District-owned, leased, managed and/or maintained facilities, such as meeting family members or friends for short periods of time, are allowed, provided they do not become excessive or disruptive.
3. **Office Supplies/Shop Supplies/etc.:** Office supplies, shop supplies and other District-owned supplies and items of personal property are intended for uses that directly benefit the District. Incidental personal use of the same by public servants is allowed, such as the use of District-owned office supplies including pens, pencils and paper, provided that such incidental personal use is not excessive.
4. **Miscellaneous:** Any District Property that does not fall under any of the above classifications may nevertheless be utilized by a public servant for incidental personal uses except as provided in other chapters of this handbook or as directed by Management.

**E. Subsequent Modifications/Higher Law:**

1. **Policy Not Exhaustive:** The governing body of the District reserves the right to add to, delete from or change this Policy at any time. The Policy stated above is not necessarily inclusive because, among other reasons, unanticipated circumstances may arise and other rules or regulations of the District may apply. The District may vary from the Policy, subject to the application of applicable state and federal laws, if the circumstances so justify.
2. **Higher Law to Control:** In the event of any conflict between the Policy and any applicable federal or state law, rule or regulation, the law, rule or regulation, including amendments and modifications thereto, shall control to the extent of such inconsistency.

**CHAPTER 11**  
**INFORMATION TECHNOLOGY RESOURCES POLICY**

11.1 Purpose of District-Provided Information Technology Resources

The purpose of District-provided information technology (IT) resources (e.g., e-mail, electronic voice and video communication, facsimile, the internet, scanners, copiers, postage meters and other technologies) is to support the District in achieving its mission and goals. These resources are intended to assist in the efficient and effective day to day operations of the District, including collaboration and exchange of information within and between department, state agencies and others. These resources also provide public access to public information.

The effective use of IT resources are important to the District. The District facilities, equipment and technology resources are to be used for conducting District business. To improve the effectiveness of the utilization of these resources, incidental and occasional personal use is permitted, as long as such use does not:

- interfere with existing rules or policies of the District,
- disrupt or distract the conducting of District business,
- involve solicitation,
- have the potential to harm the District, financially or otherwise, or
- involve illegal activities

Your judgment regarding incidental and occasional personal use is important. This policy does not attempt to define all acceptable use of the IT resources but it does seek to assist in such judgment by providing many guidelines. If you are unclear about the acceptable personal use of the IT resources, seek clarification from the District Management.

11.2 Purpose of this Policy

The intent of this policy is to assure that:

- The use of District-provided IT resources are related to or for the benefit of the District.
- IT resources are used productively.
- Disruptions to District activities, because of inappropriate use of IT resources, are avoided.

- The District employees are informed about confidentiality, privacy and acceptable use of IT resources as defined in this policy.

District Management shall review and investigate complaints or instances of unacceptable use of the District-provided IT resources. Violators of this policy are subject to disciplinary action, up to and including termination, and may also be subject to prosecution under state and federal laws.

### 11.3 Privacy Issues and Legal Implications

The District has the right to access and disclose the contents of electronic files, as required for legal, audit, or legitimate District operational or management purposes. Do not transmit personal information about yourself or someone else without proper authorization. The confidentiality of such information cannot be guaranteed. E-mail and other electronic files may be accessed through the discovery process in the event of litigation. Electronic files are subject to the Utah Municipal Records Retention Schedule and the Government Records and Management Act (GRAMA).

### 11.4 User Responsibilities

The District provides employees access to the IT resources in order to accomplish the day-to-day work of the District. These IT resources are provided for business purposes based on the employee's position with the District. The following is provided to define the employee's responsibilities, limitations and restrictions relating to the use of these resources:

- A. All communications and stored information transmitted, received or contained on the District's IT systems are the District's property.
- B. Communications on the District's IT resources are not considered private. By using the District's IT resources, employees are consenting to allow their actions to be monitored at the District's discretion.
- C. Access only files, data and protected accounts that are your own, that are publicly available, or to which you have been given authorized access.
- D. Use IT resources efficiently and productively. Refrain from monopolizing systems, overloading networks with excessive data, or wasting of IT resources.
- E. Be responsible for the access to your accounts. Under no condition should you give your passwords to another person. Guard yourself against unauthorized access to your accounts.
- F. Change your passwords with regular frequency. Do not use obvious passwords. When you are away from your workstation, take precautions to protect unauthorized access to your account.

- G. Adhere to copyright laws regarding use of software, information, music and other applications.
- H. The following list contains examples of computer activities that may subject employees to discipline up to and including termination. This list is not a complete list of all computer activities that may subject employees to discipline but only contains examples:
- Circulating material with sexual content or offensive language, derogatory comments toward any particular class of people, or content that otherwise violates the District's Equal Employment Opportunity policies or State law;
  - Transmitting trade secrets or confidential and proprietary information of the District;
  - Attempting to read, copy, forge, modify or delete e-mail messages of other users;
  - Purchasing, downloading, copying or sharing unlicensed computer software or copyrighted information that is not authorized for reproduction;
  - Downloading of any programs, data or other material except as expressly approved by the District;
  - Visiting game or adult sites;
  - Transmitting maliciously false, harassing, obscene, inappropriate or threatening communications, as determined in the sole discretion of the District;
  - Any activity constituting or promoting a criminal offense or that potentially gives rise to civil liability;
  - Any computer use that results in direct cost to the District.

The District's network maintains a record of all internet sites accessed, e-mail messages and the user responsible for accessing the site or sending the message. The District may generate reports indicating all websites visited or e-mail messages sent by individual employees. Employees have no right of privacy regarding their use of the District-provided IT resources.

## **CHAPTER 12 VEHICLES**

### 12.1 Use of District Vehicles

- A. The District is in the business of providing water and wastewater services to its customers 24 hours a day. To enable the District to respond timely to both routine hour and after-hour emergencies, calls for assistance, and to maintain the District's water and wastewater system, the District provides use of a limited number of vehicles to employees. The District also provides the use of vehicles to employees who are in geographically strategic positions and trained to respond to emergency situations in the event of a natural disaster (such as a flood or an earthquake) or a catastrophic system failure. The District may provide the use of a vehicle to employees who are required to attend meetings during work, after or near the end of work, and/or in locations far from the routine work station. The vehicles provided to employees should be suitable for the requirements of the employee's position based on a number of considerations, including but not limited to locale, terrain, weather, job assignment, the need to have different types and sizes of District equipment, towing capability, and passenger accommodation.
- B. Based on the considerations and objectives set forth in Section 12.1.A and on any other relevant factors, the General Manager shall have discretion to select both those employees who may use a District vehicle to commute to and from work and the type of vehicle best suited for each employee.
- C. At the discretion of the Board, use of a District vehicle is not part of the compensation for an employment position. Vehicles may be re-assigned at any time.
- D. At the discretion of the Board, a vehicle allowance may be provided in lieu of providing a vehicle.
- E. If an employee improperly and/or unlawfully uses a District vehicle, the employee may be subject to disciplinary action up to and including termination.

### 12.2 Personal Use

- A. District vehicles may be used for District business only. Vehicles may not be used for personal purposes other than for authorized commuting or incidental personal use unless the employee first obtains proper authorization from the District's General Manager or designee. Family members, friends and other individuals who are not employees of the District are not allowed in a District vehicle at any time.
- B. Employees assigned District vehicles to commute to and from work will have a "commuting valuation" fee added to their bi-weekly paycheck. The fee is based

on the number of one-way commutes the employee makes in a pay period multiplied by the commuting value set by the Internal Revenue Service.

12.3 Markings

All District vehicles will be clearly marked on both sides with decals or with special painting identifying the vehicles as property of the District and shall have a license plate displaying the letters "EX."

12.4 Use of Personal Vehicles for District Business

- A. Employees are encouraged to use District-owned vehicles when conducting District business. If a District-owned vehicle is not available or it is not practicable to use one, then an employee may use his or her personal vehicle provided the employee receives authorization from his or her supervisor. An employee will be compensated for the use of a private vehicle at the rate per mile then allowed by the Internal Revenue Service. This compensation represents the employee's compensation for all costs including but not limited to gas, maintenance, wear and tear, insurance, and capital investment.
- B. If an accident occurs while an employee is engaged in District business and using the employee's personal vehicle, the District will reimburse the employee for the amount of his vehicle insurance deductible under the following circumstances:
  - 1. The accident is reported to the applicable, governing law enforcement agency within two (2) hours of the occurrence; the agency completes an investigation of the accident; a report of the investigation is prepared; and the employee, within five (5) working days of the preparation of the report, provides his immediate supervisor with a copy of the report and with proof of insurance coverage for the employee's vehicle.
  - 2. The employee did not cause or contribute to the accident by acts or omissions which were intentional, reckless or grossly negligent.
  - 3. At the time of the accident, the employee was wearing all safety restraints required by law and obeying all traffic laws.
  - 4. At the time of the accident, the employee had collision damage insurance coverage on his personal vehicle, with a deductible for such coverage in an amount no greater than \$500.00.
- C. Payment by the District under this subsection is limited to the amount of the deductible. If the damage to the vehicle was caused, or contributed to, by the acts or omissions of a third party who was not an employee of the District, the personal insurance coverage of the employee or third party shall be the primary

insurance to which all parties shall look for compensation. Payment by the District shall be considered only after the employee and the employee's vehicle insurance carrier has exhausted all legal remedies and collection efforts against each third party.

- D. If an accident occurs while an employee is engaged in District business and the employee caused or contributed to the accident, the employee may be disciplined up to and including termination.

#### 12.5 Conduct

- A. An employee operating a District vehicle shall maintain, at all times, a valid Utah driver's license. If an employee's license is suspended or revoked or otherwise rendered invalid, the employee shall report the suspension, revocation or invalidity to the employee's Director. An employee also shall report to his or her Director (i) any conviction for driving under the influence of alcohol, and (ii) any conviction for speeding during the scope of employment. All reports required by this chapter of an employee to a Director shall be made within one working day after the suspension, revocation, invalidity, or conviction, as the case may be. In turn, the Director shall notify the General Manager and/or Assistant General Manager within one working day of receiving the employee's report. An employee's failure to report the suspension, revocation, invalidity or conviction shall be grounds for discipline up to and including termination.
- B. An employee operating any motor vehicle on District business shall:
  - 1. Exercise reasonable care by obeying all traffic signals and laws; and
  - 2. Be a courteous and responsible driver.
- C. An employee shall use safety restraints as required by law when in any motor vehicle on District business.
- D. The use of a hand-held mobile telephone while operating any District vehicle that would require a commercial driver's license (CDL) is prohibited. Hands-free devices are approved as long as the driver is not holding, dialing or reaching for the hand-free device. This restriction does not include the use of two-way radios. A hand-held mobile device may be used for emergency purposes. The use of a hand-held mobile device to send or receive texts, e-mail or any other written form of communication, while operating any District vehicle, is strictly prohibited.

**CHAPTER 13**  
**TRAVEL POLICY**

13.1 Purpose

The purpose of this Travel Policy is to establish rules to reimburse District officials and employees for reasonable costs associated with travel while serving a District purpose or for training which will be of benefit to the District.

13.2 Approved Travel

- A. Trustees. Trustees are authorized to attend conferences, seminars, meetings, and workshops if they are participants or if, in the judgment of the Board, their attendance will benefit the District.
- B. Employees. Employee travel is allowed when considered necessary to further the performance of an employee's work, when considered training for the employee's current job, or when, in the judgment of the General Manager, the attendance will benefit the District. Employee travel which has not been specifically budgeted in the financial plan and all traveling outside the State of Utah shall not occur without the prior approval of the General Manager.

13.3 Travel Request Procedure

- A. Travel Arrangements. All travel arrangements shall be made with the assistance of the General Manager's Executive Assistant, including meeting registration, transportation, lodging, and car rental. Directors may also make travel arrangements for themselves or their employees and submit the information to the Executive Assistant before the travel date.
- B. Travel Allowance. A prepayment for travel expenses for the M&IE allowance and other anticipated expenses of the traveler may be obtained before travel. All travel advance requests shall be made to the Executive Assistant at least two weeks before departure. If a traveler returns home sooner than planned, any unused travel advance must be returned to the District and the advance reconciled within 30 days after the completion of travel.
- C. Service Providers. In making travel arrangements for transportation, lodging and car rental, the District should consider several available service providers, shall seek the best available rate given the needs of the traveler and of the District and the specific details of the planned travel; and shall inquire about the availability of discounts or price concessions for government employees.
- D. To avoid errors in travel arrangements and reimbursements, when more than one organization is willing to provide travel for a District traveler to the same



destination and activity, it is preferred that a single organization be selected to make and pay for all travel arrangements.

#### 13.4 Allowed Travel Expenses

It is the policy and intent of the District to reimburse District travelers for the reasonable costs associated with approved business travel. These policies are developed to be consistent with the Utah Administrative Code for Travel-related Reimbursement for State Employees (UAC) and the Internal Revenue Service guidelines and regulations, and they may be changed from time to time by the General Manager to reflect any changes to those guidelines and regulations. All requests for reimbursement for lodging, transportation, car rental or registration shall be accompanied with a receipt. The District will not be responsible for arranging or purchasing airfare, lodging or other travel-related items for a spouse or other non-employee that may be travelling.

- A. Registration. Registration costs for conferences, seminars, training, or other meetings which are not paid by the District shall be reimbursed to the traveler. However, any part of the registration which is to pay for personal activities (tours, etc.) will not be reimbursed to the traveler or the traveler will reimburse the District for these costs if the District has prepaid the registration. The District will not pay the cost of any companion programs offered while the employee is attending the conference proceedings.
- B. Transportation. In-state travel will generally be by ground transportation, while out-of-state travel will generally be by air. Air transportation shall be limited to coach and all airline tickets for the traveler shall be purchased by the District unless prior approval is otherwise given by the General Manager. All frequent flyer awards may be retained by the traveler and used as desired. All air transportation costs, including, but not limited to, airline baggage fees, taxes, and service fees will be paid or reimbursed to the employee by the District. If a traveler uses a private vehicle instead of flying, reimbursement will be paid according to the reimbursement rate established by the UAC but cannot exceed the reasonable cost of commercial airfare. The traveler shall first contact the Executive Assistant to establish the currently available airfare rates and will seek the least expensive airfare. If travelling by ground, the mileage will be calculated using the latest official state road map, on-line road map or almanac and will be limited to the most economical, usually-traveled routes. The traveler may elect to receive the mileage reimbursement if the destination is within 400 miles of the District's offices regardless of the cost of airfare. Alternative transportation (bus, train, etc.) may be arranged so long as the cost of such transportation does not exceed the lesser of the cost of airfare or mileage reimbursement.
- C. Lodging. Lodging shall be paid or reimbursed at the double occupancy rate or at the applicable convention rate. Any upgrade to a hotel or room with costs higher than the convention rate will be at the expense of the traveler. If a traveler elects

to stay with friends or relatives or to use a personal camper, trailer, motor home, or residence, the traveler will be reimbursed \$25.00 per night with no receipt required or up to \$40.00 per night with a signed receipt from a facility such as a campground or trailer park.

- D. Car Rental. Car rental expense may be reimbursed if approval to rent a car for District purposes has been given in advance by the General Manager. Reimbursement for car rental will be no more than the compact car rate unless special circumstances require a larger vehicle. If a car rental expense is not approved, the traveler may be reimbursed for the actual cost of shuttles, taxis, public transportation or other forms of ground transportation. This policy does not apply if the traveler receives a mileage reimbursement for use of a personal vehicle.

E. Meals and Incidental Expenses Allowance.

1. A Meals and Incidental Expenses Allowance (“M&IE”) shall be given to a traveler for each business day and for each travel day when the destination is at least 100 miles from the District’s Administrative office and when at least one overnight stay is required. The Utah Association of Special Districts annual meeting and the AWWA Intermountain Section annual conference shall be considered to be farther than 100 miles from the District’s Administrative office for purposes of this paragraph regardless of where the meeting is held.
2. The District shall use the UAC Tables to calculate meal allowances or reimbursement for District travelers. The meal allowance is comprised of three parts as provided in the UAC: the time of day travel begins, the number of days at the travel destination; and the time of day travel ends. The daily allowance shall include up to three meals (breakfast, lunch and dinner) depending on the time of day travel begins and ends. Locations throughout the United States qualify for different daily meal allowances or reimbursements as provided under the UAC.
3. If the cost of a traveler’s meal is paid as part of the registration fee, is paid as part of a District-sponsored meal, or the meal is provided by another party at no cost to the traveler, the portion of the meal allowance assigned to that meal will not be included as part of the M&IE allowance.
4. Receipts are not required if the standard meal allowance is requested as reimbursement for all meals. When travelling outside of the state, the actual cost of the meals may be reimbursed subject to the provisions of the UAC provided receipts are included with the request.
5. District travelers may be eligible for a reimbursement for payment of

incidental expenses, including laundry, taxes, tips, bellmen, skycaps, and maid service. Accordingly, these items will be reimbursed to the traveler by the District up to a combined maximum of \$5.00 per day.

6. The General Manager may approve an overnight stay and M&IE reimbursement or allowance for a traveler attending a conference or business function with a destination less than 100 miles, but more than 40 miles, from the District's main office if it is determined by the General Manager that a potential safety conditions exist when travelling to or from the conference or business function.
- F. Private Vehicle. If a traveler elects to use a private vehicle for out-of-state travel, an allowable amount for meals and lodging will be paid for the same period of time that would have occurred had the traveler used air transportation.
- G. Miscellaneous Expenses. Travelers shall be reimbursed for actual out-of-pocket costs for miscellaneous items. Each miscellaneous cost shall be supported with a written receipt or other documentation, where possible. The miscellaneous costs and the applicable limitations are as follows:
1. Parking. Reasonable costs for hotel parking will be reimbursed to the traveler. Airport parking, for allowable travel days, will also be reimbursed at a reasonable amount based on long-term airport parking or park and ride parking rate. Reasonable costs for hotel parking will be allowed if the traveler has received advance approval from the General Manager to rent a car for District purposes or has elected to drive a personal vehicle as described in this policy.
  2. Telephone Calls and Internet Access. The District will reimburse all telephone calls and internet access expenses incurred for District business purposes. If a District cellular phone is provided, the traveler may use this phone to make personal telephone calls. However, the number and duration of calls on a District cell phone should be reasonable, as determined by the District in its sole discretion.
  3. Non-Reimbursable Expenses. The District will not pay for spouse or companion expenses except as provided specifically within this policy. Also, the District will not reimburse a traveler for personal expenses for entertainment, sightseeing or non-business-related tours or other activities. Alcohol expenses will not be reimbursed. It is the responsibility of the traveler to distinguish between allowed expenses and spouse, companion or personal expenses.

### 13.5 Counting Business Days for Travel

A traveler's time spent traveling shall be counted as business days worked, at the traveler's normal number of hours worked per day ("Travel Time"). Travel time includes transportation days and days spent conducting business or attending conferences.

Travel time is allowed as follows:

- Travel time begins on the date and time of day the traveler leaves a location for the travel destination unless otherwise approved by the General Manager.
- Travel time includes the days at the travel destination attending a conference or meeting, and time conducting District business ("District Activity")
- If the travel destination is more than 400 miles from the District's office, and an overnight stay is required, up to one full day may be counted as Travel Time for the day preceding the day the District Activity begins.
- Travel time concludes on the date and time of day the traveler returns from the travel destination.
- If the travel destination is more than 100 miles, but less than or equal to 400 miles, and ground transportation is used, the day following the conclusion of the District Activity shall be counted as Travel Time. If the travel destination is more than 400 miles and air transportation is used, the day following the conclusion of the District Activity shall be counted as Travel Time.
- For destinations greater than 100 miles and less than or equal to 400 miles, and ground transportation is used, or if the travel destination is more than 400 miles and air transportation is used, Travel Time shall include the day following the District Activity if the activity concludes on or after 12:00 noon MST. Travel Time will not be given to the traveler for the day following the conclusion of the District Activity if the activity concludes before 12:00 noon MST and no additional lodging or travel expense will be paid for by the District unless otherwise approved by the General Manager.

An employee whose time spent traveling is greater than the Travel Time defined above will be required to use vacation leave for the additional time taken to the extent the additional time is during the employee's regular work week.

### 13.6 Post-Travel Reporting

Upon completion of travel, the traveler shall turn in receipts or other documentation that include the actual expenses incurred by the traveler for which the traveler seeks reimbursement. These receipts need to be submitted to the Executive Assistant no later

than 30 days from the completion of travel.

The Executive Assistant will reconcile any travel advance with the actual expenditures, and the receipts supporting those expenditures.

A report of Trustee and employee travel expenses shall be provided to the Board included as part of the monthly financial report.

#### 13.7 Credit Cards

The District may issue corporate credit cards in the name of the General Manager, CFO, and the Assistant General Manager(s), and they may use these cards for District purposes. The Executive Assistant may also use the cards to purchase airline tickets, make lodging reservation deposits, and pay conference registrations. Any reward points earned on a District credit card shall be the property of the District and used for District purposes.

#### 13.8 Travel Limitations

- A. Subject to the approval of the General Manager, an employee may attend up to one conference, seminar, workshop or similar meeting outside of the State of Utah each calendar year. For purposes of this policy, the AWWA Intermountain Section conference shall be considered an in-state conference regardless of where the meeting is held.
- B. The provisions of subparagraph 13.8.A are not applicable to exempt employee's and the General Manager may make exceptions to this policy for the following purposes:
  - 1. To witness a demonstration or testing of equipment or material,
  - 2. To receive specific training on software or equipment currently utilized or to be imminently utilized by the District,
  - 3. To receive specific training to obtain certifications required by the employee's job description, or
  - 4. To perform an assignment at the direction of the General Manager.

#### 13.9 Per Diem and Travel Expense Rates

Notwithstanding any rule or policy outlined above, the District adopts by reference the per diem rates and travel expense rates authorized by Utah State statute and the rules as defined by the Utah Division of Finance.

**EMPLOYEE ACKNOWLEDGEMENT OF  
RECEIPT OF DISTRICT POLICY MANUAL AND AUTHORIZATION**

I have received and carefully read the ~~Personnel Rules and Regulations handbook~~Employee Handbook effective as of \_\_\_\_\_. I fully understand the policies described in this book, and I have had an opportunity to ask questions about these policies.

Employee's Initials \_\_\_\_\_

I understand that my employment relationship with the District is at-will and that I or the District may terminate the employment relationship at any time for any or no reason without notice.

Employee's Initials \_\_\_\_\_

I acknowledge that I reviewed the District's Antidiscrimination and Harassment Policy as well as its Sexual Harassment Policy. I have had a chance to ask any questions I have about these policies, and I understand to whom I should report any perceived discrimination and/or harassment.

Employee's Initials \_\_\_\_\_

I acknowledge that I have received a copy of the District's Education Leave policy. I agree to abide by the requirements of the policy, including the re-payment of any reimbursement that was made less than 36 months before my voluntary or involuntary termination. I authorize the District to take any amounts I may owe it under the Education Leave policy from my final paycheck.

Employee's Initials \_\_\_\_\_

I authorize the District to deduct from my final paycheck any paid time that I took off work without first having accrued it, as well as the cost of keys and electronic badges that I have failed to return to the District upon my termination.

Employee's Initials \_\_\_\_\_

Please sign the following statement, tear this page out of your Manual and return it to the Assistant General Manager for placement in your personnel file.

Print Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of District Witness \_\_\_\_\_

Date \_\_\_\_\_

**EMPLOYEE RIGHTS AND RESPONSIBILITIES**  
**UNDER THE FAMILY AND MEDICAL LEAVE ACT**

**Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

**Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

**Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

**Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**



## **DRUG & ALCOHOL TESTING POLICY**

This is the policy of Granger-Hunter Improvement District (referred to below as “the District”) regarding drug and alcohol testing. All questions about this policy should be directed to the District Management.

### **I. General Statement**

A healthy and productive work force, safe working conditions free from the effects of drugs and alcohol, and the maintenance of the quality of the District are of the utmost importance to the District, the employees, and the general public. Drug and alcohol abuse creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality of products and services. The District intends to provide a safe alcohol and drug-free workplace.

Nothing in this Policy is intended or implies that employment with the District is other than employment at will. This means that the employee can quit at any time for any or no reason just as the District can terminate the employment relationship at any time for any or no reason.

### **II. Definitions**

For the purposes of this Policy:

- A. “Alcohol” means ethyl alcohol or ethanol.
- B. “Drugs” or “controlled substance” means any substance recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia.
- C. “Employee” means any person in the service of the District for compensation of any kind.
- D. “Prospective employee” means any person who has made application for employment with the District, whether written or oral.
- E. “Sample” means urine, blood, breath, saliva, or hair.

### **III. Policy Against Use of Drugs or Alcohol**

- A. The District prohibits the buying, selling, manufacture, transportation, possession, distribution, consumption or use of alcohol or controlled substances not required by a physician’s prescription on District premises or at any time during working hours.

- B. The District further prohibits the consumption or use of alcohol or controlled substances not required by a physician's prescription off District premises or during non-working hours where such use might, in the District's judgment, impair the employee's work performance, affect the safety and welfare of other employees on the job, or otherwise interfere with the District's interest.
- C. The use of controlled substances in accordance with a physician's prescription will not be the basis for action by the District under Section VII, below, unless such use might, in the District's judgment, impair the individual's work performance or otherwise interfere with the District's interest.

**IV. Employees Subject to Testing**

- A. Prospective Employees. A prospective employee must submit to testing for controlled substances as a condition of employment.
- B. Employees. The District may require, and an employee must submit to testing for controlled substances and alcohol, including random testing, whenever the District has reason to believe that the employee has violated the policies set forth in Section III, or for the following purposes:
  - 1. Investigation of possible individual employee impairment;
  - 2. Investigation of accidents in the workplace or incidents of workplace theft;
  - 3. Maintenance of safety for employees or the general public;
  - 4. Maintenance of productivity, quality of products or services, or security of property or information;
  - 5. To comply with regulations mandated by federal or state government.
- C. Management. Management personnel will be tested under the same circumstances as employees.

**V. Collection and Testing**

- A. All sample collection and testing for controlled substances or alcohol shall be performed in accordance with standard laboratory operating procedures as mandated by applicable law.
- B. Controlled substance testing will be by the Enzyme Multiplied Immunoassay Test ("EMIT") or a gas chromatographic procedure or any other scientifically accepted testing method the District may determine. If the initial test is positive, a confirmatory test will be done by gas chromatography mass spectrometry ("GC/MS") or gas

chromatography testing or any other scientifically accepted testing method the District may determine.

- C. The District will test for alcohol by urinalysis or any other scientifically accepted method the District may determine.
- D. To ensure reliability, the District will require presentation of reliable identification to the person collecting the samples.
- E. If any employee refuses to submit to the drug or alcohol screening test or tests, such refusal may result in disciplinary action up to and including termination. If any prospective employee refuses to give written consent to a drug and/or alcohol screening test or tests, such refusal may result in the District's failure to take any further action toward employment.

**VI. Costs of Testing and Work Time**

- A. Any controlled substance or alcohol testing shall occur during or immediately after the regular work period and shall be deemed work time for purposes of compensation and benefits for current employees.
- B. The District shall pay all costs of testing, including the cost of transportation if the testing of a current employee is conducted at a place other than the workplace.

**VII. District Action**

Upon receipt of a positive controlled substance or alcohol test result, a person's refusal to provide a sample, a person's tampering with a sample, or a person's producing a cold sample, the District may, in its discretion:

- A. Require that the person enroll at his/her own expense in a District-approved rehabilitation, treatment, or counseling program, which may include additional controlled substance or alcohol testing as a condition of continued employment;
- B. Suspend the person with or without pay for a period of time;
- C. Terminate the employment relationship;
- D. Refuse to hire a prospective employee;
- E. Take other disciplinary measures in conformance with the District's usual policies and procedures.

**VIII. Confidentiality**

All information, interviews, reports, statements, memoranda, or test results received by the District through controlled substance and alcohol testing are confidential communications and will

be processed through the office on a “need to know” basis and will only be used in a proceeding related to an action taken by the District under Section VII or in defense of any action brought against the District.

**IX. Notice about Medical Marijuana**

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To prevent confusion about the use of medical marijuana in the State of Utah and how it relates to your employment, the District provides this additional policy clarification.

As a result of the General Election in November 2018, and subsequent legislation passed in Special Session, Utah law permits properly registered individuals to purchase, possess, transport and use medical marijuana without fear of criminal prosecution under Utah law, so long as they abide by the State’s medical cannabis laws. Nevertheless, marijuana remains a Schedule I controlled substance under the Controlled Substances Act of 1970. As such, any use of marijuana – medical or otherwise – is against federal law.

Under the District’s Drug and Alcohol Policy, conduct involving illegal drugs or controlled substances, as defined by state or federal law, can result in disciplinary action, up to and including termination. Accordingly, an employee who tests positive for marijuana is in violation of the District’s drug policy, even if the employee is exempt from criminal prosecution under Utah law. State law does not prohibit the District from having and enforcing policies with respect to marijuana.

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**X. Notice**

The District’s written policy for drug and alcohol testing shall be distributed to employees and be available for review by prospective employees at various District locations.

**INFORMED CONSENT**

I understand that according to the policy of Granger-Hunter Improvement District (referred to below as “the District”), which I have read and understand, I am required to submit a sample, as defined by District policy, for chemical analysis. I understand that the sample collection and analysis will be conducted by trained personnel at independent facilities qualified to perform these services and that a documented chain of specimen custody exists to assure the identity and integrity of my specimens throughout the collection and testing process.

The purpose of this analysis is to determine the absence or presence of drugs or alcohol.

I also recognize that nothing in the District’s Drug and Alcohol Testing Policy (“the Policy”) changes my status as an at-will employee. Furthermore, I understand that nothing in the Policy creates a binding contract or any other liability or obligation on the District.

I consent freely and voluntarily to District’s request for samples and to the release of test results to an authorized representative of the District. I understand that if the test results indicate the presence of drugs and/or alcohol, I may not be hired or if already employed, may be subject to disciplinary action up to and including termination.

\_\_\_\_\_  
Signed

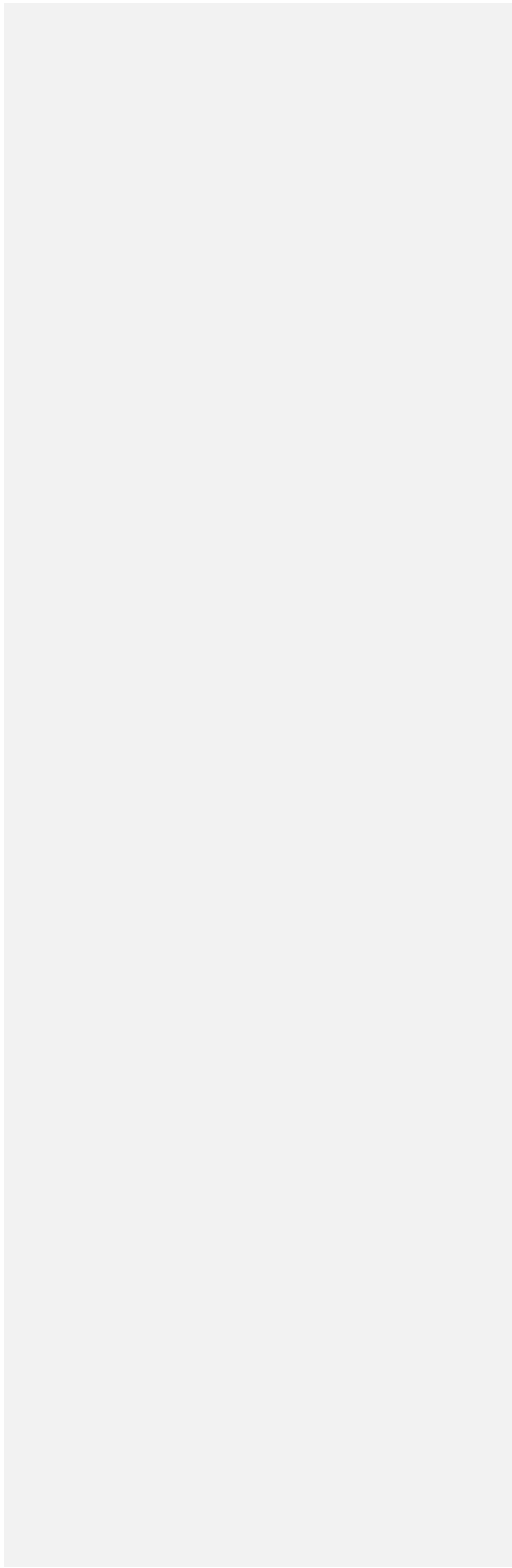
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

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2888 South 3600 West • P.O. Box 701110 • West Valley City, Utah 84170-1110 • Phone (801) 968-3551 • Fax (801) 968-5467 • www.ghid.org

Date: December 9, 2020  
To: Board Members  
From: Jason Helm, CEO  
Subject: Whistleblower Policy Options

The current whistleblower policy does not provide an anonymous means to report illegal or dishonest behavior. It now states in paragraph three of section 8.3 of the Employee Handbook – *“If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the General Manager.”*

We are proposing that the Board consider one of the options below as an alternative to our current written policy.

Option 1 – Statement in the policy to be amended to include the ability to report anonymously using current means. Example language:

*If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should promptly report the suspected or actual event to his/her supervisor. If the employee would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the employee could report the event to the next highest or another level of management, including to an appropriate Board member. The employee may report the event with his/her identity or anonymously, via written memo to his/her supervisor or other level of management.*

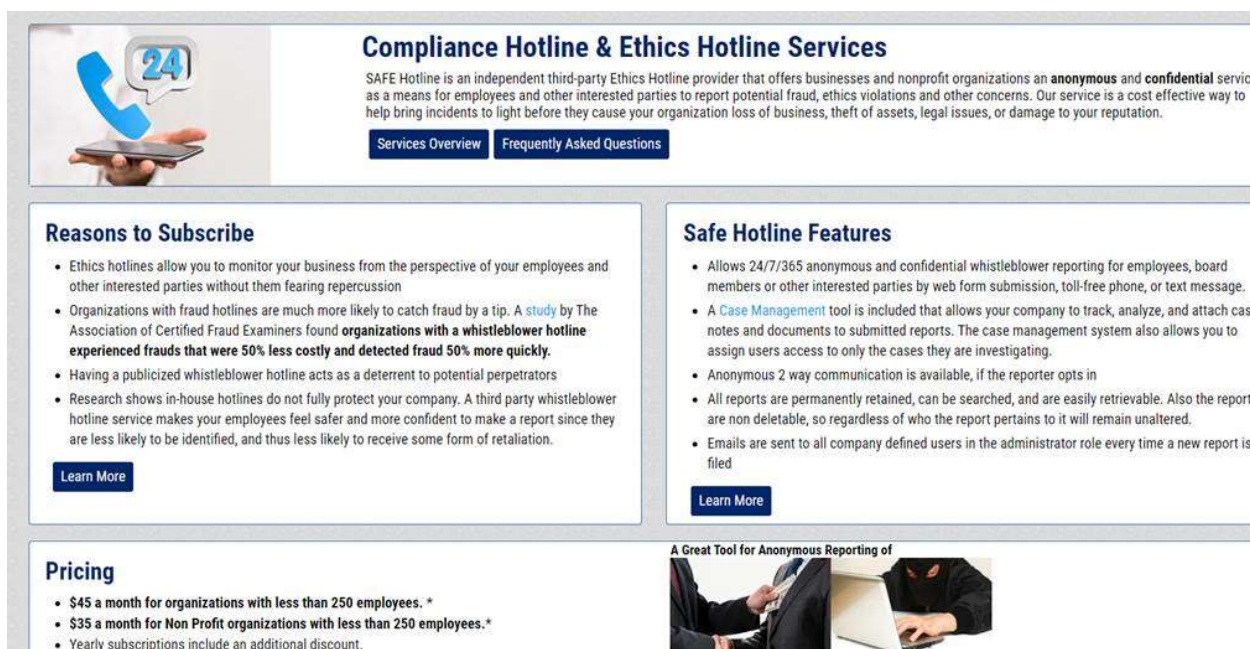
Option 2 – Statement in the policy to be amended to include an anonymous report option via GHID Intranet and/or website. This report button would generate an email to the General Manager and the Board. Example language:

*If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should promptly report the suspected or actual event to his/her supervisor. If the employee would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the employee could report the event to the next highest or another level of management, including to an appropriate Board member. The employee may report the event with his/her identity or anonymously, via the GHID intranet site under “Human Resources” and “Anonymous Report”.*

Option 3 – Statement in the policy to be amended to include an anonymous report option via an Ethics Hotline Provider. Example language:

*If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should promptly report the suspected or actual event to his/her supervisor. If the employee would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the employee could report the event to the next highest or another level of management, including to an appropriate Board member. The employee may report the event with his/her identity or anonymously, via the Ethics Hotline at the number provided below.*

An example of an Ethics Hotline provider and their services are provided below:



**Compliance Hotline & Ethics Hotline Services**

SAFE Hotline is an independent third-party Ethics Hotline provider that offers businesses and nonprofit organizations an **anonymous** and **confidential** service as a means for employees and other interested parties to report potential fraud, ethics violations and other concerns. Our service is a cost effective way to help bring incidents to light before they cause your organization loss of business, theft of assets, legal issues, or damage to your reputation.

[Services Overview](#) [Frequently Asked Questions](#)

### Reasons to Subscribe

- Ethics hotlines allow you to monitor your business from the perspective of your employees and other interested parties without them fearing repercussion
- Organizations with fraud hotlines are much more likely to catch fraud by a tip. A [study](#) by The Association of Certified Fraud Examiners found **organizations with a whistleblower hotline experienced frauds that were 50% less costly and detected fraud 50% more quickly.**
- Having a publicized whistleblower hotline acts as a deterrent to potential perpetrators
- Research shows in-house hotlines do not fully protect your company. A third party whistleblower hotline service makes your employees feel safer and more confident to make a report since they are less likely to be identified, and thus less likely to receive some form of retaliation.

[Learn More](#)

### Safe Hotline Features


- Allows 24/7/365 anonymous and confidential whistleblower reporting for employees, board members or other interested parties by web form submission, toll-free phone, or text message.
- A **Case Management** tool is included that allows your company to track, analyze, and attach case notes and documents to submitted reports. The case management system also allows you to assign users access to only the cases they are investigating.
- Anonymous 2 way communication is available, if the reporter opts in
- All reports are permanently retained, can be searched, and are easily retrievable. Also the reports are non deletable, so regardless of who the report pertains to it will remain unaltered.
- Emails are sent to all company defined users in the administrator role every time a new report is filed

[Learn More](#)

### Pricing

- **\$45 a month for organizations with less than 250 employees.\***
- **\$35 a month for Non Profit organizations with less than 250 employees.\***
- Yearly subscriptions include an additional discount.

**A Great Tool for Anonymous Reporting of**



We look forward to having a discussion on these options in our scheduled December 15, 2020 Board meeting.

2021

# January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	01 New Year's Day	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18 Martin Luther King Jr. Day - GHID Closed	19 <b>GHID Board Meeting 3:00 pm</b>	20	21	22	23
24	25	26	27	28	29	30
31	01	Notes:				



2021

# February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15 President's Day - GHID Closed	16 <b>GHID Board Meeting 3:00 pm</b>	17	18	19	20
21	22	23	24	25	26	27
		AWWA UTILITY MANAGEMENT CONFERENCE - ATLANTA, GA				
28	01	02	03	04	05	06
07	08	Notes:				

2021

# March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16 <b>GHID Board Meeting 3:00 pm</b>	17	18	19	20
Daylight Saving Time Begins	22	23	24	25	26	27
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	Notes:				

2021

# April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	01	02	03
04	05	06	07	08	09	10
			UGFOA - ST. GEORGE, UT			
EASTER						
11	12	13	14	15	16	17
		WEAU ANNUAL CONFERENCE - ST. GEORGE, UT				
18	19	20	21	22	23	24
		<b>GHID Board Meeting 3:00 pm</b>				
25	26	27	28	29	30	01
02	03	Notes:				

2021

May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
MOTHER'S DAY						
16	17	18 <b>GHID Board Meeting 3:00 pm</b>	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day - GHID Closed	Notes:				

2021

# June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
ACE CONFERENCE - SAN DIEGO, CA						
20	21	22	23	24	25	26
FATHER'S DAY		<b>GHID Strategic Planning Meeting 8:00 a.m. / Board Meeting 3:00 p.m.</b>				
27	28	29	30	01	02	03
GFOA - CHICAGO, IL						
04	05	Notes:				

2021

# July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	01	02	03
04 Independence Day	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20 <i><b>GHID Board Meeting 3:00 pm - If Needed</b></i>	21	22	23	24 Pioneer Day
25	26	27	28	29	30	31
01	02	Notes:				

2021

# August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
		WEFTEC - CHICAGO, IL				
22	23	24 <b>GHID Board Meeting 3:00 pm</b>	25	26	27	28
29	30	31	01	02	03	04
05	06	Notes:				

2021

# September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	01	02	03	04
		RURAL WATER - LAYTON, UT				
05	06 Labor Day - GHID Closed	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21 <b>GHID Board Meeting 3:00 pm</b>	22	23	24	25
26	27	28	29	30	01	02
03	04	Notes:				



2021

# October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	01	02
03	04	05	06	07	08	09
			AWWA INTERMOUNTAIN SECTION - MIDWAY, UT			
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		<b>GHID Board Meeting 3:00 pm</b>				
24	25	26	27	28	29	30
31	01	Notes:				

2021

# November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01	02	03	04	05	06
			UASD - PROVO, UT			
07	08	09	10	11	12	13
Daylight Saving Time Begins				Veteran's Day - GHID Closed		
14	15	16	17	18	19	20
		<b>GHID Board Meeting 3:00 pm</b>				
21	22	23	24	25	26	27
				Thanksgiving - GHID Closed		
28	29	30	01	02	03	04
05	06	Notes:				

2021

# December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14 <b>City Board Meeting 5:00 pm / Public Hearing 6:00 pm</b>	15	16	17	18
19	20	21	22	23	24	25  Christmas Day
26	27	28	29	30	31	01
02	03	Notes:				

# 2021 Board Meeting Schedule

January 19 – 3:00 p.m.

February 16 – 3:00 p.m.

March 16 – 3:00 p.m.

April 20 – 3:00 p.m.

May 18 – 3:00 p.m.

June 22 – Strategic Planning Mtg. 8:00 a.m. / Board Mtg. 3:00 p.m.

*July 20 – 3:00 p.m. – meeting will be held if needed*

August 24 – 3:00 p.m.

September 21 – 3:00 p.m.

October 19 – 3:00 p.m.

November 16 – 3:00 p.m.

December 14 – Board Mtg. 5:00 / Public Hearing 6:00 p.m.

# Delinquent Account Report Update

	June	Total	June	July	Total	July	Aug	TOTAL	Aug	Sept	TOTAL	Sept	Oct	TOTAL	Oct	Nov	TOTAL	Nov	Dec	TOTAL	Dec
		DUE	After		DUE	After		DUE	After		DUE	After		DUE	After		DUE	After		DUE	After
<b>2020</b>																					
Cycle 1	317	\$55,838	164	311	\$63,679	155	504	\$116,907	175	434	\$112,205	146	83	\$37,113	37	177	\$65,949	52	204	\$65,788	
Cycle 2	283	\$58,454	107	378	\$108,406	137	425	\$114,968	137	94	\$35,347	41	93	\$38,161	29	164	\$60,761	39			
Cycle 3	332	\$77,459	179	443	\$102,680	170	398	\$112,931	153	117	\$59,954	65	129	\$55,325	54	167	\$69,597	56			
Cycle 4	272	\$74,020	141	353	\$99,480	156	400	\$130,416	105	114	\$54,559	59	105	\$39,404	29	166	\$62,308				
<b>Total</b>	<b>1204</b>	<b>\$265,771</b>	<b>591</b>	<b>1485</b>	<b>\$374,245</b>	<b>618</b>	<b>1727</b>	<b>\$475,222</b>	<b>570</b>	<b>759</b>	<b>\$262,065</b>	<b>311</b>	<b>410</b>	<b>\$170,003</b>	<b>149</b>	<b>674</b>	<b>\$258,615</b>	<b>147</b>	<b>204</b>	<b>\$65,788</b>	<b>0</b>
<b>2019</b>																					
Cycle 1	203	\$28,950	41	202	\$30,171	31	263	\$40,875	63	331	\$70,877	54	446	\$90,507	119	399	\$72,440	327	336	\$52,397	Holiday
Cycle 2	227	\$37,320	55	203	\$41,243	85	211	\$42,428	63	352	\$96,697	117	390	\$153,446	165	427	\$101,491	138	311	\$63,838	Holiday
Cycle 3	198	\$34,134	45	229	\$55,169	59	214	\$47,724	55	332	-	80	392	\$74,047	99	356	\$81,519	87	255	\$46,025	Holiday
Cycle 4	209	\$43,624	45	184	\$38,638	56	234	\$54,635	47	319	\$73,105	87	335	\$76,746	140	278	\$65,433	51	180	\$35,388	51
<b>Total</b>	<b>837</b>	<b>\$144,028</b>	<b>186</b>	<b>818</b>	<b>\$165,221</b>	<b>231</b>	<b>922</b>	<b>\$185,662</b>	<b>228</b>	<b>1334</b>	<b>\$240,679</b>	<b>338</b>	<b>1563</b>	<b>\$394,746</b>	<b>523</b>	<b>1460</b>	<b>\$320,883</b>	<b>603</b>	<b>1082</b>	<b>\$197,648</b>	<b>51</b>

We continue to monitor the delinquent numbers very closely and make every effort to ensure ample notification before turning water off.

The “AFTER” total is the number of accounts where a Meter Technician knocked on the customer’s door and left the water on if they agreed to contact the office by noon to make a payment or an arrangement.





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

2888 South 3600 West • P.O. Box 701110 • West Valley City, Utah 84170-1110 • Phone (801) 968-3551 • Fax (801) 968-5467 • www.ghid.org

## Resolution of the Board of Trustees

Resolution No. 12-15-20.1

### REPLACING THE CERTIFICATION OF AUTHORIZED INDIVIDUALS FOR ZIONS BANK – BOND ESCROW ACCOUNTS

WHEREAS, the Board of Trustees of the Granger-Hunter Improvement District (“the District”) had previously appointed Kim Coleman and Clinton Jensen as Authorized Individuals who were empowered to act as Authorized Representatives on behalf of the District for the ongoing administration needs of all outstanding bond issues of the district;

WHEREAS, Clinton Jensen and Kim Coleman are no longer employees of the District;

WHEREAS, it is recommended to appoint new Authorized Individuals for Clinton Jensen and Kim Coleman;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Granger-Hunter Improvement District Board of Trustees removes Clinton Jensen and Kim Coleman as Authorized Individuals for the bond escrow accounts.
2. The Granger-Hunter Improvement District Board of Trustees appoints Jason Helm and Austin Ballard as Authorized Individuals for the District’s bond escrow accounts.
3. This Resolution shall take effect upon authorized execution.

PASSED, ADOPTED and APPROVED this 15<sup>th</sup> day of December, 2020.

\_\_\_\_\_  
Debra K. Armstrong, Chair of the Board of Trustees

ATTEST:

\_\_\_\_\_  
Austin Ballard, District Clerk



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

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DATE: December 15, 2020

TO: Board of Trustees of Granger-Hunter Improvement District

FROM: Austin Ballard, Controller

SUBJECT: Change of Authorized Individuals for bond escrow accounts

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The District has appointed Zions Bank to act as escrow officer to act the financial intermediary for all bonding accounts. Zions Bank conducts the following of bond transactions on behalf of the district:

1. Cash reimbursements to the District for all capital expenditures on the \$20 million SRF loan
2. Collects and remits principal and interest payments for the \$4 million bond with Utah Division of Environmental Quality and the \$20 million SRF loan with Utah Division of Drinking Water
3. Holds and collects cash balances in escrow relating to debt service reserve funds for both bonds in item #2. These funds will be release back to the District upon the execution of the other resolutions in the board packet.

The District currently does not have any active employees on file with Zions Bank who are authorized to conduct ongoing administration needs of all outstanding bond issues. To remedy this, I recommend that the Board adopt resolution 12-15-20.1 which empowers Jason Helm, General Manager and Austin Ballard, Controller to act as Authorized Representatives on behalf of the District for the ongoing administration needs of all outstanding bond issues of the District. If you approve the resolution, I also request that you authorize Debra Armstrong to sign a document to attest the signatures of Jason Helm and Austin Ballard on a form that will be submitted to Zions Bank.

Thank you for your consideration of this item.

**SIGNATURE CERTIFICATE AND AUTHORIZATION**  
**GRANGER-HUNTER IMPROVEMENT DISTRICT**

I, Debra Armstrong, do hereby certify the following:

That I am the duly qualified and acting Chair of Granger-Hunter Improvement District (the "District");

That the following individuals, whose signatures are set opposite their names and titles, are empowered to act as Authorized Representatives on behalf of the District for the ongoing administration needs of all outstanding bond issues of the District; and

That the signatures at the right of the persons named below are the genuine signatures of said persons:

DESIGNATION	NAME	SPECIMEN SIGNATURE
Controller/District Clerk	Austin Ballard	
General Manager	Jason Helm	

Witness my hand and the seal of my office this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Chair

SEAL





**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**REVENUES**

	Actual 11/30/2019	Amended Budget 2019	% of Budget	Actual 11/30/2020	Budget 2020	% of Budget
<b>REVENUES</b>						
<b>Operating Revenues:</b>						
Water Sales	\$ 17,280,831	\$ 19,629,500	88.0%	\$ 19,817,264	\$ 19,728,000	100.5%
Sewer Service Charges	10,351,853	11,748,000	88.1%	10,093,530	11,807,000	85.5%
Central Valley Assessmt	2,458,072	2,700,000	91.0%	2,462,356	2,700,000	91.2%
Engineering Fees	8,170	4,100	199.3%	7,442	6,000	124.0%
Connection fees	26,876	34,000	79.0%	35,284	34,000	103.8%
Inspection	50,085	49,000	102.2%	70,569	49,000	144.0%
Delinquent/Turn-on Fees	28,585	35,000	81.7%	9,815	35,000	28.0%
Conservation Grant	69,706	68,500	101.8%	58,211	68,500	85.0%
Total Operating Revenue	<u>30,274,178</u>	<u>34,268,100</u>	88.3%	<u>32,554,471</u>	<u>34,427,500</u>	94.6%
<b>Property Tax Revenue:</b>						
Property Tax	1,088,042	3,300,000	33.0%	1,268,665	3,400,000	37.3%
Motor Vehicle	198,911	250,000	79.6%	184,281	250,000	73.7%
Personal Property	335,611	315,000	106.5%	323,876	325,000	99.7%
Delinquent Tax/Interest	65,177	80,000	81.5%	62,681	80,000	78.4%
Tax Increment for RDA	-	239,000	0.0%	-	200,000	0.0%
Total Property Tax Revenue	<u>1,687,741</u>	<u>4,184,000</u>	40.3%	<u>1,839,503</u>	<u>4,255,000</u>	43.2%
<b>Non-operating Revenue:</b>						
Impact Fees - Water	510,337	375,000	136.1%	715,272	300,000	238.4%
Impact Fees - Sewer	240,375	188,000	127.9%	378,831	150,000	252.6%
Interest	559,938	500,000	112.0%	313,610	525,000	59.7%
Sale of Surplus Equipment	19,642	109,000	18.0%	77,086	59,000	130.7%
Other	128,424	110,000	116.7%	103,488	120,000	86.2%
Total Non-operating Revenue	<u>1,458,716</u>	<u>1,282,000</u>	113.8%	<u>1,588,287</u>	<u>1,154,000</u>	137.6%
<b>Total Revenues</b>	<u><b>\$ 33,420,635</b></u>	<u><b>\$ 39,734,100</b></u>	<b>84.1%</b>	<u><b>\$ 35,982,261</b></u>	<u><b>\$ 39,836,500</b></u>	<b>90.3%</b>

*Percent of Year Completed:* 91.67%



**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**EXPENSES**

	Actual 11/30/2019	Amended Budget 2019	% of Budget	Actual 11/30/2020	Budget 2020	% of Budget
<b>EXPENSES</b>						
<b>Payroll Wages:</b>						
Salaries & Wages	\$ 4,244,371	\$ 4,785,017	88.7%	\$ 4,572,464	\$ 5,028,072	90.9%
Overtime Wages	139,112	200,000	69.6%	112,294	175,000	64.2%
On-call Pay	32,429	56,280	57.6%	61,371	71,280	86.1%
Incentive Pay	9,414	15,000	62.8%	7,627	15,000	50.8%
Vehicle Allowance	785	-	N/A	5,582	9,000	62.0%
Other/OPEB	-	250,000	0.0%	327,131	250,000	130.9%
Clothing Allowance	20,350	21,450	94.9%	18,975	22,000	86.3%
<i>Total Payroll Wages</i>	<u>4,446,461</u>	<u>5,327,747</u>	<u>83.5%</u>	<u>5,105,444</u>	<u>5,570,352</u>	<u>91.7%</u>
<b>Payroll Benefits:</b>						
State Retirement Plan	765,030	906,300	84.4%	738,913	955,045	77.4%
401K Plan	512,981	567,100	90.5%	551,017	598,677	92.0%
Health/Dental Insurance	1,386,209	1,628,877	85.1%	1,291,194	1,670,320	77.3%
Medicare	63,344	70,350	90.0%	68,445	73,547	93.1%
Workers Compensation Ins	29,225	45,000	64.9%	19,879	40,000	49.7%
Life/LTD/LTC Insurance	67,901	75,000	90.5%	67,209	75,000	89.6%
State Unemployment	-	5,000	0.0%	7,784	5,000	155.7%
<i>Total Payroll Benefits</i>	<u>2,824,690</u>	<u>3,297,627</u>	<u>85.7%</u>	<u>2,744,441</u>	<u>3,417,589</u>	<u>80.3%</u>
<b>Operations &amp; Maintenance:</b>						
Repair & Replacement	569,538	746,373	76.3%	505,447	655,560	77.1%
Building & Grounds	74,817	77,462	96.6%	63,237	82,450	76.7%
Vehicle Maint & Fuel	195,139	209,000	93.4%	141,216	189,431	74.5%
Vehicle Lease	196,218	218,409	89.8%	215,651	254,600	84.7%
Tools & Supplies	28,615	35,000	81.8%	59,486	73,400	81.0%
Water Purchases	9,732,174	10,677,437	91.1%	10,376,911	11,010,400	94.2%
Treatment Chemicals	35,862	68,800	52.1%	36,867	41,300	89.3%
Water Lab Testing Fees	56,329	106,000	53.1%	37,662	76,750	49.1%
Utilities	713,482	1,009,000	70.7%	837,470	982,000	85.3%
<i>Total O&amp;M</i>	<u>11,602,174</u>	<u>13,147,481</u>	<u>88.2%</u>	<u>12,273,947</u>	<u>13,365,891</u>	<u>91.8%</u>
<b>CVWRF:</b>						
Facility Operations	2,934,732	4,400,414	66.7%	3,558,827	4,494,860	79.2%
Project Betterments	907,281	1,712,549	53.0%	775,862	1,360,725	57.0%
Interceptor Monitoring	2,809	3,875	72.5%	(2,967)	-	0.0%
Pre-treatment Field	197,439	243,993	80.9%	222,164	283,675	78.3%
Laboratory	184,016	239,538	76.8%	197,342	227,418	86.8%
CVW Debt Service	1,105,174	1,488,436	74.3%	1,751,195	1,954,999	89.6%
<i>Total CVWRF</i>	<u>\$ 5,331,451</u>	<u>8,088,805</u>	<u>65.9%</u>	<u>6,502,423</u>	<u>\$ 8,321,677</u>	<u>78.1%</u>



**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**EXPENSES**

	Actual 9/30/2019	Amended Budget 2019	% of Budget	Actual 11/30/2020	Budget 2020	% of Budget
<b>General &amp; Administrative:</b>						
Office Supplies/Printing	\$ 23,937	\$ 37,100	64.5%	\$ 17,334	\$ 33,940	51.1%
Postage & Mailing	129,257	159,500	81.0%	120,958	159,500	75.8%
General Administrative	49,744	125,130	39.8%	46,708	61,000	76.6%
Computer Supplies	389,350	392,432	99.2%	354,958	494,243	71.8%
General Insurance	357,273	423,600	84.3%	275,812	439,612	62.7%
Utilities	73,336	105,500	69.5%	66,119	95,500	69.2%
Telephone	77,477	110,000	70.4%	95,989	120,200	79.9%
Training & Education	119,252	131,325	90.8%	46,664	133,200	35.0%
Safety	38,738	39,600	97.8%	38,230	39,620	96.5%
Legal fees	21,196	49,000	43.3%	39,590	44,000	90.0%
Auditing Fees	11,000	11,000	100.0%	12,000	12,000	100.0%
Professional Consulting	203,916	275,300	74.1%	55,116	97,400	56.6%
Public Relations/Conservation	39,681	69,450	57.1%	37,152	55,000	67.5%
Banking & Bonding	566,669	513,900	110.3%	322,749	330,900	97.5%
Admin Contingency	-	180,000	0.0%	-	180,000	0.0%
<i>Total General Administrative</i>	<u>2,100,826</u>	<u>2,622,837</u>	<u>80.1%</u>	<u>1,529,379</u>	<u>2,296,115</u>	<u>66.6%</u>
<b>Total Operating Expenses</b>	<u>26,305,602</u>	<u>32,484,497</u>	<u>81.0%</u>	<u>28,155,634</u>	<u>32,971,624</u>	<u>85.4%</u>
<b>Net Operating Revenues</b>	<u>7,115,033</u>	<u>\$ 7,249,603</u>	<u>98.1%</u>	<u>7,826,627</u>	<u>6,864,876</u>	<u>114.0%</u>
<b>Indirect Operating Expenses:</b>						
Depreciation	-	7,000,000	0.0%	7,137,014	7,700,000	92.7%
RDA Pass-Through	-	239,000	0.0%	-	200,000	0.0%
<i>Total Indirect Operating Exp</i>	<u>-</u>	<u>\$ 7,239,000</u>	<u>0.0%</u>	<u>7,137,014</u>	<u>7,900,000</u>	<u>90.3%</u>
<b>Equipment and Infrastructure:</b>						
Infrastructure	8,829,092	13,276,600	66.5%	6,517,044	15,746,152	41.4%
New Vehicles & Equipment	409,105	414,050	98.8%	416,310	409,747	101.6%
<i>Total Equipment</i>	<u>9,238,197</u>	<u>13,690,650</u>	<u>67.5%</u>	<u>6,933,354</u>	<u>16,155,899</u>	<u>42.9%</u>
<b>Debt Service:</b>						
Bond Interest	19,392	408,683	4.7%	22,971	244,995	9.4%
Bond Principal Pmt ('12 Bond)	281,000	281,000	100.0%	288,000	288,000	100.0%
Bond Princ Pmt (2019 DEQ)	-	-	0.0%	435,525	310,000	140.5%
<i>Total Debt Service</i>	<u>300,392</u>	<u>689,683</u>	<u>43.6%</u>	<u>746,496</u>	<u>842,995</u>	<u>88.6%</u>
<b>Total Equip &amp; Debt Service</b>	<u>9,538,589</u>	<u>\$ 14,380,333</u>	<u>66.3%</u>	<u>7,679,850</u>	<u>16,998,894</u>	<u>45.2%</u>
<b>Net Revenues after Deprec</b>	<u>(2,423,556)</u>	<u>\$ (14,369,730)</u>	<u>16.9%</u>	<u>(6,990,237)</u>	<u>(18,034,018)</u>	<u>38.8%</u>
Add back Depreciation	-	7,000,000	0.0%	7,137,014	7,700,000	92.7%
Add back Infrastructure	8,829,092	13,276,600	66.5%	6,517,044	15,746,152	41.4%
<b>Net Revenues, net of Infrastructure</b>	<u>\$ 6,405,536</u>	<u>\$ 5,906,870</u>	<u>108.4%</u>	<u>\$ 6,663,821</u>	<u>\$ 5,412,134</u>	<u>123.1%</u>

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2188	FERGUSON ENTERPRISES, INC							
I-1132652	Emergency Site Repairs	D	11/04/2020			001126		
01 530240	TOOLS & SUPPLIES - CONST	Emergency Site Repai		569.51				
I-1133128	Large Meter Capital Proj	D	11/04/2020			001126		
01 520920	INFRASTRUCTURE PURCHASES	Large Meter Capital		879.90				
I-1133289	Emergency Repair Parts	D	11/04/2020			001126		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		183.92				
I-1133421	Emergency Repair Parts	D	11/04/2020			001126		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		53.25				1,686.58
4990	WORKERS COMPEN OF UTAH							
I-7438482	OCT 2020/SCHEDULED PREMIUM	D	11/04/2020			001127		
01 500160	WORKERS COMP INS	OCT 2020/SCHEDULED P		2,676.05				2,676.05
0001	US TREASURY							
I-T1 202011105988	FEDERAL WITHHOLDING	D	11/12/2020			001128		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	FEDERAL WITHHOLDING		13,645.00				
I-T4 202011105988	MEDICARE WITHHOLDING	D	11/12/2020			001128		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	MEDICARE WITHHOLDING		2,457.77				
01 500150	MEDICARE	MEDICARE WITHHOLDING		2,457.77				18,560.54
2532	HEALTH EQUITY INC							
I-HSB202011105988	HEALTH SAVINGS ACCOUNT	D	11/12/2020			001129		
01 22090	CAFETERIA PLAN PAYABLE	HEALTH SAVINGS ACCOU		3,608.29				
01 500130	HEALTH INSURANCE	HEALTH SAVINGS ACCOU		600.00				4,208.29
4640	UTAH RETIREMENT SYSTEMS							
I-2DC202011105988	TIER 2 DEFINED CONTRIBUTION	D	11/12/2020			001130		
01 500110	STATE RETIREMENT PLAN	TIER 2 DEFINED CONTR		523.11				
I-2HY202011105988	TIER 2 HYBRID CONTRIBUTION	D	11/12/2020			001130		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID CONTRI		10,835.53				
I-45%202011105988	457 CONTRIBUTION %	D	11/12/2020			001130		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION %		140.64				
I-457202011105988	457 CONTRIBUTION AMOUNT	D	11/12/2020			001130		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION AMO		90.00				
I-45B202011105988	457 CONTRIB - BOARD	D	11/12/2020			001130		
01 500120	401K PLAN EXPENSE	457 CONTRIB - BOARD		103.34				
I-4K2202011105988	401(K) \$ TIER 2 EMP CONTRIB	D	11/12/2020			001130		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) \$ TIER 2 EMP		20.00				
I-4KB202011105988	401(K) CONTRIB - BOARD	D	11/12/2020			001130		
01 500120	401K PLAN EXPENSE	401(K) CONTRIB - BOA		25.83				
I-4KP202011105988	401(K) % CONTRIBUTION AMOUNT	D	11/12/2020			001130		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) % CONTRIBUTIO		104.53				
I-DC4202011105988	TIER 2 DC 401K	D	11/12/2020			001130		
01 500110	STATE RETIREMENT PLAN	TIER 2 DC 401K		781.93				
I-HY4202011105988	TIER 2 HYBRID 401K	D	11/12/2020			001130		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID 401K		610.34				
I-PRA202011105988	POST RET AMORTIZATION	D	11/12/2020			001130		

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4640	UTAH RETIREMENT SYSTEMCONT							
I-PRA202011105988	POST RET AMORTIZATION	D	11/12/2020			001130		
01 500110	STATE RETIREMENT PLAN	POST RET AMORTIZATIO		27.54				
I-RT2202011105988	TIER 2 ROTH IRA CONTRIB AMOUNT	D	11/12/2020			001130		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 ROTH IRA CONT		450.00				
I-RTH202011105988	ROTH IRA CONTRIBUTION AMNT	D	11/12/2020			001130		
01 22040	RETIREMENT CONTRIB PAYABLE	ROTH IRA CONTRIBUTIO		330.00				
I-T24202011105988	TIER 2 - 457 CONTRIB	D	11/12/2020			001130		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 - 457 CONTRIB		5.00				
I-USR202011105988	UT STATE RET CONTRIBUTION	D	11/12/2020			001130		
01 500110	STATE RETIREMENT PLAN	UT STATE RET CONTRIB		17,404.78				31,452.57
1320	ASPHALT MATERIALS INC							
I-102231	Asphalt for Repairs	D	11/12/2020			001131		
01 530210	REPAIR SUPPLIES - CONST	Asphalt for Repairs		3,846.87				
I-102527	Asphalt for Repairs	D	11/12/2020			001131		
01 530210	REPAIR SUPPLIES - CONST	Asphalt for Repairs		1,153.13				
01 530210	REPAIR SUPPLIES - CONST	Asphalt for Repairs		179.03				
I-102751	Asphalt for Repairs	D	11/12/2020			001131		
01 530210	REPAIR SUPPLIES - CONST	Asphalt for Repairs		554.91				5,733.94
2340	GENEVA ROCK PRODUCTS							
I-2308876	Fill Dirt For Large Meter	D	11/12/2020			001132		
01 520920	INFRASTRUCTURE PURCHASES	Lrg Mtr/Dirt		4,841.32				
I-2308877	Fill Dirt For Large Meter	D	11/12/2020			001132		
01 520920	INFRASTRUCTURE PURCHASES	Lrg Mtr/Dirt		2,333.58				
I-2310917	Fill Dirt For Large Meter	D	11/12/2020			001132		
01 520920	INFRASTRUCTURE PURCHASES	Lrg Mtr/Dirt		2,825.10				
01 520920	INFRASTRUCTURE PURCHASES	Fill Dirt For Large		1,193.98				11,193.98
3040	MAGNA WATER CO							
I-202011095977	OCT 2020 SEWER CHARGES	D	11/12/2020			001133		
01 41020	SEWER SERVICE CHARGES	HUNTER VILLAGE PH 17		2,235.75				
01 41020	SEWER SERVICE CHARGES	HUNTER VILLAGE PH 16		596.20				
01 41020	SEWER SERVICE CHARGES	7200 WEST SEWER		178.86				
01 41020	SEWER SERVICE CHARGES	ORCHARDVIEW SUBDIV		924.11				
01 41020	SEWER SERVICE CHARGES	MAJESTIC VILLAS PASS		2,444.42				6,379.34
3657	READY MADE CONCRETE							
I-107081	Cement for Repairs	D	11/12/2020			001134		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		1,283.00				
I-107766	Cement for Repairs	D	11/12/2020			001134		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		183.00				1,466.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3850	SALT LAKE CEMENT CUTTING							
I-89130	Cement Cutting for Repair	D	11/12/2020			001135		
01 530210	REPAIR SUPPLIES - CONST			150.00				
I-89131	Cement Cutting for Repair	D	11/12/2020			001135		
01 530210	REPAIR SUPPLIES - CONST			150.00				
I-89173	Cement Cutting for Repair	D	11/12/2020			001135		
01 530210	REPAIR SUPPLIES - CONST			150.00				
I-89174	Cement Cutting for Repair	D	11/12/2020			001135		
01 530210	REPAIR SUPPLIES - CONST			150.00				
I-89269	Cement Cutting for Repair	D	11/12/2020			001135		
01 530210	REPAIR SUPPLIES - CONST			150.00				
I-89411	Cement Cutting for Repair	D	11/12/2020			001135		
01 530210	REPAIR SUPPLIES - CONST			150.00				900.00
4880	WEST VALLEY CITY							
I-202011095976	OCT 2020 STORMWATER	D	11/12/2020			001136		
01 510460	UTILITIES - ADMIN	2888 S	3600 W	296.00				
01 510460	UTILITIES - ADMIN	2824 S	3600 W	276.00				
01 550280	UTILITIES - WW	1247 W	2320 S A	4.00				
01 550280	UTILITIES - WW	1155 W	2320 S	4.00				
01 550280	UTILITIES - WW	1247 W	2320 S B	24.00				
01 550280	UTILITIES - WW	3100 S	DECKER LAKE D	24.00				
01 550280	UTILITIES - WW	1460 W	3100 S	28.00				
01 530280	UTILITIES - WATER/OPS	1313 W	3300 S	12.00				
01 550280	UTILITIES - WW	1360 W	3100 S	8.00				
01 550280	UTILITIES - WW	2117 W	2343 S	52.00				
01 530280	UTILITIES - WATER/OPS	1629 W	2320 S	28.00				
01 550280	UTILITIES - WW	2250 S	CONSTITUTION	4.00				
01 530280	UTILITIES - WATER/OPS	4080 S	2200 W	8.00				
01 530280	UTILITIES - WATER/OPS	4080 S	2200 W	8.00				
01 530280	UTILITIES - WATER/OPS	2386 S	3600 W	60.00				
01 530280	UTILITIES - WATER/OPS	4404 S	4800 W	16.00				
01 530280	UTILITIES - WATER/OPS	6551 W	4100 S	12.00				
01 550280	UTILITIES - WW	2149 W	3100 S	4.00				
01 550280	UTILITIES - WW	2557 S	5370 W	12.00				
01 530280	UTILITIES - WATER/OPS	4525 S	6000 W	8.00				
01 530280	UTILITIES - WATER/OPS	4381 S	NUGGET DR	8.00				
01 550280	UTILITIES - WW	2911 S	2910 W	4.00				
01 550280	UTILITIES - WW	2212 W	3100 S	20.00				
01 530280	UTILITIES - WATER/OPS	3222 S	CULTURAL CENT	28.00				948.00
1267	APELLO							
I-110166-1120	NOV 2020 ANSWERING SERVICE	D	11/18/2020			001137		
01 510470	TELEPHONE	NOV 2020 ANSWERING S		480.00				480.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1730	CLYDE SNOW & SESSIONS							
I-153149	MATTER 006400/GENERAL	D	11/18/2020			001138		
01 510500	LEGAL EXPENSE	MATTER	006400/GENERA	5,362.50				5,362.50
2400	GRANGER HUNTER IMP DIST							
I-202011165993	GHID-2 NOV 2020	D	11/18/2020			001139		
01 530280	UTILITIES - WATER/OPS	GHID-2	NOV 2020	67.38				
I-202011165997	GHID-4 OCT 2020	D	11/18/2020			001139		
01 510460	UTILITIES - ADMIN	GHID-4	OCT 2020	1,265.11				
01 530280	UTILITIES - WATER/OPS	GHID-4	OCT 2020	96.31				
01 550280	UTILITIES - WW	GHID-4	OCT 2020	53.00				
I-202011165998	GHID-1 NOV 2020	D	11/18/2020			001139		
01 530280	UTILITIES - WATER/OPS	GHID-1	NOV 2020	733.88				2,215.68
4704	VERIZON WIRELESS							
I-9866345935	OCT 2020 CELL PHONE & EQUIPMEN	D	11/18/2020			001140		
01 510470	TELEPHONE	OCT 2020	CELL PHONE	2,838.60				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	OCT 2020	EQUIPMENT	172.48				3,011.08
0001	US TREASURY							
I-T1 202011236002	FEDERAL WITHHOLDING	D	11/24/2020			001141		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	FEDERAL	WITHHOLDING	15,146.09				
I-T4 202011236002	MEDICARE WITHHOLDING	D	11/24/2020			001141		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	MEDICARE	WITHHOLDING	2,580.31				
01 500150	MEDICARE	MEDICARE	WITHHOLDING	2,580.31				20,306.71
2532	HEALTHEQUITY INC							
I-HSB202011236002	HEALTH SAVINGS ACCOUNT	D	11/24/2020			001142		
01 22090	CAFETERIA PLAN PAYABLE	HEALTH	SAVINGS ACCOU	3,633.29				
01 500130	HEALTH INSURANCE	HEALTH	SAVINGS ACCOU	500.00				4,133.29
4640	UTAH RETIREMENT SYSTEMS							
I-2DC202011236002	TIER 2 DEFINED CONTRIBUTION	D	11/24/2020			001143		
01 500110	STATE RETIREMENT PLAN	TIER 2	DEFINED CONTR	589.77				
I-2HY202011236002	TIER 2 HYBRID CONTRIBUTION	D	11/24/2020			001143		
01 500110	STATE RETIREMENT PLAN	TIER 2	HYBRID CONTRI	11,195.65				
I-45%202011236002	457 CONTRIBUTION %	D	11/24/2020			001143		
01 22040	RETIREMENT CONTRIB PAYABLE	457	CONTRIBUTION %	310.71				
I-457202011236002	457 CONTRIBUTION AMOUNT	D	11/24/2020			001143		
01 22040	RETIREMENT CONTRIB PAYABLE	457	CONTRIBUTION AMO	90.00				
I-4K2202011236002	401(K) \$ TIER 2 EMP CONTRIB	D	11/24/2020			001143		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K)	\$ TIER 2 EMP	20.00				
I-4KP202011236002	401(K) % CONTRIBUTION AMOUNT	D	11/24/2020			001143		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K)	% CONTRIBUTIO	159.20				
I-DC4202011236002	TIER 2 DC 401K	D	11/24/2020			001143		
01 500110	STATE RETIREMENT PLAN	TIER 2	DC 401K	881.58				
I-HY4202011236002	TIER 2 HYBRID 401K	D	11/24/2020			001143		
01 500110	STATE RETIREMENT PLAN	TIER 2	HYBRID 401K	630.63				
I-RT2202011236002	TIER 2 ROTH IRA CONTRIB AMOUNT	D	11/24/2020			001143		

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4640	UTAH RETIREMENT SYSTEMCONT							
I-RT2202011236002	TIER 2 ROTH IRA CONTRIB AMOUNT	D	11/24/2020			001143		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 ROTH IRA CONT		450.00				
I-RTH202011236002	ROTH IRA CONTRIBUTION AMNT	D	11/24/2020			001143		
01 22040	RETIREMENT CONTRIB PAYABLE	ROTH IRA CONTRIBUTIO		330.00				
I-T24202011236002	TIER 2 - 457 CONTRIB	D	11/24/2020			001143		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 - 457 CONTRIB		5.00				
I-USR202011236002	UT STATE RET CONTRIBUTION	D	11/24/2020			001143		
01 500110	STATE RETIREMENT PLAN	UT STATE RET CONTRIB		18,201.39				32,863.93
2400	GRANGER HUNTER IMP DIST							
I-202011246003	GHID-3 NOV 2020	D	11/24/2020			001144		
01 530280	UTILITIES - WATER/OPS	GHID-3 NOV 2020		146.36				
01 550280	UTILITIES - WW	GHID-3 NOV 2020		53.00				199.36
1	INTSEL STEEL WEST, LLC							
I-SLC IV-366496	STEEL F	R	11/04/2020			121398		
01 570230	VEHICLE MAINT & FUEL - VEH	STEEL FOR NEW TRUCKS		26.52				26.52
1160	ALPINE SUPPLY							
I-240319	Misc Bolts for repairs	R	11/04/2020			121399		
01 530210	REPAIR SUPPLIES - CONST	Misc Bolts for repai		149.53				149.53
1210	AMERICAN EXPRESS							
I-202011035973	OCT 2020 PURCHASES	R	11/04/2020			121400		
01 21015	AMEX/MC PAYABLE	OCT 2020 PURCHASES		54,095.82				
01 510430	GENERAL ADMINISTRATIVE	OCT UASD INTUIT CHR		48.49				
01 510410	OFFICE SUPPLIES/PRINTING	DOOR STOP		5.30				
01 510410	OFFICE SUPPLIES/PRINTING	PAPER/DOOR STOPS		192.93				
01 510410	OFFICE SUPPLIES/PRINTING	3 HOLE PUNCHED PAPER		46.86				
01 11600	CREDIT CARD POINTS	SAFETY PTS/K COLEMAN		112.38CR				
01 510430	GENERAL ADMINISTRATIVE	SAFETY PTS/K COLEMAN		112.38				
01 510430	GENERAL ADMINISTRATIVE	SAFETY PTS/K COLEMAN		103.96CR				
01 560210	REPAIR SUPPLIES - METER	METER LOCKS		160.00				
01 550240	TOOLS & SUPPLIES - WW	TST TOILET TREATMENT		21.59				
01 510430	GENERAL ADMINISTRATIVE	SALES TAX REFUND		8.63CR				
01 510480	TRAINING & EDUCATION - ADM	BACKFLOW TEST/J ARBU		165.00				
01 510480	TRAINING & EDUCATION - ADM	BACKFLOW CERT/J ARBU		225.00				
01 530210	REPAIR SUPPLIES - CONST	WVC PT #20200626		100.00				
01 530210	REPAIR SUPPLIES - CONST	WVC PT #20200627		100.00				
01 510480	TRAINING & EDUCATION - ADM	WW CERT EXAM/ALLEN,H		150.00				
01 510480	TRAINING & EDUCATION - ADM	REG/H2O SUMMIT CONF		1,560.00				
01 510410	OFFICE SUPPLIES/PRINTING	KITCHEN ACCESSORY		31.98				
01 550240	TOOLS & SUPPLIES - WW	BATTERY STICKS		72.16				
01 510480	TRAINING & EDUCATION - ADM	REG/AWWA CONF/J HELM		245.00				
01 510480	TRAINING & EDUCATION - ADM	MEALS/AWWA CONF ATTE		72.58				
01 510430	GENERAL ADMINISTRATIVE	LICENSE RENEW/A BALL		63.00				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	MONITORS/T STOUT		317.98				



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1210	AMERICAN EXPRESS CONT							
I-202011035973	OCT 2020 PURCHASES	R	11/04/2020			121400		
01 510440	COMPUTER SUPPLIES/EQUIPMENT			110.50				
01 510440	COMPUTER SUPPLIES/EQUIPMENT			14.71				
01 510440	COMPUTER SUPPLIES/EQUIPMENT			169.49				57,855.80
1434	BATTERY SYSTEMS INC							
I-6092019	BATTERY FOR #39	R	11/04/2020			121401		
01 570230	VEHICLE MAINT & FUEL - VEH			63.90				63.90
1444	BEASON, RILEY M							
I-202011025971	2020 BOOT REIMBURSEMENT	R	11/04/2020			121402		
01 510490	SAFETY EXPENSE			100.00				100.00
1640	CATERPILLAR FINANCIAL SERVICES							
I-30291404	2020 4TH QTR LSE/2020 PROP TAX	R	11/04/2020			121403		
01 510235	VEHICLE LEASE			11,710.88				
01 510235	VEHICLE LEASE			2,475.71				14,186.59
1766	CONFLUENCE ENGINEERING GROUP,							
I-03-0920GHIDWQP3	20B:RUSHTON WTR TRTMT PL/PROF	R	11/04/2020			121404		
01 520920-20B	RUSHTON WATER TREATMENT PLANT			21,595.00				21,595.00
1922	DAWSON INFRASTRUCTURE SOLUTION							
I-200864	Set Screws for CCTV	R	11/04/2020			121405		
01 550240	TOOLS & SUPPLIES - WW			11.16				11.16
1929.1	DELUXE							
I-88512238	BANK DEPOSIT TICKETS	R	11/04/2020			121406		
01 510410	OFFICE SUPPLIES/PRINTING			69.26				69.26
1959	DISH							
I-202011035974	NOV 2020 MONTHLY CHARGES	R	11/04/2020			121407		
01 510440	COMPUTER SUPPLIES/EQUIPMENT			65.56				65.56
1980	DOMINION ENERGY							
I-202011035972	OCT 2020 MONTHLY CHARGES	R	11/04/2020			121408		
01 530280	UTILITIES - WATER/OPS			7.65				
01 530280	UTILITIES - WATER/OPS			7.65				
01 550280	UTILITIES - WW			7.65				
01 550280	UTILITIES - WW			27.97				
01 550280	UTILITIES - WW			15.73				
01 530280	UTILITIES - WATER/OPS			10.89				
01 530280	UTILITIES - WATER/OPS			12.04				
01 530280	UTILITIES - WATER/OPS			7.16				
01 550280	UTILITIES - WW			167.96				
01 530280	UTILITIES - WATER/OPS			20.44				
01 510460	UTILITIES - ADMIN			648.92				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1980	DOMINION ENERGY CONT							
I-202011035972	OCT 2020 MONTHLY CHARGES	R	11/04/2020			121408		
01 530280	UTILITIES - WATER/OPS	4500 S	4800 W REAR	18.99				
01 530280	UTILITIES - WATER/OPS	6525 W	4100 S	22.21				
01 530280	UTILITIES - WATER/OPS	3745 S	1000 W WH #8	7.16				982.42
2184.1	FASTENAL COMPANY							
I-UTSAL68559	PPE VENDING SUPPLIES	R	11/04/2020			121409		
01 510490	SAFETY EXPENSE	PPE VENDING SUPPLIES		173.78				173.78
2283	FRANSON CIVIL ENGINEERS INC.							
I-06979	19C:2200 W WATERLINE/PROFESSIO	R	11/04/2020			121410		
01 520920-19C	2200 W WATERLINE PROJECT	19C:2200 W WATERLINE		10,436.40				10,436.40
2380	GRAINGER INC							
I-9696520189	PHOTOCELL FOR BLDG A	R	11/04/2020			121411		
01 510220	BUILDING & GROUNDS	PHOTOCELL FOR BLDG A		38.09				
I-9697588961	HVAC Maint	R	11/04/2020			121411		
01 530210	REPAIR SUPPLIES - CONST	HVAC Maint		70.02				
I-9699977626	FUEL PUMP PARTS/TIRE EXT.	R	11/04/2020			121411		
01 570230	VEHICLE MAINT & FUEL - VEH	PUMP NOZZLES		189.00				
01 570230	VEHICLE MAINT & FUEL - VEH	FUEL HOSES		76.00				
01 570230	VEHICLE MAINT & FUEL - VEH	TIRE VALVE STEM EXT.		143.00				516.11
2443	GS TRACKME LLC							
I-7791	NOV 2020 GPS TRACKING SERVICE	R	11/04/2020			121412		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	NOV 2020 GPS TRACKIN		1,049.60				1,049.60
2505	HARMONS DIST.							
I-112410/1	SYMPATHY/J PACE	R	11/04/2020			121413		
01 510430	GENERAL ADMINISTRATIVE	SYMPATHY/J PACE		39.50				39.50
2592	HORROCKS ENGINEERS INC							
I-58424	20A/20I:RDWD 4100-3100 SWR&WTR	R	11/04/2020			121414		
01 520920-20A	REDWOOD RD 4100 -3100 SWR	20A:REDWOOD 4100-310		15,287.00				
01 520920-20I	REDWOOD RD 4100 -3100 WTR	20I:REDWOOD 4100-310		7,572.10				22,859.10
3170	MONSEN ENGINEERING LLC							
I-RI000270	GPS RENTAL	R	11/04/2020			121415		
01 520910	MACHINERY & EQUIPMENT - ENG	GPS RENTAL		675.00				675.00
3210	MOUNTAINLAND SUPPLY COMPANY							
I-S103743666.006	NEW METERS FOR METER DEPT	R	11/04/2020			121416		
01 520920	INFRASTRUCTURE PURCHASES	3/4" REGISTERS		25,507.18				
01 520920	INFRASTRUCTURE PURCHASES	3/4" IPERL METERS		28,911.76				
01 520920	INFRASTRUCTURE PURCHASES	2" OMNI T2 METERS		20,167.42				
01 520920	INFRASTRUCTURE PURCHASES	1 1/2" OMNI T2		8,501.29				
01 520920	INFRASTRUCTURE PURCHASES	1 1/2 METER GASKETS		160.00				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3210	MOUNTAINLAND SUPPLY COCONT							
I-S103743666.006	NEW METERS FOR METER DEPT	R	11/04/2020			121416		
01 520920	INFRASTRUCTURE PURCHASES			183.36				
01 520920	INFRASTRUCTURE PURCHASES			195.60				
01 520920	INFRASTRUCTURE PURCHASES			88.90				83,715.51
3245	NATIONAL BENEFIT SERVICES LLC							
I-775752	OCT 2020 COBRA	R	11/04/2020			121417		
01 510520	PROFESSIONAL CONSULTING			72.80				72.80
3389	ONESOURCE PROPERTY MAINTENANCE							
I-1498331150	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			590.00				
I-153025958	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			1,245.13				
I-153025965	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			125.38				
I-153025966	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			125.38				
I-153025967	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			125.38				
I-153025968	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			125.38				
I-153025969	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			125.38				
I-153025970	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			125.38				
I-153025971	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			125.38				
I-153025975	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			510.00				
I-153026032	Grounds Maint	R	11/04/2020			121418		
01 530210	REPAIR SUPPLIES - CONST			1,329.13				4,551.92
3980	SHRED-IT USA							
I-8180743205	OCT 2020 DOCUMENT SHREDDING	R	11/04/2020			121419		
01 510430	GENERAL ADMINISTRATIVE			76.25				76.25
4238	STEP SAVER INC							
I-T136968	SALT/WELL 17	R	11/04/2020			121420		
01 530260	WATER TREATMENT CHEMICALS			789.09				
I-T136969	SALT/WELL 8	R	11/04/2020			121420		
01 530260	WATER TREATMENT CHEMICALS			1,358.19				2,147.28

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4248	STREAMLINE I-107707 01 510440							
	NOV 2020 WEBSITE HOSTING	R	11/04/2020			121421		
	COMPUTER SUPPLIES/EQUIPMENT	NOV 2020 WEBSITE HOS		550.00				550.00
4405	THOMAS PETROLEUM I-2331452-IN 01 510230							
	FUEL FOR 3 LOCATIONS	R	11/04/2020			121422		
	VEHICLE FUEL - ADM	FUEL FOR 3 LOCATIONS		8,415.97				8,415.97
4702.8	VARCO I-388594A 01 550240							
	800' X 1" Barracuda Hose	R	11/04/2020			121423		
	TOOLS & SUPPLIES - WW	800' Barracuda Hose		1,900.91				1,900.91
4703.1	VERACITY NETWORKS, LLC I-4647853 01 510470							
	OCT 2020 LAND LINE/INTERNET	R	11/04/2020			121424		
	TELEPHONE	OCT 2020 LAND LINE/I		2,602.48				2,602.48
4899	WESTERN WATER WORKS SUPPLY COM I-2100534-00 01 530210							
	Hydrants & Parts	R	11/04/2020			121425		
	REPAIR SUPPLIES - CONST	Hydrant Parts		6,814.10				6,814.10
4938	WINGFOOT CORPORATION I-105751 01 510220							
	NOV 2020 JANITORIAL SVCS	R	11/04/2020			121426		
	BUILDING & GROUNDS	NOV 2020 JANITORIAL		1,889.00				1,889.00
1106	AFLAC GROUP INSURANCE I-AAX202010135944 01 22050							
	HEALTH INSURANCE PAYABLE	R	11/12/2020			121427		
	AFLAC GROUP INS AFTER TAX	AFLAC GROUP INS AFTE		39.77				
	HEALTH INSURANCE PAYABLE	R	11/12/2020			121427		
	AFLAC GROUP INS AFTER TAX	AFLAC GROUP INS AFTE		39.77				
	HEALTH INSURANCE PAYABLE	R	11/12/2020			121427		
	AFLAC GROUP INS AFTER TAX	AFLAC GROUP INS AFTE		39.77				
	HEALTH INSURANCE PAYABLE	R	11/12/2020			121427		
	AFLAC GROUP INS PRE TAX	AFLAC GROUP INS PRE		82.33				
	HEALTH INSURANCE PAYABLE	R	11/12/2020			121427		
	AFLAC GROUP INS PRE TAX	AFLAC GROUP INS PRE		82.33				
	HEALTH INSURANCE PAYABLE	R	11/12/2020			121427		
	AFLAC GROUP INS PRE TAX	AFLAC GROUP INS PRE		82.33				366.30
	HEALTH INSURANCE PAYABLE							
1725	CHILD SUPPORT SERVICES I-CS2202011105988 01 22080							
	CASE #C001446501	R	11/12/2020			121428		
	GARNISHMENT PAYABLE	CASE #C001446501		84.46				84.46
1725	CHILD SUPPORT SERVICES I-CS3202011105988 01 22080							
	CASE #C001355847	R	11/12/2020			121429		
	GARNISHMENT PAYABLE	CASE #C001355847		172.62				172.62

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2902	KIRK A CULLIMORE I-G07202011105988 01 22080	R	11/12/2020			121430		315.94
	CIVIL NO 190402707 GARNISHMENT PAYABLE		CIVIL NO 190402707	315.94				
4650	UTAH STATE TAX COMMISSION I-T2 202009295926 01 23020	R	11/12/2020			121431		
	STATE WITHHOLDING STATE W/H PAYABLE		STATE WITHHOLDING	7,462.05				
	I-T2 202010135944 01 23020	R	11/12/2020			121431		
	STATE WITHHOLDING STATE W/H PAYABLE		STATE WITHHOLDING	7,424.15				
	I-T2 202010275965 01 23020	R	11/12/2020			121431		
	STATE WITHHOLDING STATE W/H PAYABLE		STATE WITHHOLDING	7,428.60				22,314.80
4870	WELLS FARGO ADVISORS I-4K%202011105988 01 22040	R	11/12/2020			121432		
	401(K) CONTRIBUTIONS RETIREMENT CONTRIB PAYABLE		401(K) CONTRIBUTIONS	259.78				
	01 500120		401(K) CONTRIBUTIONS	19,722.44				
	I-LMS202011105988 01 22040	R	11/12/2020			121432		
	401(K) LOAN PAYMENT RETIREMENT CONTRIB PAYABLE		401(K) LOAN PAYMENT	1,616.29				21,598.51
1	STAKER PARSON, I-202011095975 01 43099	R	11/12/2020			121433		
	,FIRE HYD REF MISC INCOME		STAKER PARSON, :,FIRE	1,172.65				1,172.65
1	EXCAVATION KINGS LLC, I-202011095979 01 43099	R	11/12/2020			121434		
	,FIRE HY MISC INCOME		EXCAVATION KINGS LLC	901.37				901.37
1	TODD HARVEY, I-202011095980 01 41040	R	11/12/2020			121435		
	,CONNECTN FEE REF CONNECTION FEES		TODD HARVEY, :,CONNEC	282.00				
	01 41040		TODD HARVEY, :,CONNEC	75.00				
	01 41050		TODD HARVEY, :,CONNEC	75.00				
	01 43010		TODD HARVEY, :,CONNEC	2,806.00				3,238.00
1	DIRT PRO EXCAVATION, I-202011105984 01 43099	R	11/12/2020			121436		
	,FIRE HYD MISC INCOME		DIRT PRO EXCAVATION,	927.03				927.03
1	C&C DOING IT RIGHT CONST, I-202011105987 01 43099	R	11/12/2020			121437		
	,FHY MISC INCOME		C&C DOING IT RIGHT C	718.18				718.18
1	CORPORATE TRADITIONS, I-4092 01 510430	R	11/12/2020			121438		
	,VOUCHER GENERAL ADMINISTRATIVE		CORPORATE TRADITIONS	2,242.50				2,242.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1064	ACE RECYCLING & DISPOSAL							
I-0002200322	NOV 2020 MONTHLY CHARGES	R	11/12/2020			121439		
01 510220	BUILDING & GROUNDS		NOV 2020 MONTHLY CHA	262.20				262.20
1470	BLUE STAKES OF UTAH UTILITY							
I-UT202002765	OCT 2020 MONTHLY CHARGES	R	11/12/2020			121440		
01 510470	TELEPHONE		OCT 2020 MONTHLY CHA	1,221.99				1,221.99
1650	CDW GOVERNMENT LLC							
I-3392991	Computer Equipment AGM	R	11/12/2020			121441		
01 510440	COMPUTER SUPPLIES/EQUIPMENT		Computer Equipment A	1,633.23				
I-3445575	Computer Equipment AGM	R	11/12/2020			121441		
01 510440	COMPUTER SUPPLIES/EQUIPMENT		Computer Equipment A	504.78				2,138.01
2102	ENTERPRISE FM TRUST							
I-FBN4075015	NOV 2020 VEHICLE LEASE CHARGES	R	11/12/2020			121442		
01 510235	VEHICLE LEASE	UNIT 3	LEASE CHARGES	481.76				
01 510235	VEHICLE LEASE	UNIT 7	LEASE CHARGES	532.29				
01 510235	VEHICLE LEASE	UNIT 16	LEASE CHARGE	572.38				
01 510235	VEHICLE LEASE	UNIT 22	LEASE CHARGE	552.12				
01 510235	VEHICLE LEASE	UNIT 32	LEASE CHARGE	2,071.78				
01 510235	VEHICLE LEASE	UNIT 32	MAINT CHARGE	8.00				
01 510235	VEHICLE LEASE	UNIT 33	LEASE CHARGE	540.01				
01 510235	VEHICLE LEASE	UNIT 37	LEASE CHARGE	500.16				
01 510235	VEHICLE LEASE	UNIT 38	LEASE CHARGE	521.55				
01 510235	VEHICLE LEASE	UNIT 50	LEASE CHARGE	829.19				
01 510235	VEHICLE LEASE	UNIT 59	LEASE CHARGE	540.01				
01 510235	VEHICLE LEASE	UNIT 30	LEASE CHARGE	995.67				
01 510235	VEHICLE LEASE	UNIT 30	MAINT CHARGE	8.00				
01 510235	VEHICLE LEASE	UNIT 14	LEASE CHARGE	621.10				
01 510235	VEHICLE LEASE	UNIT 5	LEASE CHARGES	621.10				
01 510235	VEHICLE LEASE	UNIT 1	LEASE CHARGES	731.33				
01 510235	VEHICLE LEASE	UNIT 54	LEASE CHARGE	684.80				
01 510235	VEHICLE LEASE	UNIT 47	LEASE CHARGE	712.53				
01 510235	VEHICLE LEASE	UNIT 28	LEASE CHARGE	289.09				
01 510235	VEHICLE LEASE	UNIT 21	LEASE CHARGE	2,052.07				
01 510235	VEHICLE LEASE	UNIT 53	LEASE CHARGE	623.32				
01 510235	VEHICLE LEASE	UNIT 27	LEASE CHARGE	533.84				
01 510235	VEHICLE LEASE	UNIT 52	LEASE CHARGE	533.84				
01 510235	VEHICLE LEASE	UNIT 55	LEASE CHARGE	533.84				
01 510235	VEHICLE LEASE	UNIT 12	LEASE CHARGE	616.91				
01 510235	VEHICLE LEASE	UNIT 60	LEASE CHARGE	541.91				17,248.60

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2103	ENVIRONMENTAL PRODUCTS & ACCES							
I-248845	Vactor Parts	R	11/12/2020			121443		
01 550240	TOOLS & SUPPLIES - WW	Vactor Parts		789.00				789.00
2109	EQUITY AUTO REPAIR							
I-7841	CLAIM/P HARRIGAN	R	11/12/2020			121444		
01 510450	GENERAL INSURANCE	CLAIM/P HARRIGAN		978.99				
I-7926	CLAIM/H MITCHELL	R	11/12/2020			121444		
01 510450	GENERAL INSURANCE	CLAIM/H MITCHELL		470.66				1,449.65
2184.1	FASTENAL COMPANY							
I-UTSAL68709	PPE VENDING SUPPLIES	R	11/12/2020			121445		
01 510490	SAFETY EXPENSE	PPE VENDING SUPPLIES		321.57				321.57
2380	GRAINGER INC							
I-9706049492	SDS BOOKS	R	11/12/2020			121446		
01 510490	SAFETY EXPENSE	SDS BOOKS		438.26				438.26
2490	HANSEN, ALLEN & LUCE, INC.							
I-43078	18C:METER 80 PIPING/PROFESSION	R	11/12/2020			121447		
01 520920-18C	METER 80 PIPING MODIFICATIONS	18C:METER 80 PIPING/		131.07				131.07
2590	HOME DEPOT CREDIT SERVICES							
I-202011125992	OCT 2020 PURCHASES	R	11/12/2020			121448		
01 530210	REPAIR SUPPLIES - CONST	WOOD/CONCRETE REMEDI		212.94				
01 530210	REPAIR SUPPLIES - CONST	WOOD/CONCRETE REMEDI		192.58				
01 530210	REPAIR SUPPLIES - CONST	WOOD/CONCRETE REMEDI		93.91				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	FLEX SEAL/HEX SET		19.95				
01 530210	REPAIR SUPPLIES - CONST	WATER O&M SUPPLY		48.13				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	ELECTRIC GREASE		24.94				
01 530210	REPAIR SUPPLIES - CONST	WELL 15		15.97				
01 530240	TOOLS & SUPPLIES - CONST	STRAP/PIPE TRAILER		18.20				
01 530210	REPAIR SUPPLIES - CONST	WELL 15/SODIUM HYPO		38.74				
01 530210	REPAIR SUPPLIES - CONST	SPRINKLER REPAIRS		40.04				
01 530240	TOOLS & SUPPLIES - CONST	STRAPS/PIPE TRAILER		78.60				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	OUTLET		45.03				
01 510410	OFFICE SUPPLIES/PRINTING	BATTERIES		27.96				
01 550210	REPAIR SUPPLIES - WW	LIGHTS/DECKER MAIN		41.94				
01 530210	REPAIR SUPPLIES - CONST	REPAIR/ICE MACHINE		22.23				
01 510220	BUILDING & GROUNDS	POWER DRUM AUGER		27.38				
01 560210	REPAIR SUPPLIES - METER	TOOLS/METER DEPT		40.91				
01 530240	TOOLS & SUPPLIES - CONST	HEDGE TRIMMER/WTR SI		129.00				
01 550210	REPAIR SUPPLIES - WW	LIGHT SENSOR/CHESTER		12.98				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	SUPPLIES/UNIT 16		27.38				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	SUPPLIES/UNIT 37		25.74				
01 530210	REPAIR SUPPLIES - CONST	THRSTAT-WELL 12, TA		10.69				
01 530210	REPAIR SUPPLIES - CONST	SODIUM HYPO HTR/WELL		28.40				
01 530210	REPAIR SUPPLIES - CONST	SODIUM HYPO HTR/WELL		21.98CR				1,201.66

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2598	HOWE RENTAL & SALES							
I-214501	Manlift rental	R	11/12/2020			121449		
01 550210	REPAIR SUPPLIES - WW		Manlift rental	975.24				975.24
2637	INDUSTRIAL SAFETY EQUIPMENT, L							
I-2020-20323	PPE/SAFETY CLOTHING	R	11/12/2020			121450		
01 510490	SAFETY EXPENSE		PPE/SAFETY CLOTHING	332.60				332.60
2648.1	INFINITY CORROSION GROUP, INC.							
I-1581	Pipe Assessment	R	11/12/2020			121451		
01 520520	PROFESSIONAL CONSULTING - ENG		Pipe Assessment	1,704.60				1,704.60
2790	JORDAN VALLEY WATER CONSERVANC							
I-INV00823	OCT 2020 LABORATORY SERVICES	R	11/12/2020			121452		
01 520270	WATER TESTING FEES		OCT 2020 LABORATORY	537.60				537.60
3009	LOVELAND, BRUCE							
I-75667551	REIMB CDL LICENSE,TANKER ENDOR	R	11/12/2020			121453		
01 510430	GENERAL ADMINISTRATIVE		REIMB CDL LICENSE,TA	61.00				61.00
3010	LOWES COMPANIES INC							
I-202011105986	SHOWERHEADS/SPRAY NOZZLES	R	11/12/2020			121454		
01 510530	PUBLIC RELATIONS/CONSERVATION		SHOWERHEADS/SPRAY NO	12,277.25				
I-905629	Fluoride System Maint	R	11/12/2020			121454		
01 530210	REPAIR SUPPLIES - CONST		Fluoride System Main	26.00				12,303.25
3270	NECAISE, RICKY							
I-202011095978	REIMB SAFETY CERT RENEWALS	R	11/12/2020			121455		
01 510430	GENERAL ADMINISTRATIVE		REIMB SAFETY CERT RE	495.00				495.00
3480	PITNEY BOWES							
I-202011105983	POSTAGE MACHINE	R	11/12/2020			121456		
01 510420	POSTAGE & MAILING		POSTAGE MACHINE	450.00				450.00
3548.1	PROJECT ENGINEERING CONSULTANT							
I-22249	18B:4100 S WTRLINE/PROF SVC	R	11/12/2020			121457		
01 520920-18B	4100 S/WEST OF BANGERTER		18B:4100 S WTRLINE/P	13,280.16				13,280.16
3550	PSOMAS							
I-167519	19F:3600 W WATERLINE/PROFESSIO	R	11/12/2020			121458		
01 520920-19F	3600 WEST WATERLINE		19F:3600 W WATERLINE	3,320.00				3,320.00
4324	TEKCOLLECT							
I-470801	OCT 2020 COLLECTIONS	R	11/12/2020			121459		
01 510430	GENERAL ADMINISTRATIVE		OCT 2020 COLLECTIONS	9.54				9.54



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4693	I-EPIV00000548354 01 510470	UTOPIA NOV 2020 FIBER OPTICS TELEPHONE	R 11/12/2020 NOV 2020 FIBER OPTIC	500.00		121460		500.00
5010	I-202011105985 01 510490	YORK, DAVID R 2020 BOOT REIMBURSEMENT SAFETY EXPENSE	R 11/12/2020 2020 BOOT REIMBURSEM	100.00		121461		100.00
1	I-202011185999 01 510480	GUNNER THOMAS, ,REIMB CDL TRAINING & EDUCATION - ADM	R 11/18/2020 GUNNER THOMAS, :,REIM	52.00		121462		52.00
1	I-202011186001 01 510490	BLAKE ALLEN, ,2020 BOOT REIMB SAFETY EXPENSE	R 11/18/2020 BLAKE ALLEN, :,2020 B	100.00		121463		100.00
1087	I-7264 01 510440 I-7277 01 510440	APCO INC BREEZE/CHEMICAL FEED COMPUTER SUPPLIES/EQUIPMENT WELL 15, 16/SCALE SENSOR COMPUTER SUPPLIES/EQUIPMENT	R 11/18/2020 BREEZE CHEMICAL FEED R 11/18/2020 WELL 15, 16/SCALE SE	857.30 620.00		121464 121464		1,477.30
1142	I-202011165995 01 510540	ALLIANZ CONSULTING SOLUTIONS, OCT 20 CC FEE REDUC SRVCS BANKING & BONDING EXPENSE	R 11/18/2020 OCT 20 CC FEE REDUC	389.21		121465		389.21
1243	I-804818512 01 570230 01 570230	AMERIGAS PROPANE LP PROPANE REFILL VEHICLE MAINT & FUEL - VEH VEHICLE MAINT & FUEL - VEH	R 11/18/2020 PROPANE REFILL PROPANE REFILL	117.50 40.32		121466		157.82
1268.1	I-137442 01 510430	APPLICANTPRO DEC 2020 MONTHLY CHARGES GENERAL ADMINISTRATIVE	R 11/18/2020 DEC 2020 MONTHLY CHA	169.00		121467		169.00
1434	I-6125053 01 570230 01 570230 I-6132677 01 570230	BATTERY SYSTEMS INC BATTERIES #31 GEN. & #25 VEHICLE MAINT & FUEL - VEH VEHICLE MAINT & FUEL - VEH BATTERY FOR #6 VEHICLE MAINT & FUEL - VEH	R 11/18/2020 BATTERIES #31 GEN. & BATTERIES #31 GEN. & R 11/18/2020 BATTERY FOR #6	150.00 7.51 63.90		121468 121468		221.41
1500	I-24667 01 520920-20E	BOWEN COLLINS AND ASSOCIATES 20E:PIONEER WWPS REPLACEMENT PIONEER WWPS REPLACEMENT	R 11/18/2020 20E:PIONEER WWPS REP	3,267.25		121469		3,267.25

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1670	CENTRAL VALLEY WATER REC FACIL							
I-202011186000	OCT 2020 INVOICE	R	11/18/2020			121470		
01 580310	FACILITY OPERATION - C.V.			505,970.67				
01 580340	PRETREATMENT FIELD - C.V.			26,693.64				
01 580350	LABORATORY - C.V.			1,607.00				
01 580350	LABORATORY - C.V.			22,211.92				
01 580320	PROJECT BETTERTMENTS- C.V.			133,806.60				
01 580380	CVW DEBT SERVICE			161,074.96				851,364.79
1686	CERTAPRO PAINTERS OF SALT LAKE							
I-AV62330	GRIND & EPOXY SHOP FLOOR	R	11/18/2020			121471		
01 570910	MACHINERY & EQUIPMENT - VEH			9,430.00				9,430.00
1725.5	CINTAS CORPORATION							
I-4066747204	MATS	R	11/18/2020			121472		
01 510220	BUILDING & GROUNDS			119.24				119.24
1725.7	CISCO SYSTEMS							
I-5100365960	NOV 2020 WEBEX EVENTS	R	11/18/2020			121473		
01 510440	COMPUTER SUPPLIES/EQUIPMENT			113.30				113.30
1771	CONSERVE-A-WATT LIGHTING, INC							
I-S100016667.001	TUBE LIGHT BULBS	R	11/18/2020			121474		
01 510220	BUILDING & GROUNDS			93.75				93.75
1845	CRUS OIL, INC.							
I-0482716	MOTOR OIL & GREASE	R	11/18/2020			121475		
01 570230	VEHICLE MAINT & FUEL - VEH			910.80				
01 570230	VEHICLE MAINT & FUEL - VEH			1,162.83				
01 570230	VEHICLE MAINT & FUEL - VEH			60.00				2,133.63
1911	DATA SERVICES - SLCO							
I-28467	NOV 2020 MONTHLY CHARGES	R	11/18/2020			121476		
01 510430	GENERAL ADMINISTRATIVE			45.02				45.02
2184.1	FASTENAL COMPANY							
I-UTSAL68854	PPE VENDING SUPPLIES	R	11/18/2020			121477		
01 510490	SAFETY EXPENSE			287.07				287.07
2341	GENEVA PIPE COMPANY							
I-SL374757	Mastic	R	11/18/2020			121478		
01 550210	REPAIR SUPPLIES - WW			569.88				569.88

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2490	HANSEN, ALLEN & LUCE, INC. I-43104 01 520520	R	11/18/2020	448.71		121479		448.71
2780	JONES & DEMILLE ENGINEERING I-0123704 01 520920-20H	R	11/18/2020	1,377.75		121480		1,377.75
2790	JORDAN VALLEY WATER CONSERVANC I-202011165996 01 530250	R	11/18/2020	753,618.74		121481		753,618.74
2987	LEXISNEXIS RISK SOLUTIONS I-1256831-20201031 01 510430	R	11/18/2020	50.00		121482		50.00
3210	MOUNTAINLAND SUPPLY COMPANY I-S103743666.007 01 520920	R	11/18/2020	31,795.65		121483		31,795.65
3243	NPW/AUTO VALUE I-44-00348636 01 570230 01 570230	R	11/18/2020	30.00 20.56		121484		50.56
3382	OFFICE PRODUCTS DEALER I-853429-0 01 510410	R	11/18/2020	4,125.75		121485		4,125.75
3743	ROCKY MOUNTAIN AIR SOLUTIONS I-30216706 01 530210	R	11/18/2020	234.96		121486		234.96
3747	ROCKY MTN POWER I-202011165994 01 530280 01 510460 01 550280	R	11/18/2020	67,148.49 3,216.24 18,971.84		121487		89,336.57
3790	ROYAL WHOLESALE ELECTRIC I-6695-703076 01 520920	R	11/18/2020	15,561.60		121488		15,561.60

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3971	SHI CORP							
I-B12555652	Computer Replacement	R	11/18/2020			121489		
01 510440	COMPUTER SUPPLIES/EQUIPMENT			4,312.00				
01 510440	COMPUTER SUPPLIES/EQUIPMENT			14.48				4,326.48
4000	SILVER SPUR CONSTRUCTION							
I-19F:NO 3	PMT 3/19F:3600 WEST WATERLINE	R	11/18/2020			121490		
01 520920-19F	3600 WEST WATERLINE			144,015.30				144,015.30
4125	SOUND CHOICE INC							
I-A2610	2020 HEARING TESTS	R	11/18/2020			121491		
01 510490	SAFETY EXPENSE			765.00				765.00
4350	THE DATA CENTER							
I-52766	OCT 2020 FULL SERVICE PRINTING	R	11/18/2020			121492		
01 510420	POSTAGE & MAILING			3,170.48				
I-52767	OCT 2020 POSTAGE & HANDLING	R	11/18/2020			121492		
01 510420	POSTAGE & MAILING			8,559.26				11,729.74
4452	TP VENDING							
I-17574	SODA ORDER	R	11/18/2020			121493		
01 510430	GENERAL ADMINISTRATIVE			68.80				68.80
4560	UT DEPT OF TRANSPORTATION							
I-18B: NO 3	PMT #3/18B:4100 S WTR/PIN14831	R	11/18/2020			121494		
01 520920-18B	4100 S/WEST OF BANGERTER			162,671.19				162,671.19
4899	WESTERN WATER WORKS SUPPLY COM							
I-2100586-00	Emergency Repairs	R	11/18/2020			121495		
01 530210	REPAIR SUPPLIES - CONST			2,824.20				
I-2100598-00	Capital Lrg Meter Replumb	R	11/18/2020			121495		
01 520920	INFRASTRUCTURE PURCHASES			305.30				3,129.50
4943	WIN-911 SOFTWARE							
I-A090E9B1-202119	WIN911/ANNUAL MAINTENANCE	R	11/18/2020			121496		
01 510440	COMPUTER SUPPLIES/EQUIPMENT			680.00				680.00
1725	CHILD SUPPORT SERVICES							
I-CS2202011236002	CASE #C001446501	R	11/24/2020			121497		
01 22080	GARNISHMENT PAYABLE			84.46				84.46
1725	CHILD SUPPORT SERVICES							
I-CS3202011236002	CASE #C001355847	R	11/24/2020			121498		
01 22080	GARNISHMENT PAYABLE			172.62				172.62

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2902	I-G07202011236002 01 22080	KIRK A CULLIMORE CIVIL NO 190402707 GARNISHMENT PAYABLE	R 11/24/2020 CIVIL NO 190402707	315.94		121499		315.94
4870	I-4K%202011236002 01 22040 01 500120 I-LMS202011236002 01 22040	WELLS FARGO ADVISORS 401(K) CONTRIBUTIONS RETIREMENT CONTRIB PAYABLE 401K PLAN EXPENSE 401(K) LOAN PAYMENT RETIREMENT CONTRIB PAYABLE	R 11/24/2020 401(K) CONTRIBUTIONS 401(K) CONTRIBUTIONS R 11/24/2020 401(K) LOAN PAYMENT	263.53 20,841.60 1,616.29		121500 121500		22,721.42
1	I-202011246004 01 510490	JASON HILDEBRAND, ,2020 BOOT R SAFETY EXPENSE	R 11/24/2020 JASON HILDEBRAND, :,2	100.00		121501		100.00
1725.5	I-4067988077 01 510220	CINTAS CORPORATION MATS BUILDING & GROUNDS	R 11/24/2020 MATS	119.24		121502		119.24
1740	I-0217385-IN 01 510220	COLONIAL FLAG AND SPECIALTY CO FLAG ROTATION BUILDING & GROUNDS	R 11/24/2020 FLAG ROTATION	97.00		121503		97.00
1930	I-5597400 01 500130 01 500130 I-DIF202011105988 01 500130 I-DIS202011105988 01 500130	DENTAL SELECT DEC 2020 PREMIUM PAY HEALTH INSURANCE HEALTH INSURANCE DENTAL INSURANCE FAMILY HEALTH INSURANCE DENTAL INSURANCE SINGLE HEALTH INSURANCE	R 11/24/2020 RETIREE DENTAL INS NEW EMPLOYEE DENTAL R 11/24/2020 DENTAL INSURANCE FAM R 11/24/2020 DENTAL INSURANCE SIN	612.17 418.45 5,908.46 217.07		121504 121504 121504 121504		7,156.15
2101.1	I-118583 01 550210	ENERGY MANAGEMENT CORP. Valley Downs WWPS pump re REPAIR SUPPLIES - WW	R 11/24/2020 Valley Downs WWPS pu	2,110.45		121505		2,110.45
2184.1	I-MN019474857 01 510490	FASTENAL COMPANY PPE VENDING SUPPLIES SAFETY EXPENSE	R 11/24/2020 PPE VENDING SUPPLIES	20.00		121506		20.00
2283	I-07007 01 520920-19C	FRANSON CIVIL ENGINEERS INC. 19C:2200 W WATERLINE/PROFESSIO 2200 W WATERLINE PROJECT	R 11/24/2020 19C:2200 W WATERLINE	8,060.54		121507		8,060.54

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2380	GRAINGER INC							
I-9712505107	Key Box	R	11/24/2020			121508		
01 550210	REPAIR SUPPLIES - WW	Key Box		41.06				41.06
2490	HANSEN, ALLEN & LUCE, INC.							
I-42578	CONSERVATION PLAN UPDATE2	R	11/24/2020			121509		
01 510530	PUBLIC RELATIONS/CONSERVATION CONSERVATION PLAN UP			2,130.99				2,130.99
2908.1	KUKER-RANKEN INC							
I-INV-068464	Leica GPS Unit Rep.	R	11/24/2020			121510		
01 520910	MACHINERY & EQUIPMENT - ENG	Leica GPS Unit Rep.		25,696.00				25,696.00
3003	LINCOLN NATIONAL LIFE INSURANC							
I-4164804444	ACCT:BL-1183524/DEC 20 LFE/LTD	R	11/24/2020			121511		
01 500170	LIFE/LTD/LTC INSURANCE	ACCT:BL-1183524/DEC		5,635.82				5,635.82
3003	LINCOLN NATIONAL LIFE INSURANC							
I-VLI202011105988	ACCT:BL-1579923/VOLUNTARY LIFE	R	11/24/2020			121512		
01 22062	VOLUNTARY LIFE PAYABLE	ACCT:BL-1579923/VOLU		178.36				178.36
3003	LINCOLN NATIONAL LIFE INSURANC							
I-VLI202011236002	ACCT:BL-1579923/VOLUNTARY LIFE	R	11/24/2020			121513		
01 22062	VOLUNTARY LIFE PAYABLE	ACCT:BL-1579923/VOLU		178.36				178.36
3375	OCCUPATIONAL HEALTH CENTERS							
I-14455082	PRE-EMP SCREENING	R	11/24/2020			121514		
01 510520	PROFESSIONAL CONSULTING	PRE-EMP SCREENING		71.00				71.00
3755	ROLFE EXCAVATING AND CONST							
I-18K:NO 5	PMT 5/18K:PRINTERS ROW WTRLNE	R	11/24/2020			121515		
01 520920-18K	PRINTERS ROW WATERLINE REPLACE	PMT 5/18K:PRINTERS R		415,647.84				415,647.84
3876	SALT LAKE MAILING AND PRINTING							
I-SW31606	OFFICE ENVELOPES	R	11/24/2020			121516		
01 510410	OFFICE SUPPLIES/PRINTING	OFFICE ENVELOPES		769.71				769.71
3950	SELECTHEALTH							
I-203220001254	DEC 2020 PREMIUM PAYMENT	R	11/24/2020			121517		
01 500130	HEALTH INSURANCE	RETIREE HEALTH INS		10,502.80				
01 500130	HEALTH INSURANCE	NEW EMPLOYEE HEALTH		4,435.20				
I-FSM202011105988	HEALTH INS FAM. SELECT MED	R	11/24/2020			121517		
01 500130	HEALTH INSURANCE	HEALTH INS FAM. SELE		80,934.80				
I-SSM202011105988	SINGLE SELECT MED	R	11/24/2020			121517		
01 500130	HEALTH INSURANCE	SINGLE SELECT MED		3,638.40				99,511.20

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4189	STANLEY CONSULTANTS, INC							
I-0227108	18K:PRINTERS ROW WATERLINE REP	R	11/24/2020			121518		
01 520920-18K	PRINTERS ROW WATERLINE REPLACE18K:PRINTERS ROW WAT			3,102.50				3,102.50

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	121	3,044,812.44	0.00	3,044,812.44
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	19	153,777.84	0.00	153,777.84
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

\*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
01 11600	CREDIT CARD POINTS	112.38CR
01 21015	AMEX/MC PAYABLE	54,095.82
01 22040	RETIREMENT CONTRIB PAYABLE	6,260.97
01 22050	HEALTH INSURANCE PAYABLE	366.30
01 22062	VOLUNTARY LIFE PAYABLE	356.72
01 22080	GARNISHMENT PAYABLE	1,146.04
01 22090	CAFETERIA PLAN PAYABLE	7,241.58
01 23010	FEDERAL W/H & MEDICARE PAYABLE	33,829.17
01 23020	STATE W/H PAYABLE	22,314.80
01 41020	SEWER SERVICE CHARGES	6,379.34
01 41040	CONNECTION FEES	357.00
01 41050	INSPECTION FEES	75.00
01 43010	IMPACT FEES - WATER	2,806.00
01 43099	MISC INCOME	3,719.23
01 500110	STATE RETIREMENT PLAN	61,682.25
01 500120	401K PLAN EXPENSE	40,693.21
01 500130	HEALTH INSURANCE	107,767.35
01 500150	MEDICARE	5,038.08
01 500160	WORKERS COMP INS	2,676.05
01 500170	LIFE/LTD/LTC INSURANCE	5,635.82
01 510220	BUILDING & GROUNDS	2,645.90
01 510230	VEHICLE FUEL - ADM	8,415.97
01 510235	VEHICLE LEASE	31,435.19
01 510410	OFFICE SUPPLIES/PRINTING	5,269.75
01 510420	POSTAGE & MAILING	12,179.74

\*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT
01 510430	GENERAL ADMINISTRATIVE	3,367.89
01 510440	COMPUTER SUPPLIES/EQUIPMENT	11,328.45
01 510450	GENERAL INSURANCE	1,449.65
01 510460	UTILITIES - ADMIN	5,702.27
01 510470	TELEPHONE	7,643.07
01 510480	TRAINING & EDUCATION - ADM	2,469.58
01 510490	SAFETY EXPENSE	2,738.28
01 510500	LEGAL EXPENSE	5,362.50
01 510520	PROFESSIONAL CONSULTING	143.80
01 510530	PUBLIC RELATIONS/CONSERVATION	14,408.24
01 510540	BANKING & BONDING EXPENSE	389.21
01 520270	WATER TESTING FEES	537.60
01 520520	PROFESSIONAL CONSULTING - ENG	2,153.31
01 520910	MACHINERY & EQUIPMENT - ENG	26,371.00
01 520920	INFRASTRUCTURE PURCHASES	143,451.94
01 520920-18B	4100 S/WEST OF BANGERTER	175,951.35
01 520920-18C	METER 80 PIPING MODIFICATIONS	131.07
01 520920-18K	PRINTERS ROW WATERLINE REPLACE	418,750.34
01 520920-19C	2200 W WATERLINE PROJECT	18,496.94
01 520920-19F	3600 WEST WATERLINE	147,335.30
01 520920-20A	REDWOOD RD 4100 -3100 SWR	15,287.00
01 520920-20B	RUSHTON WATER TREATMENT PLANT	21,595.00
01 520920-20E	PIONEER WWPS REPLACEMENT	3,267.25
01 520920-20H	4100 S SEWERLINE-6000 W-6400 W	1,377.75
01 520920-20I	REDWOOD RD 4100 -3100 WTR	7,572.10
01 530210	REPAIR SUPPLIES - CONST	23,889.49
01 530240	TOOLS & SUPPLIES - CONST	795.31
01 530250	WATER SUPPLY EXPENSE	753,618.74
01 530260	WATER TREATMENT CHEMICALS	2,147.28
01 530280	UTILITIES - WATER/OPS	68,494.61
01 550210	REPAIR SUPPLIES - WW	3,751.55
01 550240	TOOLS & SUPPLIES - WW	2,794.82
01 550280	UTILITIES - WW	19,485.15
01 560210	REPAIR SUPPLIES - METER	200.91
01 570230	VEHICLE MAINT & FUEL - VEH	3,061.84
01 570910	MACHINERY & EQUIPMENT - VEH	9,430.00
01 580310	FACILITY OPERATION - C.V.	505,970.67
01 580320	PROJECT BETTERMENTS- C.V.	133,806.60
01 580340	PRETREATMENT FIELD - C.V.	26,693.64
01 580350	LABORATORY - C.V.	23,818.92
01 580380	CVW DEBT SERVICE	161,074.96
	*** FUND TOTAL ***	3,198,590.28



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
VENDOR SET: 01	BANK: GENCK	TOTALS:	NO	INVOICE AMOUNT				CHECK AMOUNT
			140	3,198,590.28				3,198,590.28
BANK: GENCK	TOTALS:		140	3,198,590.28				3,198,590.28
REPORT TOTALS:			140	3,198,590.28				3,198,590.28

SELECTION CRITERIA

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VENDOR SET: 01-GRANGER-HUNTER IMPRV DIST  
VENDOR: ALL  
BANK CODES: All  
FUNDS: All

---

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999  
DATE RANGE: 11/01/2020 THRU 11/30/2020  
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
INCLUDE ALL VOIDS: YES

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PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES  
PRINT G/L: YES  
UNPOSTED ONLY: NO  
EXCLUDE UNPOSTED: NO  
MANUAL ONLY: NO  
STUB COMMENTS: NO  
REPORT FOOTER: NO  
CHECK STATUS: NO  
PRINT STATUS: \* - All

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# Capital Projects Approval

## 20B: Rushton Groundwater Treatment Plant Filter Selection

Capital Project:	Wells No. 1, 12 and 17 Treatment
Consultant:	J-U-B Engineers, Inc.
Filter Supplier:	TBD
Contractor:	TBD
Design Progress:	55%
Construction Progress:	0%
Budget:	\$375,000 (2020), \$5,310,000 (2021 proposed)
Original Construction:	\$
Current Contract:	\$
Change Order %:	-

**Project Description:** A new water treatment facility to remove iron, manganese and ammonia from Wells No. 1, 12 and 17 at the Well No. 12 site at 1490 West 3100 South. The project also includes piping in 3300 South and tie-ins in 3100 South. This project is being funded with a loan from the Utah State Revolving Fund (SRF) Program.

**Summary:** In order to complete the design of the treatment plant, GHID must select the provider of the pressure filter vessels. This procurement selection was done using a Request for Proposal method with the following selection criteria:

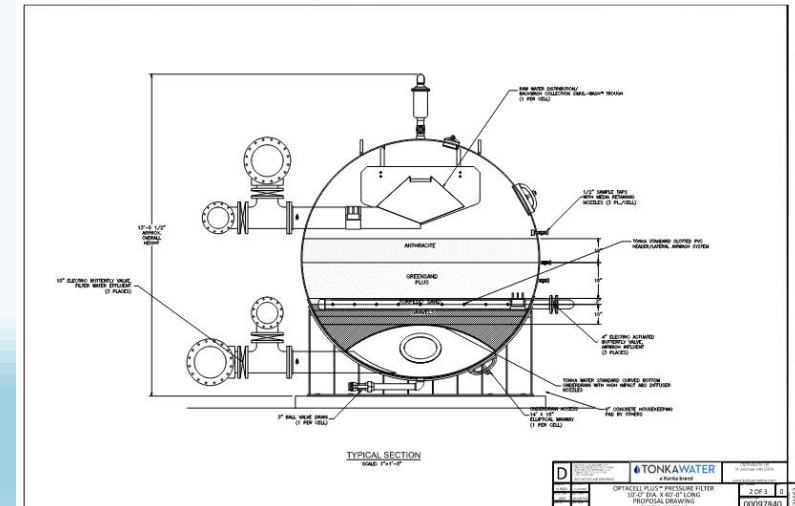
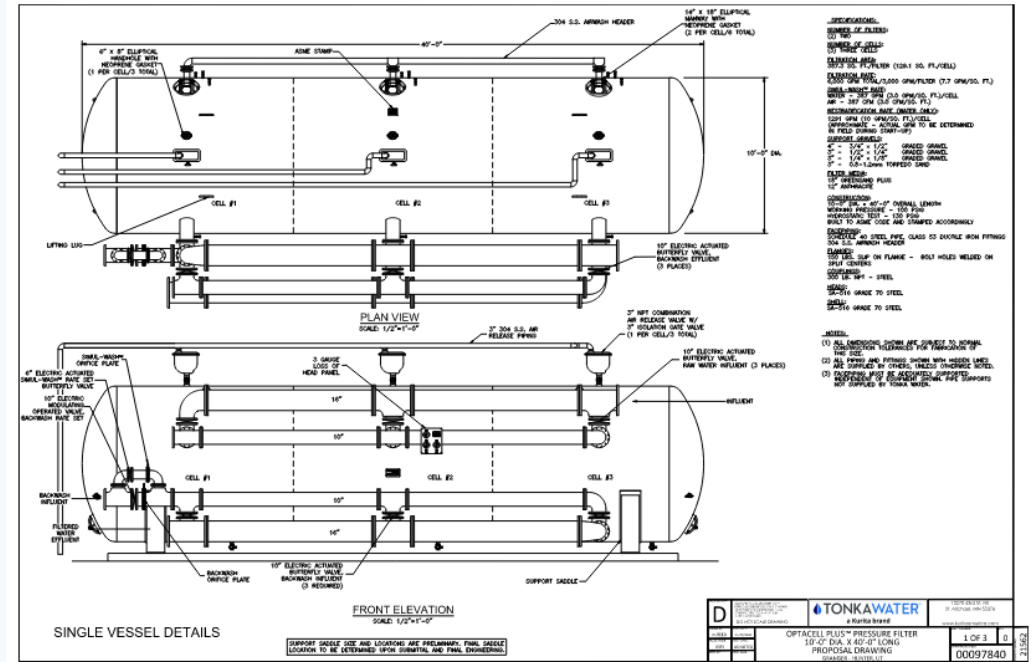
1. Capital Cost: 60%
2. Experience, Performance & References: 15%
3. Equipment Support: 10%
4. Pilot Protocol, Drawings and Proposal Details: 15%

The District received 4 Proposals:

1. Loprest/WRT
2. Pureflow/California Environmental Controls, Inc.
3. Tonka Water/Kurita
4. WesTech

Based on the selection criteria, Tonka Water/Kurita was awarded the most points. See attached for additional information.

**Approval Requested:** Consider approval of a contract with Tonka Water/Kurita for the supply of the Rushton Groundwater Treatment Plant Horizontal Pressure Filter Equipment in the amount of \$1,132,806.00 contingent on final approval of the Granger-Hunter Improvement District tentative 2021 Budget.



## Memorandum

Date: December 7, 2020  
 To: Jason Helm, P.E., General Manager  
 From: Todd Marti, MPA, P.E., Assistant General Manager/District Engineer  
 Subject: 20B: Rushton Groundwater Treatment Plant Filter Prepurchase Results  
 Copy: Troy Stout, P.E., Assistant General Manager  
 Attached: J-U-B Engineers Recommendation Letter



Granger-Hunter Improvement District (District) with assistance from J-U-B Engineers solicited proposals from suppliers for the Horizontal Pressure Filter Equipment for the Rushton Groundwater Treatment Plant. Two 40-foot long vessels are necessary to treat 6,000 GPM at eventual build-out. The work includes assisting J-U-B Engineers with designing the treatment plant, conducting a pilot test of the proposed filter design, and constructing and delivering the two filter vessels along with the media inside them. The filter vessels need to be determined now to allow design to proceed to 60%.

The bid documents were posted on the District's website and the Utah Public Procurement Place (Sciquest/Jaegger). Proposals were due November 19<sup>th</sup>, and the District received 4 proposals from the following suppliers:

1. Kurita/Tonka
2. Pureflow
3. Water Remediation Technologies/Loprest
4. WesTech

The proposals were evaluated first on 5 pass/fail criteria, that included: cover letter, bid security, e-verify, minimum experience, and minimum warranty. Pureflow declined to provide bid security and was deemed non-responsive.

The remaining three proposals were then evaluated based on the following criteria: Total Cost (including design support and pilot testing) (60%), Experience, Performance, and References (15%), Equipment Support (10%), and Pilot Protocol, Drawings and Proposal Details (15%).

The Evaluation Committee included the following: Todd Marti (Assistant General Manager/District Engineer), Drew Ovard (Operations Supervisor), Christina Osborn (J-U-B Engineers Project Manager) and Jon Farrell (J-U-B Engineers Project Engineer). The committee convened on Tuesday, December 1, 2020 to rank the proposals and the results are as follows (out of 500 total):

PROPOSER	SCORE
Kurita/Tonka	453.8
Proposer B	424.8
Proposer C	449.1

The Engineer's estimate for this work ranged from \$1,171,497 to \$1,512,083. Kurita/Tonka's proposal was priced at \$1,132,806.00, which is on the low end of the price estimate.

The Committee ranked Kurita/Tonka the highest with 453.8 points out of 500 possible. Based on this analysis, I recommend proceeding with requesting the Board of Trustees approve a contract with Kurita/Tonka in the amount of \$1,132,806 for supply of the RGWTP Horizontal Filter Vessels, contingent on final approval of the Granger-Hunter Improvement District 2021 Budget. With your approval, I will add this request to the December 2020 Board Packet.

# Engineering Project Approval

## 2021 Master Plan, Capital Improvement and Infrastructure Maintenance Plan, Rate Study and Impact Fee Analysis

Project: Master Plan, Rate & Impact Fee Study & Long-Term Capital Facility Plan – Operations & Maintenance (Eng. Consulting)  
Consultant: TBD  
Budget: \$290,000 (2021 proposed)  
Current Contract: \$  
Amended Contract: %

**Project Description:** In order to best determine rates and impact fees, it is necessary to complete an updated Master Plan (for both the Water and Wastewater systems) and a 20-year Capital and Infrastructure Maintenance Plan. Following completion of the plans, the Consultant (or sub-consultant) will complete the Rate Study and Impact Fee Analysis. This project will be complete in time to set rates for 2021.

**Summary:** The District published a Request for Statements of Qualifications (RFSQ), with the statements of qualification (SOQs) being ranked using the following criteria:

1. Firm Information: 25%
2. Project Manager: 30%
3. Project Team: 30%
4. Key Differentiators: 15%

The District received the following three SOQs:

1. Bowen, Collins & Associates
2. Hansen, Allen & Luce, Inc.
3. J-U-B Engineers, Inc.

Bowen, Collins & Associates was ranked highest and was requested to prepare a Scope of Work and Fee Proposal. After negotiation, the agreed upon fee was \$284,388.00, which is just below the budgeted \$290,000.00

**Approval Requested:** Consider approval of a contract to begin January 1, 2021 with Bowen, Collins & Associates for the 2021 Master Plan, Capital Improvement and Infrastructure Maintenance Plan, Rate Study and Impact Fee Analysis in the amount of \$284,388.00 contingent on final approval of the Granger-Hunter Improvement District tentative 2021 Budget.



### Statement of Qualifications for the

21B: 2021 Master Plan Update, Capital  
Improvements and Infrastructure  
Maintenance Plan, and Rate Study/Impact  
Fee Analysis

November 2020

Prepared by:



(801) 495-2224 | klarson@bowencollins.com

Prepared for:



GRANGER-HUNTER  
IMPROVEMENT DISTRICT



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Memorandum**



Date: December 6, 2020  
 To: Jason Helm, P.E., General Manager  
 From: Todd Marti, MPA, P.E., Assistant General Manager/District Engineer  
 Subject: 2021 Master Planning, Capital Improvement Plan, Rate Study and Impact Fee Analysis RFSQ Results  
 Copy: Austin Ballard, CPA, Contoller  
 Troy Stout, P.E., Assistant General Manager

Granger-Hunter Improvement District published a Request for Statements of Qualifications (RFSQ) for Engineers to provide Statements of Qualifications (SOQs) for the 2021 Master Plan, Capital Improvement and Infrastructure Maintenance Plan, Rate Study and Impact Fee Analysis. The work includes creating new Water and Wastewater System Master Plans, preparing a new 10-year Capital Improvement and Infrastructure Maintenance Plan, and finally preparing both a Rate Study and an Impact Fee Analysis. This entire process will need to be complete prior to August 2021 to prepare for a possible rate hearing prior to adoption of the 2022 Budget.

The SOQs were due Thursday, November 12, 2021. The RFSQ was advertised on the District's website and on the Utah Public Procurement Place (SciQuest/JAEGGER) website. The District received three SOQs from the following firms:

1. Bowen Collins & Associates
2. Hansen, Allen, & Luce, Inc.
3. J-U-B Engineers

The SOQs were evaluated based on the following criteria: Firm Information (25%), Project Manager (30%), Project Team (30%), and Key Differentiators (15%). Fee proposals, in accordance with UASD Procurement Code, were not requested as part of the RFSQ.

The Evaluation Committee included the following District staff: Jason Helm (General Manager), Todd Marti (Assistant General Manager/District Engineer), Troy Stout (Assistant General Manager) and Austin Ballard (Controller). The Committee convened November 19, 2020 to rank the proposals and the results are as follows:

PROPOSER	SCORE
Bowen Collins & Associates	95
Proposer B	94
Proposer C	71.5

The Committee ranked Bowen, Collins & Associates the highest and began fee negotiations. Bowen, Collins & Associates has prepared a Scope of Work for the project and a proposed fee of \$284,388.00.

This is within GHID's proposed 2021 budget of \$290,000.00, which includes both the Master Plan/Rate Study (\$250,000) and Long-Term Capital Facility Planning (\$40,000).

With this information, I recommend proceeding with requesting the GHID Board of Trustees approve a contract starting January 1, 2021, with Bowen, Collins and Associates in the amount of \$284,388.00 for preparation of the 2021 Master Plan Update, Capital Improvements and Infrastructure Maintenance Plan, and Rate Study/Impact Fee Analysis, contingent on Final Approval of the Granger-Hunter Improvement District 2021 Budget. With your approval, I will add this request to the December 2020 Board Packet.





# Capital Projects Status – December 15, 2020

## 18B: 4100 South Waterline Replacement - Bangerter Highway to 5600 West

Capital Project:	4100 South Pipeline Replacement
Consultant (Design):	Horrocks Engineers (WVC/UDOT)
Consultant (CM):	PEC (Project Engineering Consultants)
Contractor:	Geneva Rock Products, Inc.
Design Progress:	100%
Construction Progress:	96%
Original Construction:	\$4,803,454
Current Contract:	\$4,968,354
Change Order %:	3.3%

**Project Description:** Replacement of 8-inch and 10-inch cast iron pipe along 4100 South with new 12-inch PVC, and replacement of valves and installation of loops along the existing 16-inch/20-inch shotcoat transmission pipeline. This project is being funded with a loan from the Utah State Revolving Fund (SRF) Program.

**Project Update:** The contractor has completed the majority of the road work, and is working on completing landscaping, fencing and raising manholes/valve boxes (some of which won't be complete until Spring 2021). Working on finalizing power to the Falcon Street PRV.



Raised valve boxes at a 'tee'

## 18K: Printer's Row Waterline Replacement

Capital Project:	Printers Row (2320 South) Waterline
Consultant:	Stanley Consultants
Contractor:	Rolfe Excavating & Construction, Inc.
Design Progress:	100%
Construction Progress:	95%
Original Construction:	\$2,836,059.53
Current Contract:	\$2,874,500.60
Change Order %:	1.4%

**Project Description:** Replacement of aging 6-inch, 8-inch, and 12-inch cast iron pipe along Printers Row, 2200 South, 2000 West, and 1800 West with PVC pipe. This project is being funded with a loan from the Utah State Revolving Fund (SRF) Program.

**Project Update:** The contractor has completed all water main installations. Due to cold temperatures the contractor will shut down operations for the winter and resume in Spring 2021. The remaining work include replacing temporary asphalt patches on 1800 West and 2200 South, installing 11 service connections and 3 fire laterals, and completing all disconnections to the old waterline.



New meter assembly connection



New meter box and lid



8" prefabricated loop installed under existing sewer main at 2159 W. 2200 S.



# Capital Projects Status

## 19C: 2200 West Waterline

Capital Project:	2200 West (3800 South to 4100 South)
Consultant:	Franson Civil Engineers
Contractor:	Black Sheep Oilfield Services
Design Progress:	100%
Construction Progress:	70%
Original Construction:	\$911,888.00
Current Contract:	\$911,888.00
Change Order %:	-

**Project Description:** Replacement of existing 8-inch cast iron pipe installed in 1960 along 2200 West (between 3800 South and 4100 South) with PVC pipe. This project is being funded with a loan from the Utah SRF Program.

**Project Update:** The new waterline from 4100 South to 3800 South has been installed with several of the water service connections feeding off the new waterline. The road is paved from the tie-in near Well No. 14 to Todd Lane. The main items left on the schedule consist of pipe install at the 4100 South and 3800 South intersections. The contractor is going to keep working through the cold months and plans to be done by early 2021. Pavement restoration will continue with temporary asphalt which will be replaced with permanent t-patch in the spring.



8" Tie-in at August Field Drive

## 19D: Large Meter Replacements

Capital Project:	19D: PRV Station & Large Meter Vault Upgrades
Consultant:	Forsgren Associates, Inc.
Contractor:	Lance Excavating, Inc.
Design Progress:	100%
Construction Progress:	100%
Original Construction:	\$482,385.00
Current Contract:	\$554,638.63
Change Order %:	15.0%

**Project Description:** Replacement of existing 4-inch and 6-inch meter vaults at various locations. This is one of the District's annual recurring maintenance/replacement projects.

**Project Update:** The work is substantially complete. A punch list walkthrough was held on December 2.





# Capital Projects Status

## 19F: 3600 West Waterline Project

Capital Project:	Well No. 4 - 3600 West Pipeline
Consultant:	PSOMAS
Contractor:	Silver Spur Construction
Design Progress:	100%
Construction Progress:	92%
Original Construction:	\$1,584,034.00
Current Contract:	\$1,584,034.00
Change Order %:	0%

**Project Description:** Replacement of existing 8-inch cast iron waterline mostly within the 3600 West right-of-way and between the Sorenson Tank (approximately 5350 South) and 4700 South with 18-inch PVC pipe. Work also includes improvements to the tank's overflow piping and access hatches, and addition of safety railings on top of the tank. This project is being funded with a loan from the Utah SRF Program.

**Project Update:** All pipeline installation from 4700 South to the tank site is complete. The remaining work to be performed include additional pipeline pressure testing and disinfection, water tank improvements, and electrical work including RTU panel construction.



4700 South tie-in.  
Work done at night.

## 20A&I: Redwood Road – 4100 South to 3100 South Water and Sewer Upgrades

- Capital Project: Redwood Road 3100 S to 4100 S
- Pre-design: Horrocks Engineers
- Consultant: To be determined
- Contractor: To be determined
- Design Progress: 0%
- Construction Progress: -
- Original Construction: -
- Current Contract: -
- Change Order %: -

**Project Description:** Replace aging distribution piping in Redwood Road and construct a new sewer line running north to provide additional capacity for new growth. The pipelines will be funded by the Utah SRF and sewer lines will be funded by District impact fees.

**Project Update:** The pre-design report is complete. District staff will prepare an RFP to hire a consultant to design the project in early 2021.



# Capital Projects Status

## 20B: Rushton Groundwater Treatment Plant

- Capital Project: Wells 1, 12, 17 Treatment Facility
- Consultant: J-U-B Engineers
- Contractor: To be determined
- Design Progress: 55%
- Construction Progress: -
- Original Construction: -
- Current Contract: -
- Change Order %: -

**Project Description:** A new water treatment facility to remove iron, manganese and ammonia from Wells No. 1, 12 and 17 at the Well No. 12 site at 1490 West 3100 South. The project also includes piping in 3300 South and tie-ins in 3100 South.

**Project Update:** Completing 60% design is awaiting selection of a filter vessel manufacturer as outlined above. Consultant is working on finalizing pipeline alignment on 3300 South and connections on 3100 South.



Proposed external architectural rendering.

## 20C: Sewer Rehabilitation Project

- Capital Project: Sewer Lining and Manhole Rehabilitation
- Consultant: GHID
- Contractor: Granite Inliner, LLC
- Design Progress: 100%
- Construction Progress: 75%
- Original Construction: \$429,840.00
- Current Contract: \$582,728.00
- Change Order %: 35.6%

**Project Description:** Rehabilitation of existing sanitary sewer pipelines by installing a continuous Cured-in-Place resin impregnated tube of Thermosetting Resin Sewer Pipe (CIPP). This is one of the District's annual recurring maintenance/replacement projects.

**Project Update:** Apart from the 8-inch sewer on Choctaw Avenue, the rest of the 8-inch and 10-inch sewer rehabilitations are done. The 27-inch sewer rehabilitation is 90% complete. Due to slower curing times with the 27-inch sewer, the contractor is behind schedule and did not meet the original substantial completion date of December 7, 2020. The contractor expects to complete the work by December 16.



Preparing liner for insertion into existing sewer line.



Temperature monitoring during curing of liner.



# Capital Projects Status

## 20D: Kent Booster Pump Station Replacement and Tank Purchase

- Capital Project: Tank Farm Booster Replacement/Tank Purchase/Energy Improvements Project
- Consultant: Hansen, Allen & Luce
- Contractor: To be determined
- Design Progress: 40%
- Construction Progress: -
- Original Construction: -
- Current Contract: -
- Change Order %: -

**Project Description:** Replacement of the existing Kent Booster Pump Station at Tank Farm (4400 South 4800 West), site piping replacements, and purchase of two existing 5 MG Jordan Valley Water tanks.

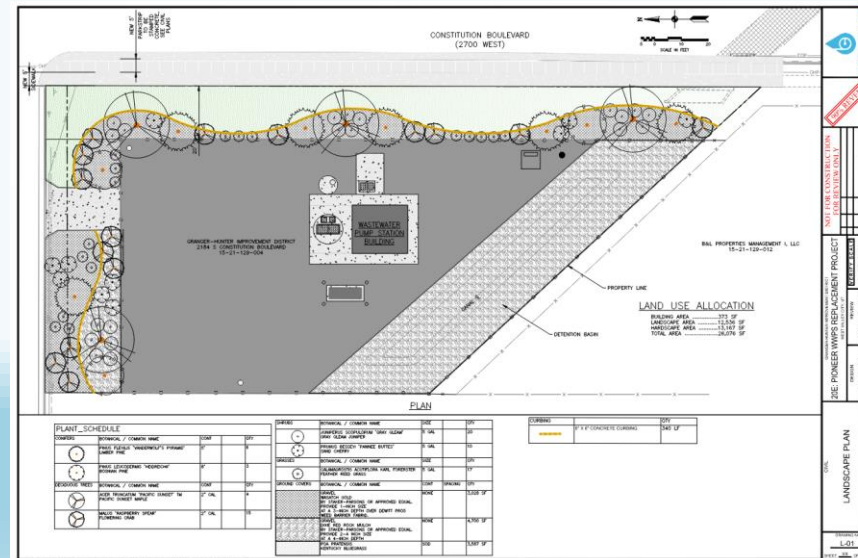
**Project Update:** The appraiser is working with Jordan Valley Water to determine the best method for appraising the value of the two 5MG steel reservoirs, and the appraisals are due the week of December 7. Consultant is working on 60% design.

## 20E: Pioneer WWPS Replacement

- Capital Project: Pioneer WWPS Replacement
- Consultant: Bowen Collins & Associates, Inc.
- Contractor: To be determined
- Design Progress: 90%
- Construction Progress: -
- Original Construction: -
- Current Contract: -
- Change Order %: -

**Project Description:** Replacement of the existing 500 GPM Pioneer Wastewater Pump Station located at 2250 South Constitution Boulevard with a new pump station to be located at 2184 South Constitution Boulevard.

**Project Update:** Design is ongoing. Brighton Canal has signed the easement relinquishment document. The District will replace the canal in Constitution Boulevard and the District's property with sewer lines and a storm water detention basin.



Conceptual landscaping plan



# Capital Projects Status

## 20F: Decker Main WWPS Pump Replacement – Phase 2

- Capital Project: Decker Main Pump (and Discharge Piping) Replacement
- Consultant: Bowen Collins & Associates, Inc.
- Contractor: Corrio Construction, Inc.
- Design Progress: 100%
- Construction Progress: 0%
- Original Construction: \$438,251.00
- Current Contract: \$447,529.51
- Change Order %: 2.1%

**Project Description:** Replacement of existing pumps and the discharge header piping at the Decker Main Wastewater Pump Station.

**Project Update:** The wet well bubbler has been delivered and installation is anticipated to begin this month. Other construction activities will start close to late January 2021 (when the pumps are anticipated to be delivered).

## 20G: Building B Remodel/Addition

- Capital Project: Building E Storage/Office Expansion
- Consultant: EDA (Edwards Daniels Architects)
- Contractor: To be determined
- Design Progress: 10%
- Construction Progress: -
- Original Construction: -
- Current Contract: -
- Change Order %: -

**Project Description:** Upgrades/repair of the Building B, including bathroom and kitchen remodel, and remodel of the mezzanine and/or addition.

**Project Update:** Consultant has prepared budget estimates for Building B remodel/addition. The proposed work includes remodeling the existing bathrooms and kitchen, relocating three offices upstairs on the mezzanine, and constructing an additional 12 offices on the north side of the building. Awaiting final budget approval before proceeding.





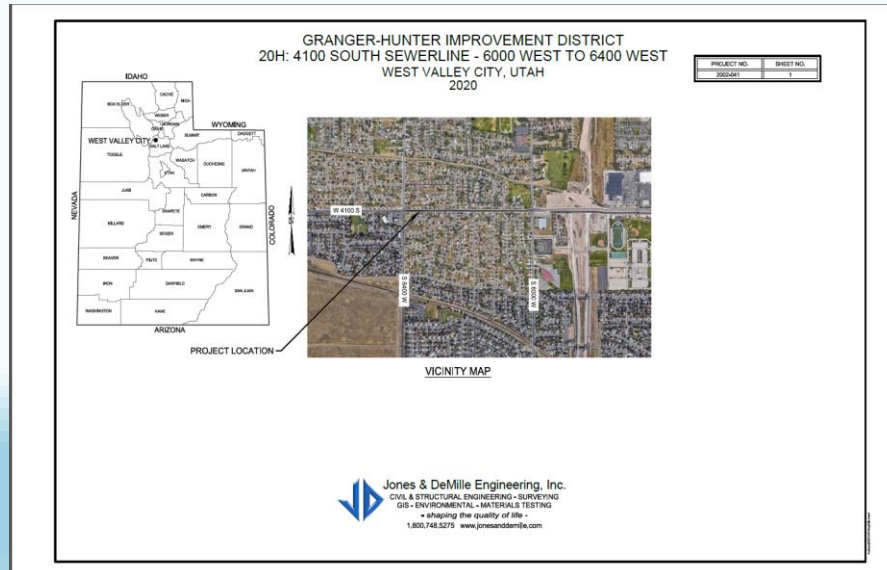
# Capital Projects Status

## 20H: 4100 South Sewerline – 6000 West to 6400 West

- Capital Project: 4100 South Sewer – 6000 West to 6400 West
- Consultant: Jones & DeMille Engineering
- Contractor: To be determined
- Design Progress: 95%
- Construction Progress: -
- Original Construction: -
- Current Contract: -
- Change Order %: -

**Project Description:** This sewer project is along 4100 South from 6000 West to 6400 West and consists of upsizing the existing sewer comprised of 8-inch and 10-inch RCP pipes to a 15-inch PVC sewer. The District has allocated funding to design the sewer replacement in 2020 with construction anticipated to occur in 2021.

**Project Update:** The project will be advertised for bids after final review of plans and specifications.



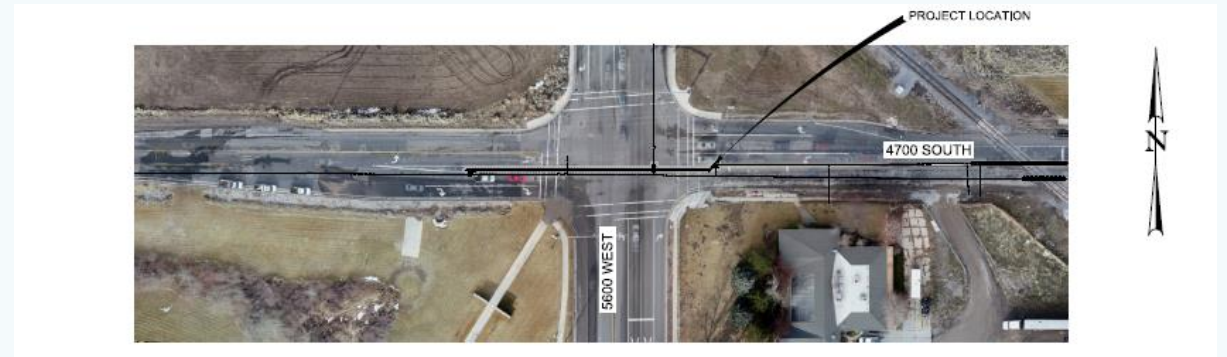
Project location and limits

## 20K: 4700 South Waterline Replacement – 5600 West Intersection

- Capital Project: -
- Consultant: H.W. Lochner, Inc.
- Contractor: To be determined
- Design Progress: 70%
- Construction Progress: -
- Original Construction: -
- Current Contract: -
- Change Order %: -

**Project Description:** This project will replace the existing 12-inch steel waterline at the 4700 South 5600 West intersection with PVC.

**Project Update:** The District reviewed draft plans in mid-November. Design is ongoing.



Project location and limits



# Capital Projects Status

## 20M: Building A Bathrooms Remodel

- Capital Project: Building A HVAC/Plumbing Improvements
- Consultant: DesignWest Architects
- Contractor: KDK Construction
- Design Progress: 100%
- Construction Progress: 100%
- Budget: \$135,000
- Original Construction: \$58,712.00
- Current Contract: \$84,719.51
- Change Order %: 44.3%

**Project Description:** The restrooms on the 2<sup>nd</sup> Floor and the Basement of the Administration Building are in need of rehabilitation and upgrades (the main floor was completed two years ago). This project will also divide up the District Engineer's old office into two smaller ones.

**Project Update:** The project is complete.

## 21A: Large Meter Replacements

- Capital Project: -
- Consultant: GHID
- Contractor: To be determined
- Design Progress: 10%
- Construction Progress: -
- Original Construction: -
- Current Contract: -
- Change Order %: -

**Project Description:** Replacement of existing 4-inch and 6-inch meter vaults at various locations. This is one of the District's annual recurring maintenance/replacement projects.

**Project Update:** Design by District staff is ongoing. A design meeting was held on December 1 to identify utility pothole locations. District staff from the Water Department will assist with utility potholing. The vault and meter at Coventry Manor will be replaced during this project. Coventry Manor has three private fire hydrants downstream of their existing 4-inch meter, so to ensure adequate fire flows, their meter will be upsized to a 6-inch. A representative from Coventry Manor has been informed of this proposed change. The District is taking advantage of the ongoing meter replacement program to upsize meters that do not meet current fire flow requirements.



# Capital Projects Status

## 21C: Kearns Interconnects along 4700 South

- Capital Project: Kearns Improvement District Emergency Interconnections
- Consultant: Hansen, Allen & Luce, Inc.
- Contractor: To be determined
- Design Progress: 5%
- Construction Progress: -
- Original Construction: -
- Current Contract: -
- Change Order %: -

**Project Description:** Kearns Improvement District has requested new emergency water interconnects along 4700 South. GHID and KID have an existing interconnect at 6000 West and 4750 South.

**Project Update:** The Consultant has identified the preferred locations for the interconnects and is beginning design documents.

## Small Projects:

### Water Innovation Center:

**Project Description:** Modifying the old Well No. 7 pump house in Chesterfield to use as a pipe coupon exhibit and training area. Design and construction by District staff.

**Project Update:** The outer walls are complete. Interior furnishing is ongoing.

### 3425 West Water Line Replacement:

**Project Description:** Replacement of an existing 4-inch cast iron waterline on a dead-end street from 3540 South to approximately 3585 South.

**Project Update:** Design is 100% complete. District crews will construct in the spring.

### Well No. 15 Discharge Relocation:

**Project Description:** The Brighton Canal West Branch is closing down, and with it our discharge from Well No. 15. We will be relocating the discharge point into the West Valley City storm drain ditch next to the canal.

**Project Update:** Design is 90% complete and has been sent to West Valley City for their review. District crews will construct in early spring.

### Taylorville-Bennion Improvement District Interlocal Agreement

**Project Description:** Formalize the interlocal agreement with TBID regarding shared utility service (i.e. GHID provides water service, TBID provides wastewater service).

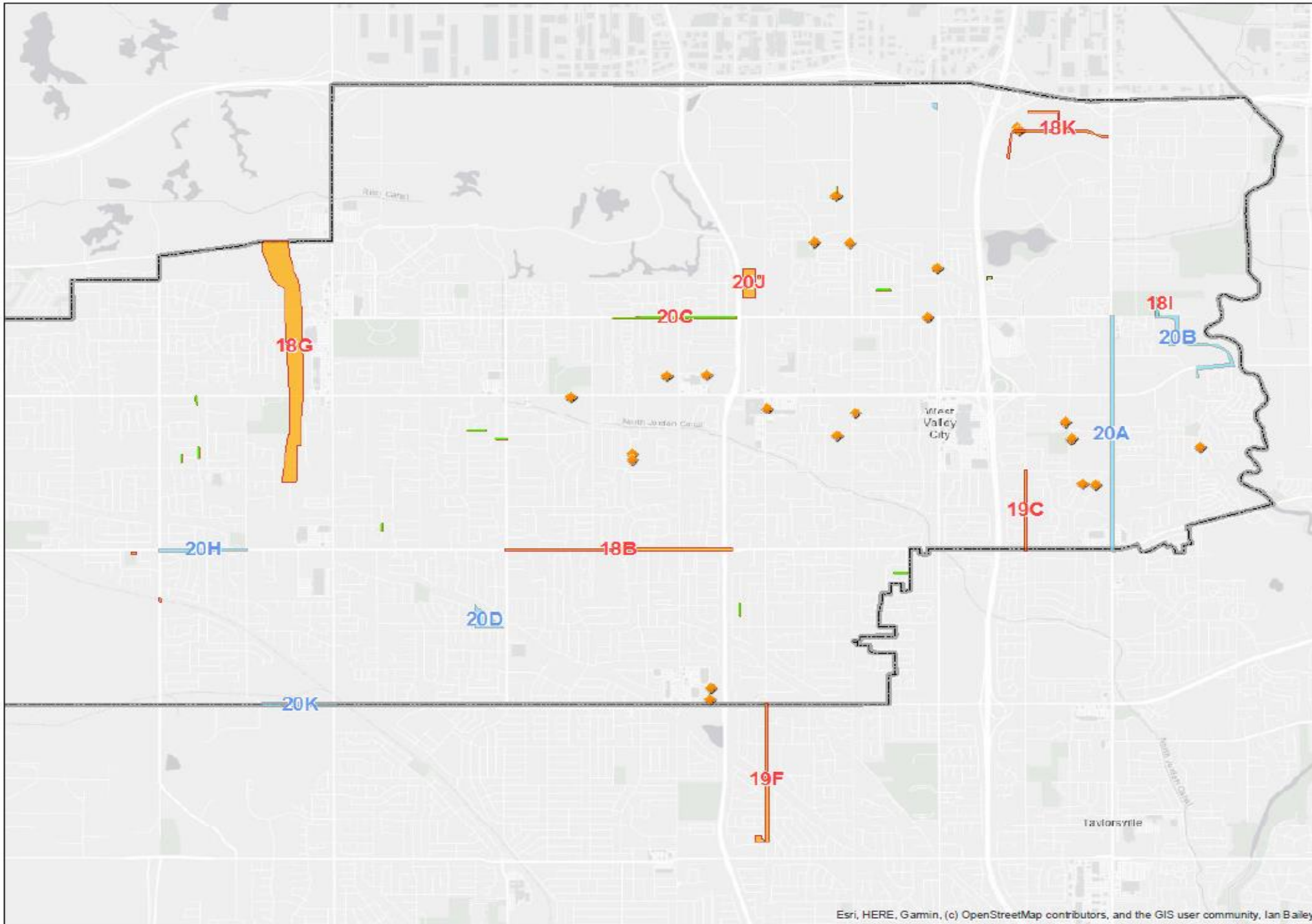
**Project Update:** Met with TBID to begin the process. Information on shared utility service is being reviewed by both GHID and TBID.





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

## ArcGIS Web Map



### Legend

20C: 2020 Sewer Rehabilitation Project

#### Planned Projects

Approved

#### Projects in Progress

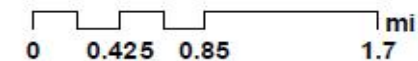
Designed

Under Construction

21A: Large Meter Replacement

21A: Large Meter Replacements

GHID\_Database.DBO.Boundary





# Master Plan Update, Rate Study & Impact Fee Analysis

Project:	Master Plan, Rate & Impact Fee Study & Long-Term Capital Facility Plan – Operations & Maintenance (Eng. Consulting)
Consultant:	TBD
Progress:	0%
Budget:	\$290,000 (Proposed 2021)
Original Contract:	\$0

**Project Description:** In order to best determine rates and impact fees, it is necessary to complete an updated Master Plan (for both the Water and Wastewater systems) and a 20-year Capital and Infrastructure Maintenance Plan. Following completion of the plans, the Consultant (or sub-consultant) will complete the Rate Study and Impact Fee Analysis. This project will be complete in time to set rates for 2021.

**Project Update:** See Approval Request on page 3 of Projects report.



# Engineering Report

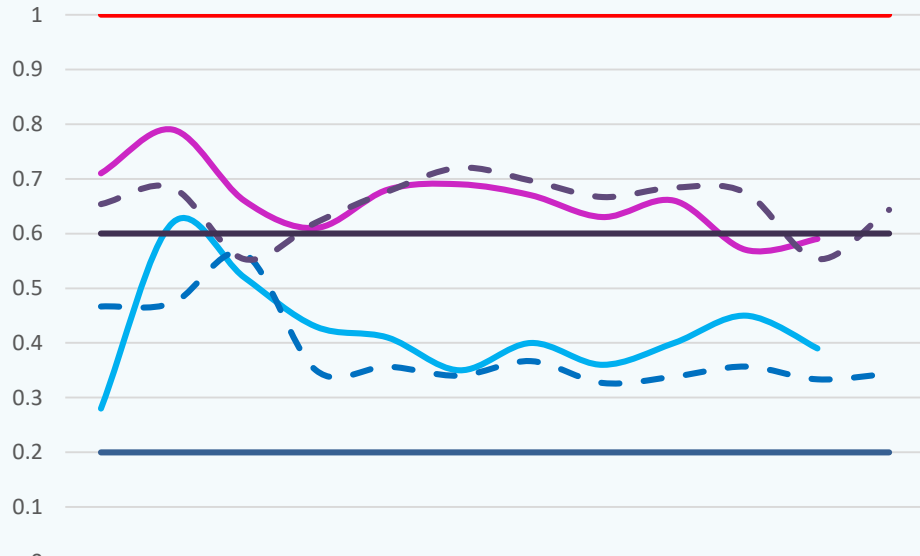
## Plans Reviewed in November

<b>1) Memorial Vault Sewer &amp; Fire Lines</b>	2515 S. Constitution Blvd.	Commercial
New Sewer Line		
<b>2) Raising Cane's</b>	Hunter Dr. & 5600 W.	Commercial
Restaurant		
<b>3) S-Devcorp</b>	2723 W. 3500 S.	Tenant Improvement
Private Grease Line		



# Water Quality Report

## Chlorine and Fluoride Residuals (mg/L)



	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Chlorine 2020	0.28	0.62	0.52	0.43	0.41	0.35	0.4	0.36	0.4	0.45	0.39	
Chlorine 3-yr Avg.	0.47	0.47	0.56	0.35	0.36	0.34	0.37	0.33	0.34	0.36	0.33	0.34
Fluoride 2020	0.71	0.79	0.66	0.61	0.68	0.69	0.67	0.63	0.66	0.57	0.59	
Fluoride 3-yr Avg.	0.65	0.68	0.55	0.62	0.68	0.72	0.70	0.67	0.68	0.67	0.55	0.64
Chlorine Min.	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Fluoride Min.	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6
Chlor. & Fluor. Max	1	1	1	1	1	1	1	1	1	1	1	1

### Backflow Dashboard

Ready to send  
**57**  
45 day Backflow Notice  
Last update: a few seconds ago

Ready to send  
**384**  
30 Days Late Notice  
Last update: a few seconds ago

Ready to send  
**126**  
90 day Backflow Notice  
Last update: a few seconds ago

Notices Sent - Last Month  
**0**  
Reminders  
Last update: a few seconds ago

Notices Sent - Last Month  
**0**  
30 Days Late  
Last update: a few seconds ago

Notices Sent - Last Month  
**0**  
90 Days Late  
Last update: a few seconds ago

Past Due  
**736**  
Last update: a few seconds ago

Backflow Failed  
**3**  
Last update: a few seconds ago

No Hazard Assessment's due this month  
Last update: a few seconds ago

**40**  
Backflows added in the last 31 days  
Last update: a few seconds ago

All Backflow's in GIS  
**1,137**  
Last update: a few seconds ago

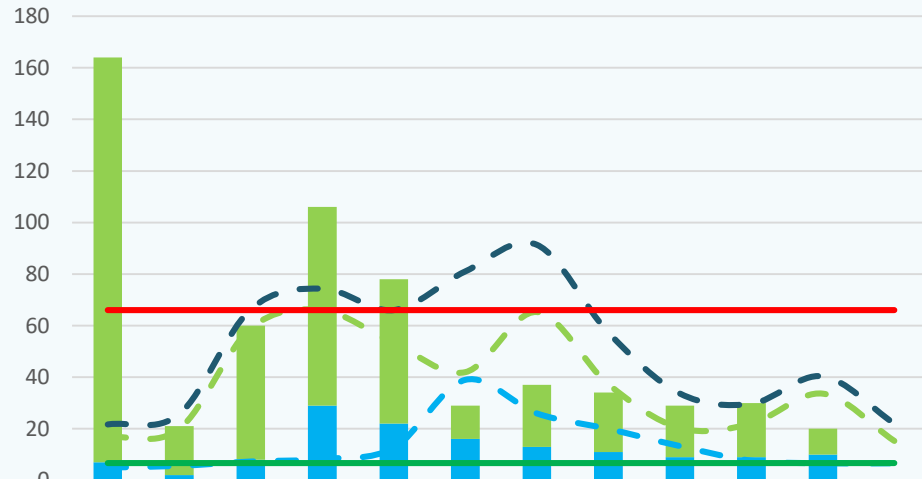
**Backflow Inspections by Month**

Last update: a few seconds ago



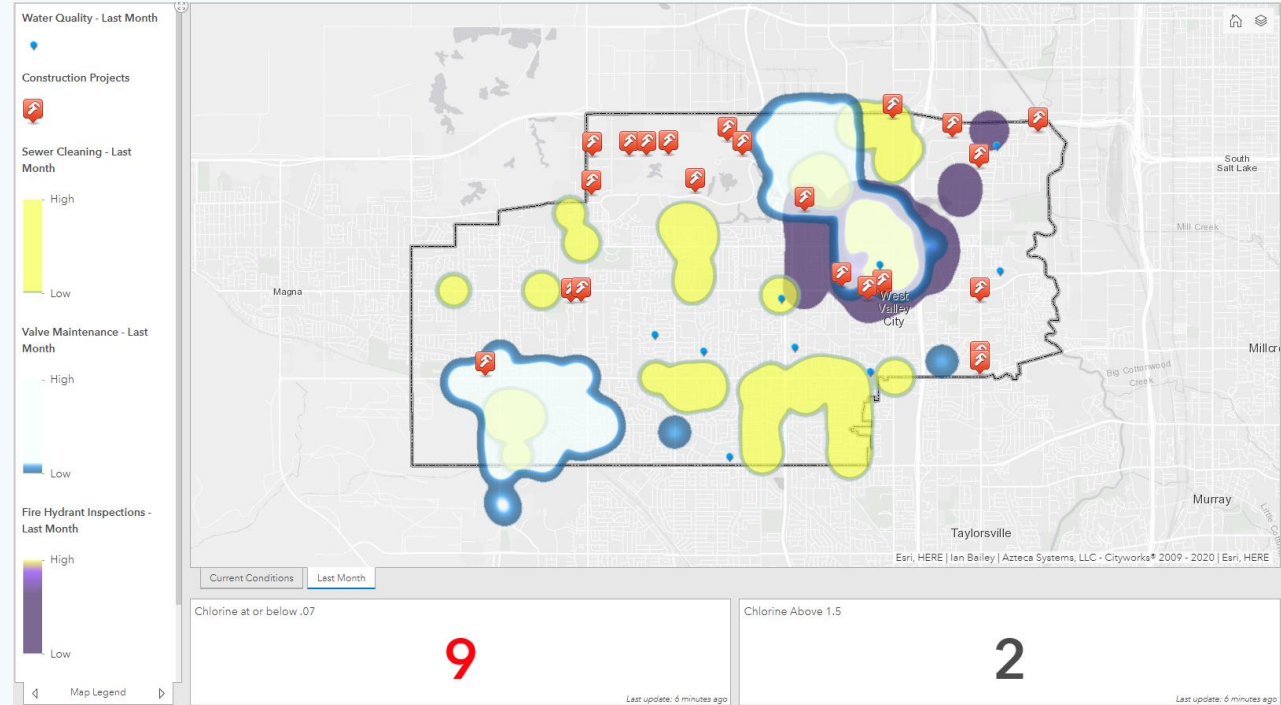
# Water Quality Report

## Water Quality and Pressure Complaints



	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Water Quality Complaints	157	19	52	77	56	13	24	23	20	21	10	
Pressure Complaints	7	2	8	29	22	16	13	11	9	9	10	
W.Q. 3-YR AVG.	17	20	59	66	53	42	65	37	20	22	34	15
Pressure 3-YR AVG.	5	6	7	8	13	39	26	20	13	8	7	7
Total 3-YR AVG.	22	26	66	74	66	81	91	57	34	30	40	22
25% AWWA Benchmark	7	7	7	7	7	7	7	7	7	7	7	7
75% AWWA Benchmark	66	66	66	66	66	66	66	66	66	66	66	66

## Water Quality Complaint Locations - November

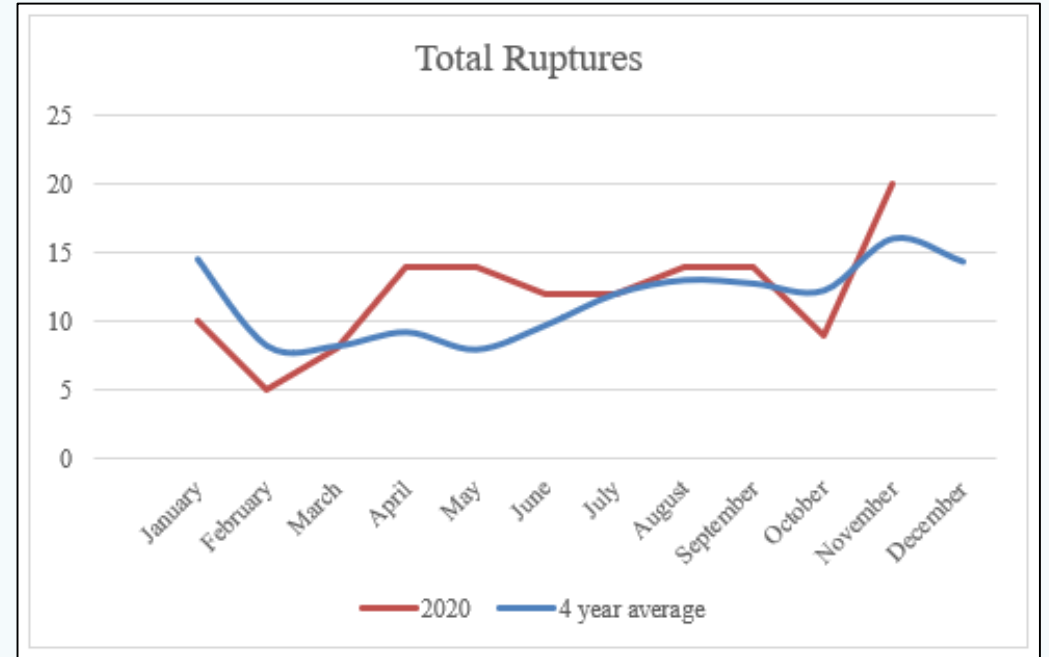


# Water Maintenance Update

## Water Breaks and Leaks

Breaks & Leaks Combined Totals															
GHID Breaks					GHID Leaks					Total Ruptures					
2016	2017	2018	2019	2020	Year	2016	2017	2018	2019	2020	2016	2017	2018	2019	2020
12	18	10	12	8	January	8	3	4	1	2	20	21	14	13	10
5	8	5	9	3	February	5	1	1	4	2	10	9	6	13	5
1	5	4	1	5	March	5	5	1	9	3	6	10	5	10	8
7	5	9	4	4	April	4	1	2	2	10	11	6	11	6	14
1	4	2	0	9	May	2	2	5	5	5	3	6	7	5	14
3	5	4	3	7	June	1	3	7	5	5	4	8	11	8	12
5	5	5	4	6	July	7	9	5	8	6	12	14	10	12	12
3	5	7	3	5	August	3	10	6	7	9	6	15	13	10	14
3	9	6	6	6	September	5	5	6	5	8	8	14	12	11	14
1	5	6	15	5	October	7	8	3	3	4	8	13	9	18	9
6	2	13	14	15	November	6	9	4	2	5	12	11	17	16	20
18	17	7	8		December	4	3	5	3		22	20	12	11	
<b>47</b>	<b>71</b>	<b>71</b>	<b>71</b>	<b>73</b>	<b>Totals to Date</b>	<b>53</b>	<b>56</b>	<b>44</b>	<b>51</b>	<b>59</b>	<b>100</b>	<b>127</b>	<b>115</b>	<b>122</b>	<b>132</b>
65	88	78	79	73	Annual Totals	57	59	49	54	59	122	147	127	133	132
	+51%	+0%	+0%	+3%			+6%	-21%	+16%	+16%		+27%	-9%	+6%	+8.2%
	% Change from Prior Year					% Change from Prior Year					% Change from Prior Year				

Waterline breaks and leaks totaled fifteen breaks and five service leaks in November 2020.

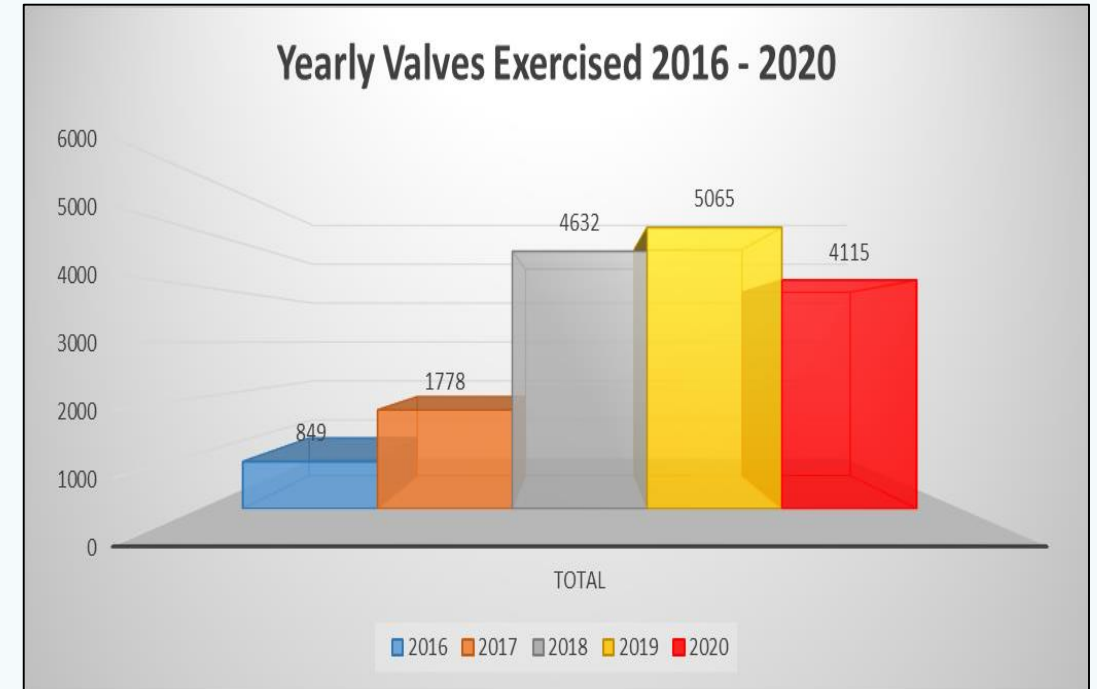
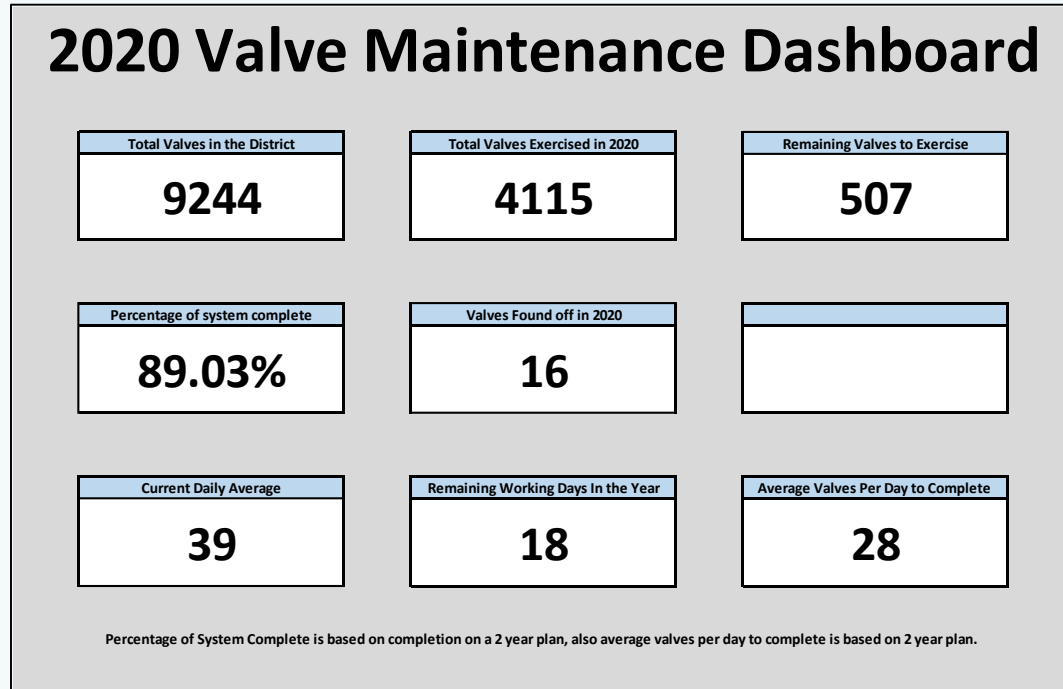


The District's breaks and leaks rose above the four-year trendline in November 2020.



# Water Maintenance Update

## Valve Inspections



As of the end of November 2020, the District's valve crew has inspected and exercised 4,115 valves. The valve exercise program is on a two-year schedule to complete all the valves in the District. Currently, the valve crew is 89.03 percent complete for this year's valves to stay on track for our two-year plan.

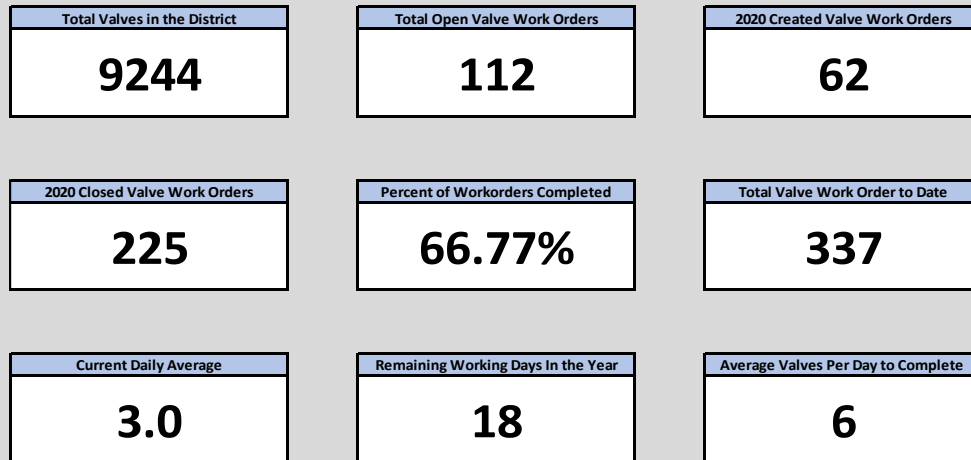
Above is a graph depicting the number of valves the District has exercised and inspected over the past five years. The District is currently on track to finish the year at or near the 2018 level of valves exercised



# Water Maintenance Update

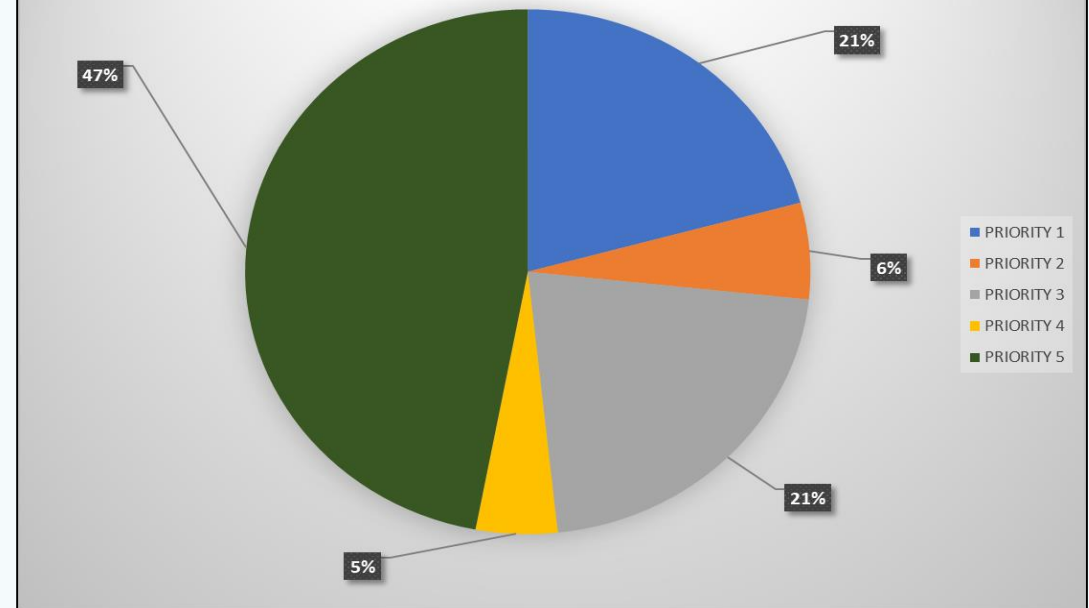
## Valve Repair Crew

### 2020 Valve Repair Crew Workorders Dashboard



To date the District's valve repair crew has located and repaired 225 valves representing approximately 66.77 percent of the open valve work orders completed in 2020.

### PRIORITY TOTAL FOR THE YEAR



**Priority 1:** A broken valve that is buried under hardscape that needs to be replaced or repaired.

**Priority 2:** A broken valve that is buried under landscape that needs to be replaced or repaired.

**Priority 3:** A valve box in hardscape that needs to be realigned so that our crews can operate the valve properly.

**Priority 4:** A valve box in landscape that needs to be realigned so that our crews can operate the valve properly.

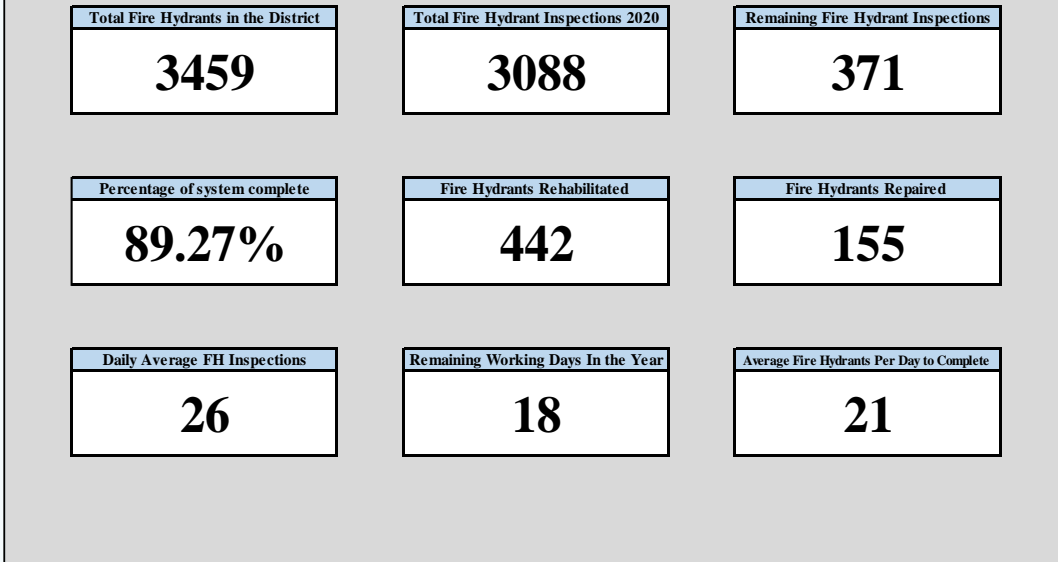
**Priority 5:** Locating valves that may be buried or misplaced on our map.



# Water Maintenance Update

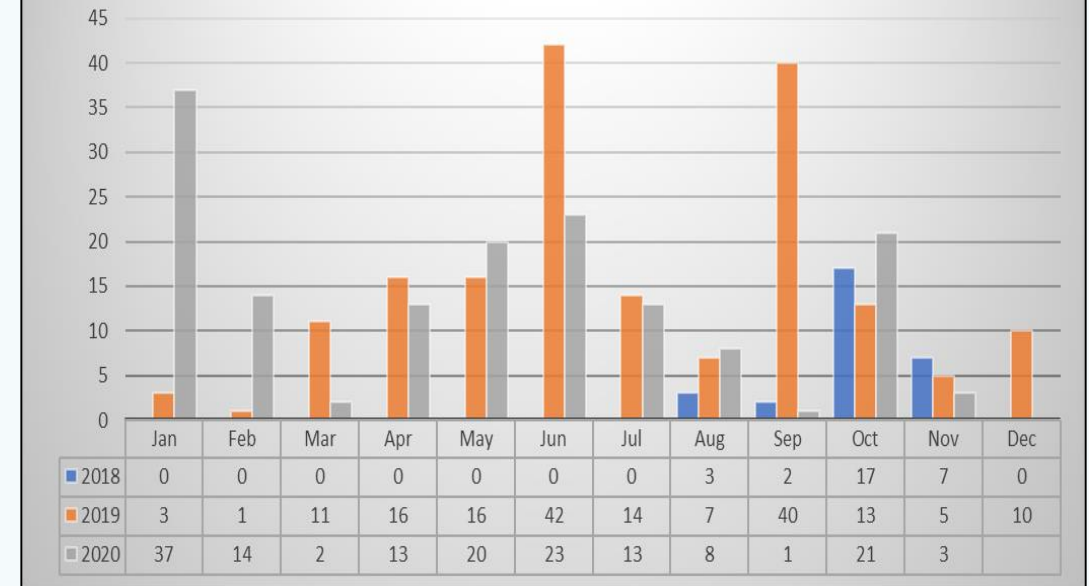
## Fire Hydrant Maintenance

### 2020 Fire Hydrant Maintenance Dashboard



We are currently on pace to finish the District fire hydrant inspections by the end of the year. This year the fire hydrant crew has Plug-Hugged and painted 442 fire hydrants. They have also repaired 155 fire hydrants to date.

### Fire Hydrant Repair



The above graph is a monthly representation of fire hydrant repairs since the creation of the fire hydrant crew in 2018. Mark Wilhelmsen, was hired in August 2018 as the foreman over that crew. To date, his crew has repaired or replaced a total of 362 fire hydrants in the District, representing approximately 10 percent of the Districts fire hydrants that were either not operational or would have received a poor rating from West Valley City Fire Department.

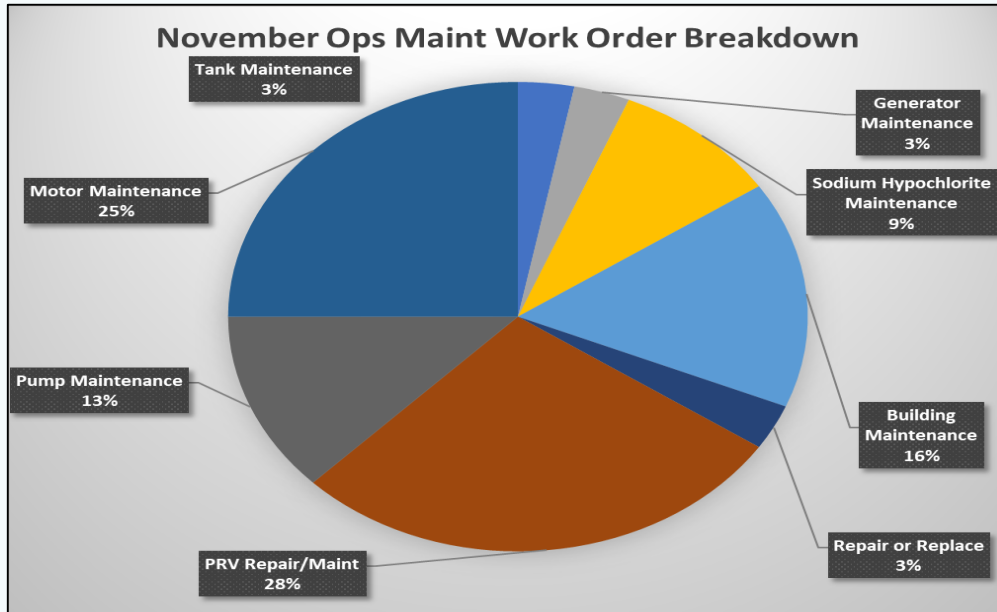




# Water Maintenance Update

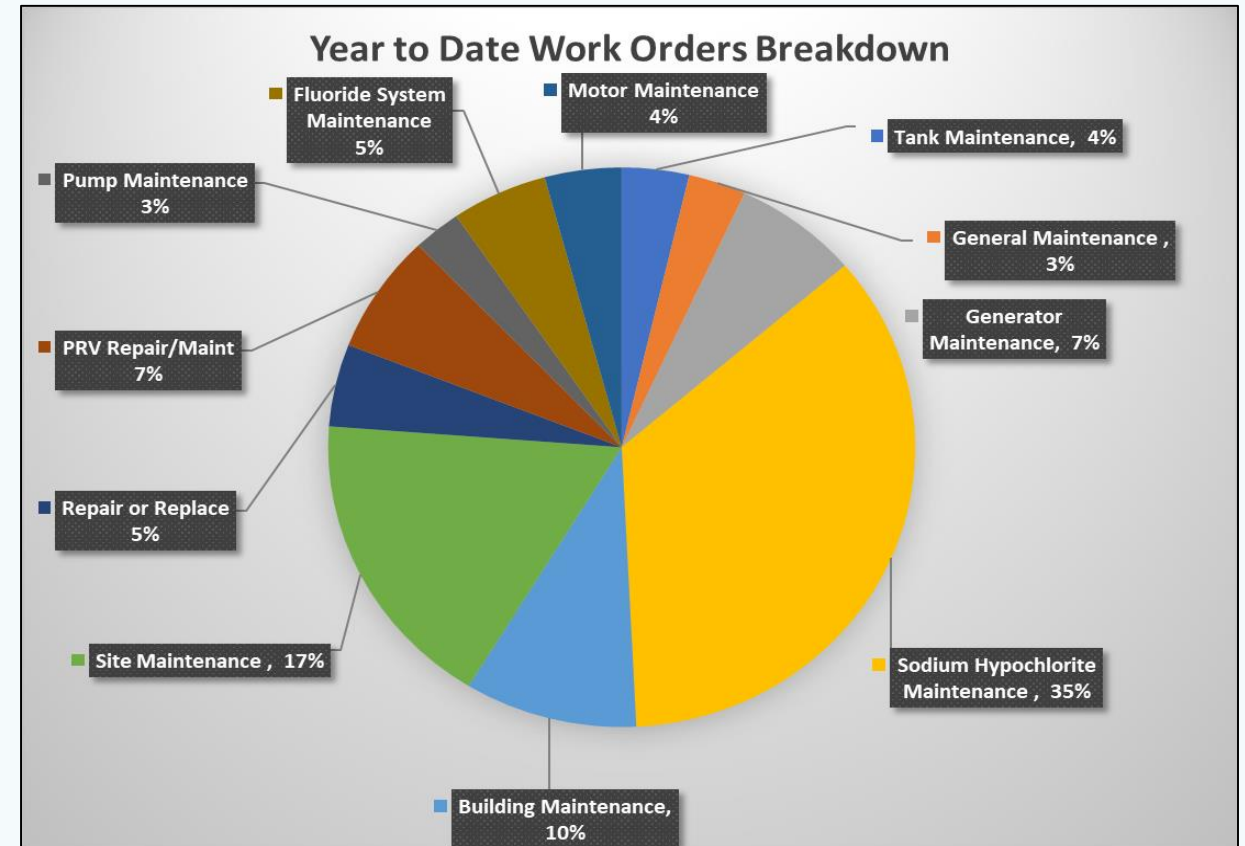
## Operations Maintenance

In November, the water operation maintenance crew completed 18 PRV inspections and 23 preventative water site inspections. The water maintenance crew also completed 32 work orders, which includes:



- One tank maintenance work order.
- One generator maintenance work order.
- Three Sodium Hypochlorite maintenance work orders.
- Five building maintenance work orders.
- One Repair or Replace.
- Eight PRV Maintenance.
- Four Pump Maintenance.
- Eight Motor Maintenance.

## Year End Work Order Totals



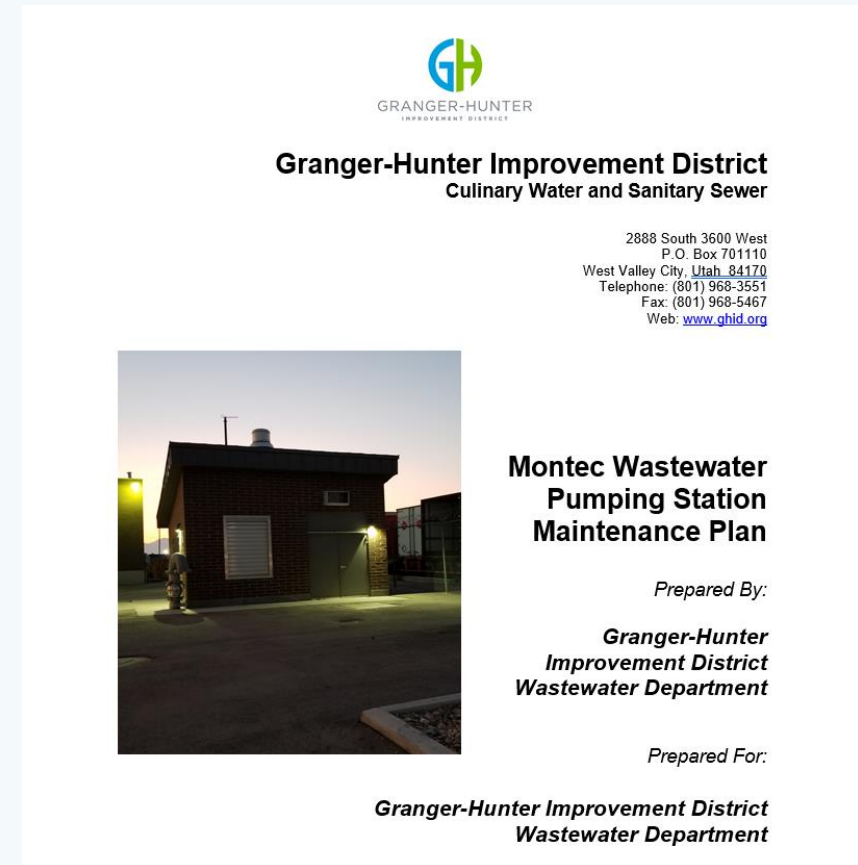
The above chart is a representation of work order categories completed and the percentages of each category completed for 2020.



# Wastewater Maintenance Update

## Wastewater Maintenance Report

- **Wastewater Maintenance** –The WW Maintenance staff performed routine proactive maintenance and started performing our annual manhole inspection program this month. With temperatures dipping below freezing for the first part of the day, this allows for us to reach the benchmark of inspecting every manhole in the District every year. We were notified by a contractor on two separate occasions of debris being in our sewer lines/manholes, which we were able to resolve. The WWPS crews have been working diligently on proactive maintenance. This time of year, that maintenance includes winterizing the stations for the freezing temperatures.
- **Wastewater Pumps Stations** – The WWPS staff has completed their first written maintenance plan that details manufacturer recommendation as well as industry standard and best practices. This type of plan will be written specific for each WWPS the District maintains.
- **Pretreatment** - COVID has had an impact on the pretreatment program, limiting the number of inspections and education for the surcharge (commercial and industrial) accounts. However, we were still able to lower the overall BOD, Oil and Grease, and TSS in the overall District average of surcharge accounts.



The image shows the cover page of a report titled "Montec Wastewater Pumping Station Maintenance Plan". At the top center is the Granger-Hunter Improvement District logo, which consists of a stylized 'GH' in a circle. Below the logo is the text "GRANGER-HUNTER IMPROVEMENT DISTRICT". To the right of the logo is the district's name "Granger-Hunter Improvement District" and its focus "Culinary Water and Sanitary Sewer". Further right is the contact information: "2888 South 3600 West, P.O. Box 701110, West Valley City, Utah 84170", "Telephone: (801) 968-3551", "Fax: (801) 968-5467", and "Web: [www.ghid.org](http://www.ghid.org)". On the left side, there is a photograph of a brick building at dusk, which is the Montec Wastewater Pumping Station. To the right of the photo is the title "Montec Wastewater Pumping Station Maintenance Plan". Below the title, it says "Prepared By: Granger-Hunter Improvement District Wastewater Department" and "Prepared For: Granger-Hunter Improvement District Wastewater Department".

**Granger-Hunter Improvement District**  
Culinary Water and Sanitary Sewer

2888 South 3600 West  
P.O. Box 701110  
West Valley City, Utah 84170  
Telephone: (801) 968-3551  
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Web: [www.ghid.org](http://www.ghid.org)

**Montec Wastewater Pumping Station Maintenance Plan**

Prepared By:  
**Granger-Hunter Improvement District Wastewater Department**

Prepared For:  
**Granger-Hunter Improvement District Wastewater Department**



# Wastewater Maintenance Update

Total Footage of Gravity Sewer Pipe in District	YTD Total Footage of Pipe Cleaned (Not Including Root Removal/Hotspots)	YTD Total Footage of Pipe CCTV'D	YTD Total Footage Cleaned for Root Removal	YTD Total Footage for Hotspot Cleaning	YTD Total Estimated Gallons of Water Used
1,605,120	830,969	465,124	27,157	100,258	865,915
% of Pipe Cleaned	51.77 %				
% of Pipe Inspected		28.98 %			

Depicts YTD totals for the Wastewater Maintenance Division



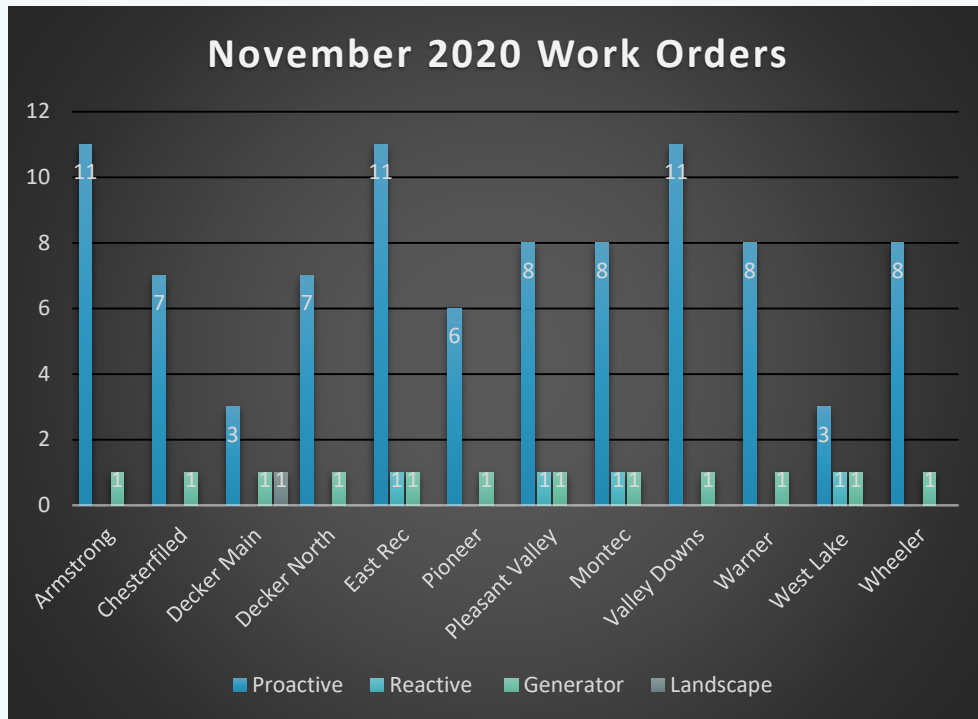
This image depicts a construction board beginning to plug off the sewer main on 4100 S and Blue Jay St.



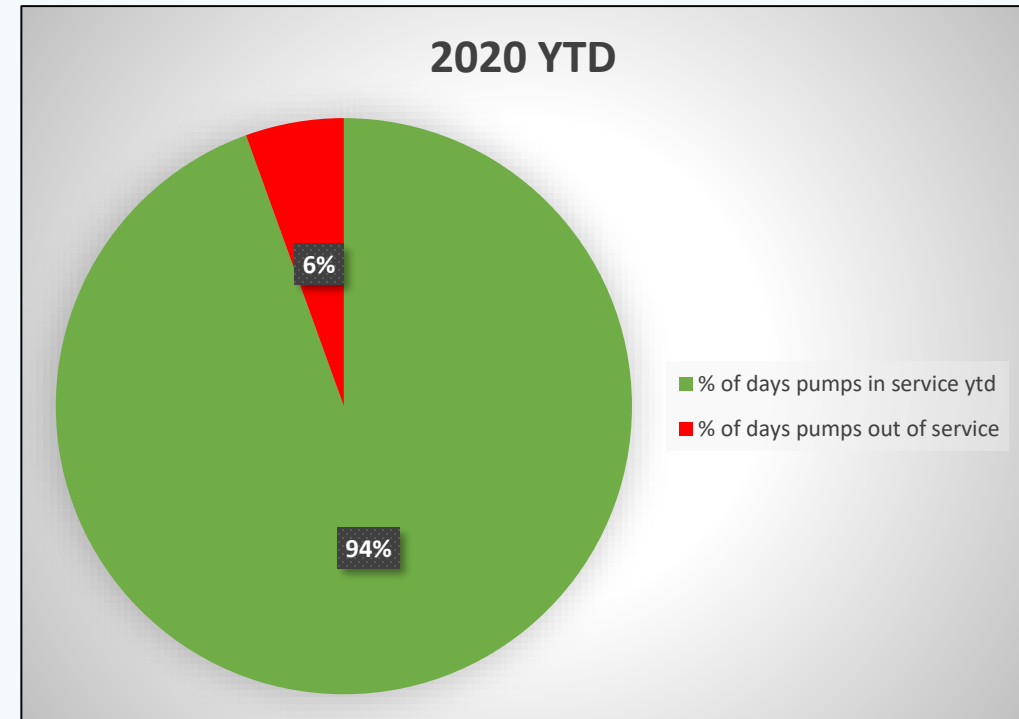
Depicts large chunks of concrete that were found in our sewer main, due to the contractor not placing boards in the manhole while being lowered and having new concrete aprons poured.



# Wastewater Maintenance Update



The chart depicts the number of completed work orders for each WWPS for the month of November.



The graph to the above shows the downtime on the pumps in % availability for the year. We have had a great year at only 6% so far. We currently have 2 pumps out of service, waiting on parts.



# Wastewater Maintenance Update

## GHID Interceptor Sample Results

Year	FLOW (MGD)				BOD (mg/L)				TSS (mg/L)			
	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
Jan	15.04	11.62	12.64	12.47	220.29	240.86	244.86	245.86	172.86	196.14	182.14	237.71
Feb	14.44	11.62	12.41	14.49	220.14	209.86	240.57	212.43	173.71	199.00	173.43	215.43
Mar	14.03	13.35	14.09	12.82	189.86	210.71	245.71	234.57	156.71	187.43	163.14	229.43
Apr	14.42	12.92	16.34	12.74	185.29	214.00	216.43	187.43	163.14	199.14	174.71	253.57
May	13.52	13.41	14.41	12.61	186.57	177.71	205.71	251.71	161.00	185.43	166.00	239.86
Jun	12.67	11.97	13.51	12.99	208.14	241.00	192.57	228.57	157.71	214.29	170.43	230.29
Jul	13.87	11.47	11.88	11.70	221.00	217.43	220.71	217.00	182.71	196.14	198.86	251.50
Aug	12.04	11.25	11.84	11.18	201.86	202.00	235.57	250.00	204.43	212.71	233.86	264.00
Sep	12.12	10.70	11.95	11.39	216.43	240.14	230.71	250.43	193.14	212.00	219.57	273.43
Oct	12.01	11.67	11.36	10.68	237.86	228.71	279.00	254.00	199.00	203.29	252.57	276.57
Nov	11.49	10.79	11.13		221.71	245.86	210.86		202.29	202.29	240.14	
Dec	11.45	11.24	12.39		233.00	240.00	276.86		209.43	205.43	223.00	
<b>AVG</b>	13.09	11.83	12.83	12.31	211.85	222.36	233.30	233.20	181.34	201.11	199.82	247.18
	Percent Change	-10%	8%	-4%	Percent Change	5%	5%	0%	Percent Change	11%	-1%	24%

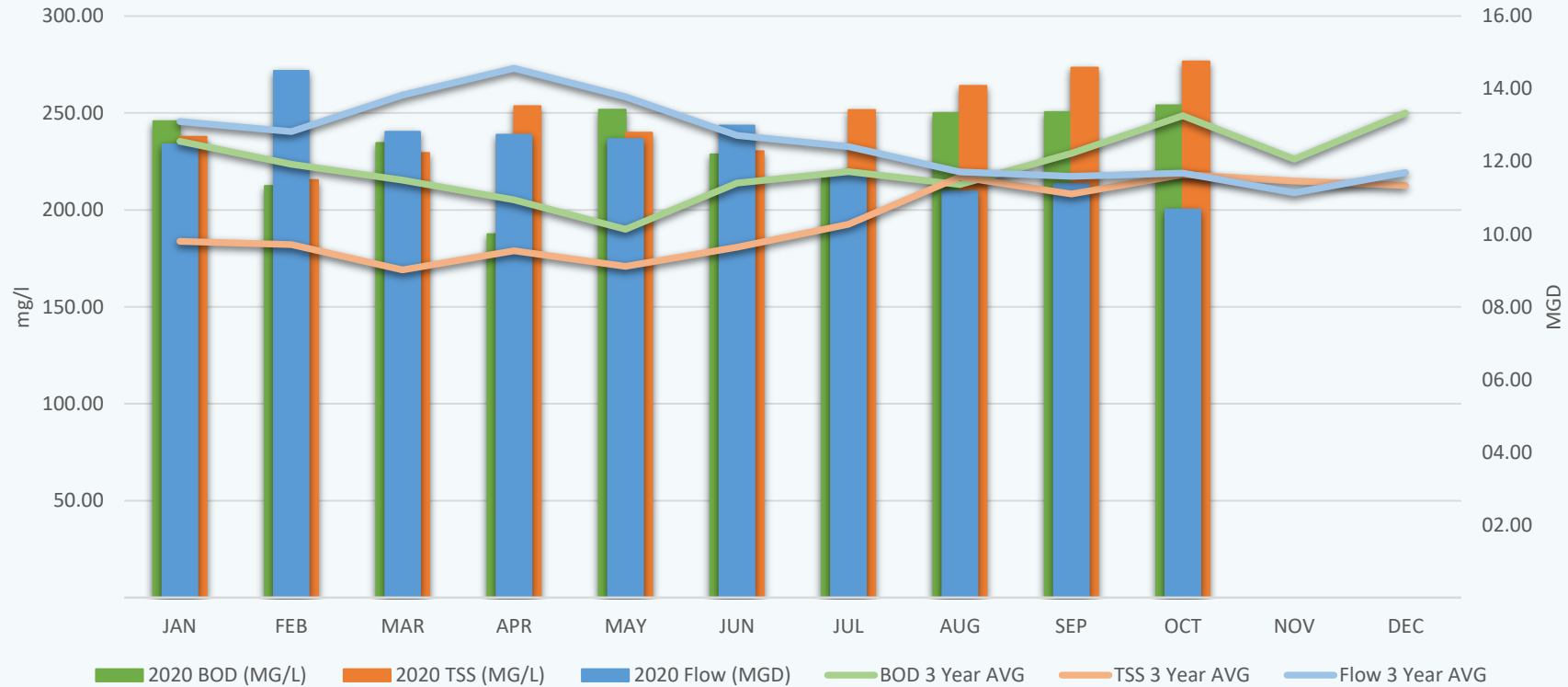
Note: New sample results shown in red.





# Wastewater Maintenance Update

## Sewer Strength & Flow



Note: the flow figures used in these visuals are an average of the daily flows during the monthly sample period and do not reflect the exact monthly flow averages.



# Wastewater Maintenance Update

**2020 SURCHARGE TOP 10 - JANUARY**

<u>USERS</u>	<u>RATE</u>	<u>BOD</u> (mg/L)	<u>TSS</u> (mg/L)	<u>O&amp;G</u> (mg/L)
#1 STARBUCKS COFFEE	370	11420	4858	982
#2 TACOS MI CARMELO	370	3767	3062	1795
#3 KFC	370	3397	9561	5535
#4 MCDONALDS	364	3450	1003	641
#5 EUROPEAN PIZZA DELI	364	3287	2400	698
#6 PHO HOA RESTAURANT	364	2800	1741	1075
#7 GREEK SOUVLAKI	364	2747	1323	697
#8 BETO'S	364	2670	2952	552
#9 MI CASA TORTILLERIA	362	3283	425	94
#10 RANCHERITOS	362	2930	396	112
<b>District Average</b>	<b>341</b>	<b>1283</b>	<b>451</b>	<b>213</b>

**2020 SURCHARGE TOP 10 - DECEMBER**

<u>USERS</u>	<u>RATE</u>	<u>BOD</u> (mg/L)	<u>TSS</u> (mg/L)	<u>O&amp;G</u> (mg/L)
#1 STARBUCKS COFFEE	370	4780	2198	730
#2 TACOS MI CARMELO	370	3883	3167	1846
#3 BETO'S	368	3640	3697	686
#4 LA PALAPA JUICE BAR	364	3637	1445	688
#5 MI CASA TORTILLERIA	364	3300	540	114
#6 GREEK SOUVLAKI	364	3183	1813	953
#7 MCDONALDS	364	3180	732	485
#8 PHO HOA RESTAURANT	364	2571	1587	1022
#9 PINS & ALES	362	3140	272	158
#10 RANCHERITOS	362	3073	543	171
<b>District Average</b>	<b>341</b>	<b>1204</b>	<b>388</b>	<b>184</b>

These Charts compare the high strength users in our District from the beginning of the year, to now. Notice the average BOD, TSS, and O&G numbers decreased overall.





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

2888 South 3600 West • P.O. Box 701110 • West Valley City, Utah 84170-1110 • Phone (801) 968-3551 • Fax (801) 968-5467 • www.ghid.org

## Resolution of the Board of Trustees

Resolution No. 12-15-20.4

### ADOPTING THE GRANGER-HUNTER IMPROVEMENT DISTRICT'S FINANCIAL PLAN, BUDGET AND OTHER FEES FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2021

WHEREAS, the Board of Trustees of the Granger-Hunter Improvement District ("the District") has reviewed, considered and adopted a Tentative Budget for 2021;

WHEREAS, the Tentative Budget and supporting schedules and data have been available for public inspection for a period in excess of seven days;

WHEREAS, a public hearing has been held concerning adoption of the District's 2021 Budget;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Granger-Hunter Improvement District's 2021 financial plan and budget, including the operations and maintenance and capital outlay budgets and the availability fees, rates, and other charges (attached as Exhibit 1), are hereby approved and adopted for the Granger-Hunter Improvement District, with the budget becoming effective January 1, 2021 and water and wastewater fee/rate changes becoming effective with all bills sent after January 1, 2021.
2. The Reserve Funds, as outlined in the financial plan, are hereby approved and designated for operations, repair and replacement, and impact fees.
3. A copy of the final budget shall be certified by the budget officer and filed with the Utah State Auditor within thirty (30) days after passage of this resolution.
4. This Resolution shall take effect upon authorized execution.

PASSED, ADOPTED and APPROVED this 15<sup>th</sup> day of December, 2020.

\_\_\_\_\_  
Debra K. Armstrong, Chair of the Board of Trustees

ATTEST:

\_\_\_\_\_  
Austin Ballard, District Clerk





REVENUES

	Actual 2018	Actual 2019	Projected 2020 as of 10/31/2020	Budget 2020	<b>TENTATIVE</b> Budget 2021	% Change
<b>REVENUES</b>						
<b>Operating Revenues:</b>						
Water Sales	\$ 18,310,894	\$ 18,818,502	\$ 20,907,618	\$ 19,728,000	\$ 19,884,000	0.8%
Sewer Service Charges	10,630,305	11,844,134	11,600,989	11,807,000	11,677,000	-1.1%
Central Valley Assessment	2,666,327	2,681,835	2,682,908	2,700,000	2,700,000	0.0%
Engineering Fees	5,800	8,970	8,227	6,000	7,000	16.7%
Connection Fees	35,871	31,222	39,859	34,000	40,000	17.6%
Inspection	67,147	50,647	72,374	49,000	55,000	12.2%
Delinquent/Turn-on Fees	42,800	31,955	16,021	35,000	35,000	0.0%
Conservation Grant	-	69,706	68,500	68,500	41,300	-39.7%
<b>Total Operating Revenue</b>	<b>31,759,144</b>	<b>33,536,971</b>	<b>35,396,496</b>	<b>34,427,500</b>	<b>34,439,300</b>	<b>0.0%</b>
<b>Property Tax Revenue:</b>						
Property Tax	3,298,021	3,316,896	3,333,853	3,400,000	3,400,000	0.0%
Motor Vehicle	231,725	232,938	220,821	250,000	250,000	0.0%
Personal Property	265,277	346,485	333,503	325,000	325,000	0.0%
Delinquent Tax/Interest	86,203	76,643	74,695	80,000	80,000	0.0%
Tax Increment for RDA	185,787	213,243	213,458	200,000	200,000	0.0%
<b>Total Property Tax Revenue</b>	<b>4,067,012</b>	<b>4,186,205</b>	<b>4,176,330</b>	<b>4,255,000</b>	<b>4,255,000</b>	<b>0.0%</b>
<b>Non-Operating Revenue:</b>						
Impact Fees - Water	624,297	632,736	836,381	300,000	450,000	50.0%
Impact Fees - Sewer	323,064	290,373	441,714	150,000	200,000	33.3%
Interest	527,489	653,964	436,861	525,000	250,000	-52.4%
Sale of Surplus Equipment	47,566	56,727	71,931	59,000	40,000	-32.2%
Other	136,017	142,552	128,482	120,000	120,000	0.0%
<b>Total Non-Operating Revenue</b>	<b>1,658,432</b>	<b>1,776,352</b>	<b>1,915,369</b>	<b>1,154,000</b>	<b>1,060,000</b>	<b>-8.1%</b>
<b>Total Revenues</b>	<b>\$ 37,484,588</b>	<b>\$ 39,499,528</b>	<b>\$ 41,488,194</b>	<b>\$ 39,836,500</b>	<b>\$ 39,754,300</b>	<b>-0.2%</b>



**EXPENSES**

	Actual 2018	Actual 2019	Projected 2020 as of 10/31/2020	Budget 2020	<b>TENTATIVE</b> Budget 2021	% Change
<b>OPERATING EXPENSES</b>						
<b>Payroll Wages:</b>						
Salaries & Wages	\$ 4,311,270	\$ 4,896,363	\$ 4,954,571	\$ 5,028,072	\$ 4,893,240	-2.7%
Overtime Wages	149,506	151,473	123,580	175,000	175,000	0.0%
On-Call Pay	53,521	36,797	66,291	71,280	71,280	0.0%
Incentive Pay	46,036	13,087	12,800	15,000	15,000	0.0%
Vehicle Allowance	38,827	877	5,997	9,000	9,000	0.0%
Clothing Allowance	20,075	20,350	18,975	22,000	21,450	-2.5%
Other/OPEB	83,815	-	327,131	250,000	250,000	0.0%
<i>Total Payroll Wages</i>	<u>4,703,051</u>	<u>5,118,947</u>	<u>5,509,345</u>	<u>5,570,352</u>	<u>5,434,970</u>	<u>-2.4%</u>
<b>Payroll Benefits:</b>						
State Retirement Plan	800,881	853,891	824,388	955,045	947,920	-0.7%
401(k) Plan	531,034	570,732	606,140	598,677	594,210	-0.7%
Health/Dental Insurance	1,114,618	1,417,410	1,422,368	1,670,320	1,687,023	1.0%
Medicare	65,518	73,056	74,815	73,547	72,730	-1.1%
Workers Compensation Ins	24,925	35,602	22,555	40,000	40,000	0.0%
Life/LTD/LTC Insurance	72,575	74,245	72,271	75,000	75,000	0.0%
State Unemployment	73	-	7,784	5,000	10,000	100.0%
<i>Total Payroll Benefits</i>	<u>2,609,625</u>	<u>3,024,936</u>	<u>3,030,321</u>	<u>3,417,589</u>	<u>3,426,883</u>	<u>0.3%</u>
<b>Operations &amp; Maintenance:</b>						
Repair & Replacement	544,486	806,223	618,808	679,560	663,900	-2.3%
Building & Grounds	102,999	89,219	75,717	82,450	82,450	0.0%
Vehicles Maintenance & Fuel	207,835	216,158	176,185	174,431	168,680	-3.3%
Vehicle Lease	187,415	19,719	219,042	254,600	225,800	-11.3%
Tools & Supplies	45,484	31,750	65,838	73,400	89,750	22.3%
Water Purchases	9,967,508	10,520,489	11,174,016	11,010,400	10,717,260	-2.7%
Treatment Chemicals	58,675	38,451	38,096	41,300	41,300	0.0%
Water Lab Testing Fees	62,154	60,839	45,960	76,750	66,500	-13.4%
Utilities	960,138	823,504	924,161	982,000	905,000	-7.8%
<i>Total O&amp;M</i>	<u>12,136,694</u>	<u>12,606,352</u>	<u>13,337,823</u>	<u>13,374,891</u>	<u>12,960,640</u>	<u>-3.1%</u>
<b>CVWRF:</b>						
Facility Operations	3,616,021	3,693,088	4,064,797	4,494,860	5,517,471	22.8%
Project Betterments	594,415	-	932,017	1,360,725	1,748,831	28.5%
Interceptor Monitoring	2,287	2,849	(2,967)	-	-	N/A
Pretreatment Field	274,474	235,564	259,272	283,675	286,024	0.8%
Laboratory	220,523	225,166	242,066	227,418	251,563	10.6%
CVW Debt Service	1,242,563	1,424,239	1,912,270	1,954,999	3,311,053	69.4%
<i>Total CVWRF</i>	<u>\$ 5,950,282</u>	<u>\$ 5,580,906</u>	<u>\$ 7,407,455</u>	<u>\$ 8,321,677</u>	<u>\$ 11,114,942</u>	<u>33.6%</u>



**EXPENSES**

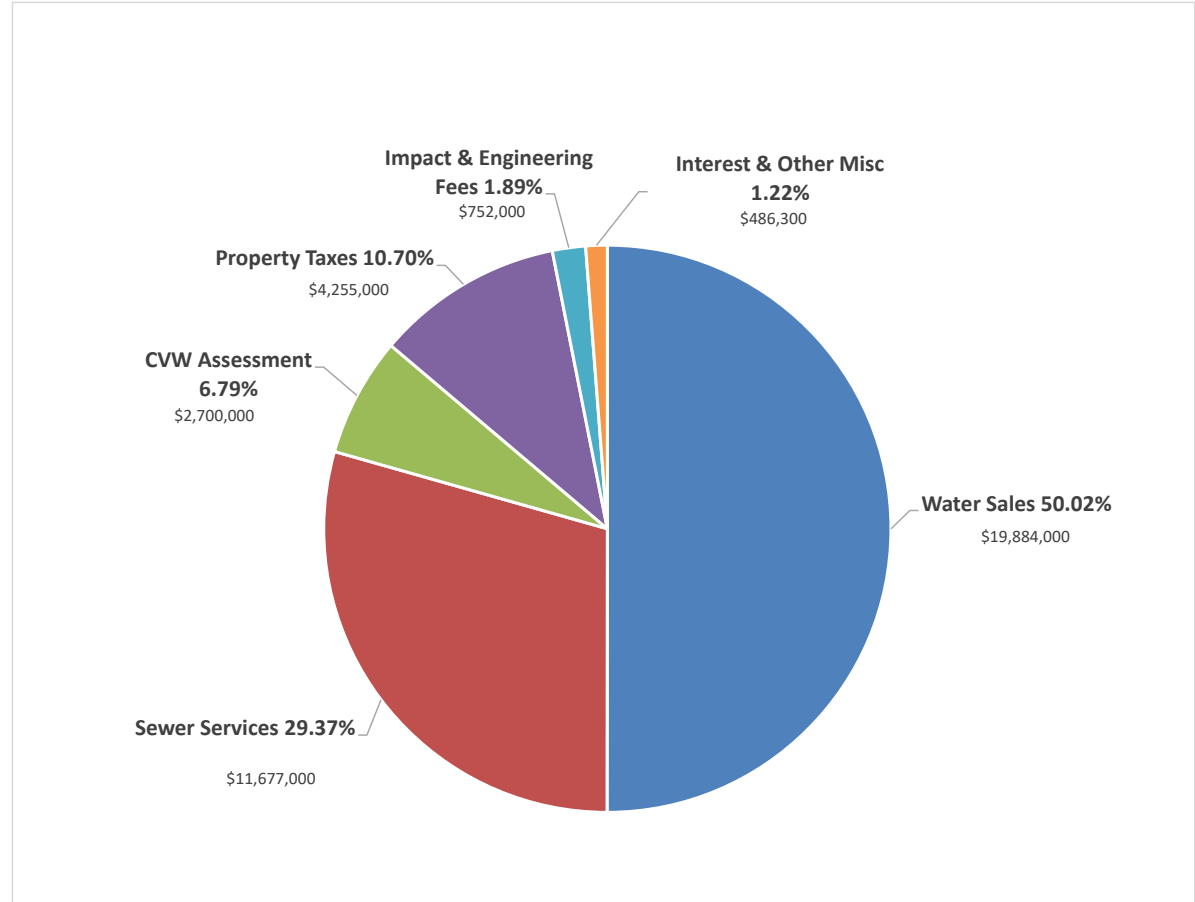
	Actual 2018	Actual 2019	Projected 2020 as of 10/31/2020	Budget 2020	<b>TENTATIVE</b> Budget 2021	% Change
<b>General &amp; Administrative:</b>						
Office Supplies/Printing	\$ 25,701	\$ 24,787	\$ 18,956	\$ 33,940	\$ 27,840	-18.0%
Postage & Mailing	150,102	153,639	149,211	159,500	155,550	-2.5%
General Administrative	50,230	114,916	85,982	61,000	133,810	119.4%
Computer Supplies/Equipment	318,539	406,487	436,925	494,243	471,167	-4.7%
General Insurance	431,768	413,850	289,957	439,612	360,595	-18.0%
Admin Utilities	91,318	88,511	80,962	95,500	95,500	0.0%
Telephone	77,591	105,020	106,107	120,200	113,600	-5.5%
Training & Education	95,033	129,500	62,626	133,200	97,475	-26.8%
Safety	38,302	42,693	49,934	39,620	40,620	2.5%
Legal fees	11,846	25,523	41,731	44,000	54,000	22.7%
Auditing Fees	11,000	11,000	12,000	12,000	12,000	0.0%
Professional Consulting	146,928	247,982	134,132	97,400	347,400	256.7%
Public Relations/Conservation	22,935	39,681	27,432	55,000	98,500	79.1%
Banking & Bonding	336,693	350,963	359,431	330,900	332,900	0.6%
Administrative Contingency	-	-	-	180,000	180,000	0.0%
<i>Total General Administrative</i>	<u>1,807,986</u>	<u>2,154,552</u>	<u>1,855,386</u>	<u>2,296,115</u>	<u>2,520,957</u>	<u>9.8%</u>
<b>Total Operating Expenses</b>	<b>27,207,638</b>	<b>28,485,693</b>	<b>31,140,330</b>	<b>32,980,624</b>	<b>35,458,392</b>	<b>7.5%</b>
<b>Net Operating Revenues</b>	<b>\$ 10,276,950</b>	<b>\$11,013,835</b>	<b>\$ 10,347,864</b>	<b>\$ 6,855,876</b>	<b>\$ 4,295,908</b>	<b>-37.3%</b>
<b>Indirect Operating Expenses:</b>						
Depreciation	\$ 7,538,072	\$ 7,809,067	\$ 7,700,000	\$ 7,700,000	\$ 8,000,000	3.9%
RDA Pass-Through	185,787	213,243	200,000	200,000	200,000	0.0%
<i>Total Indirect Operating Expense</i>	<u>7,723,859</u>	<u>8,022,310</u>	<u>7,900,000</u>	<u>7,900,000</u>	<u>8,200,000</u>	<u>3.8%</u>
<b>Equipment Purchases:</b>						
New Vehicles & Equipment	185,787	25,072	409,747	409,747	625,810	52.7%
<i>Total Equipment</i>	<u>185,787</u>	<u>25,072</u>	<u>409,747</u>	<u>409,747</u>	<u>625,810</u>	<u>52.7%</u>
<b>Debt Service:</b>						
Bond Interest	117,491	117,371	244,995	244,995	207,388	-15.4%
Bond Princ Pmt - 2012 DEQ	274,000	281,000	288,000	288,000	311,000	8.0%
Bond Princ Pmt - 2019 WFA	-	-	310,000	310,000	532,000	71.6%
<i>Total Debt Service</i>	<u>391,491</u>	<u>398,371</u>	<u>842,995</u>	<u>842,995</u>	<u>1,050,388</u>	<u>24.6%</u>
<b>Total Equipment &amp; Debt Service</b>	<b>577,278</b>	<b>423,443</b>	<b>1,252,742</b>	<b>1,252,742</b>	<b>1,676,198</b>	<b>33.8%</b>
<b>Net Revenues with Depreciation</b>	<b>\$ 1,975,813</b>	<b>\$ 2,568,082</b>	<b>\$ 1,195,122</b>	<b>\$ (2,296,866)</b>	<b>\$ (5,580,290)</b>	<b>143.0%</b>
Add Back Depreciation	7,538,072	7,809,067	7,700,000	7,700,000	8,000,000	3.9%
<b>Net Revenues</b>	<b>\$ 9,513,885</b>	<b>\$10,377,149</b>	<b>\$ 8,895,122</b>	<b>\$ 5,403,134</b>	<b>\$ 2,419,710</b>	<b>-55.2%</b>

**Granger-Hunter Improvement District Revenues - 2021 Budgeted**

<b>Source</b>	<b>% of Total</b>	<b>Revenue Amount</b>
Water Sales	50.02%	19,884,000
Sewer Services	29.37%	11,677,000
CVW Assessment	6.79%	2,700,000
Property Taxes	10.70%	4,255,000
Impact & Engineering Fees	1.89%	752,000
Interest & Other Misc	1.22%	486,300
<b>Total All Sources . . . . .</b>	<b>100.00%</b>	<b>39,754,300</b>

*Check* \$ -

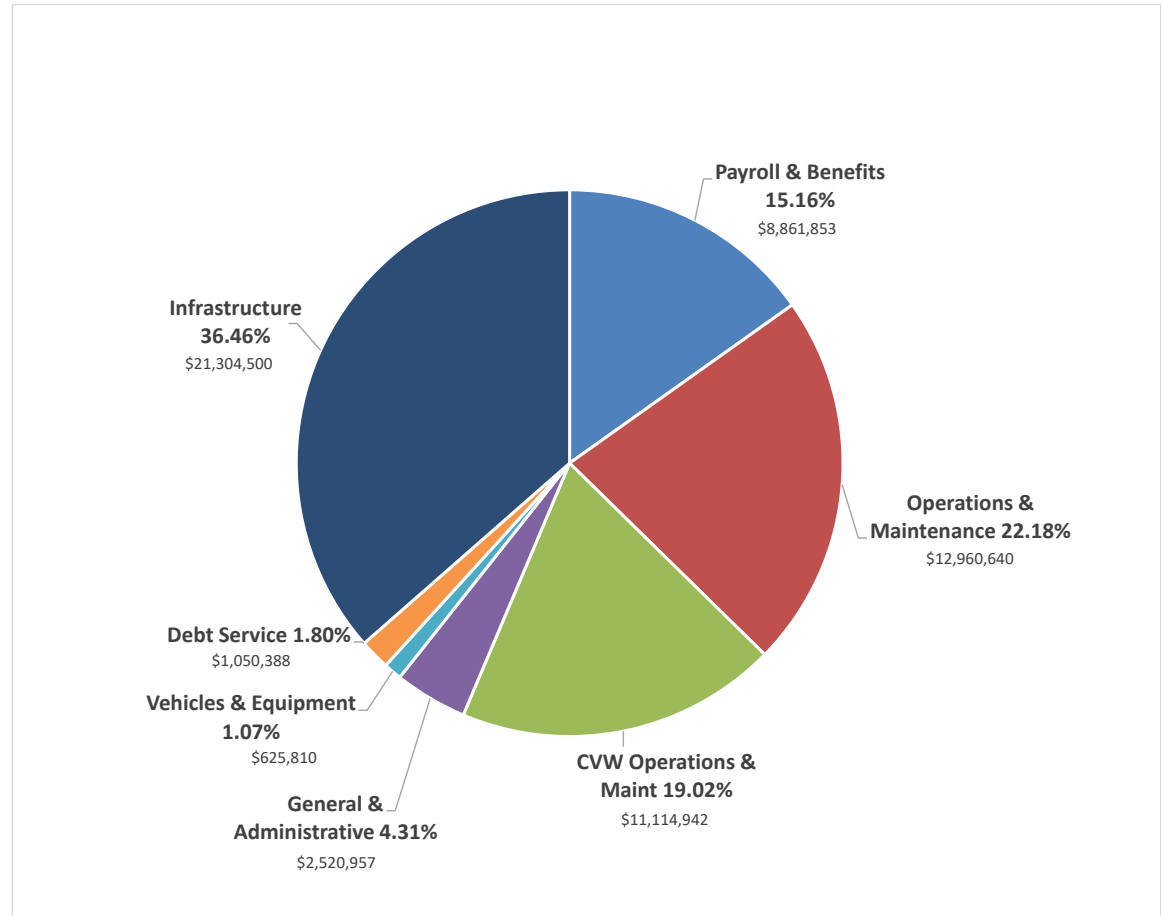
**SOURCES OF FUNDS (Revenues)**



### GHID Expenses Including Capital - 2021 Budgeted

Source	% of Total	Expense Amount
Payroll & Benefits	15.16%	8,861,853
Operations & Maintenance	22.18%	12,960,640
CVW Operations & Maint	19.02%	11,114,942
General & Administrative	4.31%	2,520,957
Vehicles & Equipment	1.07%	625,810
Debt Service	1.80%	1,050,388
Infrastructure	36.46%	21,304,500
<b>Total All Sources</b>	<b>100.00%</b>	<b>58,439,090</b>

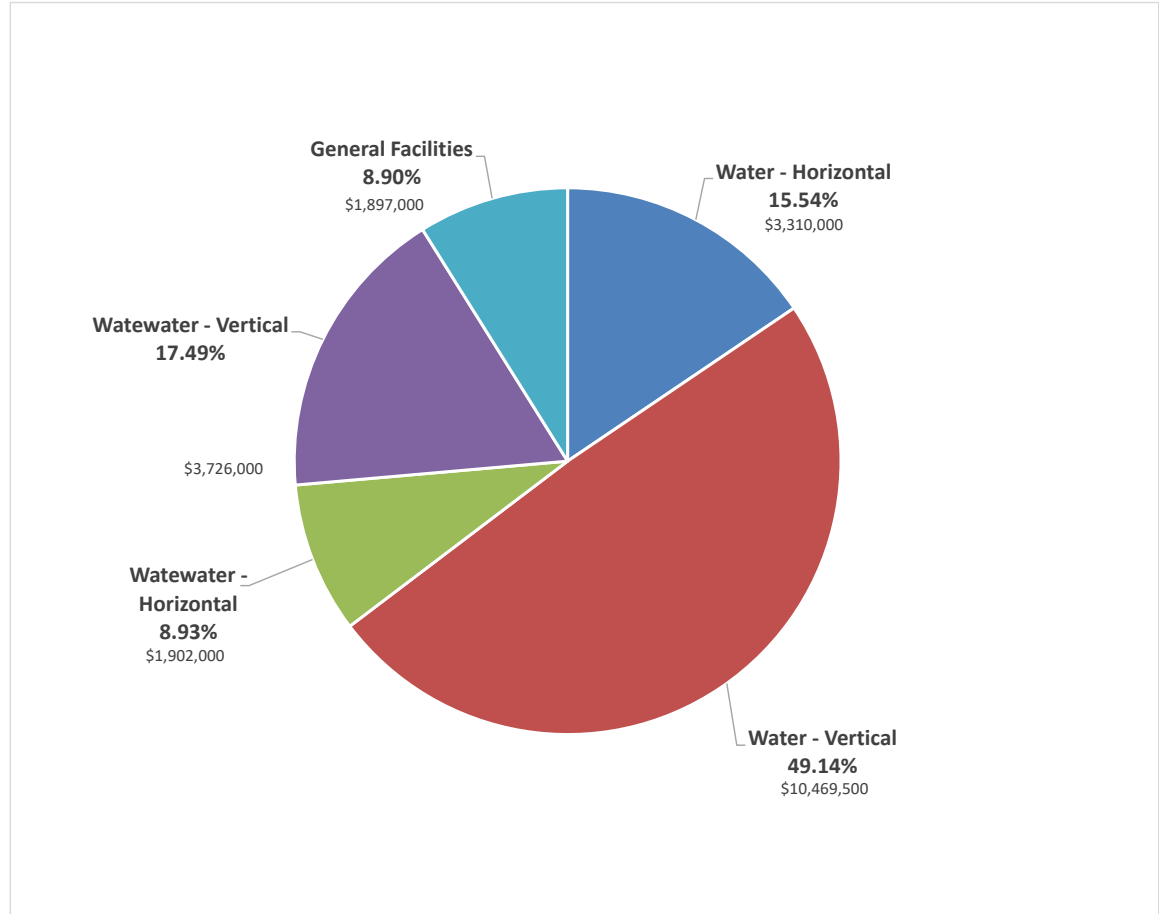
### USES OF FUNDS (Expenses)



**GHID Infrastructure - 2021 Budgeted**

<b>Source</b>	<b>% of Total</b>	<b>Expense Amount</b>
Water - Horizontal	15.54%	3,310,000
Water - Vertical	49.14%	10,469,500
Watewater - Horizontal	8.93%	1,902,000
Watewater - Vertical	17.49%	3,726,000
General Facilities	8.90%	1,897,000
<b>Total All Sources . . . . .</b>	<b>100.00%</b>	<b>21,304,500</b>

**USES OF FUNDS (Expenses)**





### Capital Sources and Outlays Budget Summary

**BUDGET SUMMARY**

**Budget Available at 11/30/2020**  
(Unexpended 2020 capital budget carryover)

<u>Increases</u>	<u>Decreases</u>	<u>Balance</u>
<i>(estimated)</i>		\$ 7,010,000

**Purchases**

Work in Progress at 11/30/2020 <i>(pg C-5)</i>	<i>(estimated)</i>	\$6,514,000
Proposed New Projects for 2020 <i>(pg C-5)</i>		\$14,790,500
		<hr/>
<i>Subtotal Purchases</i>		<b><u>\$21,304,500</u></b>

**Budgeted Revenue**

Budgeted Transfer for 2020 <i>(estimated)</i> (Net Rev from PY available to new yr)	\$5,403,134
Bond Reimbursements 2021	<u>\$9,015,385</u>
<i>Subtotal Revenue</i>	<b><u>\$14,418,519</u></b>

**Ending Budget Balance**

(Positive # represents funds accumulated for planned future capital projects.)

**\$124,019**

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GRANGER-HUNTER  
IMPROVEMENT DISTRICT

## Capital Project Detail - 2021

### \* Priority

1=Needed next year  
2=Needed 1-3 years  
3=Needed 3-5+ years

\* Priority is based on the average of the rankings by the District Engineer

Project Description	2021 Amount	2020 Amount	Priority	Comments
---------------------	-------------	-------------	----------	----------

Water - Horizontal Projects				
18B: 4100 S. Pipeline - Bangerter Highway to 5450 West (UDOT/West Valley Project)	\$0	\$170,000	1	Finished in 2020, pay final invoices in 2021.
18K: Printer's Row Pipeline Replacement	\$0	\$520,000	1	Finished in 2020, pay final invoices in 2021.
19C: 2200 West Pipeline (4100 South to 3800 South)	\$0	\$325,000	1	Finished in 2020, pay final invoices in 2021.
19D: PRV Station & Large Meter Vault Upgrades	\$0	\$0	1	Finished in 2020, pay final invoices in 2021.
19F: 3600 West Pipeline Replacement (Sorensen Tank to 4700 South)	\$0	\$515,000	1	Finished in 2020, pay final invoices in 2021.
Redwood Road Water Pipeline Replacement (4100 South to 3100 South) & Valley Fair Mall Feedlines	\$75,000	\$185,000	1	Design will begin in 2021, construction in 2022. In conjunction with Redwood Road Sewer Line.
Cost Share on Overlay, Loop Projects (West Valley City)	\$0	\$150,000	1	Usually paid beginning of the following year
4700 South Waterline Replacement - 5600 West to 5750 West	\$275,000	\$0	1	WVC Project, replace pipeline under 5600 West prior to intersection work.
21A: Meter Vault Upgrades	\$500,000	\$0	1	GHID Design, Contractor
Kearns Improvement District Emergency Interconnections	\$60,000	\$0	1	
Meter Vault Rebuilds	\$175,000	\$0	1	In-house meter vault replumbs.
Pipe Replacement Projects (dead ends)	\$60,000	\$0	1	
Meter Purchases	\$50,000	\$250,000	1	

Page Totals

\$1,195,000 \$2,115,000





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Capital Project Detail - 2021**

* Priority
1=Needed next year
2=Needed 1-3 years
3=Needed 3-5+ years

\* Priority is based on the average of the rankings by the District Engineer

Project Description	2021 Amount	2020 Amount	Priority	Comments
---------------------	-------------	-------------	----------	----------

Water - Vertical Projects				
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Tank Farm Booster Replacement/Tank Purchase/Energy Improvements	\$2,125,000	\$2,365,000	2	SRF Project. Tank purchase (2x 5 MG tanks + property) is Impact Fees. \$2,000,000 in 2021, anticipated \$4,500,000 in 2022 (\$6,500,000 Total, not including tank purchase, which is carryover from 2020).
Ridgeland Pump Station Replacement/Site Upgrades	\$0	\$200,000	2	Project Delayed 1 year.
Wells No. 1, 12, 17 Treatment Facility/Associated Piping Modifications	\$5,310,000	\$130,000	1	SRF Project. Begin construction in 2021, continue into 2022. Carryover is Well No. 12 Landscaping, which is part of RGWTP. 2021 Budget is \$5,000,000, anticipated \$5,000,000 in 2022 (\$10,000,000 Total)
Chlorine Generation Equip - Well No. 1	\$50,000	\$125,000	1	Well No. 1.
Lower Well No. 17 Pump Intake	\$80,000	\$0	1	Deepen Well No. 17 intake by 100 feet.
Ridgeland Storage Facility Roof Replacement	\$20,000	\$0	2	
Chlorine Analyzers	\$17,500	\$0	1	
RTU Panel	\$30,000	\$0	2	
Chemical Dosing Pump	\$17,000	\$0	1	

**Page Totals**

**\$7,649,500    \$2,820,000**



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

## Capital Project Detail - 2021

### \* Priority

1=Needed next year  
2=Needed 1-3 years  
3=Needed 3-5+ years

\* Priority is based on the average of the rankings by the District Engineer

Project Description	2021 Amount	2020 Amount	Priority	Comments
---------------------	-------------	-------------	----------	----------

### Wastewater - Horizontal Projects

Sewer Lining and Manhole Rehabilitation Project (recurring)	\$150,000	\$400,000	1	GHID Design, Contractor construction.
Redwood Road Sewerline Project (4100 South to 3500 South)	\$50,000	\$85,000	1	Majority is impact fee project (78%). Constructed with Redwood Road Waterline Replacement Project. Design in 2021, construction in 2022.
4100 S Sewerline - 6000 West to 6400 West	\$1,020,000	\$72,000	2	Impact Fee Project. Construction in 2021.
Interceptor Improvements - New Valves, Lid & Platforms	\$25,000	\$0	2	Design in 2021, construction in 2022.
Cathodic Protection System Replacement at East Rec	\$100,000	\$0	1	

### Wastewater - Vertical Projects

Pioneer WWPS Replacement & Pipeline/Forcemain Upgrades	\$3,145,000	\$0	1	SCADA programming included in Other category.
Decker Main Pump (and Discharge Piping) Replacement	\$50,000	\$405,000	1	Still waiting on pumps, pay invoices in 2021.
Channel Grinders	\$91,000	\$20,000	1	3 new channel grinders for Decker Main.
Bubbler Replacement	\$15,000	\$0	1	

Page Totals

\$4,646,000

\$982,000



**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

## Capital Project Detail - 2021

### \* Priority

1=Needed next year  
2=Needed 1-3 years  
3=Needed 3-5+ years

\* Priority is based on the average of the rankings by the District Engineer

Project Description	2021 Amount	2020 Amount	Priority	Comments
---------------------	-------------	-------------	----------	----------

General Facilities				
Headquarters Landscaping Phase II (south end)	\$0	\$400,000	1	Design in 2021 and start construction early 2022.
Headquarters Complex HVAC, Electrical and Plumbing Improvements	\$0	\$40,000	1	Building A Upgrades (cont...)
Building B Remodel/Addition	\$1,120,000	\$12,000	2	Complete design in 2021. Construction in 2021/2022. \$1,000,000 in 2021, \$1,000,000 in 2022 (\$2,000,000 Total)
Water Innovation Center	\$0	\$20,000	2	Purchase shelves and a/c unit.
SCADA Modifications/Upgrades	\$100,000	\$125,000	1	Phase 1 of SCADA Master Plan
Incode v10 Upgrade	\$80,000	\$0	2	Upgraded accounting software Ongoing \$37,000 in annual costs.

**Page Totals**                                 **\$1,300,000**         **\$597,000**

**Total All Capital Infrastructure Projects...**                                 **\$14,790,500**         **\$6,514,000**



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

## Proposed Capital Projects for Bonding

<u>Infrastructure Type</u>	<u>Estimated Cost</u>
Water - Horizontal Projects	\$ 1,376,923
Water - Vertical Projects	\$ 7,638,462
Wastewater - Horizontal Projects	\$ -
Wastewater - Vertical Projects	\$ -
Facilities	\$ -
<b>TOTAL . . . . .</b>	<b>\$ <u>9,015,385</u></b>

### Proposed Bond Projects - By Expenditure Year:

2020 Projects YTD Reimbursed . . . . .	\$ 4,835,182	
2020 Remaining Balance Projects . . . . .	\$ 3,500,000	(Estimated)
2021 Projects . . . . .	\$ 9,015,385	
2022 & Beyond Projects . . . . .	\$ 2,649,433	
<b>Total All Years . . .</b>	<b>\$ <u>20,000,000</u></b>	



Capital Project Detail - 2021

Project Description	Component	2021 Amount	2020 Carryover	Capital & R&R Projects	Impact Fee Projects	SRF Projects	Comments
<b>Water-Pipeline &amp; Vault Projects</b>							
18B: 4100 S. Pipeline - Bangerter Highway to 5450 West (UDOT/West Valley Project)	Engineering Design:						Finished in 2020, pay final invoices in 2021.
	Construction Management:		\$20,000.00			\$20,000.00	
	Construction:		\$150,000.00			\$150,000.00	
	Other (permits, etc...)						
	Cost Sharing (SRF)				\$39,230.77	-\$39,230.77	
<b>TOTAL:</b>		\$0.00	\$170,000.00	\$39,230.77	\$0.00	\$130,769.23	
18K: Printer's Row Pipeline Replacement	Engineering Design:						Finished in 2020, pay final invoices in 2021.
	Construction Management:		\$20,000.00			\$20,000.00	
	Construction:		\$500,000.00			\$500,000.00	
	Other (permits, etc...)					\$0.00	
	Cost Sharing (SRF)				\$120,000.00	-\$120,000.00	
<b>TOTAL:</b>		\$0.00	\$520,000.00	\$120,000.00	\$0.00	\$400,000.00	
19C: 2200 West Pipeline (4100 South to 3800 South)	Engineering Design:						Finished in 2020, pay final invoices in 2021.
	Construction Management:		\$20,000.00			\$20,000.00	
	Construction:		\$300,000.00			\$300,000.00	
	Other (permits, etc...)		\$5,000.00			\$5,000.00	
	Cost Sharing (SRF)				\$75,000.00	-\$75,000.00	
<b>TOTAL:</b>		\$0.00	\$325,000.00	\$75,000.00	\$0.00	\$250,000.00	
19D: PRV Station & Large Meter Vault Upgrades	Engineering Design:						Finished in 2020, pay final invoices in 2021.
	Construction Management:			\$0.00			
	Construction:			\$0.00			
	Other (permits, etc...)			\$0.00			
	Cost Sharing (SRF)				\$0.00	\$0.00	
<b>TOTAL:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
19F: 3600 West Pipeline Replacement (Sorensen Tank to 4700 South)	Engineering Design:		\$0.00				Finished in 2020, pay final invoices in 2021.
	Construction Management:		\$10,000.00			\$10,000.00	
	Construction:		\$500,000.00			\$500,000.00	
	Other (permits, etc...)		\$5,000.00			\$5,000.00	
	Cost Sharing (SRF)				\$118,846.15	-\$118,846.15	
<b>TOTAL:</b>		\$0.00	\$515,000.00	\$0.00	\$118,846.15	\$396,153.85	
Redwood Road Water Pipeline Replacement (4100 South to 3100 South) & Valley Fair Mall Feedlines	Engineering Design:	\$75,000.00	\$185,000.00			\$260,000.00	Design will begin in 2021, construction in 2022. In conjunction with Redwood Road Sewer Line.
	Construction Management:					\$0.00	
	Construction:					\$0.00	
	Other (permits, etc...)					\$0.00	
	Cost Sharing (SRF)			\$60,000.00		-\$60,000.00	
<b>TOTAL:</b>		\$75,000.00	\$185,000.00	\$60,000.00	\$0.00	\$200,000.00	
Cost Share on Overlay, Loop Projects (West Valley City)	Engineering Design:						Usually paid beginning of the following year.
	Construction Management:						
	Construction:		\$150,000.00	\$0.00			
	Other (permits, etc...)						
	Cost Sharing (SRF)				\$0.00	\$0.00	
<b>TOTAL:</b>		\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	
4700 South Waterline Replacement - 5600 West to 5750 West	Engineering Design:	\$0.00					WVC Project, replace pipeline under 5600 West prior to intersection work.
	Construction Management:	\$15,000.00				\$0.00	
	Construction:	\$250,000.00		\$250,000.00			
	Other (permits, etc...)	\$10,000.00					
	Cost Sharing (SRF)			\$0.00		\$0.00	
<b>TOTAL:</b>		\$275,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	
Meter Vault Upgrades: 21A (Contractor)	Engineering Design:						GHID Design, Contractor
	Construction Management:						
	Construction:	\$500,000.00		\$500,000.00			
	Other (permits, etc...)						
	Cost Sharing (SRF)			\$0.00		\$0.00	
<b>TOTAL:</b>		\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	
Kerns Improvement District Emergency Interconnections	Engineering Design:						1/2 of the construction cost of new interconnections with Kerns Improvement District along 4700 South (cost-share with K.I.D.)
	Construction Management:						
	Construction:	\$60,000.00		\$60,000.00			
	Other (permits, etc...)						
	Cost Sharing (SRF)			\$0.00		\$0.00	
<b>TOTAL:</b>		\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	

<b>New 2021</b>	<b>2020 Carryover</b>	<b>Capital</b>	<b>Impact Fee</b>	<b>2020 Bond</b>
\$910,000.00	\$1,865,000.00	\$1,104,230.77	\$118,846.15	\$1,376,923.08



Capital Project Detail - 2021

Project Description	Component	2021 Amount	2020 Carryover	Capital & R&R Projects	Impact Fee Projects	SRF Projects	Comments
<b>Water - Facility Projects</b>							
Tank Farm Booster Replacement/Tank Purchase/Energy Improvements	Engineering Design:	\$0.00	\$100,000.00			\$100,000.00	SRF Project. Tank purchase (2x 5 MG tanks + property) is Impact Fees. \$2,000,000 in 2021, anticipated \$4,500,000 in 2022 (\$6,500,000 Total, not including tank purchase, which is Carryover from 2020).
	Construction Management:	\$125,000.00				\$125,000.00	
	Construction:	\$2,000,000.00	\$2,250,000.00			\$4,250,000.00	
	Other (permits, etc...)	\$0.00	\$15,000.00			\$15,000.00	
	Cost Sharing (SRF)			\$1,036,153.85		-\$1,036,153.85	
TOTAL:	\$2,125,000.00	\$2,365,000.00	\$1,036,153.85	\$0.00	\$3,453,846.15		
Ridgeland Pump Station Replacement/Site Upgrades	Engineering Design:		\$200,000.00			\$0.00	Project Delayed 1 year.
	Construction Management:					\$0.00	
	Construction:					\$0.00	
	Other (permits, etc...)					\$0.00	
	Cost Sharing (SRF)			\$0.00		\$0.00	
TOTAL:	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00		
Wells No. 1, 12, 17 Treatment Facility/Associated Piping Modifications	Engineering Design:					\$0.00	SRF Project. Begin construction in 2021, continue into 2022. Carryover is Well No. 12 Landscaping, which is part of RGWTP. 2021 Budget is \$5,000,000, anticipated \$5,000,000 in 2022 (\$10,000,000 Total)
	Construction Management:	\$300,000.00				\$300,000.00	
	Construction:	\$5,000,000.00	\$130,000.00			\$5,130,000.00	
	Other (permits, etc...)	\$10,000.00				\$10,000.00	
	Cost Sharing (SRF)			\$1,255,384.62		-\$1,255,384.62	
TOTAL:	\$5,310,000.00	\$130,000.00	\$1,255,384.62	\$0.00	\$4,184,615.38		
Well No. 12 Reservoir Coating and Repairs	Engineering Design:	\$0.00					Postponed
	Construction Management:						
	Construction:						
	Other (permits, etc...)						
	Cost Sharing (SRF)					\$0.00	
TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Chlorine Generation Equipment - Well No. 1	Engineering Design:						Well No. 1.
	Construction Management:						
	Construction:	\$50,000.00	\$125,000.00	\$50,000.00			
	Other (permits, etc...)						
	Cost Sharing (SRF)			\$0.00		\$0.00	
TOTAL:	\$50,000.00	\$125,000.00	\$50,000.00	\$0.00	\$0.00		
Well No. 15 Fence Replacement	Engineering Design:						Replace with cast iron fence and new gate.
	Construction Management:						
	Construction:		\$0.00	\$0.00			
	Other (permits, etc...)						
	Cost Sharing (SRF)					\$0.00	
TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Zone 5 & Andre Reservoir Landscaping Upgrades	Engineering Design:			\$0.00			Postpone until 2022.
	Construction Management:			\$0.00			
	Construction:			\$0.00			
	Other (permits, etc...)			\$0.00			
	Cost Sharing (SRF)			\$0.00	\$0.00	\$0.00	
TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Lower Well No. 17 Pump Intake	Engineering Design:			\$0.00			Deepen Well No. 17 intake by 100 feet.
	Construction Management:						
	Construction:	\$80,000.00		\$80,000.00			
	Other (permits, etc...)						
	Cost Sharing (SRF)						
TOTAL:	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00		

<b>New 2021</b>	<b>2020 Carryover</b>	<b>Capital</b>	<b>Impact Fee</b>	<b>2020 Bond</b>
\$7,565,000.00	\$2,820,000.00	\$2,421,538.46	\$0.00	\$7,638,461.54



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

Capital Project Detail - 2021

Project Description	Component	2021 Amount	2020 Carryover	Capital & R&R Projects	Impact Fee Projects	TOTAL	Comments
<b>Water - Internal Projects</b>							
Meter Vault Rebuilds	Engineering Design:						in-house meter vault replumbs.
	Construction Management:						
	Construction:	\$175,000.00					
	Other (permits, etc...)						
	<b>TOTAL:</b>	\$175,000.00	\$0.00	\$0.00	\$0.00		
Pipe Replacement Projects (dead ends)	Engineering Design:						
	Construction Management:						
	Construction:	\$60,000.00					
	Other (permits, etc...)						
	<b>TOTAL:</b>	\$60,000.00	\$0.00	\$0.00	\$0.00		
Ridgeland Storage Facility Roof Replacement	Engineering Design:						
	Construction Management:						
	Construction:	\$20,000.00					
	Other (permits, etc...)						
	<b>TOTAL:</b>	\$20,000.00	\$0.00	\$0.00	\$0.00		

<b>New 2021</b>	<b>2020 Carryover</b>	<b>Capital</b>	<b>Impact Fee</b>
\$255,000.00	\$0.00	\$0.00	\$0.00



Capital Project Detail - 2021

Project Description	Component	2021 Amount	2020 Carryover	Capital & R&R Projects	Impact Fee Projects	Comments
<b>Wastewater - Pipeline &amp; Manhole Projects</b>						
Sewer Lining and Manhole Rehabilitation Project (recurring)	Engineering Design:					GHID Design, Contractor construction.
	Construction Management:					
	Construction:	\$150,000.00	\$400,000.00	\$150,000.00		
	Other (permits, etc...)					
	<b>TOTAL:</b>	\$150,000.00	\$400,000.00	\$150,000.00	\$0.00	
Redwood Road Sewerline Project (4100 South to 3500 South)	Engineering Design:	\$50,000.00	\$85,000.00	\$22,000.00	\$78,000.00	Majority is impact fee project (78%). Constructed with Redwood Road Waterline Replacement Project. Design in 2021, construction in 2022.
	Construction Management:					
	Construction:				\$0.00	
	Other (permits, etc...)			\$0.00		
	<b>TOTAL:</b>	\$50,000.00	\$85,000.00	\$22,000.00	\$78,000.00	
4100 S Sewer line - 6000 West to 6400 West	Engineering Design:	\$0.00			\$0.00	Impact Fee Project. Construction in 2021.
	Construction Management:	\$0.00	\$72,000.00		\$0.00	
	Construction:	\$1,000,000.00			\$1,000,000.00	
	Other (permits, etc...)	\$20,000.00			\$20,000.00	
	<b>TOTAL:</b>	\$1,020,000.00	\$72,000.00	\$0.00	\$1,020,000.00	
Interceptor Improvements - New Valves, Lid & Platforms	Engineering Design:	\$25,000.00			\$25,000.00	Design in 2021, construction in 2022.
	Construction Management:	\$0.00			\$0.00	
	Construction:	\$0.00			\$0.00	
	Other (permits, etc...)	\$0.00			\$0.00	
	<b>TOTAL:</b>	\$25,000.00	\$0.00	\$0.00	\$25,000.00	
		<b>New 2020</b>	<b>2019 Carryover</b>	<b>Capital</b>	<b>Impact Fee</b>	
		\$1,245,000.00	\$557,000.00	\$172,000.00	\$1,123,000.00	





Capital Project Detail - 2021

Project Description	Component	2021 Amount	2020 Carryover	Capital & R&R Projects	Impact Fee Projects	2020 SRF Projects	Comments
<b>Wastewater - Facility Projects</b>							
Pioneer WWPS Replacement & Pipeline/Forcemain Upgrades	Engineering Design:			\$0.00			SCADA programming included in Other category.
	Construction Management:	\$80,000.00		\$80,000.00			
	Construction:	\$3,000,000.00		\$3,000,000.00			
	Other (permits, etc...)	\$65,000.00		\$65,000.00			
	<b>TOTAL:</b>	\$3,145,000.00	\$0.00	\$3,145,000.00	\$0.00	\$0.00	
Decker Main Pump (and Discharge Piping) Replacement	Engineering Design:						Still waiting on pumps, pay invoices in 2021.
	Construction Management:		\$5,000.00				
	Construction:	\$50,000.00	\$400,000.00	\$50,000.00			
	Other (permits, etc...)						
	<b>TOTAL:</b>	\$50,000.00	\$405,000.00	\$50,000.00	\$0.00	\$0.00	

<b>New 2021</b>	<b>2020 Carryover</b>	<b>Capital</b>	<b>Impact Fee</b>	<b>2020 Bond</b>
\$3,195,000.00	\$405,000.00	\$3,195,000.00	\$0.00	\$0.00



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

Capital Project Detail - 2021

Project Description	Component	2021 Amount	Carryover	Capital & R&R Projects	Impact Fee Projects	Comments
<b>Wastewater - Internal Projects</b>						
Channel Grinders	Engineering Design:					3 new channel grinders for Decker Main.
	Construction Management:					
	Construction:	\$91,000.00	\$20,000.00			
	Other (permits, etc...)					
	<b>TOTAL:</b>	\$91,000.00	\$20,000.00	\$0.00	\$0.00	
Cathodic Protection System Replacement at East Rec	Engineering Design:	\$10,000.00				
	Construction Management:					
	Construction:	\$90,000.00				
	Other (permits, etc...)					
	<b>TOTAL:</b>	\$100,000.00	\$0.00	\$0.00	\$0.00	

<b>New 2021</b>	<b>Carryover 2020</b>	<b>Capital</b>	<b>Impact Fee</b>
\$191,000.00	\$20,000.00	\$0.00	\$0.00



Capital Project Detail - 2021

Project Description	Component	2021 Amount	2020 Carryover	Capital & R&R Projects	Impact Fee Projects	2020 SRF Projects	Comments
<b>General Facilities</b>							
Headquarters Landscaping Phase II (south end)	Engineering Design:		\$60,000.00	\$0.00			Design in 2021 and start construction early 2022.
	Construction Management:		\$30,000.00	\$0.00			
	Construction:		\$300,000.00	\$0.00			
	Other (permits, etc...)		\$10,000.00	\$0.00			
	<b>TOTAL:</b>		\$400,000.00	\$0.00	\$0.00	\$0.00	
Headquarters Complex HVAC, Electrical and Plumbing Improvements	Engineering Design:			\$0.00			Building A Upgrades (cont...)
	Construction Management:						
	Construction:		\$40,000.00	\$0.00			
	Other (permits, etc...)			\$0.00			
	<b>TOTAL:</b>	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	
Building B Remodel/Addition	Engineering Design:	\$75,000.00	\$12,000.00	\$75,000.00			Complete design in 2021. Construction in 2021/2022. \$1,000,000 in 2021, \$1,000,000 in 2022 (\$2,000,000 Total)
	Construction Management:	\$25,000.00		\$25,000.00			
	Construction:	\$1,000,000.00		\$1,000,000.00			
	Other (permits, etc...)	\$20,000.00		\$20,000.00			
	<b>TOTAL:</b>	\$1,120,000.00	\$12,000.00	\$1,120,000.00	\$0.00	\$0.00	
Water Innovation Center	Engineering Design:						Purchase shelves and a/c unit.
	Construction Management:						
	Construction:		\$20,000.00				
	Other (permits, etc...)						
	<b>TOTAL:</b>	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	

<b>New 2021</b>	<b>2020 Carryover</b>	<b>Capital</b>	<b>Impact Fee</b>	<b>2020 Bond</b>
\$1,120,000.00	\$472,000.00	\$1,120,000.00	\$0.00	\$0.00



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

Capital Project Detail - 2021

Project Description	Component	2021 Amount	2020 Carryover	Capital & R&R Projects	Impact Fee Projects	2020 SRF Projects	Comments
<b>General Facilities - Internal</b>							
Meter Purchases	Engineering Design:			\$0.00			
	Construction Management:			\$0.00			
	Construction:	\$50,000.00	\$250,000.00	\$50,000.00			
	Other (permits, etc...)			\$0.00			
	<b>TOTAL:</b>	\$50,000.00	\$250,000.00	\$50,000.00	\$0.00	\$0.00	

<b>New 2021</b>	<b>2020 Carryover</b>	<b>Capital</b>	<b>Impact Fee</b>	<b>2020 Bond</b>
\$50,000.00	\$250,000.00	\$50,000.00	\$0.00	\$0.00



Capital Project Detail - 2021

Project Description	Component	2021 Amount	2020 Carryover	Capital & R&R Projects	Impact Fee Projects	Comments
<b>I.T. - Internal</b>						
SCADA Modifications/Upgrades	Engineering Design:	\$100,000.00	\$50,000.00	\$100,000.00		
	Construction Management:			\$0.00		
	Construction:		\$75,000.00	\$0.00		
	Other (permits, etc...)			\$0.00		
	TOTAL:	\$100,000.00	\$125,000.00	\$100,000.00	\$0.00	
Bubbler Replacement	Engineering Design:					
	Construction Management:					
	Construction:	\$15,000.00				
	Other (permits, etc...)					
	TOTAL:	\$15,000.00	\$0.00	\$0.00	\$0.00	
Chlorine Analyzers	Engineering Design:			\$0.00		
	Construction Management:					
	Construction:	\$17,500.00		\$17,500.00		
	Other (permits, etc...)			\$0.00		
	TOTAL:	\$17,500.00	\$0.00	\$17,500.00	\$0.00	
RTU Panel	Engineering Design:			\$0.00		
	Construction Management:					
	Construction:	\$30,000.00		\$30,000.00		
	Other (permits, etc...)			\$0.00		
	TOTAL:	\$30,000.00	\$0.00	\$30,000.00	\$0.00	
Chemical Dosing Pump	Engineering Design:			\$0.00		
	Construction Management:					
	Construction:	\$17,000.00		\$17,000.00		
	Other (permits, etc...)			\$0.00		
	TOTAL:	\$17,000.00	\$0.00	\$17,000.00	\$0.00	
InCode v10 Upgrade	Engineering Design:			\$0.00		Upgraded accounting software, ongoing \$35,000 in annual costs.
	Construction Management:					
	Construction:			\$0.00		
	Other (permits, etc...)	\$80,000.00		\$80,000.00		
	TOTAL:	\$80,000.00	\$0.00	\$80,000.00	\$0.00	

<b>New 2021</b>	<b>2020 Carryover</b>	<b>Capital</b>	<b>Impact Fee</b>
\$259,500.00	\$125,000.00	\$244,500.00	\$0.00

**Rates and Fees – Effective 1/1/2021**

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(Water & Sewer fees are effective beginning with all bills sent in January.)

<b>Water Rates and Fees</b>	<b>Rate</b>	
Water Rate per 1,000 gallons – All customers except Multi-Unit:		
0 - 7,000 gallons per month	\$1.77	(no change from prior year)
7,001 - 15,000 gallons per month	\$1.90	" " "
All > 15,000 gallons per month	\$2.05	" " "
Water Rate per 1,000 gallons - Multi-Unit customers	\$1.90	" " "
Monthly availability fee – ¾" meter	\$13.00	(no change from prior year)
Monthly availability fee – 1" meter (2X)	\$13.00	" " "
Monthly availability fee – 1 ½" meter (5X)	\$65.00	" " "
Monthly availability fee – 2" meter (8X)	\$104.00	" " "
Monthly availability fee – 3" meter (16X)	\$208.00	" " "
Monthly availability fee – 4" meter (25X)	\$325.00	" " "
Monthly availability fee – 6" meter (50X)	\$650.00	" " "
Monthly availability fee – 8" meter (80X)	\$1,040.00	" " "
Monthly availability fee – 10" meter (115X)	\$1,495.00	" " "
Fireline – 4" (monthly)	\$8.12	" " "
Fireline – 6" (monthly)	\$10.83	" " "
Fireline – 8" (monthly)	\$13.81	" " "
Fireline – 10" (monthly)	\$17.06	" " "
Fireline – 12" (monthly)	\$20.04	" " "
Fireline – 14" (monthly)	\$22.75	" " "
<b>Sewer Rates and Fees</b>	<b>Rate</b>	
Monthly sewer charge – Residential	\$21.50	(no change from prior year)
Monthly sewer charge – Commercial REU & Trailer Park REU	\$21.50	" " "
Monthly sewer charge – Multi-Unit Residential (per unit)	\$18.50	" " "
Sewer surcharge rate #1 per 1,000 gallons	\$2.10	" " "
Sewer surcharge rate #2 per 1,000 gallons	\$2.53	" " "
Sewer surcharge rate #3 per 1,000 gallons	\$2.88	" " "
Sewer surcharge rate #4 per 1,000 gallons	\$2.97	" " "
Sewer surcharge rate #5 per 1,000 gallons	\$3.12	" " "
Sewer surcharge rate #6 per 1,000 gallons	\$3.38	" " "
Sewer surcharge rate #7 per 1,000 gallons	\$3.75	" " "
Sewer surcharge rate #8 per 1,000 gallons	\$3.83	" " "
Sewer surcharge rate #9 per 1,000 gallons	\$3.89	" " "
Sewer surcharge rate #10 per 1,000 gallons	\$4.10	" " "
Sewer surcharge rate #11 per 1,000 gallons	\$4.15	" " "
Sewer surcharge rate #12 per 1,000 gallons	\$4.82	" " "
Sewer surcharge rate #13 per 1,000 gallons	\$5.20	" " "
Sewer surcharge rate #14 per 1,000 gallons	\$5.24	" " "
Sewer surcharge rate #15 per 1,000 gallons	\$5.34	" " "
Sewer surcharge rate #16 per 1,000 gallons	\$5.41	" " "
Sewer surcharge rate #17 per 1,000 gallons	\$6.09	" " "
Sewer surcharge rate #18 per 1,000 gallons	\$6.29	" " "
Sewer surcharge rate #19 per 1,000 gallons	\$6.55	" " "
Sewer surcharge rate #20 per 1,000 gallons	\$7.91	" " "
Sewer surcharge rate #21 per 1,000 gallons	\$8.33	" " "
Sewer surcharge rate #22 per 1,000 gallons	\$8.81	" " "
Sewer surcharge rate #23 per 1,000 gallons	\$8.95	" " "
Sewer surcharge rate #24 per 1,000 gallons	\$9.97	" " "
Sewer surcharge rate #25 per 1,000 gallons	\$14.18	" " "
Central Valley Water Rehab/Upgrade Charge (per unit for all Residential & MU, per REU for Commercial)	\$5.00	(no change from prior year)
<b>Impact Fees</b>	<b>Rate</b>	
Water	\$2,806.00	
Sewer	\$1,923.00	
<b>Penalty Fees</b>	<b>Rate</b>	
Returned check fee	\$25.00	(no change from prior year)
Late fee/Turn-off fee – Amount based on statutory maximum	\$20.00	" " "
Tamper Damage fee – Statutory maximum is \$100	\$50.00	" " "
Pre-litigation collection letter	\$50.00	" " "
<b>Other Fees/Charges</b>	<b>Rate</b>	
Hydrant Meter security deposit	\$1,750.00	
Hydrant Meter daily rental (in addition to actual water consumed)	\$5.00	(no change from prior year)
Hydrant Meter Assembly Usage monthly charge	\$50.00	" " "
Hydrant Meter Inspection monthly charge	\$75.00	" " "
Hydrant Meter Water Use Charge per 1,000 gal (at lowest tier rate)	\$1.77	
Cross-Connection Penalty - 1st Offense	\$500.00	(no change from prior year)
Cross-Connection Penalty - 2nd Offense (may lose hydrant use permit)	\$1,000.00	" " "
Cross-Connection Penalty - 3rd Offense (may lose hydrant use permit)	\$2,000.00	" " "

**Rates and Fees – Effective 1/1/2021**

(pg 2 of 2)

*(Water & Sewer fees are effective beginning with all bills sent in January.)***Sewer Equivalent Dwelling Factors**

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<b>Service Connection Size (inches)</b>	<b>Equivalent Units</b>	<b>Sewer Charge per Equivalent Unit</b>	<b>Central Valley Water Fee</b>
3/4	1	\$51.50	\$5.00
1	2	\$43.00	\$5.00
1 1/2	5	\$107.50	\$25.00
2	8	\$172.00	\$40.00
3	15	\$322.50	\$75.00
4	25	\$537.50	\$125.00
6 - 7	50	\$1,075.00	\$250.00
8 - 9	80	\$1,720.00	\$400.00
10 - 12	115	\$2,472.50	\$575.00

Account Mapping to Expense Sheet		Amount	
Payroll	PR	Salaries & Wages	\$ 4,893,240
	PR	Overtime Wages	175,000
	PR	On-Call Pay	71,280
	PR	Incentive Pay	15,000
	PR	Vehicle Allowance	9,000
	PR	Clothing Allowance	21,450
	PR	Other/OPEB	250,000
	PR	State Retirement Plan	947,920
	PR	401(k) Plan	594,210
	PR	Health/Dental Insurance	1,687,023
	PR	Medicare	72,730
	PR	Workers Compensation Ins	40,000
	PR	Life/LTD/LTC Insurance	75,000
	PR	State Unemployment	10,000
	Mch & Equip	510910	New Vehicles & Equipment
520910		New Vehicles & Equipment	22,700
530910		New Vehicles & Equipment	26,000
550910		New Vehicles & Equipment	480,000
570910		New Vehicles & Equipment	97,110
Admin	510220	Building & Grounds	82,450
	510230	Vehicles Maintenance & Fuel	100,000
	510235	Vehicle Lease	225,800
	510410	Office Supplies/Printing	27,840
	510420	Postage & Mailing	155,550
	510430	General Administrative	133,810
	510440	Computer Supplies/Equipment	471,167
	510450	General Insurance	360,595
	510460	Admin Utilities	95,500
	510470	Telephone	113,600
	510480	Training & Education	97,475
	510490	Safety	40,620
	510500	Legal fees	54,000
	510510	Auditing Fees	12,000
	510520	Professional Consulting	9,400
	510530	Public Relations/Conservation	98,500
	510540	Banking & Bonding	332,900
510550	Bond Interest	207,388	
510560	Bond Issuance Cost	-	
Eng	520240	Tools & Supplies	8,300
	520270	Water Lab Testing Fees	66,500
		Office Supplies/Printing	-
	520520	Professional Consulting	338,000
Water	530210	Repair & Replacement	436,600
	530240	Tools & Supplies	29,400
	530250	Water Purchases	10,717,260
	530260	Treatment Chemicals	41,300
	530280	Utilities	716,000
	560210	Repair & Replacement	75,800
WW	550210	Repair & Replacement	151,500
	550230	Vehicles Maintenance & Fuel	-
	550240	Tools & Supplies	44,000
	550280	Utilities	189,000
Veh	570230	Vehicles Maintenance & Fuel	68,680
	570240	Tools & Supplies	8,050
CVWRF	580310	Facility Operations	5,517,471
	580320	Project Betterments	1,748,831
	580330	Interceptor Monitoring	-
	580340	Pretreatment Field	286,024
	580350	Laboratory	251,563
	580380	CVW Debt Service	3,311,053

**Total**

**36,111,590**





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

<b>Department: Administration</b>
Category: Personnel Expenses
General Ledger Account: 01-500000

Acct	Description	Qty	Amount	2021 Total Budget
5010	Base Salary (2020 Budget \$4,866,312) (3% merit increase)	1	\$4,829,990	\$4,829,990
5010	Anticipated Mid-Year Merit Increases (2020 Budget \$10,000)	1	\$10,000	\$10,000
5010	Certification Incentive Pay (2020 Budget \$0)	1	\$0	\$0
5020	Overtime Pay (2020 Budget \$175,000)	1	\$175,000	\$175,000
5010	Proposed New Positions (Large Meter Foreman) (2020 Budget \$149,760)	1	\$51,250	\$51,250
5030	On-Call Pay-4 Per Week (2020 Budget \$71,280) (M-TH @ \$40/Day, F,S-S&Holiday @ \$50/Day - \$310/wk)	1	\$71,280	\$71,280
5060	Anticipated Retirement Buyout (2020 Budget \$250,000)	1	\$250,000	\$250,000
5040	Incentive Pay (2020 Budget \$15,000)	1	\$15,000	\$15,000
5010	Employee Service Awards - Retirement (2020 - \$2,000)	1	\$2,000	\$2,000
5120	Employer 401(k) Contributions on Base + OT (2020 Budget \$598,677) (%)	1	\$594,210	\$594,210
5110	State Retirement Plan Contributions on Base + OT (2020 Budget \$955,045) (%)	1	\$947,920	\$947,920
5130	Insurance Plans - Health & Dental (\$1,307.20 + \$83.90) Includes \$3,000 HSA contribution to each employee (2020 Budget \$1,670,320).	1	\$1,687,023	\$1,687,023
5170	Insurance Plans - Life, LTC, LTD (2020 Budget \$75,000)	1	\$75,000	\$75,000
5160	Workers Compensation Insurance (2020 Budget \$40,000)	1	\$40,000	\$40,000
5150	Employer Portion of Medicare on Base + OT (2020 Budget \$73,547)	1	\$72,730	\$72,730
5180	State Unemployment (2020 Budget \$5,000)	1	\$10,000	\$10,000
5070	Employee Clothing Allowance (2020 Budget \$22,000)	1	\$21,450	\$21,450
5050	Vehicle Allowance - (2020 Budget \$9,000)	1	\$9,000	\$9,000
<b>Total Budget</b>				<b>\$8,861,853</b>

2020 Budget	\$8,987,941
% Change	-1.40%





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Engineering**  
Category: Machinery & Equipment  
General Ledger Account: 01-520910

Sub Acct	Description	Qty	Amount	2021
				Total Budget
	Water Sampling Stations (2020 Budget 15 @ \$950 = \$14,250)	12	\$975	\$11,700
	Fire Hydrant Meters (Replace & Repair) (2020 Budget 5 @ \$1,750 = \$8,750)	4	\$1,750	\$7,000
	Automatic Flushers (for dead-end streets) (new)	2	\$2,000	\$4,000
<b>Total Budget</b>				<b>\$22,700</b>

<b>Year to date spent through 12/09/2020 = \$48,578.24</b>	2020 Budget	\$23,000
	% Change	-1.30%







GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Vehicles**  
Category: Machinery & Equipment  
General Ledger Account: 01-570910

				2021
Sub Acct	Description	Qty	Amount	Total Budget
	Purchase 10 lease vehicles at term - 3,7,16,22,32,33,37,38,50,59 We are currently leasing these vehicles from Enterprise however, the leases will terminate in 2021. As we have determined that leasing vehicles is not as economical, we would like to purchase this vehicle outright.	1	\$85,000	\$85,000
	Snowplow Attachment At present, the District has one snowplow making snow removal of all District sites too great a task. A backhoe snowplow attachment is ideal.	1	\$6,310	\$6,310
	Portable Cooling Unit - Shop The swamp cooler we currently have to cool our 5000-sf shop is insufficient. A portable unit will allow us to cool the shop areas that are being worked in.	1	\$4,000	\$4,000
	Telescoping Crane - Shop A 1-ton telescoping crane with beam trolley and manual chain hoist are needed in the shop for lifting heavy equipment like trash pumps onto the workbench to be repaired.	1	\$1,000	\$1,000
	Portable Air Compressor	1	\$800	\$800
<b>Total Budget</b>				<b>\$97,110</b>

Year to date spent through 12/09/2020 = \$17,563.80	2020 Budget	\$340,068
	% Change	-71.44%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

<b>Department: Administration</b>
Category: Buildings & Grounds
General Ledger Account: 01-510220

Sub Acct	Description	Qty	Amount	2021 Total Budget
	ACE (Trash Removal) (2020 Budget \$3,600) Paid monthly	1	\$3,360	\$3,360
	Johnson Controls-Security Monitoring (2020 - \$4,000)	1	\$4,000	\$4,000
	PST - Fire Alarm (2020 Budget \$750) pd in July	1	\$750	\$750
	Elevator Maintenance/Carson (2020 Budget \$2,000) pd quarterly + yearly inspection	1	\$2,000	\$2,000
	Janitorial Contract - Building Cleaning (Wingfoot) (2020 Budget \$25,000) pd monthly	1	\$25,000	\$25,000
	Anticipated maint for A/C, boiler, electrical, lighting, floors, plumbing, etc. (Bldg Infrastructure) (2020 Budget \$12,000)	1	\$12,000	\$12,000
	Fire Extinguisher Repair/Replace; Annual Inspection (Jan) (2020 Budget \$1,500)	1	\$1,500	\$1,500
	Utah Fire Protection System-Fire Alarms Annual Inspection (Jan) (2020 Budget \$2,500)	1	\$2,500	\$2,500
	Janitorial Supplies (2020 Budget \$3,000)	1	\$3,500	\$3,500
	New Flags in Front of Admin Building (2020 Budget \$1,500)	1	\$1,000	\$1,000
	Cintas - Floor Mats and Coveralls (2020 Budget \$4,000) Coveralls \$380/yr; mats bi-weekly \$120 (\$3,120 yr)	1	\$3,500	\$3,500
	Re-seal vinyl floors in lobbies and lunch room, re-seal building A windows, carpets cleaned, strip & wax floors, thermostat replacement	1	\$8,000	\$8,000
	Outdoor Lighting upgraded to LED - for all T8 lighting. LED light bulb replacement for building C & D	1	\$7,000	\$7,000
	Maintenance plan for chiller, air handler, boiler, VAV boxes, exhaust fans and pumps.	1	\$5,000	\$5,000
	Exterminator	1	\$600	\$600
	Repair garage door security sensors in Bldg. C	1	\$2,740	\$2,740
	<b>Total Budget</b>			<b>\$82,450</b>

Year to date spent through 12/09/2020 = \$65,406.10	2020 Budget	\$82,450
	% Change	0.00%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Administration**  
 Category: Vehicles Maint & Fuel  
 General Ledger Account: 01-510230

				2021
Sub Acct	Description	Qty	Amount	Total Budget
	Diesel Fuel & Gasoline Purchases for All District Vehicles & Equipment (2020 Budget \$110,000)	1	\$100,000	\$100,000
<b>Total Budget</b>				<b>\$100,000</b>

<b>Year to date spent through 12/09/2020 = \$70,617.58</b>	2020 Budget	\$110,000
	% Change	-9.09%





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Administration**  
 Category: Vehicle Lease  
 General Ledger Account: 01-510235

Sub Acct	Description	Qty	Amount	2021 Total Budget
	Vehicle Lease Charges (Purchase 10 lease vehicles at term - 3,7,16,22,32,33,37,38,50,59) (2020 Budget (19) - \$205,000)	1	\$176,200	\$176,200
	5 year lease @ \$45,000 per year for the following: Loader Mini Excavator Skid Steer Backhoe (2020 Budget \$47,000)	1	\$47,000	\$47,000
	Annual property tax for Caterpillar heavy equipment lease	1	\$2,600	\$2,600
<b>Total Budget</b>				<b>\$225,800</b>

Year to date spent through 12/09/2020 = \$215,651.16	2020 Budget	\$254,600
	% Change	-11.31%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

<b>Department: Administration</b> Category: Office Supplies/Printing General Ledger Account: 01-510410
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Sub Acct	Description	Qty	Amount	2021 Total Budget
	Office & Engineering Supplies Including: Pens, Pencils, Toner, Paper, Folders, Notebooks, etc. (2020 Budget \$14,000)	1	\$15,000	\$15,000
	Printing - Other Items (Business Cards, Flyers, etc.) (2020 Budget \$2,000)	1	\$2,000	\$2,000
	Kitchen Supplies/Paper Goods (2020 Budget - \$3,000)	1	\$3,000	\$3,000
	Wireless Headsets (2020 Budget (2) @ \$150 = \$300)	2	\$150	\$300
	Headset Batteries	3	\$30	\$90
	<b>Maintenance Contracts</b>			
	Copiers - (2020 Budget \$1,650)	1	\$1,650	\$1,650
	Engineering Maintenance - (2020 Budget \$3,000)	1	\$3,000	\$3,000
	New Furniture for Engineering Office	1	\$2,800	\$2,800
<b>Total Budget</b>				<b>\$27,840</b>

Year to date spent through 12/09/2020 = \$18,332.76	2020 Budget	\$33,940
	% Change	-17.97%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

Department: Administration  
Category: Postage & Mailing  
General Ledger Account: 01-510420

Sub Acct	Description	Qty	Amount	2021 Total Budget
	Postage - Mailing of Utility Bills & Late Notices (2020 Budget \$109,000)	1	\$105,000	\$105,000
	Postage - In-House Meter (2020 Budget \$3,000)	1	\$3,000	\$3,000
	Outsource Utility Billing - Data Center (2020 Budget \$45,000)	1	\$45,000	\$45,000
	Maintenance Contracts - Postage Meter (2020 Budget \$2,000)	1	\$2,000	\$2,000
	Annual P.O. Box Fee (2020 Budget \$500)	1	\$550	\$550
<b>Total Budget</b>				<b>\$155,550</b>

Year to date spent through 12/09/2020 = \$120,958.12	2020 Budget	\$159,500
	% Change	-2.48%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Administration**  
Category: General Administrative  
General Ledger Account: 01-510430

				2021
Sub Acct	Description	Qty	Amount	Total Budget
	Employee Incentive Awards (2020 Budget \$4,000)	1	\$4,000	\$4,000
	Employee Retirement Luncheon (2020 Budget \$1,000)	1	\$1,000	\$1,000
	Healthy Living Incentives	1	\$1,000	\$1,000
	Collections Research on the Internet/Lexisnexis Accurint) (2020 Budget \$0)	1	\$600	\$600
	TekCollect - Collections (2020 Budget \$2,000)	1	\$2,000	\$2,000
	Salt Lake County Parcel Lookup (2020 Budget \$500)	1	\$500	\$500
	Flowers/Gifts for Funerals, New Babies, etc. (2020 Budget \$500)	1	\$500	\$500
	Trustee Election (2020 Budget \$0)	1	\$75,000	\$75,000
	Document Shredding - Shred-it (2020 Budget \$2,400)	1	\$1,000	\$1,000
	Employee Summer Party (2020 Budget \$2,500)	1	\$2,500	\$2,500
	Employee End-of-Year Party (2020 Budget \$7,200)	1	\$7,200	\$7,200
	Employee Holiday Breakfast (2020 Budget \$1,200)	1	\$1,200	\$1,200
	Employee Appreciation Gifts (2020 Budget \$2,200)	1	\$2,200	\$2,200
	Board Meeting Refreshments (2020 Budget \$500)	1	\$500	\$500
	Board Discretionary Items (2020 Budget \$2,000)	1	\$2,000	\$2,000
	New Employee Shirt and Coat (2020 Budget \$500)	1	\$500	\$500
	District Provided Shirt/Coat (2020 Budget Not budgeted) (Provided Every Other Year) (77 Employees @ \$30 each)	1	\$2,310	\$2,310
	Annual Membership Dues GFOA(\$300), AWWA(\$6,100), WEF(\$900), UT Water Users(\$200), UASD(\$12,500), Rural Water(\$1,500), APWA(\$700), ChamberWest(\$4,500), UT Conservation Forum(\$600), UACPA(\$300), UGFOA (\$200) (2020 Budget \$31,000)	1	\$27,800	\$27,800
	License Renewals (PE, CPA, etc)	1	\$2,000	\$2,000
<b>Total Budget</b>				<b>\$133,810</b>

<b>Year to date spent through 12/09/2020 = \$46,951.34</b>	2020 Budget	\$61,000
	% Change	119.36%









GRANGER-HUNTER  
IMPROVEMENT DISTRICT

<b>Department: Administration</b>
Category: General Insurance
General Ledger Account: 01-510450

				2021
Sub Acct	Description	Qty	Amount	Total Budget
	Property,General Liability and D&O Coverage (2020 Budget \$336,262)	1	\$257,245	\$257,245
	Public Officials Bond (2020 Budget \$2,350)	1	\$2,350	\$2,350
	Self-Insurance Reserve - Deductible Co-Pay (2020 Budget \$100,000)	1	\$100,000	\$100,000
	Notary Bond Renewal (2020 Budget \$1,000)	1	\$1,000	\$1,000
<b>Total Budget</b>				<b>\$360,595</b>

Year to date spent through 12/09/2020 = \$276,267.74	2020 Budget	\$439,612
	% Change	-17.97%





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Administration**  
 Category: Utilities  
 General Ledger Account: 01-510460

				<b>2021</b>
Sub Acct	Description	Qty	Amount	Total Budget
	RMP - Electrical Expenses for Building A, B, C & E (2020 Budget \$50,000)	1	\$49,000	\$49,000
	Dominion Energy - Gas Expense for Building A, B, C & E (2020 Budget \$27,000)	1	\$23,000	\$23,000
	Water/Sewer Expenses - Building A, B, C & E (2020 Budget \$11,000)	1	\$16,000	\$16,000
	WVC Stormwater Fees (2020 Budget \$7,500)	1	\$7,500	\$7,500
<b>Total Budget</b>				<b>\$95,500</b>

<b>Year to date spent through 12/09/2020 = \$66,118.50</b>	2020 Budget	\$95,500
	% Change	0.00%



**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**Department: Administration**  
 Category: Telephone  
 General Ledger Account: 01-510470

				2021
Sub Acct	Description	Qty	Amount	Total Budget
	All District Telephone Lines, T-1s, Local, Long Distance, Fax (2020 Budget \$32,400)	1	\$32,400	\$32,400
	Cellular Phone Service & Data Plans/6 new data plans (2020 Budget \$43,000)	1	\$43,000	\$43,000
	Phone Maintenance Supplies, New Phones, Cables, etc. (2020 Budget \$2,000)	1	\$2,000	\$2,000
	Dex - Phone Directory Advertising (2020 Budget \$1,500)	1	\$1,700	\$1,700
	Answering Service (2020 Budget \$8,500)	1	\$8,500	\$8,500
	Interactive Voice Response (IVR) Service (phone payments) (2020 Budget 16,640 @ \$1.25=\$20,800)	1	\$26,000	\$26,000
<b>Total Budget</b>				<b>\$113,600</b>

Year to date spent through 12/09/2020 = \$96,123.67	2020 Budget	\$120,200
	% Change	-5.49%









GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Administration**  
Category: Safety  
General Ledger Account: 01-510490

Sub Acct	Description	Qty	Amount	2021 Total Budget
	<b>Safety Budget</b>			
	PPE for All Employees (2020 Budget \$9,000)	1	\$10,000	\$10,000
	Hearing Test for All Employees (2020 Budget \$1,100)	1	\$1,100	\$1,100
	Vertical Panels (2020 Budget 64 @ \$55.00 = \$3,520)	64	\$55	\$3,520
	Safety Signs/ Traffic Signs (2020 Budget \$5,000)	1	\$5,000	\$5,000
	Publications (2020 Budget \$500)	1	\$500	\$500
	Utah Safety Council Membership (2020 Budget \$350)	1	\$350	\$350
	Incentive Awards for Safety Meetings (2020 Budget \$2,000)	1	\$2,000	\$2,000
	First Aid Supplies (2020 Budget \$2,000)	1	\$2,000	\$2,000
	Air Monitors for Confined Space Entry (2020 Budget \$1,500)	1	\$1,500	\$1,500
	Cones for Vehicles (2020 Budget 125 @ \$16 = \$2,000)	125	\$16	\$2,000
	Hats (Safety First) (2020 Budget \$700)	1	\$700	\$700
	Steel-Toed Boots (2020 Budget 40 @ \$100 = \$4,000)	40	\$100	\$4,000
	First Aid/CPR Training Materials (2020 Budget \$750)	1	\$750	\$750
	Respirator Fit Test & Medical Clearance (2020 Budget \$700)	1	\$700	\$700
	Fastenal PPE, Equipment & Supplies Vending System (2020 Budget \$500)	1	\$500	\$500
	Sign Trailer & Signs (2020 Budget \$0)		\$0	\$0
	Preparedness Budget (2020 Budget \$6,000)	1	\$6,000	\$6,000
	<b>Total Budget</b>			<b>\$40,620</b>

Year to date spent through 12/09/2020 = \$38,330.16	2020 Budget	\$39,620
	% Change	2.52%





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Administration**  
Category: Accounting & Audit  
General Ledger Account: 01-510510

Sub Acct	Description	Qty	Amount	2021
				Total Budget
	Annual Audit (2020 Budget \$11,000)	1	\$11,000	\$11,000
	Single Audit required for new Revolving Loan Fund Bond	1	\$1,000	\$1,000
	<b>Total Budget</b>			<b>\$12,000</b>

Year to date spent through 12/09/2020 = \$12,000.00	2020 Budget	\$12,000
	% Change	0.00%





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Administration**  
 Category: Professional Consulting  
 General Ledger Account: 01-510520

Sub Acct	Description	Qty	Amount	2021 Total Budget
	Retirement Plan - Third Party Administration (2020 Budget \$3,600)	1	\$3,600	\$3,600
	National Benefits - Flexible Spending Account Services (2020 Budget \$1,200)	1	\$1,200	\$1,200
	Jupiter/NBS - COBRA Processing (2020 Budget \$900)	1	\$900	\$900
	Employee Drug Testing (2020 Budget \$2,000)	1	\$2,000	\$2,000
	Employer's Council (2020 Budget \$1,100)	1	\$1,100	\$1,100
	Employer's Advocate (2020 Budget \$600)	1	\$600	\$600
<b>Total Budget</b>				<b>\$9,400</b>

Year to date spent through 12/09/2020 = \$22,545.80	2020 Budget	\$11,400
	% Change	-17.54%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

Department: Administration  
Category: Public Relations &  
Conservation  
General Ledger Account: 01-510530

Sub Acct	Description	Qty	Amount	2021 Total Budget
	Conservation Materials - Tier 3 Calendar, Public Information (2020 Budget \$20,000)	1	\$13,000	\$13,000
	Leak Detection	1	\$55,500	\$55,500
	Communication Consultant - (new) (Public information - Rate Study)	1	\$30,000	\$30,000
<b>Total Budget</b>				<b>\$98,500</b>

Year to date spent through 12/09/2020 = \$37,151.73	2020 Budget	\$55,000
	% Change	79.09%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

Department: Administration  
Category: Banking & Bonding  
General Ledger Account: 01-510540

				2021
Sub Acct	Description	Qty	Amount	Total Budget
	Paying Agent and Trustee Fees - 2012 Bond (\$2,800 - '12 bond + \$2,000 - '19 bond) (2020 Budget \$2,800)	1	\$4,800	\$4,800
	Arbitrage Compliance Fees - 2012 Refunding Bond (2017 Budget \$3,000) [Includes \$500 Continuing Disclosure] (2020 Budget \$0) (Next due is 2021 for 2012 bond.)		\$0	\$0
	Visa/MC/Discover/AMEX Service Charges/Zions Bank (2020 Budget \$270,000)	1	\$320,000	\$320,000
	Tyler - Monthly Service Fee for Internet Payments (2020 Budget 12 @ \$675 = \$8,100)	12	\$675	\$8,100
<b>Total Budget</b>				<b>\$332,900</b>

Year to date spent through 12/09/2020 = \$322,748.77	2020 Budget	\$330,900
	% Change	0.60%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Administration**  
 Category: Bond Interest Expense  
 General Ledger Account: 01-510550

Sub Acct	Description	Qty	Amount	2021 Total Budget
	DEQ Bond Series 2012 (Interest due on drawn amt less pmts made to date, or \$4,085,000 @ 2.5%.) (2020 Budget \$103,325) [\$109,325 pmt - 91,104 rvrsl + 85,104 accrual] (Principal Due 3/01/20 \$288,000) (2021 Budget \$95,979 = \$61,275 pmt - 51,063 rvrsl + 47,175 accrual) (Principal Due 3/01/21 = \$295,000)	1	\$57,388	\$57,388
	Principal & Interest due annually on 3/1 - beginning 2020 (2020 Budget \$141,667) [\$87,500 pmt - \$58,333 rvrsl + \$112,500 accrual] Principal due 3/1/20 \$310,000 (2021 budget taken from Bond Amortization schedule. Principal due 3/1/21 = \$532,000)	1	\$150,000	\$150,000
	<b>Total Budget</b>			<b>\$207,388</b>

Year to date spent through 12/09/2020 = \$22,971.00	2019 Budget	\$244,995
	% Change	-15.35%





**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**Department: Engineering**  
Category: Tools & Supplies  
General Ledger Account: 01-520240

				<b>2021</b>
Sub Acct	Description	Qty	Amount	Total Budget
	Field Tools (Replacements) (2020 Budget \$2,000)	1	\$2,000	\$2,000
	Blue Stake Supplies (Paint, Flags, Lathe, etc.) (2020 Budget \$2,000)	1	\$2,000	\$2,000
	Field Markers for Buried Pipelines (2020 Budget 25 @ \$20 = \$500)	25	\$20	\$500
	Utility Locator Replacement (new)	1	\$3,800	\$3,800
<b>Total Budget</b>				<b>\$8,300</b>

<b>Year to date spent through 12/09/2020 = \$3,949.37</b>	2020 Budget	\$4,500
	% Change	84.44%











				2021
Sub Acct	Description	Qty	Amount	Total Budget
	<b>Construction Repair &amp; Maintenance Supplies</b>			
	Construction emergency site repairs and maintenance	1	\$ 50,000	\$50,000
	Fill dirt & fill materials for repairs and maintenance	1	\$ 30,000	\$30,000
	Asphalt repairs and maintenance	1	\$ 50,000	\$50,000
	Concrete repairs and maintenance	1	\$ 18,000	\$18,000
	Water main repair clamps	1	\$ 25,000	\$25,000
	New fire hydrants & hydrant repair parts	1	\$ 50,000	\$50,000
	Meter lids and meter boxes for repairs and maintenance	1	\$ 10,000	\$10,000
	Cement cutting for repairs and maintenance	1	\$ 12,000	\$12,000
	Traffic safety rentals for state roads repairs & maintenance	1	\$ 5,000	\$5,000
	Portable potty at plant and job sites	1	\$ 1,600	\$1,600
	Brass & ductile fittings for repairs and maintenance	1	\$ 12,000	\$12,000
	West Valley City permit fees for repairs and maintenance	1	\$ 13,000	\$13,000
	County dump fees	1	\$ 500	\$500
	<b>Water Operations Maintenance Repair Supplies</b>			
	Water system emergency maintenance costs (2020 Budget \$40,000)	1	\$32,000	\$32,000
	Generator maintenance (2020 Budget \$5,000) (The number has gone down because Wheeler Machinery completes all oil changes each year now.)	1	\$1,000	\$1,000
	Painting and cleaning supplies (2020 Budget \$1,000) (Increasing budget to enable us to paint and maintain more sites including fire hydrant paint, paint for PRVs, and paint for wells/booster buildings).	1	\$5,000	\$5,000
	Electrical maintenance (2020 Budget \$15,000)	1	\$10,000	\$10,000
	Fluoride system maintenance (2020 Budget \$5,000)	1	\$5,000	\$5,000
	Sodium hypochlorite system maintenance (2020 Budget \$15,000)	1	\$15,000	\$15,000
	PRV maintenance (Was Sump Pumps (20 Myers) (2020 Budget \$4,000)	1	\$5,000	\$5,000
	HVAC emergency repairs and maintenance	1	\$7,500	\$7,500
	HVAC contract maintenance (2020 Budget \$10,550) (Budget is being reduced because we plan to have only two annual inspections instead of four and more in-house maintenance.)	1	\$4,500	\$4,500
	Recirculation Pumps (2020 Budget \$1,500)	1	\$1,500	\$1,500
	Water site maintenance (2020 Budget \$8,000) (Paint for Well 1 fence, Well 8 fence, and Well 16 stucco repairs)	1	\$18,000	\$18,000
	<b>Subtotal</b>			<b>\$381,600</b>



Sub Acct	Description	Qty	Amount	2021 Total Budget
	<b>Water Operations Maintenance Repair Supplies (cont)</b>			
	Tank roof hatch and installation (2020 2 @ \$5,000 = \$10,000)	0	\$0	\$0
	Mechanical seals/repair kits (2020 2 @ \$2,105 = \$4,210) (we do not need money for seals in 2021 because we currently have three in stock.)	0	\$0	\$0
	Grounds maintenance (moved from 510220) (2020 Budget \$25,000) (To date we have spent \$36,261.29 and have also had our maintenance crews completing a lot more grounds work than we would like to have them focus on. We would like to increase this budgeted enough to enable us to contract more sprinkler repairs out to contractors.)	1	\$39,000	\$39,000
	Valve repairs (includes valves, valve parts, valve boxes and risers)	1	\$15,000	\$15,000
	Doors, locks, tank hatch and light fixture maintenance and repairs	1	\$1,000	\$1,000
	<b>Total Budget</b>			<b>\$436,600</b>

Year to date spent through 12/09/2020 = \$397,269.89	2020 Budget	\$436,260
	% Change	0.08%





**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**Department: Water Systems**  
 Category: Water Purchases  
 General Ledger Account: 01-530250

				<b>2021</b>
Unit	Description	Qty	Amount	Total Budget
	Water Purchases from JVWCD (-2.3%) Minimum Contract 18,500 AF (2020 Budget \$11,010,400)	1	\$10,717,260	\$10,717,260
	Average flows non-pump 70% of total purchases (\$543.20/AF)			
	Average flows pump 30% of total purchases (\$565.75/AF)			
	Weighted Average price/AF $((0.7)*(\$543.20))+((0.3)*(\$565.75))=\$549.97/AF$			
	Annual contract estimated use (2020/2021) $(9,250 \text{ AF} * \$549.97) = \$5,087,176$			
	Annual contract estimated use with 5% rate increase (2021/2022) $(9,250 \text{ AF} * \$549.97 * 1.05) = \$5,341,584$			
	Contract overage: 500 AF x \$577			
<b>Total Budget</b>				<b>\$10,717,260</b>

<b>Year to date spent through 12/09/2020 = \$10,376,911.12</b>	2020 Budget	\$11,010,400
	% Change	-2.66%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Water Systems**  
Category: Treatment Chemicals  
General Ledger Account: 01-530260

Sub Acct	Description	Qty	Amount	2021
				Total Budget
	Salt Purchases for Sodium Hypochlorite Production (2020 Budget \$16,800)	1	\$16,800	\$16,800
	Fluoride Purchases (2020 Budget \$16,000)	1	\$16,000	\$16,000
	Sequestering Agent & Set-up for Well 1 (2020 Budget \$6,000)	1	\$6,000	\$6,000
	Other Chemicals (2020 Budget \$2,500)	1	\$2,500	\$2,500
<b>Total Budget</b>				<b>\$41,300</b>

Year to date spent through 12/09/2020 = \$36,866.93	2020 Budget	\$41,300
	% Change	0.00%





GRANGER-HUNTER  
IMPROVEMENT DISTRICT

<b>Department: Meter</b>
Category: Repair Supplies
General Ledger Account: 01-560210

				<b>2021</b>
Sub Acct	Description	Qty	Amount	Total Budget
	Meter and MXU Repair Parts 3/4" & 1" Meters (Meter adapters, gaskets, electrical, butt connectors, nuts, bolts, washers, extensions, battery replacement registers, etc) (2020 Budget \$3,000)	1	\$47,000	\$47,000
	<b>Meter Repair Supplies</b>			
	Meter Maintenance 3" - 10" (Omni repair parts & batteries) (2020 Budget \$4,000)	1	\$24,000	\$24,000
	Meter Department Tools & Supplies (Pick hammers, locks, insulation, oxygen for tank, grass knives, pumps, etc.)	1	\$1,000	\$1,000
	Handheld Device repairs/replacement & warranty (Repair to Touchreaders, Unipros, Command links, Archers, Nomad, Handhelds, etc.)	1	\$3,800	\$3,800
<b>Total Budget</b>				<b>\$75,800</b>

Year to date spent through 12/09/2020 = \$26,736.43	2020 Budget	\$12,300
	% Change	516.26%











GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Wastewater**  
Category: Utilities  
General Ledger Account: 01-550280

				2021
Unit	Description	Qty	Amount	Total Budget
	Electrical Costs to run Lift Stations (2020 Budget \$175,000)	1	\$175,000	\$175,000
	Natural Gas for Lift Stations (2020 Budget \$10,000)	1	\$10,000	\$10,000
	WVC Stormwater Fees (2020 Budget \$2,500)	1	\$2,500	\$2,500
	Sewer Expenses (GHID) (2020 Budget \$1,500)	1	\$1,500	\$1,500
		<b>Total Budget</b>		<b>\$189,000</b>

<b>Year to date spent through 12/09/2020 = \$154,926.94</b>	2020 Budget	\$189,000
	% Change	0.00%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

<b>Department: Vehicles</b>
Category: Vehicles Maint & Fuel
General Ledger Account: 01-570230

Sub Acct	Description	Qty	Amount	2021 Total Budget
	<b>VEHICLE MAINTENANCE - (24 lease+18 own=42) FLEET</b>			
	Fleet Vehicle Maint - filters, belts, fluids, rags, wipers, etc. (2020 Budget \$3,500)	1	\$3,900	\$3,900
	Fleet Vehicle Repair Parts (Vehicle Vendors) (2020 Budget \$4,500)	1	\$4,800	\$4,800
	Fleet Vehicle Repair Parts (Outside Vendors) (2020 Budget \$3,750)	1	\$3,300	\$3,300
	Welding Supplies and Steel (2020 Budget \$1,500)	1	\$1,500	\$1,500
	Paint/Auto Body Repairs (2020 Budget \$4,500)	1	\$4,500	\$4,500
	Tires for Fleet Vehicles (2020 Budget \$10,000)	1	\$10,000	\$10,000
	<b>VEHICLE MAINTENANCE - HEAVY EQUIPMENT (28)</b>			
	Equipment Maint - filters, belts, fluids, rags, wipers, etc. (2020 Budget \$5,000)	1	\$5,500	\$5,500
	Equipment Repair Parts/Vendor & Outside Vendors (2020 Budget \$12,500)	1	\$13,300	\$13,300
	Welding Supplies and Steel (2020 Budget \$2,500)	1	\$2,500	\$2,500
	Tires for Equipment (2020 Budget \$15,000)	1	\$15,500	\$15,500
	Small Equipment and Trailer Maintenance/Repair Parts (51)	1	\$1,500	\$1,500
	<b>SHOP EQUIPMENT MAINTENANCE</b>			
	Service Robinair machine - Automotive air conditioner recovery/recharge unit used to repair and service A/C units on fleet vehicles. (Quote per ASE)	1	\$380	\$380
	Yearly Certified Automotive Lift & Crane Inspections - Lift inspections should be performed every year according to OSHA safety standards. (3 shop lifts, weld bay, tire shop bldg. C & 5 trucks) (2020 Budget \$1001)	1	\$1,200	\$1,200
	Propane gas (2020 Budget \$300)	1	\$400	\$400
	Vehicle Car Wash - Soap, Salt, Brushes, Wand Repair	1	\$400	\$400
	<b>Total Budget</b>			<b>\$68,680</b>

<b>Year to date spent through 12/09/2020 = \$73,135.01</b>	2020 Budget	\$64,431
	% Change	6.59%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: Vehicles**  
Category: Tools  
General Ledger Account: 01-570240

Sub Acct	Description	Qty	Amount	2021 Total Budget
	Specialty Tools and Replacement Tools - Shop Vehicle Tools & Portable air compressor (2020 Budget \$1,000)	1	\$2,500	\$2,500
	Pro-Link Add-On - Diagnostic Tools/Heavy Duty (Mountain West Truck) Paid yearly in December (2020 Budget \$250)	1	\$250	\$250
	Shop Key Upgrade (2020 Budget \$2,500)	1	\$2,500	\$2,500
	RTA Fleet Upgrade - Paid yearly in October (2020 Budget \$800)	1	\$800	\$800
	Diagnostic Upgrade (Snap-On)/Light Duty (2020 Budget \$600) Paid yearly in October	1	\$600	\$600
	Syntech/Fuel Master Support - Paid yearly	1	\$550	\$550
	UST (Underground Storage Tank) fees and testing (2020 Budget \$600)	1	\$850	\$850
	<b>Total Budget</b>			<b>\$8,050</b>

Year to date spent through 12/09/2020 = \$2,102.55	2020 Budget	\$6,300
	% Change	27.78%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: CVWRF**  
Category: Facility Operations  
General Ledger Account: 01-580310

Sub Acct	Description	Qty	Amount	2021 Total Budget
	CVWRF - Plant Operations and Maintenance (2020 Budget \$3,166,499)	1	\$3,827,501	\$3,827,501
	CVWRF - Administration (2020 Budget \$994,534)	1	\$1,146,104	\$1,146,104
	Engineering (2020 Budget \$253,204)	1	\$445,852	\$445,852
	Emergency Contingency (2020 Budget \$68,320)	1	\$81,000	\$81,000
	Board Expenses (2020 Budget \$12,303)	1	\$17,014	\$17,014
<b>Total Budget</b>				<b>\$5,517,471</b>

<b>Year to date spent through 12/09/2020 = \$3,558,827.20</b>	2020 Budget	\$4,494,860
	% Change	22.75%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

<b>Department: CVWRF</b> Category: Projects Betterments General Ledger Account: 01-580320
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Sub Acct	Description	Qty	Amount	2021 Total Budget
	Projects (2020 Budget \$1,360,725)	1	\$1,748,831	\$1,748,831
	(Per CVW budget and 20-yr Capital Plan)			
<b>Total Budget</b>				<b>\$1,748,831</b>

Year to date spent through 12/09/2020 = \$775,862.46	2020 Budget	\$1,360,725
	% Change	28.52%









GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: CVWRF**  
 Category: Laboratory  
 General Ledger Account: 01-580350

Sub Acct	Description	Qty	Amount	2021 Total Budget
	Laboratory (2020 Budget \$227,418)	1	\$251,563	\$251,563
	<b>Total Budget</b>			<b>\$251,563</b>

Year to date spent through 12/09/2020 = \$197,341.60	2020 Budget	\$227,418
	% Change	10.62%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**Department: CVWRF**  
 Category: CVW Debt Service  
 General Ledger Account: 01-580380

				<b>2021</b>
<b>Sub Acct</b>	<b>Description</b>	<b>Qty</b>	<b>Amount</b>	<b>Total Budget</b>
	CVW - Debt Service (Principal & Interest) (2020 Budget \$1,954,999)	1	\$3,311,053	\$3,311,053
<b>Total Budget</b>				<b>\$3,311,053</b>

<b>Year to date spent through 12/09/2020 = \$1,751,195.09</b>	2020 Budget	\$1,954,999
	% Change	69.36%



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

2021

NOTES