

## **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 3:00 p.m. on Tuesday, January 18, 2022, at its main office located at 2888 South 3600 West, West Valley City, Utah. Trustees and members of the public are able to attend this meeting in person or electronically through [www.ghid.org](http://www.ghid.org).

### **Agenda**

#### **A. GENERAL**

1. Call to order – Welcome – Report those present for the record
2. Public Comments
3. Swearing in of Debra Armstrong, Trustee and Roger Nordgren, Trustee
4. Election of District Officers for 2022
5. Consider appointment of representative to CVWRF Board of Trustees
6. Consider approval of the December 14, 2021 Board Meeting Minutes
7. Discuss potential conflicts of interest

#### **B. OUR COMMUNITY**

1. Legislative Update
2. Jordan Valley Water Conservancy District & Central Valley Water Reclamation Facility Review

#### **C. OUR TEAM**

1. Review of UOSH Citation
2. Review & Consider Approval of the revised Employee Handbook (Personnel Policy)
3. 2024 Strategic Plan Initiatives Update
4. Water Loss Task Force 2021 performance update

#### **D. OUR OPERATIONS**

1. Review & discuss Preliminary Financial Report for December 2021
2. Review & discuss Paid Invoice Report for December 2021
3. Review & consider recommended transfers to/from reserves as of December 2021
4. Consider approval for the purchase of meters and meter parts to Mountainland Supply Company in the amount of \$199,883.91
5. Water maintenance update
6. Consider approval of a contract with Wachs Water Services in the amount of \$80,000.00 for District Leak Detection Project.
7. Consider approval of purchase for a CAT 306 C3 hydraulic excavator in the amount of \$78,995.00 and a CAT 305 C3T hydraulic excavator in the amount of \$70,943.00, and appurtenances at \$10,127.00 for a total of \$160,065.00 from Wheeler Machinery Company.
8. Consider approval of purchase of 2,800 lineal feet of eight-inch diameter C900 DR18 PVC pipe in the amount of \$55,104.00 from Ferguson Waterworks for District in-house waterline replacement projects.
9. Wastewater maintenance update
10. Water supply review
11. Capital Projects update
12. Consider approval of a design and construction administration contract to Jones and DeMille Engineering in the amount of \$98,100.00 for the 22D: 4100 South and 4700 South Waterlines Project.
13. Engineering Department update

#### **E. CLOSED SESSION**

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

#### **G. CALENDAR**

1. The next board meeting will be February 15, 2022

# MINUTES OF THE GRANGER-HUNTER IMPROVEMENT DISTRICT BOARD MEETING

The Meeting of the Board of Trustees of the Granger-Hunter Improvement District (GHID) was held Tuesday, December 14, 2021, at 5:00 P.M. at the District office located at 2888 S. 3600 W., West Valley City, Utah.

This meeting was conducted electronically in accordance with the Utah Open and Public Meetings Act (Utah Code Ann. (1953) §§ 52-4-1 et seq.) and Chapter 7.12 of the Administrative Policy and Procedures Manual (“Electronic Meetings”).

**Trustees Present:**

Debra Armstrong	Chair
Corey Rushton	Trustee
Roger Nordgren	Trustee

**Staff Members Present:**

Jason Helm	General Manager
Todd Marti	Assistant General Manager/District Engineer
Troy Stout	Assistant General Manager/Chief Operating Officer
Michelle Ketchum	Director of Administration
Dustin Martindale	Director of Water Systems
Ricky Ncaise	Director of Wastewater - <i>Excused</i>
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller
Dakota Cambruzzi	Human Resource Manager
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

**Guests:**

DonLee Sheffer	Member of the Community
Wayne Guymon	Member of the Community
Kenneth Burke	Member of the Community
Taylor Gomm	Customer Service, GHID – <i>Electronically</i>
Teresa Higgs	Customer Service, GHID – <i>Electronically</i>
Idanely Orosco	Customer Service, GHID – <i>Electronically</i>
Brooke Petersen	Administrative Assistant, GHID - <i>Electronically</i>
Derrick McMichael	Water Maintenance, GHID - <i>Electronically</i>
Adam Spackman	Information Technology, GHID - <i>Electronically</i>
William Snellmer	Member of the Community – <i>Electronically</i>

A copy of the exhibits referred to in these minutes is attached and incorporated by this reference. The exhibits are also included in the official minute books maintained by Granger-Hunter Improvement District.

**CALL TO ORDER**

At 5:00 P.M. Debra Armstrong called the meeting to order and recognized all those present.

**Public Comments**

There were none.

**Approval of the November 16, 2021 Board Meeting Minutes**

A motion to approve the Board Meeting Minutes from November 16, 2021, was made by Roger Nordgren. Followed a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Conflicts of interest**

Corey Rushton noted his participation on the Jordan Valley Water Conservancy District (JWCD) Board of Trustees and his vote for the tank sale contract in the D-9 action item.

**OUR COMMUNITY  
Local Assistance Matching Program (ARPA Grants) Update**

Jason Helm discussed the Local Assistance Matching Program (ARPA Grants). – See Local Assistance Matching Program (ARPA Grants) Update attached to these minutes for details.

**OUR TEAM  
Consider Approval of the 2022 Board Meeting Schedule**

Mr. Helm asked the Board to consider approval of the 2022 Board Meeting Schedule. Corey Rushton made a motion to approve the schedule as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**OUR OPERATIONS  
Consider Approval of a Contract with Zions Public Finance, Inc. for Municipal Advisory Services**

Austin Ballard asked the Board to consider approval of the Contract with Zions Public Finance, Inc. for Municipal Advisory Services. Corey Rushton made a motion to approve the contract as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Review & Discuss Financial Report for November 2021**

Mr. Ballard summarized the November Financial Report. Mr. Ballard mentioned water sales are still below revenue targets. – See November 2021 Financial Report attached to these minutes for details.

**Review & Discuss Paid Invoice Report for November 2021**

Mr. Ballard discussed the November check report. The November check report totaled \$2,533,098.20 coming from five categories; Central Valley (42%), Jordan Valley (30%), infrastructure (8%), taxes, payroll and benefits (8%), and other (12%).

**Water Maintenance Update**

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

**Wastewater Maintenance Update**

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

**Water Supply Review**

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

**Capital Projects Update**

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

**Consider Approval of Contract with Waterford Systems to Purchase Equipment for Two (2) PSI Microclor Sodium Hypochlorite Generation Systems for the 21H: Wells No. 15 & 16 Chlorinator Replacement Project**

Mr. Marti asked the Board to consider Approval of the Contract with Waterford Systems to purchase equipment for two (2) PSI Microclor Sodium Hypochlorite Generation Systems in the amount of \$375,750.00 for the 21H: Wells No. 15 and 16 Chlorinator Replacement Project. Corey Rushton made a motion to approve the contract as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Consider Approval of the Purchase & Sale Agreement with JWCD for the Culinary Water Storage Tank & Related Facilities & Easements & Other Related Matter**

Mr. Marti asked the Board to consider Approval of the Purchase and Sale Agreement with the Jordan Valley Water Conservancy District for the Culinary Water Storage Tank and Related Facilities and Easements, and other related matter. Roger Nordgren made a motion to approve the contract as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Engineering Department Update**

Mr. Marti discussed the engineering department update. – See the Engineering Department Update report attached to these minutes for details.

**CLOSED SESSION**

*It was decided that a closed session was not necessary.*

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

There were none.

**ADJOURNED**

Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Corey Rushton, the motion passed as follows and the meeting adjourned at 5:48 P.M.

Armstrong – aye                      Rushton – aye                      Nordgren – aye

Debra K. Armstrong, Chair

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Austin Ballard, Clerk

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**MINUTES OF THE  
GRANGER-HUNTER IMPROVEMENT DISTRICT  
PUBLIC HEARING**

The Public Hearing of the Board of Trustees of the Granger-Hunter Improvement District (GHID) was held Tuesday, December 14, 2021, at 6:00 P.M. at the District office located at 2888 S. 3600 W., West Valley City, Utah.

This meeting was conducted electronically in accordance with the Utah Open and Public Meetings Act (Utah Code Ann. (1953) §§ 52-4-1 et seq.) and Chapter 7.12 of the Administrative Policy and Procedures Manual (“Electronic Meetings”).

**Trustees Present:**

Debra Armstrong	Chair
Corey Rushton	Trustee
Roger Nordgren	Trustee

**Staff Members Present:**

Jason Helm	General Manager
Todd Marti	Assistant General Manager/District Engineer
Troy Stout	Assistant General Manager/Chief Operating Officer
Michelle Ketchum	Director of Administration
Dustin Martindale	Director of Water Systems
Ricky Necaie	Director of Wastewater - <i>Excused</i>
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller
Dakota Cambruzzi	Human Resource Manager
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

**Guests:**

Don Lee Sheffer	Member of the Community
Wayne Guymon	Member of the Community
Kenneth Burke	Member of the Community
Brittany Baggott	Member of the Community
Samuel Miedke	Member of the Community
Cuauhtemoc Magana	Member of the Community
Eugene Sorensen	Member of the Community
Jarrad Markel	Member of the Community
Taylor Gomm	Customer Service, GHID – <i>Electronically</i>
Teresa Higgs	Customer Service, GHID – <i>Electronically</i>
Idanely Orosco	Customer Service, GHID – <i>Electronically</i>
Brooke Petersen	Administrative Assistant, GHID - <i>Electronically</i>
Derrick McMichael	Water Maintenance, GHID - <i>Electronically</i>
Adam Spackman	Information Technology, GHID - <i>Electronically</i>
William Snellmer	Member of the Community – <i>Electronically</i>

A copy of the exhibits referred to in these minutes is attached and incorporated by this reference. The exhibits are also included in the official minute books maintained by Granger-Hunter Improvement District.

**CALL TO ORDER**

At 6:00 P.M. Debra Armstrong called the meeting to order and recognized all those present.

**Verification of Legal Notification Requirements**

Ms. Armstrong noted the verification of legal notification requirements.

**Motion to Open Public Hearing**

At 6:02 P.M., Roger Nordgren made a motion to open the Public Hearing. Following a second from Corey Rushton, the motion passed as follows;

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Staff Presentation**

Jason Helm presented an overview of the District. Mr. Helm discussed the rate study, Truth in Taxation process and presented the 2022 Tentative Budget. – See the December Public Hearing report attached to these minutes for details.

**Questions by the Trustees**

Roger Nordgren asked Mr. Helm to further explain the Central Valley Water Reclamation Facility (CVWRF) costs and the District’s portion. Mr. Helm explained that the District is one of seven districts who contribute to CVWRF and one of the highest contributors. Mr. Helm noted the estimates of approximately \$400 million to upgrade the Central Valley Water Reclamation Facility to comply with state and federal regulations. The District being responsible for 25-27% of those costs. Mr. Nordgren noted the future use of bonds that will finance capital projects and District costs to spread future rate increases over many years rather than significant rate increases up front.

Corey Rushton noted the rate study process. Mr. Helm further explained the options that Bowen, Collins and Associates provided to the staff and Board from the extensive rate study that was conducted throughout 2021. Mr. Rushton discussed the property tax rates for the District. Troy Stout explained that the rate has not been raised since 2006. Mr. Rushton and Mr. Helm discussed the impact that inflation is having on construction supplies for the District.

**Invitation for Public Comments**

Debra Armstrong invited public comments. Ms. Armstrong reminded the members of the public to direct comments and questions to her, the Chair, and comments were to last no longer than three minutes.

Don Lee Sheffer – 7132 Kings Estate Dr., West Valley City, UT  
Mr. Sheffer arrived early to listen to the Board Meeting. He is concerned about the property tax increase. He explained that his home value has increased over the last year and that if the District’s property tax rate stays the same, the property value increases will cause the District to collect additional revenue such that the rate increase in 2022 is not necessary.

Kenneth Burke – 4214 Richardson Cir., West Valley City, UT

Mr. Burke asked why the District doesn't respond to question submissions. He stated that this was his first Board Meeting that he has been able to attend. Mr. Burke explained that when he was employed at the District, it was frowned upon to attend Board Meetings. He asked why Board Meetings are scheduled at 3:30 p.m. when most of the public works and are unable or allowed to attend. He explained that the December meeting is the only meeting that's at 6:00 p.m. and it's a busy time of the year for the public to attend. Mr. Burke feels that it's suspicious that the District has their Board Meetings scheduled at times that the public are not able to attend.

Cuauhtemoc Magana – 6342 W Terrace Ridge Dr., West Valley City, UT

Mr. Magana feels that the taxes in West Valley City are outrageous compared to a property that he owns in California. He is wondering why the property value is so high in West Valley City and feels it's not good to increase the property taxes.

Jason Helm noted that the District has not received any online comments or phone calls from the public regarding the Public Hearing.

Debra Armstrong explained that several comments were submitted through the District's website for the November 16, 2021 Board Meeting and noted that each comment was recognized and responded to. Ms. Armstrong encouraged members of the public to submit questions and comments through the District's website and that each one will be answered. Mr. Helm explained that all comments are received by him and forwarded to all members of the Board of Trustees. Ms. Armstrong explained the access to Board Meeting materials, zoom links, and minutes from past meetings are available through the District's website. Mr. Helm explained the process of notifying members of the public about the changes in property tax rates. Mr. Helm noted the flyers that are sent out by Salt Lake County and the other ways in which the District notified the public regarding information about the Public Hearing. A member of the public asked if rates would increase every year. Mr. Helm explained that each year, the District's budget is re-evaluated and an approval process takes place to decide any changes to District rates. Members of the Board discussed the time of the monthly Board Meetings in order to accommodate other city meetings. Justin Gallegos noted that public comments must have correct name, address and contact information in order for the District staff to properly respond to comments and questions.

### **Motion to Close Public Comment Session**

At 6:57 P.M., Corey Rushton made a motion to close the public comment session. Following a second from Roger Nordgren, the motion passed as follows;

Armstrong – aye

Rushton – aye

Nordgren – aye



**Staff Response &  
Summary**

**Motion to Close Public  
Hearing**

Corey Rushton reiterated the year long process of the District’s rate study and the involvement of the Trustees and staff to cut the budget where necessary.

At 6:59 P.M., Roger Nordgren made a motion to close the Public Hearing. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**FINANCIAL  
MATTERS**

**Consider Approval of  
Resolution 12-14-21.1  
Adopting 2022 Final Tax  
Rates & Budgets**

Austin Ballard asked the Board to consider approval of Resolution 12-14-21.1 adopting 2022 Final Tax Rates and Budgets. Corey Rushton made a motion to approve the resolution as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**Consider Approval of  
Resolution 12-14-21.2  
Adopting the District’s  
Financial Plan, Budget  
& Other Fees for  
Calendar Year Ending  
December 31, 2022**

Mr. Ballard asked the Board to consider approval of Resolution 12-14-21.2 adopting District’s Financial Plan, Budget and Other Fees for the Calendar Year Ending December 31, 2022. Roger Nordgren made a motion to approve the resolution as noted. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye                      Rushton – aye                      Nordgren – aye

**ADJOURNED**

Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Corey Rushton, the motion passed as follows and the meeting adjourned at 7:02 P.M.

Armstrong – aye                      Rushton – aye                      Nordgren – aye

Debra K. Armstrong, Chair

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Austin Ballard, Clerk

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# **Our Community**

- Legislative Update
- JWCD & CVWRF Review

# Legislative Update— January 2022

## HB 21

### School and Child Care Center Water Testing

Rep. Handy

This bill describes the process and time constraints in which schools and child care centers will need to comply with as it pertains to the lead and copper testing in drinking water at consumable taps (drinking fountains). Fiscal note: \$3,500,000.

## HB 22

### Open and Public Meetings Act Modifications

Rep. Welton

This bill would require a resolution to be adopted that establishes the conditions under which a remote member is included in calculating a quorum. Also, it would eliminate members voting by proxy and expect electronic votes be taken by roll call.

## HB 33

### Instream Water Flow Amendments

Rep. Ferry

This bill makes changes related to change applications for certain uses of water.

## HB 37

### State Water Policy Amendments

Rep. Stratton

This would amend the state water policy to include aquifer **recharge or aquifer** storage and recovery.

## HB 57

### Government Records Access Amendments

Rep. Stoddard

Addresses documents located on personal electronic devices that are requested by the Government Records Access and Management Act. Items requested from a personal device don't lose the item's character. A government entity could not search for a record on a personal device. A request would need to be made from the person who owns the device.



# Legislative Update— January 2022

## HB 64

### Drinking Water Amendments

Rep. Watkins

An additional section to Chapter 4- Safe Drinking Water Act of the Utah code, specifically, Drinking Water Capacity Account. It creates an account that is meant to assist PWS in meeting DW standards, provide technical assistance and training to PWS, assist PWS in planning for future growth, and review applications for new PWS. They intend to impose and collect a fee on retail water from PWS. Fee each year not to exceed \$1.20 per Equiv. Res. or a minimum of \$25.

## HB 87

### Procurement Code Revisions

Rep. Nelson

This bill repeals language prohibiting a contractor under a multiple award contract from lowering the contract price under certain circumstances.

## HB 95

### Landscaping Requirement Prohibition

Rep. Ward

This bill addresses the planting and maintaining of lawn or turf. It states that a municipality may not enact or enforce an ordinance that requires property owners to maintain or plant lawn or turf.

## HB 96

### Government Records Fee Amendment

Rep. Johnson

This bill modifies provisions of the Government Records Access and Management Act related to fees. Addresses the fees for staff time in the first quarter hour spent responding to a request.



# Legislative Update— January 2022

## HB 115

### Water Distribution Efficiency

Rep. Ballard

This bill enacts the Water Distribution Efficiency Act which includes:

- 1) Requiring the Division of Water Resources to post a summary of water loss data;
- 2) Providing for reporting;
- 3) Requiring the establishment of standards of acceptable levels of water loss; and
- 4) Addressing processes for dealing with excessive levels of water loss.

## HB 121

### Water Conservation Modifications

Rep. Spendlove

This bill

- 1) Prohibits certain lawn or turf requirements;
- 2) Imposes requirements related to water conservation at state government facilities and by state agencies;
- 3) Provides for incentives to replace lawn or turf with drought resistant landscaping;
- 4) Grants rulemaking authority; and
- 5) Requires the Legislative Water Development Commission to study water conservation in the state.



# Legislative Update— January 2022

## SB 24

Utah Retirement System Revisions (50 pgs.)

Sen. Harper

This bill modifies the Utah State Retirement and Insurance Benefit Act. It will

- 1) require a participating employer to certify each employee's status for retirement benefits,
- 2) provide a time period for which retirement allowance is cancelled due to a violation of earning limitations,
- 3) aligns the time period for determining final average salary,
- 4) adds Public Safety and Department of Corrections to definitions of public safety service employee,
- 5) clarifies elected officials' participation if elected after July 1, 2011,
- 6) provides full-time Tier II employee in higher education to consider previous service credits and elections,
- 7) provides that a member who exempts from URS is exempt during that time to earn years of service,
- 8) permits public safety service employee who is promoted to admin. To continue to participate in public safety retirement,
- 9) Permits a fire department chief to exempt from Tier II Contributory Retirement Act.

## SB 31

Water Rights Proofs on Small Amounts of Water

Sen. Sandall

This bill modifies the requirements for a proof submitted to the state engineer regarding a small amount of water. "Small amount of water" means the amount of water necessary to meet the requirements of:

- 1) one residence,
- 2) ¼ acre of irrigable land w/livestock water right,
- 3) 10 cattle

## SB 73

Flow Rates or Quantity for Plumbing Fixtures

Sen. Iwamoto

This bill modifies the residential and plumbing code adopted by the state to address maximum flow rates or quantity for certain plumbing fixtures.





# **JVWCD & CVWRF Review**

# Jordan Valley Water Conservancy Update– January 2022

## JORDAN VALLEY WATER CONSERVANCY DISTRICT

Monthly Summary of Water Deliveries in Acre Feet

December 2021

### Municipal and Industrial (M&I) Water Deliveries

Wholesale System	This Month	Previous Year	% Change	YTD	YTD Prev Year	YTD % Change	Fiscal YTD	Fiscal YTD Prev Year	Fiscal YTD % Change	Contract Amount <sup>1</sup>	% of Contract Used
Bluffdale City	138.89	118.74	17%	3,427.88	3,732.50	-8%	1,922.24	2,186.86	-12%	3,300	104%
Copperton Improvement District	0.00	0.00		2.43	0.96	153%	1.45	0.96	51%	0	
Draper City	144.70	141.48	2%	4,548.77	5,062.91	-10%	2,585.48	3,153.60	-18%	3,800	120%
Granger-Hunter Improvement District	948.96	818.41	16%	17,698.33	20,297.04	-13%	10,716.46	11,762.94	-9%	18,500	96%
Herriman City <sup>3</sup>	245.58	142.46	72%	5,733.83	6,141.69	-7%	2,996.45	3,719.60	-19%	5,867	98%
Hexcel Corporation	0.00	57.16	-100%	601.49	713.54	-16%	275.36	338.88	-19%	720	84%
Kearns Improvement District	393.72	347.39	13%	7,822.39	8,980.19	-13%	4,181.22	5,358.44	-22%	7,000	112%
Magna Water District	65.40	65.98	-1%	803.03	802.16	0%	404.74	399.16	1%	800	100%
Midvale City	136.41	117.19	16%	3,112.67	3,542.33	-12%	1,790.96	1,931.41	-7%	3,085	101%
Riverton City	308.89	258.82	19%	4,819.58	4,773.48	1%	2,526.13	2,613.92	-3%	4,000	120%
South Jordan City <sup>3</sup>	538.41	548.28	-2%	16,422.55	19,076.70	-14%	9,067.51	11,612.91	-22%	18,000	91%
City of South Salt Lake	85.61	115.07	-26%	888.86	1,038.09	-14%	515.89	647.22	-20%	1,020	51%
Taylorville-Bennion Improvement District	291.31	196.23	48%	4,699.92	4,593.65	2%	2,290.02	2,191.17	5%	4,700	100%
Utah Department of Corrections	42.09	39.78	6%	422.29	503.74	-16%	203.44	235.62	-14%	548	77%
WaterPro, Inc.	13.96	0.00		1,134.25	1,350.90	-16%	799.95	1,111.72	-28%	950	119%
City of West Jordan <sup>3</sup>	844.38	914.83	-8%	20,066.06	22,837.42	-12%	10,726.31	13,236.49	-19%	20,000	100%
White City Water Improvement District	0.00	0.00		0.00	0.00		0.00	0.00		0	
Willow Creek Country Club	0.17	0.11	58%	304.59	385.59	-21%	172.11	241.68	-29%	350	87%
<b>Wholesale System Subtotal</b>	<b>4,198.48</b>	<b>3,881.93</b>	<b>8%</b>	<b>92,508.92</b>	<b>103,832.90</b>	<b>-11%</b>	<b>51,175.72</b>	<b>60,742.61</b>	<b>-16%</b>	<b>92,640</b>	<b>99%</b>
Retail System <sup>2</sup>	300.66	328.60	-9%	7,613.78	8,794.48	-13%	4,207.84	5,227.12	-19%		
<b>Total Wholesale &amp; Retail</b>	<b>4,499.13</b>	<b>4,210.53</b>	<b>7%</b>	<b>100,122.70</b>	<b>112,627.38</b>	<b>-11%</b>	<b>55,383.56</b>	<b>65,969.73</b>	<b>-16%</b>		

### Other M&I Deliveries

MWDSLS (Treated and Transported) <sup>4</sup>	343.72	318.91	8%	11,626.42	12,931.78	-10%	7,065.66	8,786.78	-20%		
District Use (Non-revenue) <sup>5</sup>	26.99	25.26	7%	600.74	675.76	-11%	332.30	395.82	-16%		
<b>Other M&amp;I Subtotal</b>	<b>370.71</b>	<b>344.17</b>	<b>8%</b>	<b>12,227.16</b>	<b>13,607.55</b>	<b>-10%</b>	<b>7,397.97</b>	<b>9,182.60</b>	<b>-19%</b>		
<b>Total M&amp;I Deliveries</b>	<b>4,869.85</b>	<b>4,554.70</b>	<b>7%</b>	<b>112,349.86</b>	<b>126,234.92</b>	<b>-11%</b>	<b>62,781.53</b>	<b>75,152.33</b>	<b>-16%</b>		

### Irrigation and Raw Water Deliveries

Welby Jacob Water Users	0.00	0.00		27,704.67	32,327.74	-14%	15,502.88	19,762.45	-22%		
<b>Total Irrigation and Raw Water</b>	<b>0.00</b>	<b>0.00</b>		<b>27,704.67</b>	<b>32,327.74</b>	<b>-14%</b>	<b>15,502.88</b>	<b>19,762.45</b>	<b>-22%</b>		
<b>Total Deliveries</b>	<b>4,869.85</b>	<b>4,554.70</b>	<b>7%</b>	<b>140,054.53</b>	<b>158,562.66</b>	<b>-12%</b>	<b>78,284.41</b>	<b>94,914.78</b>	<b>-18%</b>		

<sup>1</sup> The City of South Salt Lake contract is based on a fiscal year. All other contracts are based on a calendar year.

<sup>2</sup> Retail deliveries are finalized after billing. Preliminary estimates using AMI data are made for the month previous to today.

<sup>3</sup> Contract amount is minimum purchase plus remediated water.

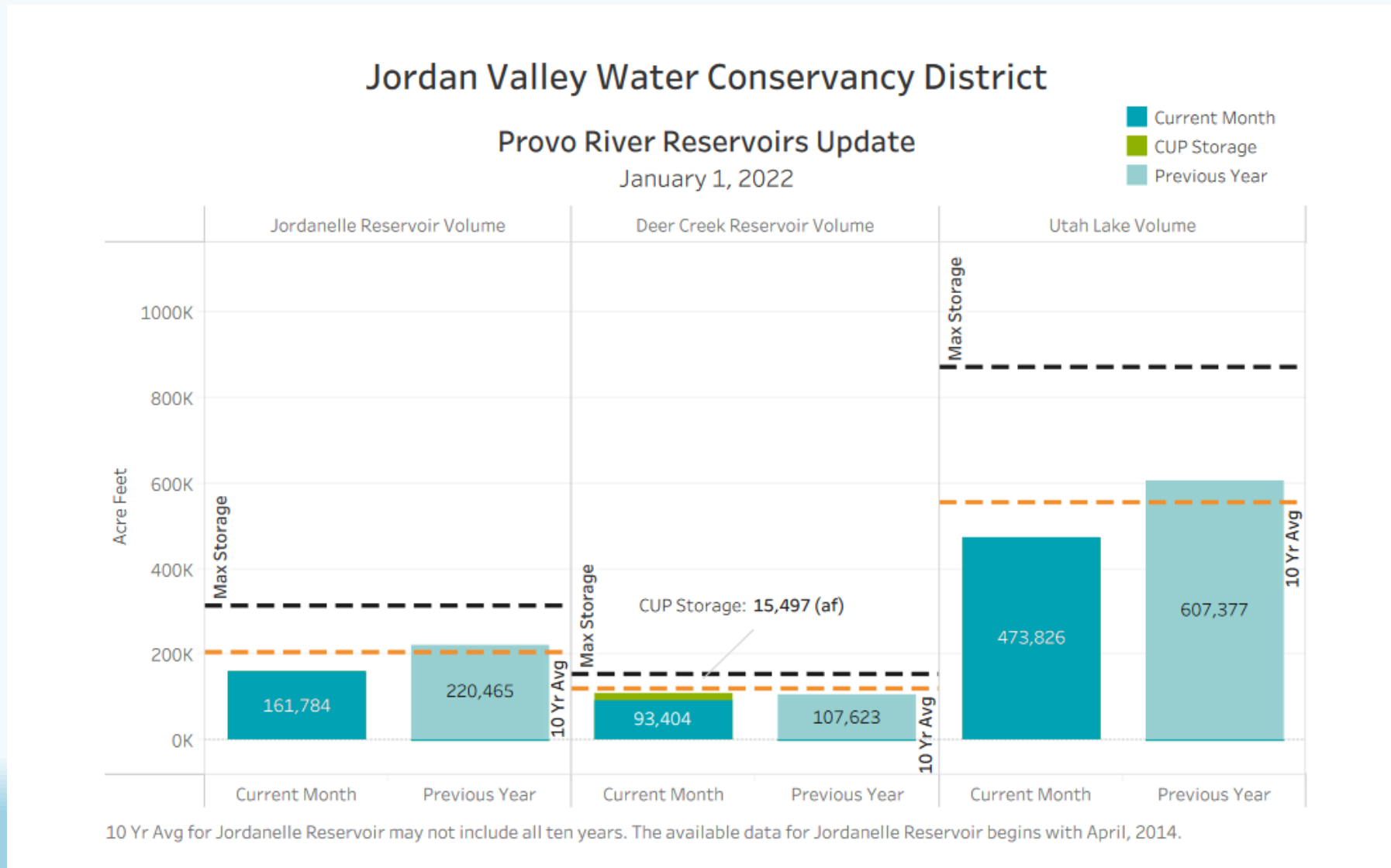
<sup>4</sup> Water treated and transported for MWDSLS by JWVCD is delivered to Salt Lake City at 2100 South.

<sup>5</sup> District Use (Non-revenue) includes water consumed in breaks, reservoir washing, fires, irrigation and facility potable water.





# Jordan Valley Water Conservancy Update— January 2022



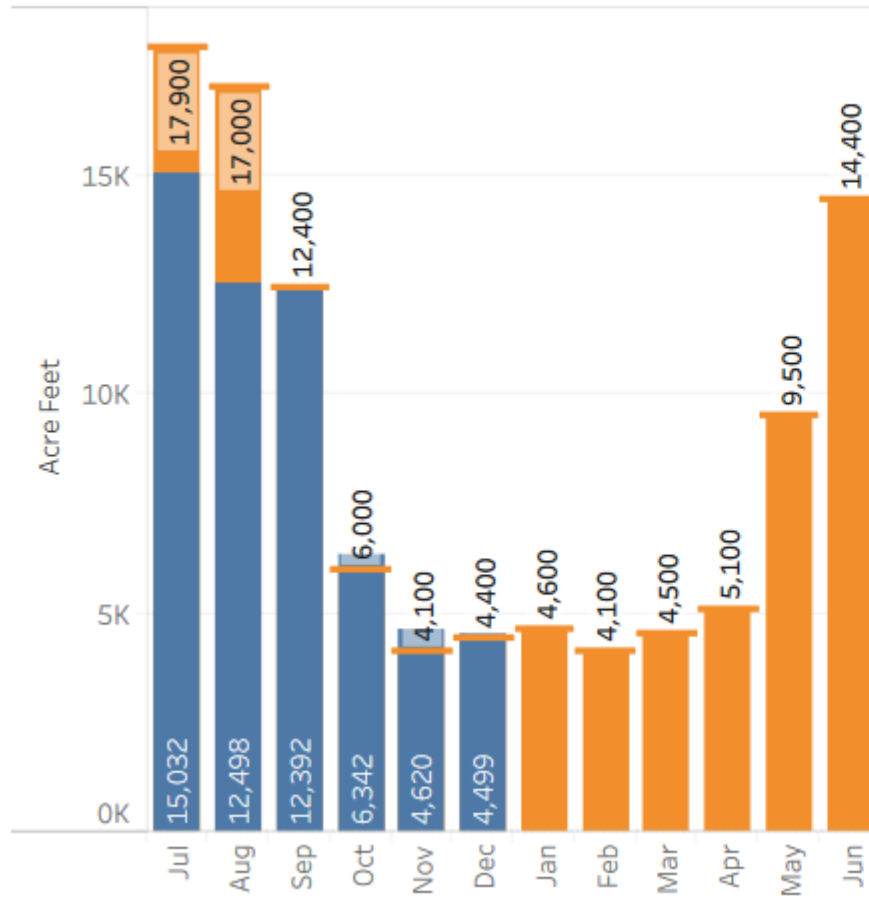
# Jordan Valley Water Conservancy Update– January 2022

Wholesale + Retail Actual & Projected Deliveries

FY 2022

Through December 2021

Actual  
Projected



Water Outlook Update

(Provo River - Utah Lake - Jordan River)

January 5, 2022

BASIN		SNOW WATER EQUIVALENT			TOTAL PRECIPITATION		
Site Name	Elev (ft)	Current	Median	% of Median	Current	Avg	% of Avg
Beaver Divide	8,280	5.3	4.4	120%	13.1	7.6	172%
Brighton	8,766	10.7	8.7	123%	19.3	12.4	156%
Cascade Mountain	7,774	7.3	8.2	89%	15.9	10.6	150%
Clear Creek #1	8,975	9.7	6.6	147%	15.1	8.9	170%
Clear Creek #2	7,837	7.5	5.2	144%	12.7	7.4	172%
Daniels-Strawberry	8,008	8.9	5.8	153%	13.8	8.3	166%
Dry Fork	7,093	5.6	6.4	88%	12.0	9.4	128%
Lookout Peak	8,161	12.7	9.6	132%	19.8	13.8	143%
Louis Meadow	6,700	8.8	8.2	107%	15.2	10.7	142%
Mill-D North	8,963	11.2	9.4	119%	17.7	11.6	153%
Parleys Summit	7,585	9.0	6.3	143%	16.3	10.2	160%
Payson R.S.	8,044	8.1	6.0	135%	10.6	7.4	143%
Snowbird	9,177	21.4	11.9	180%	24.9	16.2	154%
Timpanogos Divide	8,140	11.2	7.0	160%	17.1	11.1	154%
Trial Lake	9,992	13.9	8.4	165%	16.6	10.2	163%
<b>Basin Index (%)</b>				<b>135%</b>	<b>154%</b>		

-M = Missing Data

\* = Analysis may not provide a valid measure of conditions

R= Rough, <10 years of data available

C = Conditional, only 10-19 years



# Central Valley Water Reclamation Update— January 2022

## Central Valley Water Reclamation Facility

### Monthly Cost Summary

November 30, 2021

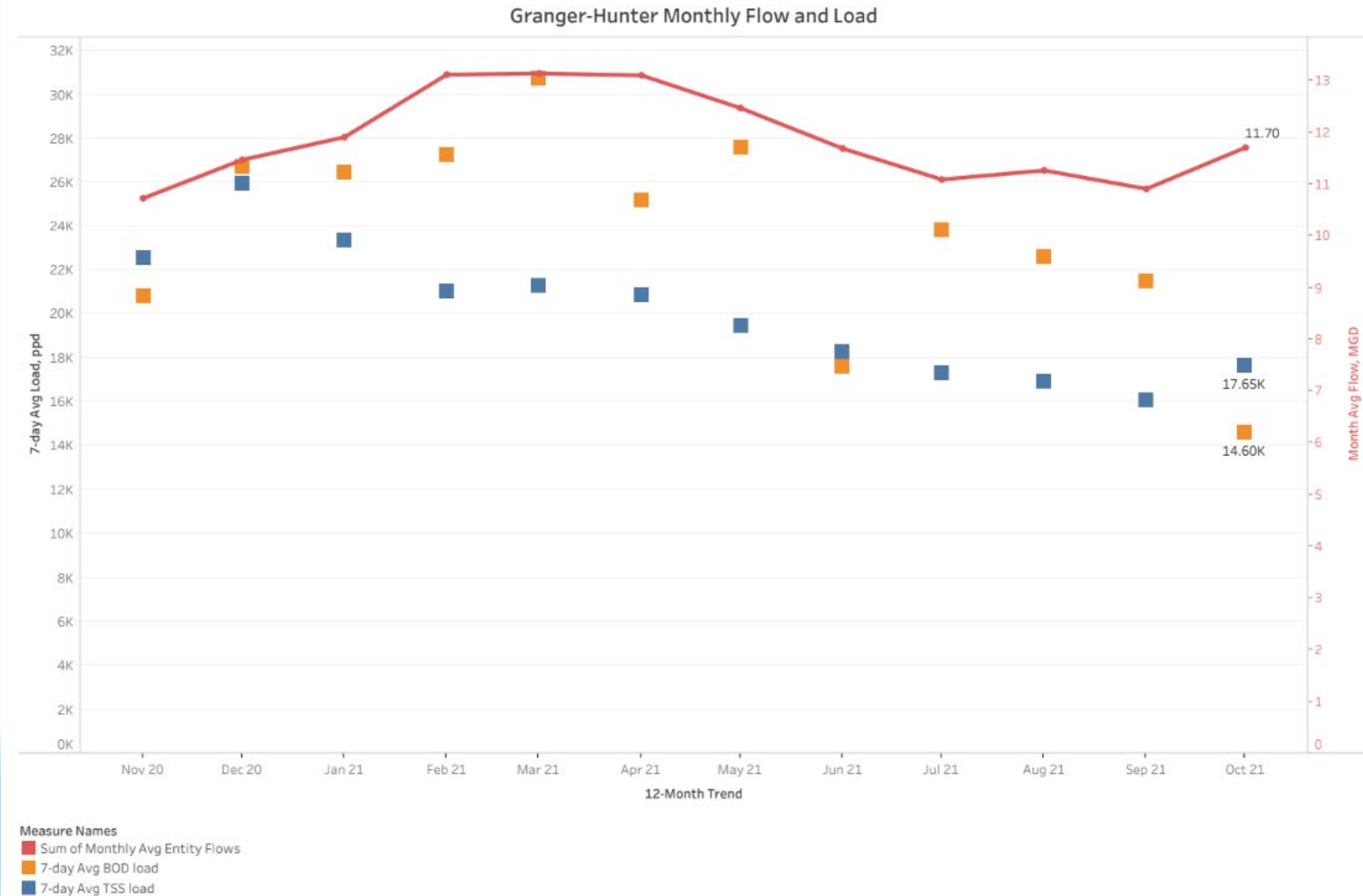
Description	Monthly Costs	O & M Monthly			
		Member Entity	Capital %	Average %	Pretreatment %
Facility Operation	1,490,301	Cottonwood	15.6537%	15.7553%	2.24%
Pretreatment Field	67,111	Mt Olympus	24.3012%	24.4981%	11.57%
Entity Lab Work	5,943	Granger-Hunter	25.6526%	25.3450%	41.23%
Net Lab Costs	65,894	Kearns	10.8618%	10.7997%	3.17%
Bond Trust Payment	1,233,671	Murray	7.7608%	7.7578%	16.51%
Bond/Cash Capital 2021C	5,379,643	South Salt Lake	4.8929%	4.9407%	22.20%
State Loan	2,427,748	Taylorsville-Ben	10.8770%	10.9034%	3.08%
Pay-as-you-go CIP	1,461,919		100.0000%	100.0000%	100.0000%
	<b>12,132,230</b>				

Calculation	Description	Cottonwood	Mount Olympus	Granger-Hunter	Kearns	Murray	South Salt Lake	Taylorsville-Bennion	Total
Monthly flows % (Table 5)	Facility Operation	234,801.39	365,095.43	377,716.79	160,948.04	115,614.57	73,631.30	162,493.48	1,490,301.00
Directly reimbursable costs	Pretreatment Field	1,503.29	7,764.74	27,669.87	2,127.42	11,080.03	14,898.64	2,067.02	67,111.01
Directly reimbursable costs	Entity Lab Work	90.00	1,220.00	1,841.00	105.00	360.00	1,367.03	960.00	5,943.03
Monthly flows % (Table 5)	Net Lab Costs	10,381.79	16,142.77	16,700.83	7,116.35	5,111.92	3,255.62	7,184.68	65,893.96
	Total O & M	246,776.47	390,222.94	423,928.49	170,296.81	132,166.52	93,152.59	172,705.18	1,629,249.00
	2021C Bond Entity Draws (Do not pay)	842,113.18	1,307,317.80	1,380,018.30	584,326.06	417,503.33	-	585,143.77	5,116,422.44
	State Loan Draws (Do not pay)	380,032.39	589,971.90	622,780.48	263,697.13	188,412.67	-	264,066.15	2,308,960.72
	State Loan SSL	-	-	-	-	-	118,787.28	-	118,787.28
	Cash Entity Capital	-	-	-	-	-	263,220.55	-	263,220.55
	Monthly CIP (pay-as-you-go)	228,844.41	355,263.86	375,020.23	158,790.72	113,456.61	71,530.23	159,012.93	1,461,918.99
	2017 A & B Bond Trust Payments	49,523.27	-	89,304.46	40,920.00	25,298.59	15,636.68	-	220,683.00
	2019A Bond Trust Payments	57,770.75	-	104,177.57	36,069.03	29,511.65	-	-	227,529.00
	2020A Loan DSRF Payments	6,331.30	10,148.88	11,417.08	3,952.92	3,234.29	-	4,498.53	39,583.00
	2020A Loan DS Payments	5,478.29	8,781.53	9,878.86	3,420.34	2,798.53	-	3,892.44	34,249.99
	2021A Bank of Utah	19,153.09	30,701.93	34,538.46	11,958.16	9,784.23	6,047.45	13,608.68	125,792.00
	2021B Bond Trust Payments	20,748.01	33,258.55	37,414.56	12,953.95	10,598.98	6,551.04	14,741.91	136,267.00
	2021C Bond Trust Payments	71,908.24	115,266.73	129,670.41	44,895.56	36,733.67	-	51,092.39	449,567.00
	<b>Total Entity Bill for Month</b>	<b>706,533.83</b>	<b>943,644.42</b>	<b>1,215,350.12</b>	<b>483,257.49</b>	<b>363,583.07</b>	<b>574,925.82</b>	<b>419,552.06</b>	<b>4,706,846.81</b>

Member Entity	2017A Bond %	2017B Bond %	2019A Bond %	2020A Loan %	2021A Bond %	2021B Bond %	2020C Bond %
Cottonwood	27.5492%	0.00%	25.3905%	15.9950%	15.2260%	15.2260%	15.9950%
Mt Olympus	0.00%	0.00%	0.0000%	25.6395%	24.4069%	24.4069%	25.6395%
Granger-Hunter	49.6790%	0.00%	45.7865%	28.8434%	27.4568%	27.4568%	28.8434%
Kearns	0.00%	100.00%	15.8525%	9.9864%	9.5063%	9.5063%	9.9864%
Murray	14.0733%	0.00%	12.9705%	8.1709%	7.7781%	7.7781%	8.1709%
South Salt Lake	8.6985%	0.00%	0.0000%	0.0000%	4.8075%	4.8075%	0.0000%
Taylorsville-Ben	0.00%	0.00%	0.0000%	11.3648%	10.8184%	10.8184%	11.3648%
	100.0000%	100.00%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%



# Central Valley Water Reclamation Update– January 2022



# **Our Team**

- Review UOSH Citation
- Employee Handbook Review
- 2024 Strategic Plan Initiatives Update
- Water Loss Task Force 2021 Performance Update

# GRANGER-HUNTER IMPROVEMENT DISTRICT



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

## Employee Handbook

Revised ~~December 15, 2020~~ January 18, 2022

Style Definition: TOC 1

Style Definition: TOC 2

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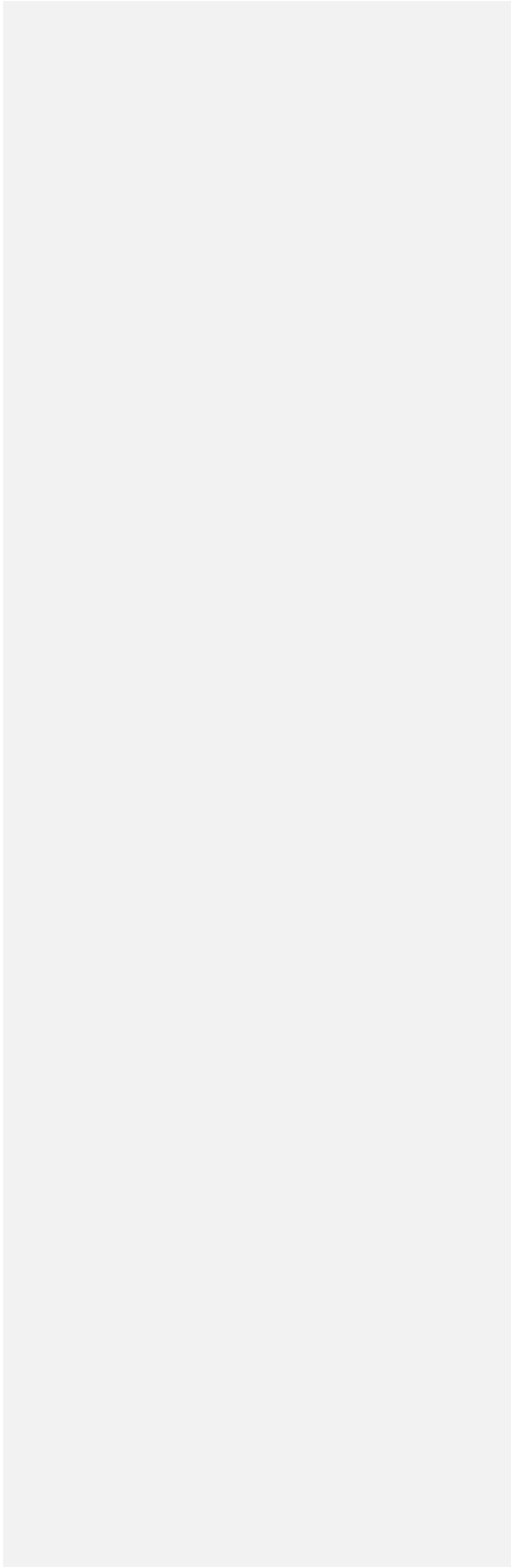
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## CHAPTER 1 INTRODUCTION

### 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. This handbook has been designed to give all employees a detailed overview of policies that are specific to our organization, as well as describe some key procedures, guidelines, and benefits available to employees of the District.~~ We urge you to read it carefully and to request more information if you have any questions.

#### 1.2 Vision, Mission, Values, 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

measure all of our actions.

Safety

Integrity

Community Stewardship

Fiscal Responsibility

Quality

Leadership

Sustainability

Motto: 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.

**BOLD**

- 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.

### 1.3 Company History

The District was organized in 1950 and currently provides water and sewer services to approximately 1320,000 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).
- 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 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. Employees will be asked to review this manual and complete the Employee Acknowledgment of Receipt form on an annual basis.~~
- 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 Anti-Discrimination 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. External postings of open positions may be 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~~ one year); by posting notice on the District's website; or any other source that meets the needs of the District.

Commented [DC1]: OFCCP legal requirement

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. 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.

Commented [DC2]: This sentence was just relocated to make the paragraph flow better.

2.7 Employment References

All requests for a job reference about a current or former employee shall be communicated to the 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. From an applicant as a condition of employment;
  - b. Periodically from existing employees 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. From a person seeking access a condition of acquiring access.
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.
  - 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.
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.

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- 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-scheduled~~ starting time and, with the exception of their scheduled lunch period, remain for their ~~normal-scheduled~~ 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~~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.

1. Special scheduling may include the request to work from home if the employee's position is deemed eligible. Once eligibility is confirmed, the Director and Assistant General Manager will work with the employee to ensure the work environment is appropriate and will be conducive to productivity.

2. Requests to work from home may be temporary, intermittent, or long-term as determined by the Director and Management. Formalizing the request and approval will be processed through GHID's Telecommuting Policy, which can be found on the Human Resources tab on GHID's Intranet site.

### 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~~ **are unpaid**. 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

~~Occasionally, the District requests work outside of normal scheduled work hours, and provides compensation. 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(3C), 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 5.75(Be) 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, 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 (as classified by the FLSA) 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~~ District Management 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 at least three consecutive hours between 10:30 P.M. and 5:30 A.M. 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~~ may 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. Employees may elect to use paid time off in lieu of returning after the call back safety requirement. 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.

**Commented [DC3]:** Defining if an employee elects to use paid time off instead of returning to work - we would still pay safety call back (with the understanding this may impact an unexcused absence)

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 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~~ HR Manager.

#### 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 ~~from or from the employee's Director or~~ a member of Management ~~or the HR Manager~~.

#### 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~~ HR Manager.

### 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~~ HR Manager.

#### 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.

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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 the year it is accrued or will be paid out on the last payroll of the year.~~

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. The employee must request the funeral leave with their Director or member of Management. 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. An employees is allowed up to 3 consecutive working days off in the event of the death of an employee's immediate family member, which includes spouse, child, parent, grandparent, grandchild, sibling, father-in-law, mother-in-law, any step-relation defined above or as otherwise determine by the District in its sole discretion.~~
  - 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 weeks of unpaid leave during a rolling 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 ~~employee is required to take~~ Family Leave ~~will be paid leave up to 80 hours paid.~~ The balance of Family Leave will be unpaid. ~~Paid leave will not accrue while the employee is on unpaid leave.~~

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.~~

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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 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 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 Board member to ensure compliance with this section. Employees and Board 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.~~15. Poor driving record or no current driver's license.
- ~~17.~~16. Smoking in unauthorized areas.
- ~~18.~~17. Repeated unexcused absences or tardiness.
- ~~19.~~18. Abuse of sick leave.
- ~~20.~~19. 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.~~20. Obscene or abusive language or gestures, or malicious gossip.
- ~~22.~~21. Threatening, intimidating, or coercing fellow employees, or creating an uncomfortable, hostile, or offensive work environment.
- ~~23.~~22. Horseplay or other inappropriate behavior.
- ~~24.~~23. Dishonesty in word or conduct.
- ~~25.~~24. Acceptance of bribes or enticements.
- ~~26.~~25. Use of alcohol and/or drugs as prohibited by District policy.
- ~~27.~~26. Violating the District's Drug and Alcohol Policy.
- ~~28.~~27. Violation of the criminal laws of the United States or the State of Utah.
- ~~29.~~28. Reckless driving or driving under the influence of alcohol or drugs while operating a District vehicle or while on District business.
- ~~30.~~29. 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 include:

- are Suspected violations of federal, state or local laws, billing for services not performed or for goods not delivered; and other fraudulent financial reporting.
- Suspected violations of any other District policies or procedures
- Questionable accounting, such as billing for service not provided or for goods not delivered, violations of internal accounting controls or any other auditing or financial matters
- Fraudulent financial reporting

If an employee believes that illegal or dishonest activities have occurred or are occurring or if the employee has a good faith concern regarding conduct that he/she reasonably believes may be illegal or dishonest, the District encourages the employee to promptly take one or more of the following actions:~~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.~~

- Discuss the situation with his/her immediate supervisor, HR Manager or General Manager.
- If the employee is uncomfortable speaking with his/her supervisor, HR Manager or General Manager or believes that his/her supervisor or General Manager has not properly handled his/her concern or is involved in the conduct at issue, contact a Board member.
- If you do not believe your conduct is being adequately addressed, or you are not comfortable speaking with one of the above-noted contacts, report your concern using one of the methods listed below, through which you may choose to identify yourself or remain anonymous:
  - By mail to Granger Hunter Improvement District, 2888 S 3600 W, West Valley City UT 84119, Attn: General Manager
  - Via the District's intranet site under "Contact" and "Anonymous Report"

All reports will be taken seriously and will be promptly and thoroughly investigated. The specific action taken in any particular case depends on the nature and gravity of the conduct or circumstances reported and the results of the investigation. If a violation has

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been reported, investigated, and confirmed, the District will take prompt corrective action proportionate to the seriousness of the offense. This action may include disciplinary action against the accused party, up to and including termination of employment or any other working relationship that the offending party may have with the District. Reasonable and necessary steps will also be taken to prevent any further violations.

However, a party who knowingly and intentionally files a false report or provides false or deliberately misleading information in connection with an investigation of a report may face disciplinary action, up to and including termination.

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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. Information disclosed during the course of the investigation will, to the extent practical and appropriate, remain confidential, except as may be reasonably necessary under the circumstances to facilitate the investigation, take remedial action, or comply with applicable law. For any violation not reported through an anonymous report, the District will advise the reporting party that the conduct has been addressed and if possible, of the specific resolution. However, due to confidentiality obligations, the District cannot provide the details regarding the corrective or disciplinary action that was taken.

The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the strictly prohibits and does not tolerate unlawful retaliation against any employee for reporting or suspecting illegal or dishonest in good faith or otherwise cooperating in an investigation. All forms of unlawful retaliation are prohibited including any form of an adverse employment action such as including termination, compensation decreases, or poor work assignments, discipline, intimidation and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the General Manager immediately. If an employee does not feel comfortable discussing the alleged retaliation with the General Manager, he/she should report the alleged retaliation through the online anonymous report at the District's intranet site. 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.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The District will directly and thoroughly investigate the reported retaliation in accordance with the procedures outlined above.

An employee who has been determined to have engaged in retaliation will be subject to appropriate disciplinary action, up to and including termination.

Employees with any questions regarding this policy should contact their Director, HR Manager, 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-steps 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. ~~For a first level offense, w~~ritten documentation of the warning may be made by the employee's supervisor and ~~become part of the employee's permanent file.~~ be included in the employee's personnel file.
3. Written Warning. ~~For the second level offense, formal written documentation of the issue or incident will be recorded and placed in the employee's personnel file. 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. ~~Continued or significant infractions may results in a~~An employee's ~~may be suspended~~ suspension from work, with or without pay, up to ~~threethirty~~ (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. ~~Any disciplinary action 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~~ Suspension or termination of an employee must be approved 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.~~

**Commented [DC4]:** This concept will be included in the language of all written warnings and formal disciplinary actions.

## 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 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 an investigation is warranted, such investigation will be conducted by the Human Resources Manager and or a member of District Management. 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 can be found on the Human Resources tab of GHID's Intranet site, and is available annually to review, 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, the HR Manager 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:

- Employees must maintain a high standard of personal hygiene. Employees must appear neat and clean and have no offensive odors. An employee's hair must be clean and groomed.
- Employees must wear clothing appropriate to the nature of work performed and the degree of public contact. Shoes must provide safe, secure footing and offer protection against hazards.
- Employees must wear clothing that is clean and neat, and not torn or frayed. Employees must avoid clothing that is unduly revealing, immodest, may cause distraction or is otherwise inappropriate for a professional office setting or other work environment.
- Visible Tattoos, brands, scarification, body art, or decals that depict gang affiliation, sexual activity, are obscene, or advocate sexual, racial, religious, or

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ethnic discrimination are prohibited during work hours, or when representing the District.

- Employees are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to the body. Hairstyles are expected to be in good taste.
- Abnormal shaping of the ears, eyes, nose, or teeth, are prohibited.
- Exceptions to this policy may be made on a case by case basis to prevent discrimination based on religion, national origin, gender related identity, or other legal basis.

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- ~~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.~~

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### 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. The District has outlined specific obligations of our employees in appropriate use of public resources and property in the Personal Use of Public Property Policy, which can be found under the Human Resources tab on the GHID Intranet site.

B. This policy specifically outlines responsibilities for communication devices, physical facilities, work supplies, and others.

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~~C. It is the responsibility of each employee to become familiar with this policy as it is held as part of your employment responsibilities. Misuse of such items may result in disciplinary action, up to and including termination.~~

~~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~~

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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.~~

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~~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.~~

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

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~~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 [Access](#) 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 of Trustees, 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 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.

**H. 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**

—— 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.

**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.~~

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~~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.~~

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\_\_\_\_\_  
Signed \_\_\_\_\_ Witness

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

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\_\_\_\_\_  
Date \_\_\_\_\_ Date

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# **2024 Strategic Plan Initiatives Update**



APPENDIX A  
Strategic Plan 2024



# 2021 - 2024 Strategic Initiatives Quarterly Objective Performance Report






4th Quarter - October 1, 2021 through December 31, 2021









GRANGER-HUNTER  
IMPROVEMENT DISTRICT









## STATUS GUIDE

-  Objectives have been completed
-  Objective is on track to be completed by the original target date
-  Objective was delayed and is on-track to be completed by the revised 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			Complete. Information will be shared on website, social media, and bill messaging.	A, B, C, H
2	Prepare S.O.P. on large scale water quality event response.	Jun-21	Sep-21		The large scale water quality event response SOP has been completed for iron and manganese water quality issues.	A, B, C, H
3	Develop targeted flushing program, including priority areas and yearly schedule.	Aug-21	Apr-22		In progress. Continuing to gather data from flushing and water quality complaints.	A, B, C, H
4	Develop operations plan to minimize water quality events throughout the year.	Dec-21			Complete. Water quality complaints (295) are low as compared to a 3-year average (450).	A, B, C, H, J
5	Identify remaining sites for iron/manganese removal.	Dec-21			Complete. The next well treatment to be constructed will be Well No. 16.	A, B, C, H
6	Complete construction of RGWTP (Wells No. 1, 12, & 17)	May-23			Project has been awarded and construction will begin in January 2022.	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			Draft of project scope and stakeholders is complete. Needs to be reviewed with senior leaders for input.	C, D, E, I
2	Meetings held with internal and external stakeholders to define engagement points and community needs.	Jun-21	Sep-21		Completed - documented common community engagement points and necessary skills/competencies to address each level. Will have leadership review soon.	C, D, E, I
3	Select and implement customer satisfaction measures based on internal/external feedback (responsiveness rate, categorizing complaint calls).	Sep-21	Jun-22		The last robust CS survey was completed in 2013 and would not hold much relevant data to this process. This will need some development and perhaps a new measurement approach.	C, D, E, I
5	Training plan and development timeline finalized	Jan-22			On track to be completed by end of month - mapped out community engagement points and have identified skills and competencies to focus training plan	C, D, E, I
4	Final draft of protocols and trainings reviewed by District Management and Board.	Nov-21	22-Apr		Moved this objective down to adjust for flow of project development - this will adjust the target date	C, D, E, I
6	Development and launch employee satisfaction survey.	Jun-22			On track.	C, D, E, I



7	Adjust program based on findings and KPI data.	2023+			On track.	C, D, E, I
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### 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	21-Apr		Completed-We will look at alternate committee members after a two year duration.	C, E, I
2	Post placemaking efforts on website and social media.	Annually			The committee will continue to look for opportunities to include messaging and future events on our website and through social media.	C, E, I
3	Develop ideas and protocol for implementing placemaking.	Sep-21	Aug-21		Topics discussed: West Fest, WVC parade, National Night Out, facility naming, water bottle give-away, work on google reviews of GHID, designate an owner to Facebook, customer service follow-up recommendations.	C, E, I
4	Create criteria and topics for posting articles in WVC journal regarding water related issues/opportunities.	Semi-Annual	22-Jul		Committee will need to work on topics in upcoming meetings.	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			Completed review of defined compensation strategy, as documented in Employee Handbook. Proposed language updates to match strategy alignments - will review with end of year updates to Handbook.	D, G
2	Validate District compensation philosophy with market study (KPI report).	Mar-21			External market study is complete. Internal comparison completed with adjustments based on need and merit.	D, G
3	Define and compile data for total compensation profiles (Stay/Exit Interview Comparison).	Jun-21	Aug-21		Finished outline components of the statements - working on consolidating data sources.	D, G
4	Educational materials created (expected to include local comparison data).	Sep-21	Oct-21		Completed talking points and simplified language in documents sent out to all employees	D, G
5	Leader Training on Statements. (And new performance management system)	Oct-21	21-Nov		Leaders completed performance reviews in new cloud software and ease of use/tracking and were provided statements for delivery	D, G
6	Create and deliver total compensation statements for each employee.	Dec-21	22-Jan		Completed!	D, G

7	Compile local averages for each position.	Jun-22			This will be further defined by decisions we make on our compensation structure.	D, G
8	Create candidate statements for potential hires.	Sep-22			On track.	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			Currently connected with both Kearns I.D. and Taylorsville-Bennion I.D. Identifying an additional site with Magna Water District.	B, E, G, I, J
2	Develop Interlocal Agreements with TBID and Kearns ID for shared utility service.	Dec-21			TBID and Magna agreements are in place. Kearns I.D. will be completed in 2022. Update Magna in 2022.	F, I
3	Explore opportunities to participate in advocacy coalitions, such as those hosted by AWWA, WEF, APWA, and ChamberWest.	Dec-21			Staff are involved with AWWA, ChamberWest and UASD.	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			Leaders met to define structure and scope of the EAB. Completed board charter.	B, D
2	Define needed resources and create educational materials.	Apr-21			Completed - Flyer and info meetings held to broadcast the opportunity.	B, D
3	Launch program and call for volunteers to serve on the committee.	Jun-21			Completed - Committee Members volunteered to represent the divisions.	B, D
4	Appoint EAB and announce to all employees.	Jul-21			Completed - introductory meeting held 8/11/21.	B, D
5	Define scope, operational standards, formalize meetings.	Aug-21			Complete - receiving great engagement from the committee and communication to the teams is going well. Everyone is excited for the possibilities.	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			Metering Compliance Plan - Version 1 has been developed that includes an overview of data collection and billing procedures. Metrics with a review of tracking processes have been developed to mitigate potential sources of erroneous data.	B, F, H, I, J




2	Develop Meter Maintenance Plan that includes routine calibration processes and unit output procedures.	Apr-21			Meter Maintenance Plan has been completed that provides manufacturer calibration processes, general maintenance requirements, and related supporting staff processes and procedures.	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			Applicable measures have been developed and finalized. This includes KPI's for performance comparison supported by GHID specific metrics.	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	Oct-21		A GHID Leakage Mitigation Plan comprehensive outline has been developed with specific supporting tasks has been completed.	B, F, H, I, J
5	Establish System Pressure Management Plan including analysis, cost assessments, recommendations, and implementation.	Sep-21	Apr-22		A GHID System Pressure Management Plan outline has been developed that details technological reviews, operational impacts, and supporting costs assessments with key activities for successful implementation.	B, F, H, I, J
6	Develop Unauthorized Connections Identification Plan.	Jul-21			An Unauthorized Connections Identification Plan has been developed that includes specific topics for both preventing and identifying unauthorized connections.	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	Aug-21		Plan has been developed that details task force structure, organization, and specific areas of concern as well as tracking and reporting procedures. This incorporates other plans as described in this initiative as well as implementation of industry standard practices including established AWWA protocols for development and implementation.	B, F, H, I, J
8	Develop District Water Loss Legislation Management Plan.	Jul-21	Aug-21		This plan has been finalized that covers key areas for effective legislation involvement and collaboration. The plan defines efforts surrounding monitoring surrounding state legislation efforts with associated successes.	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 east 5 MG reservoir from JVVCD.	Mar-21	22-Jan		Legal agreement is complete, waiting for JVVCD signatures.	B, H, J

2	Complete construction of Pump Station/Piping Improvements at Tank Farm site at 4800 W. 4500 S.	Dec-22	23-Jul		Design is complete, awaiting JVWCD legal agreement and West Valley City subdivision approval.	B, H, J
3	Monitor for opportunities to construct additional Zone 4 pipelines to accommodate additional storage at Tank Farm.	Dec-21	22-Apr		Continue to monitor UDOT and WVC for plans to reconstruct roadways, no current projects are scheduled.	B, H, J
4	Develop internal goals for minimizing peak day and peak hour factors.	Dec-21	Jan-22		Working on obtaining data for 2021 peak day. Annual.	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			Siting study will be conducted starting in 2022.	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			The Emergency Response Plan and the Safety Plan have both been updated.	B, D, G, I
2	Conduct Facility Assessments with Workplace Protocols for prevention of the spread of infectious disease.	Jul-21			Completed.	B, D, G, I
3	Update Safety and Emergency Plans with focus on training and proper inventory supplies.	Jul-21			Completed.	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	Feb-22		Bowen, Collins & Associates is currently updating the Master Plan for use in the 2021 Rate Study & Impact Fee Analysis.	B, E, F, H
2	Create 10-year Financial Plan to determine annual revenue requirements, update annually hereafter.	Sep-21	Feb-22		the 10-year Financial Plan will be completed after completion of the 2021 Master Plan and Rate Study.	B, E, F, H
3	Develop a 10-year Capital Improvement and Infrastructure Maintenance Plan, update annually hereafter.	Sep-21	Feb-22		The 10 -year Capital Improvement Plan will be completed after completion of the 2021 Master Plan and Rate Study.	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






4th Quarter - October 1, 2021 through December 31, 2021











GRANGER-HUNTER  
IMPROVEMENT DISTRICT









## STATUS GUIDE




-  Objectives have been completed
-  Objective is on track to be completed by the original target date
-  Objective was delayed and is on-track to be completed by the revised 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.		The current average is 0.04 mg/L. Wells turned off for the year.	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.		The current average is 0.04 mg/L. Wells turned off for the year.	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.		Will need WTPs constructed to significantly decrease ammonia levels. The current average is 0.5 mg/L. Wells turned off for the year.	A, B, C, E, H
4	<b>Key Performance Indicator - 4</b> Reduce water quality complaints to below 350 per year.		295 water quality complaints for 2021.	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).		The 2021 Consumer Confidence Report (C.C.R.) is on GHID's website (link included with customer bills) and hard copies are available at the District office. The website has been updated with current information and the C.C.R., and was shared on the District's Facebook page.	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.		This KPI will need to be removed and replaced. These are not measurements that our Customer Service Team has been measuring. The most recent data collection was in 2013. We will be working to formulate a new measure for 2022	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.		Survey complete. Pulse Surveys will launch in 2022 Q1 to update measures throughout the year.	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?		This is a future state metric once the program is in place.	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.		The committee developed multiple ideas for placemaking: West Fest, WVC parade, WVC National Night Out, call back to customers after a leak, and naming building after former board member.	C, E, I
2	<b>Key Performance Indicator - 2</b> Semi-annual placemaking articles posted on website.		The Placemaking Committee will develop ideas and material for articles to be placed on the website.	C, E, I
3	<b>Key Performance Indicator - 3</b> Semi-annual articles/postings on social media and/or West Valley City journal.		The Placemaking Committee will develop ideas and material for articles /postings on social media and/or the 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.		2021 Evaluation Complete. Continued monitoring will happen on a bi-annual basis.	D, G
2	<b>Key Performance Indicator - 2</b> Turnover rate comparison by benchmarked data in industry over time.		Turnover measures are complete. Finalizing 2021 turnover, offer accept rate, and salary negotiation tracking. These will be baseline measurements to be tracked annually.	D, G
3	<b>Key Performance Indicator - 3</b> Stay and Exit Interview data comparison prior to and annually after rollout of framework.		Year 1 Complete.	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.		Working with Kearns I.D. on interconnects. TBID interlocal agreement is complete.	B, D, E, I
2	<b>Key Performance Indicator - 2</b> Maintain at least 1 emergency interconnect per water pressure zone (5 total).		Currently have three interconnects, 2 with Kearns and 1 with TBID. Working on one additional with Kearns.	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.		Current with Taylorsville-Bennion I.D. and Magna, Kearns I.D. will be next.	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.		Survey complete. Pulse Surveys will launch in 2022 Q1 to update measures throughout the year.	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.		Plan completed. Implementation on-track.	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.		Plan completed. Implementation on-track.	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.		On-track.	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.		Completed for 2021. On track for 2022.	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.		Assessing during 2022 Q1 for optimal cost effective and operational path forward.	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.		Plan completed. Implementation on-track.	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.		Plan completed. Implementation on-track.	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.		Plan completed. Implementation on-track.	B, F, H, I, J





### 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).		Estimated at 2.5 based on GHID SCADA data, no real data yet from JVVCD.	B, F, H, G
2	<b>Key Performance Indicator - 2</b> Ensure peak hour factor remains below 3-year average (3.4).		Estimated at 3.26, no real data yet from JVVCD.	B, F, H, G
3	<b>Key Performance Indicator - 3</b> Utilize 105% or less of the JVVCD Contract Annually.		Ended the year at 95.7% due to drought.	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.		Complete.	B, D, G, I
2	<b>Key Performance Indicator - 2</b> Annual review of Preventable Vehicle Accident rate tracking and target.		Complete.	B, D, G, I
3	<b>Key Performance Indicator - 3</b> Annual update of Safety and Emergency Plans compliance.		Complete.	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.		In progress, 80% complete.	F, G, H
2	<b>Key Performance Indicator - 2</b> Annually update the 10-year Capital Improvement/Infrastructure Management Plan.		In progress, 80% complete.	F, G, H
3	<b>Key Performance Indicator - 3</b> Evaluate net revenues required to adequately fund capital improvements and future bond issuances.		Complete.	F, G, H
4	<b>Key Performance Indicator - 4</b> Evaluate debt to equity ratio.		Currently 0.08, will be 0.17 when full \$20M SRF loan is drawn. GHID currently uses \$0.08 of debt financing for every \$1.00 in equity financing.	F, G, H

## Ten Attributes Key:

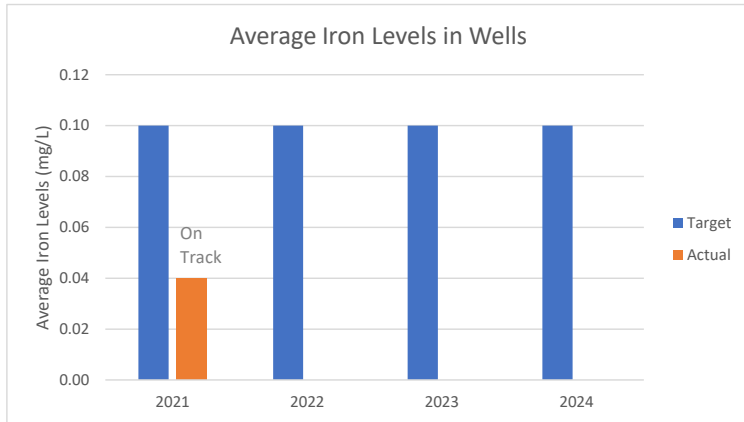
### EFFECTIVE UTILITY MANAGEMENT (EUM)\*

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
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8	Infrastructure Strategy and Performance	H
9	Community Sustainability	I
10	Water Resource Sustainability	J

# 1) Our Community - WATER QUALITY PROTOCOLS

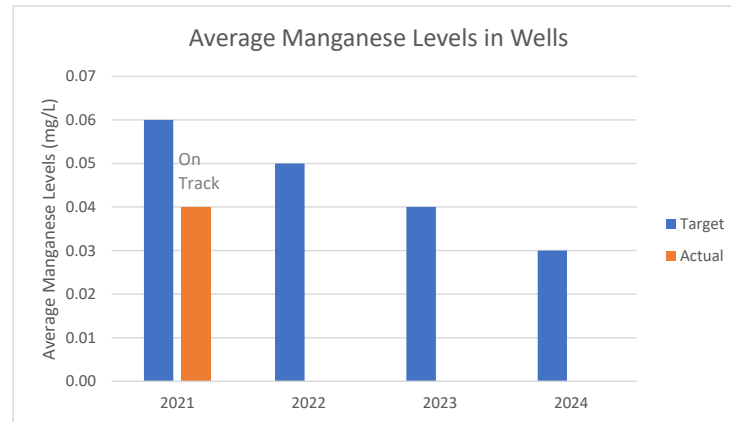
## Key Performance Indicator - 1

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



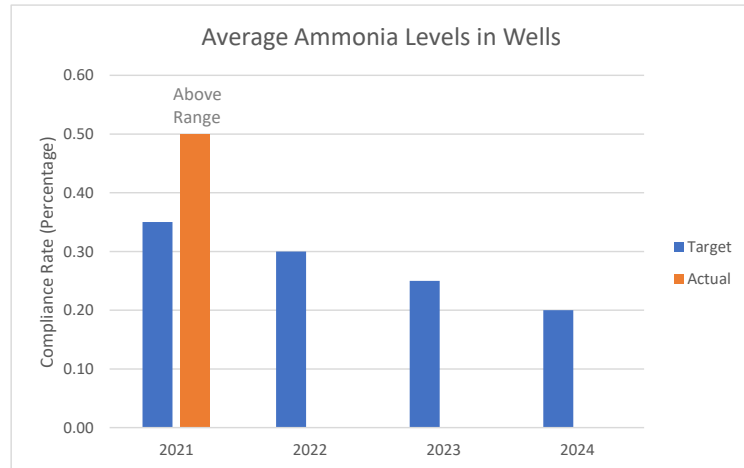
## Key Performance Indicator - 2

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



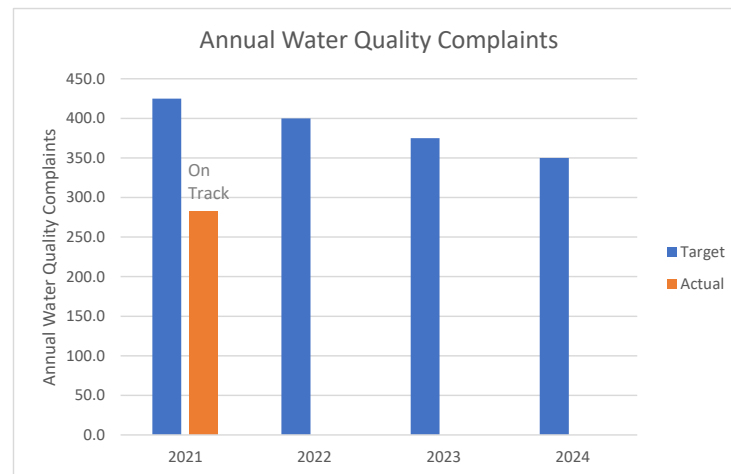
## Key Performance Indicator - 3

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



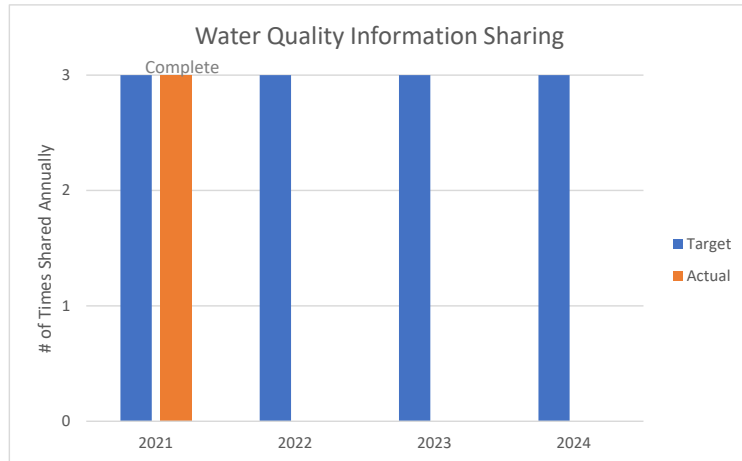
## Key Performance Indicator - 4

Reduce water quality complaints to below 350 per year.



**Key Performance Indicator - 5**

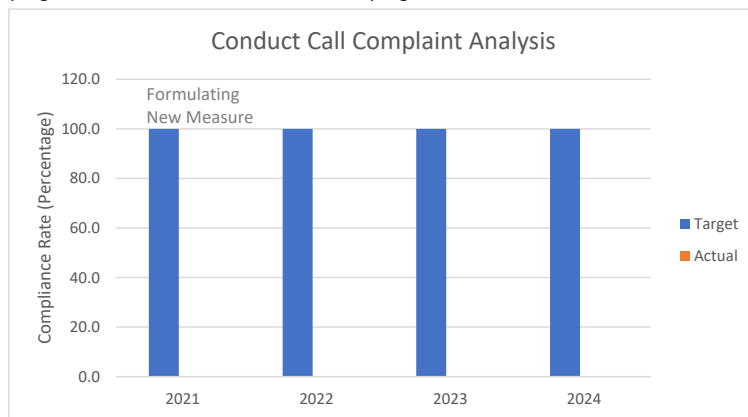
Share water quality information three times per year in different areas (social media, website, mailers).



## 2) Our Community - DISTRICT COMMUNITY AMBASSADORS PROGRAM

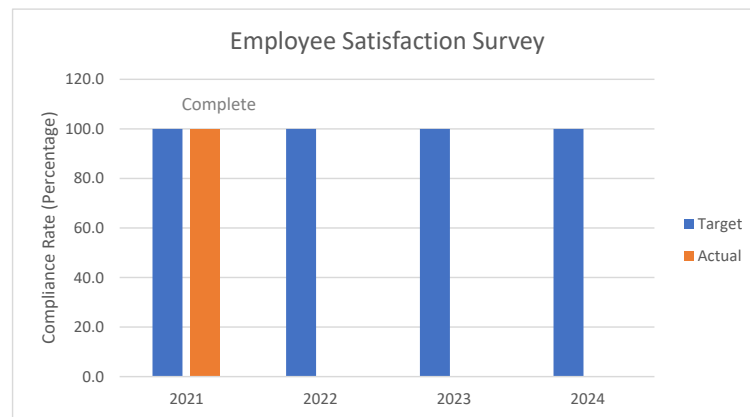
**Key Performance Indicator - 1**

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**

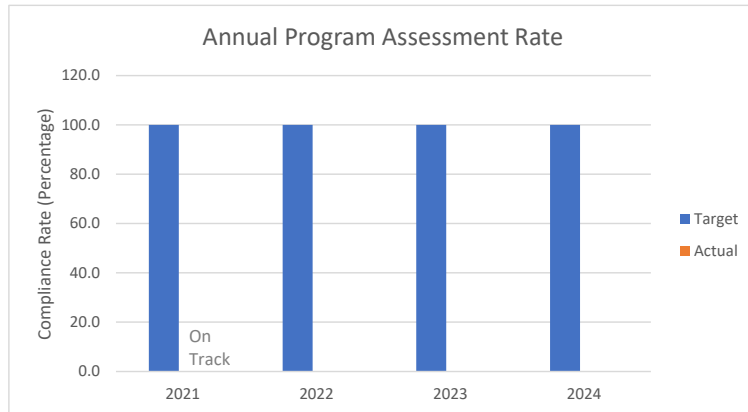
Quantify employee satisfaction based on survey data regarding employment, interaction with the public, policy and procedures, etc.





**Key Performance Indicator - 3**

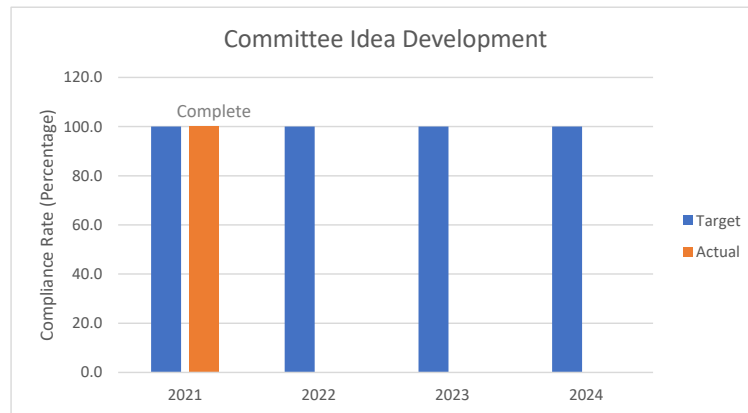
Annually identify stakeholders, conduct outreach, and actively consider input and ongoing improvements to the program.



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

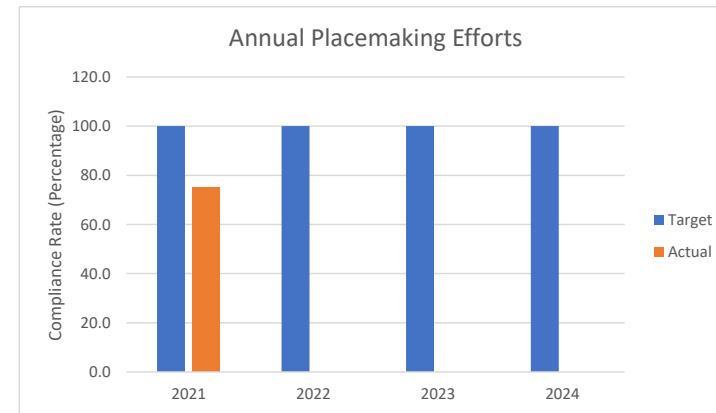
**Key Performance Indicator - 1**

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



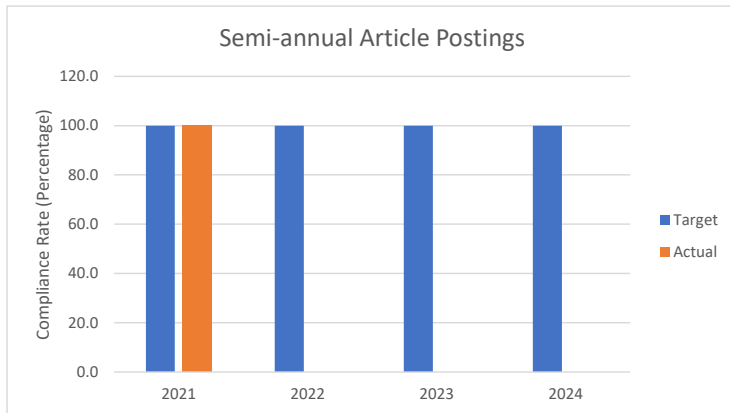
**Key Performance Indicator - 2**

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

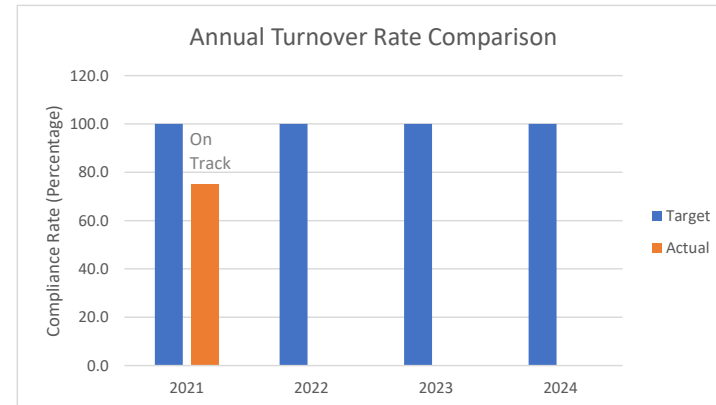
**Key Performance Indicator - 1**

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



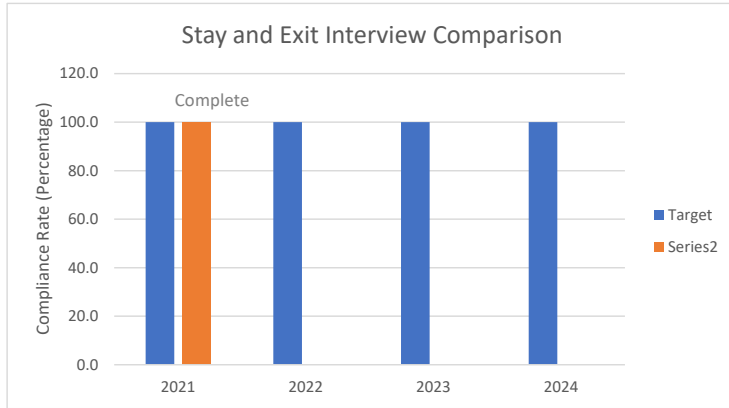
**Key Performance Indicator - 2**

Turnover rate comparison by benchmarked data in industry over time.



**Key Performance Indicator - 3**

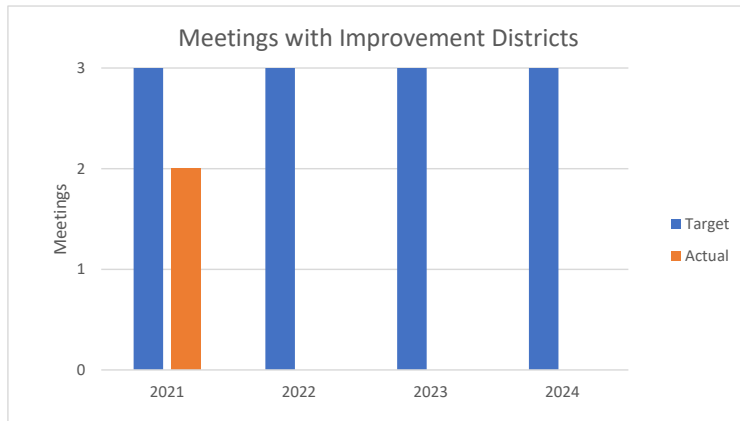
Stay and Exit Interview data comparison prior to and annually after rollout of framework.



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

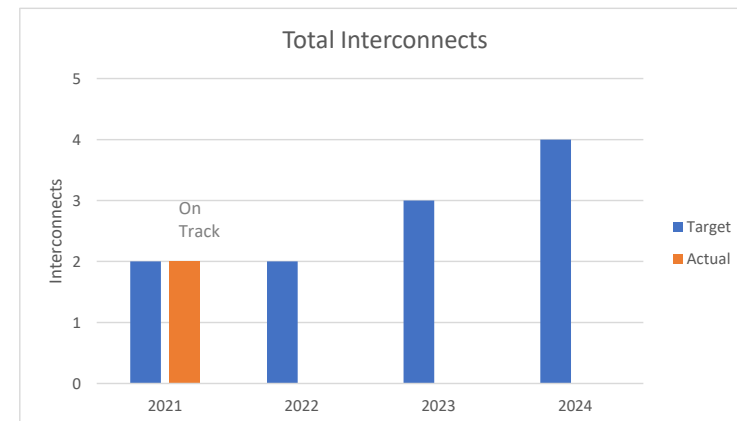
**Key Performance Indicator - 1**

Hold bi-yearly meetings with neighboring 3 Improvement Districts.



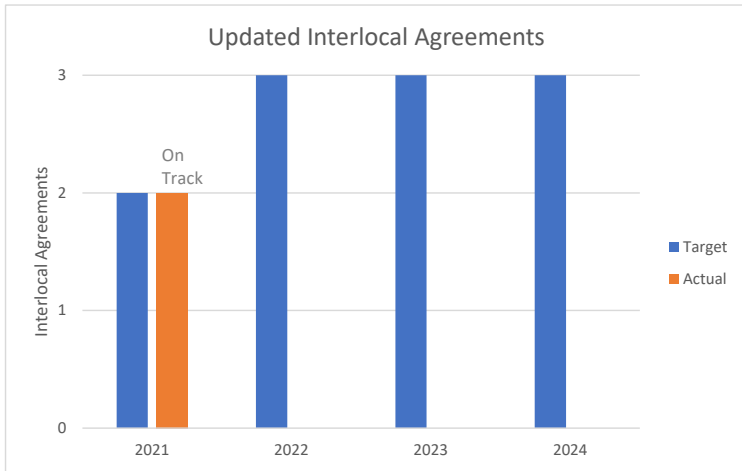
**Key Performance Indicator - 2**

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**

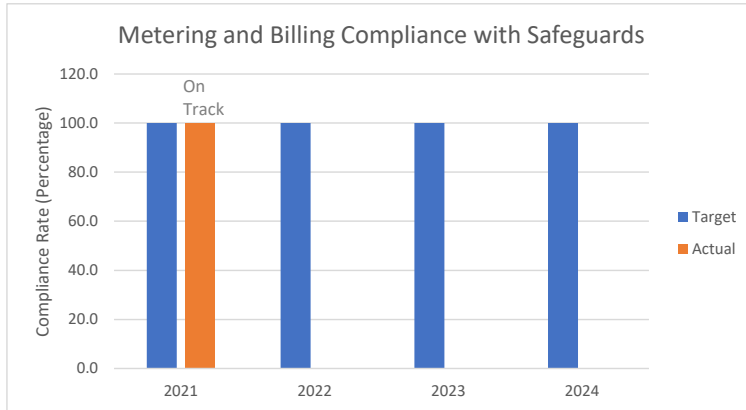
Quantified employee satisfaction based on survey data regarding employment, interaction with the public, policy and procedures ... etc. Survey Complete = 100%.



## 7) Our Community - WATER LOSS TASK FORCE

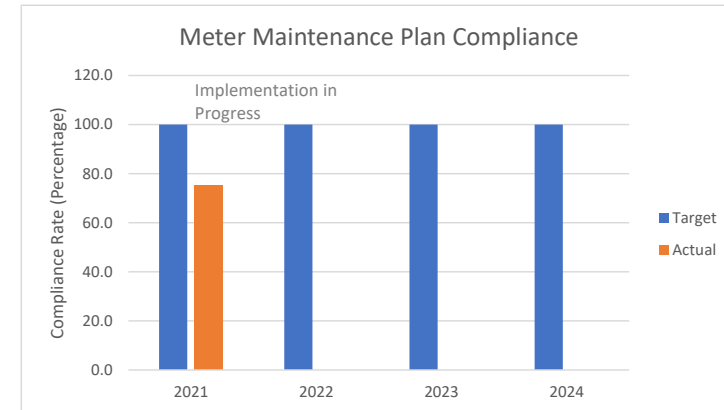
### Key Performance Indicator - 1

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



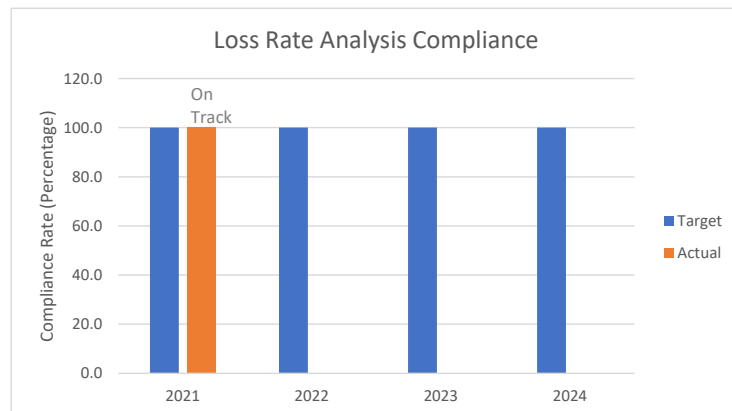
### Key Performance Indicator - 2

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



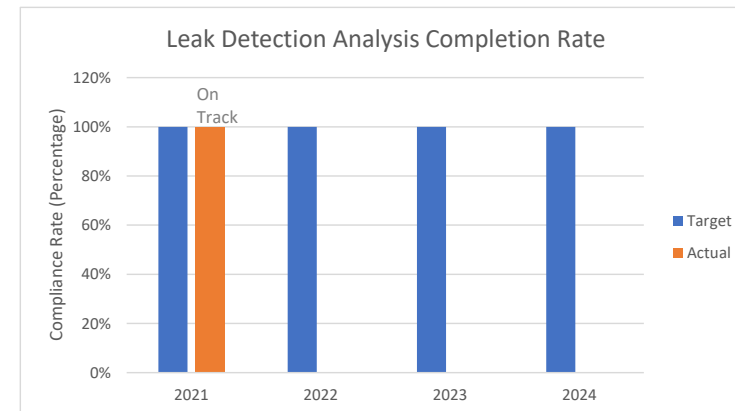
### Key Performance Indicator - 3

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.



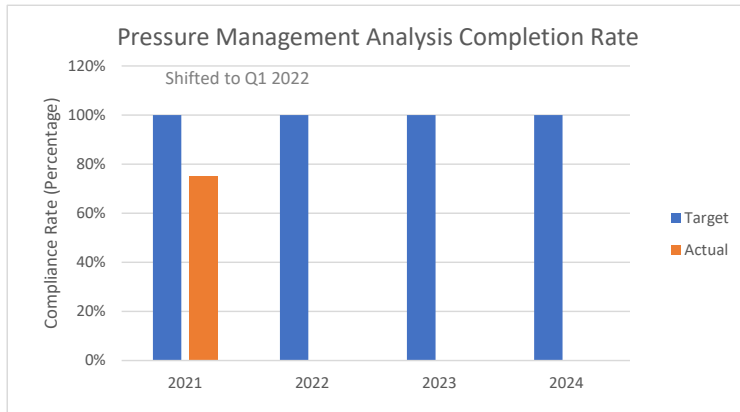
### Key Performance Indicator - 4

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



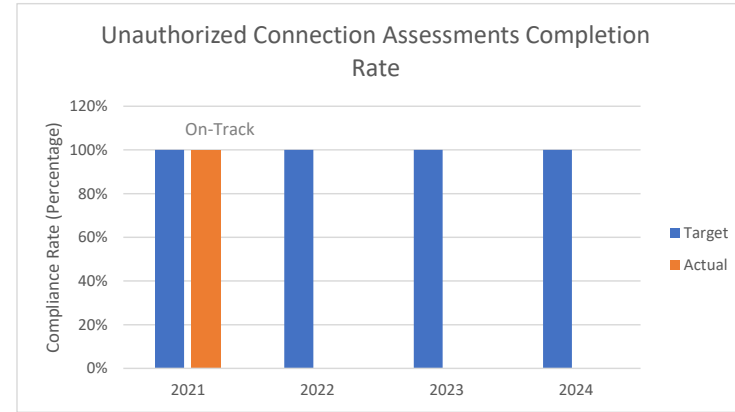
**Key Performance Indicator - 5**

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



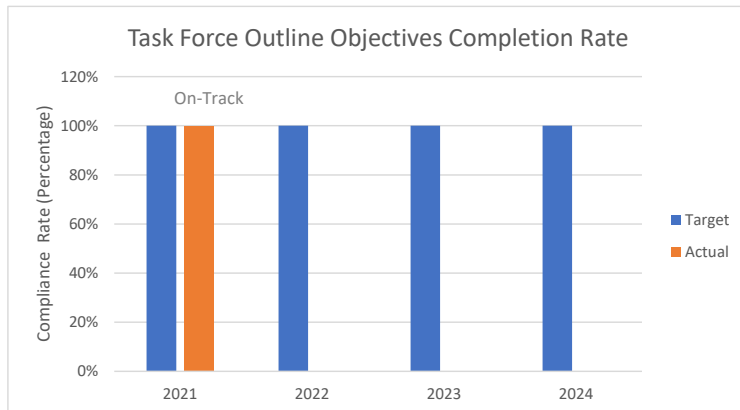
**Key Performance Indicator - 6**

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



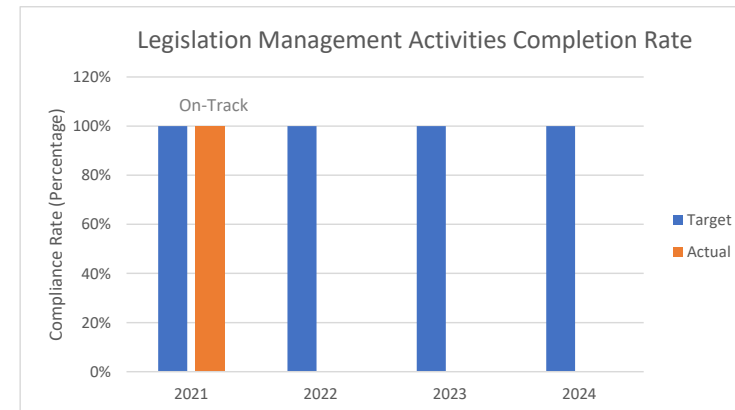
**Key Performance Indicator - 7**

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



**Key Performance Indicator - 8**

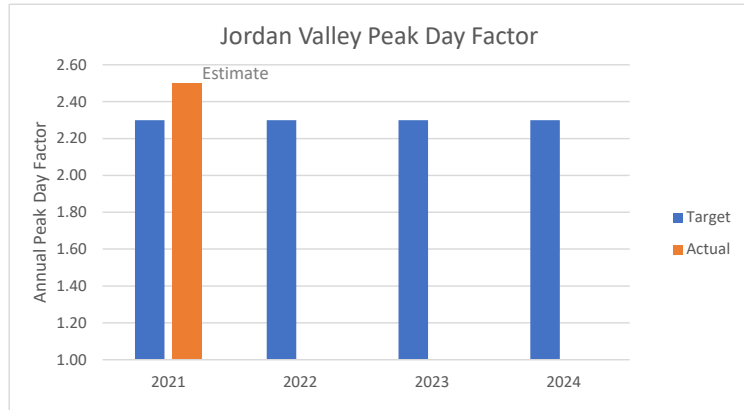
Perform Legislation Management activities in line with established plan and with focus on emerging issues to enhance legislative and community support for water loss based legislation each calendar year.



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

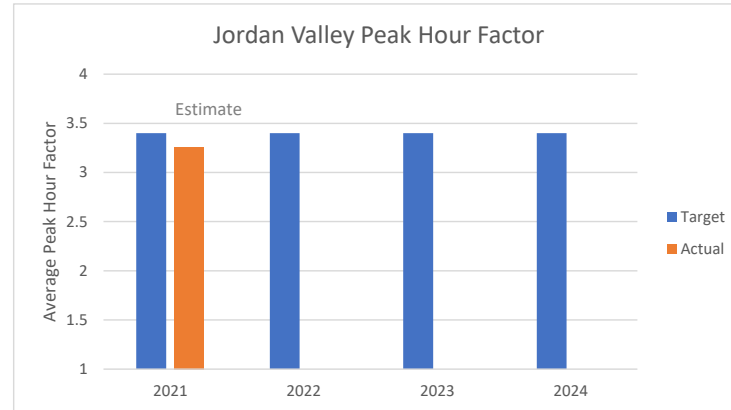
### Key Performance Indicator - 1

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



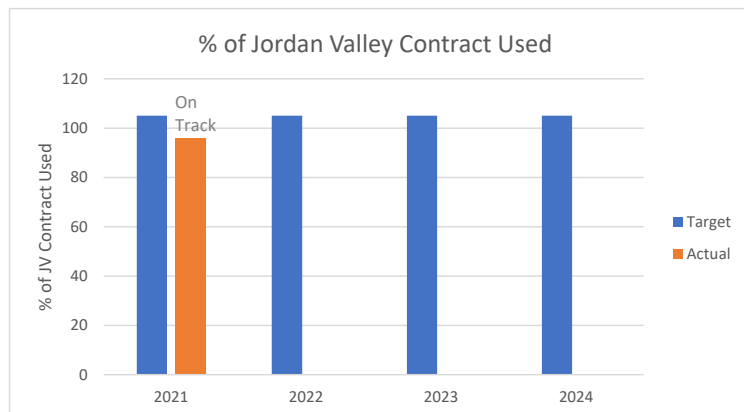
### Key Performance Indicator - 2

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



### Key Performance Indicator - 3

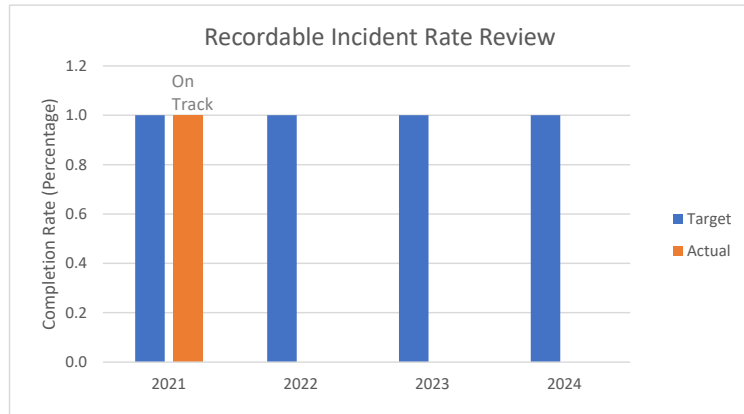
Utilize 105% or less of the JVWCD contract annually.



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

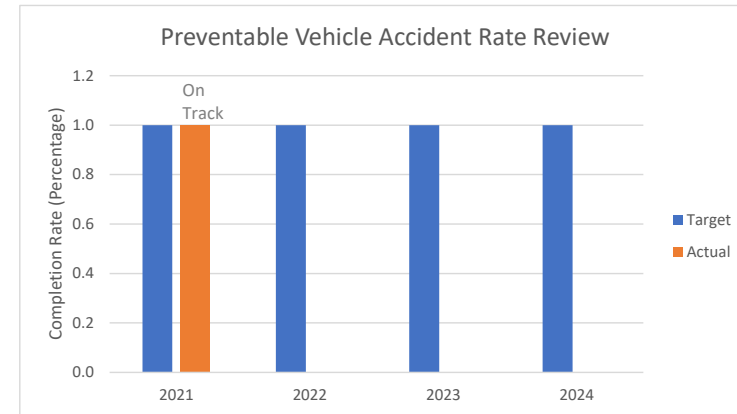
### Key Performance Indicator - 1

Annual review of recordable incident rate target.



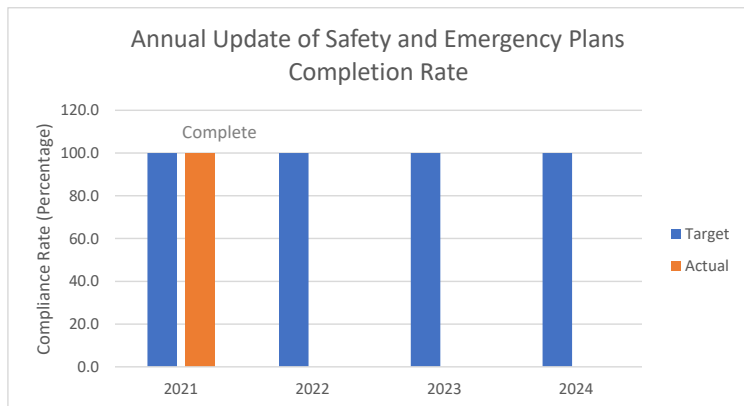
### Key Performance Indicator - 2

Annual review of Preventable Vehicle Accident rate target.



### Key Performance Indicator - 3

Annual update of Safety and Emergency Plans compliance.

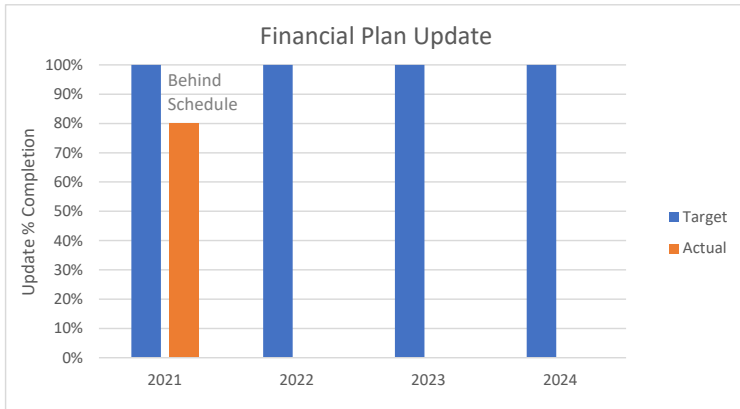




# 10) Our Operations - TEN-YEAR CAPITAL IMPROVEMENTS AND FINANCIAL PLAN

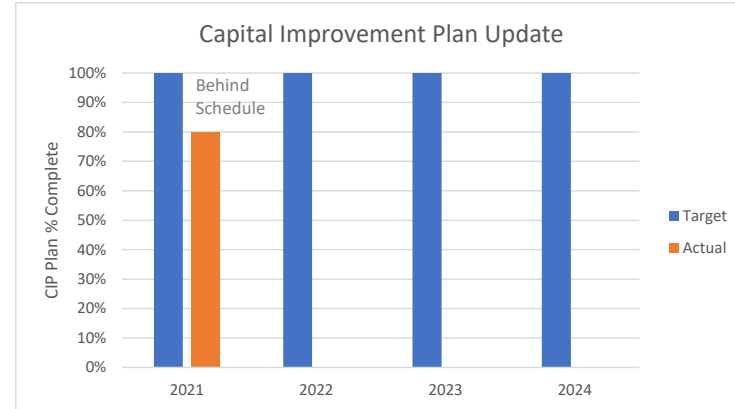
## Key Performance Indicator - 1

Annually update the 10-year Financial Plan.



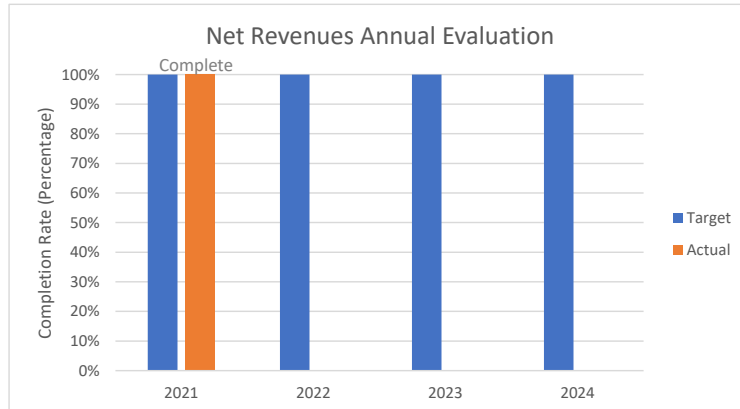
## Key Performance Indicator - 2

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



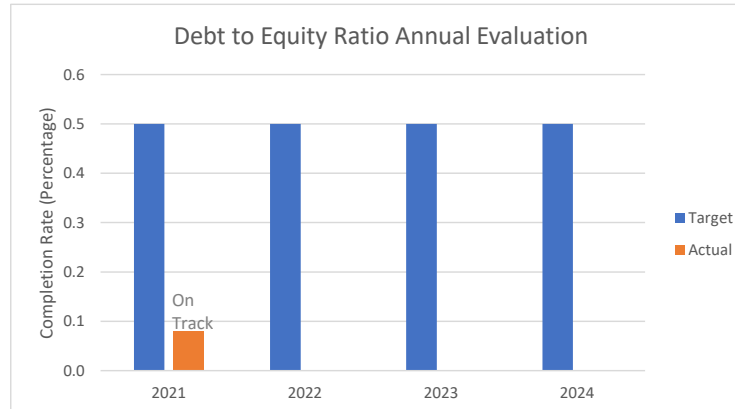
## Key Performance Indicator - 3

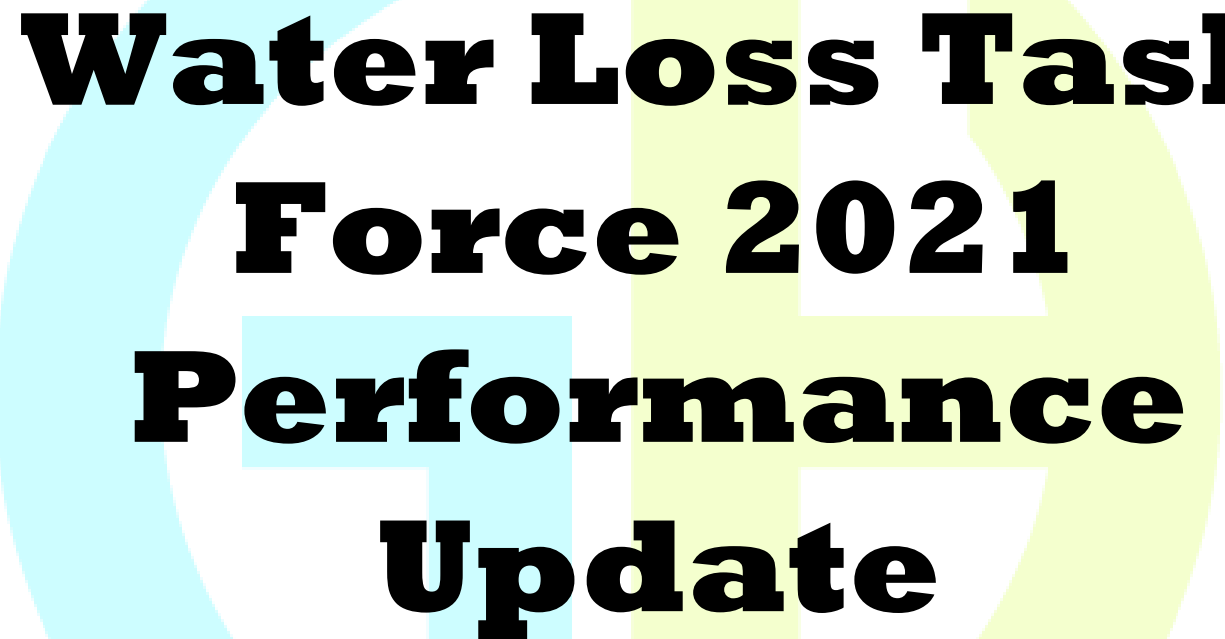
Evaluate net revenues required to adequately fund capital improvements and future bond issuances.



## Key Performance Indicator - 4

Evaluate debt to equity ratio.





**Water Loss Task  
Force 2021  
Performance  
Update**

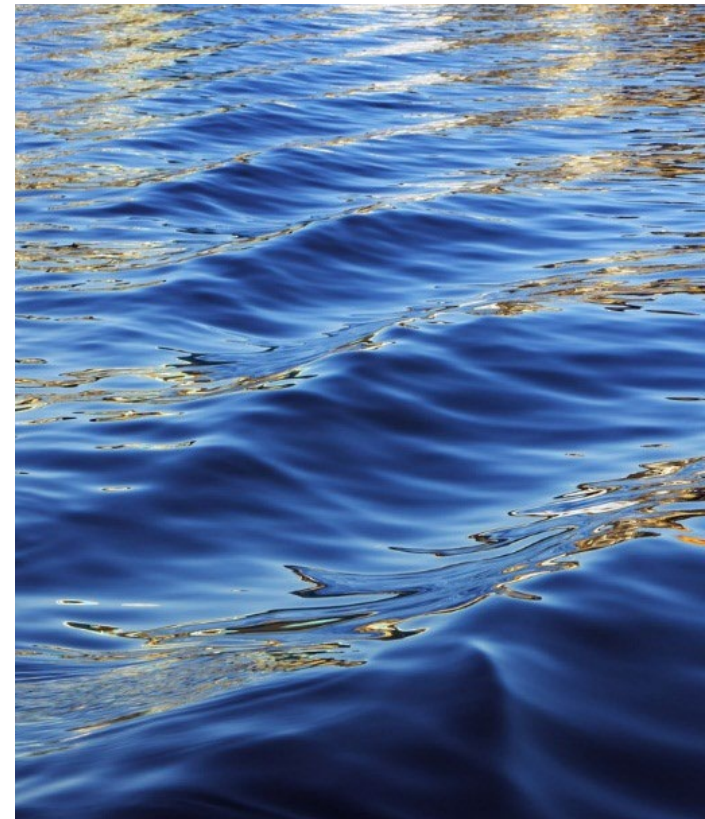


# Water Loss Task Force -2021 Annual Report

Strategic Plan 2024



GRANGER-HUNTER  
IMPROVEMENT DISTRICT



# Historical Water Loss Performance



# Water Loss Initiative Advancement in 2021

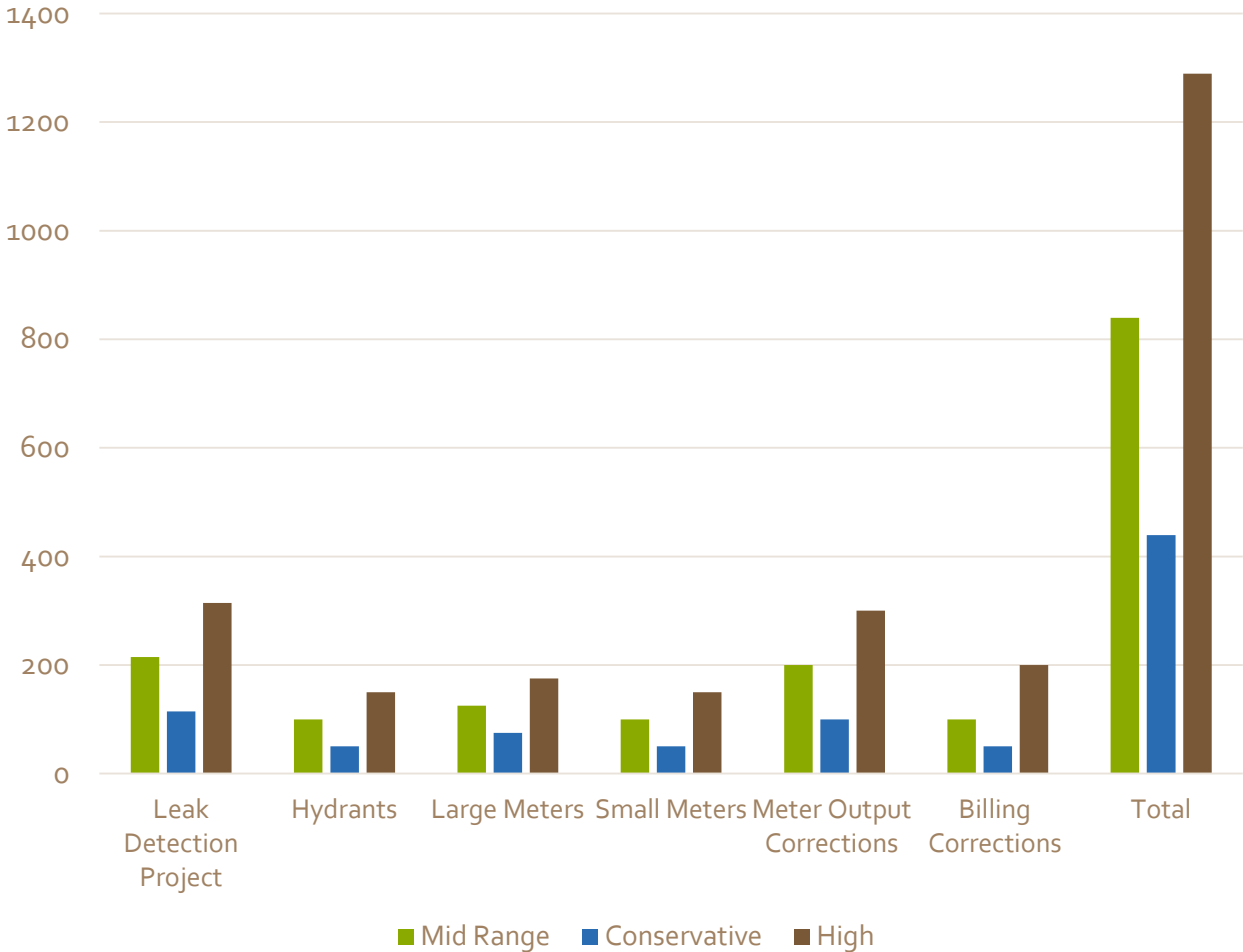
## Summary of 2020 to 2021 Improvement:

- 2020 performance of 11.8% decreasing to 8.1% in 2021
- 3.7% Gain Translates to 842 AF

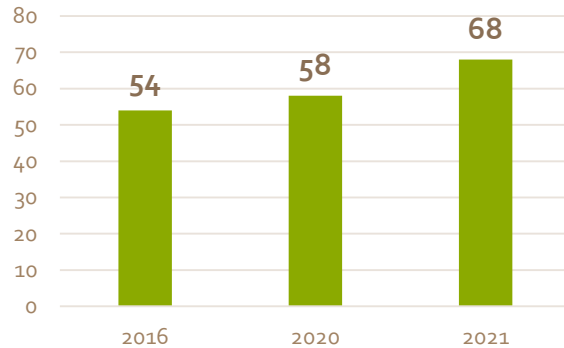
### Description of Source

<u>Improvement</u>	<u>Estimate</u>	<u>Sensitivity</u>
Leak Detection Project (202)	214.5 AF	+ -100 AF
Hydrants (82+)	100 AF	+ -50 AF
Meter Replacements		
• Large	125 AF	+ - 50 AF
• Small	100 AF	+ -50 AF
Meter Output Correction	200 AF	+ -100 AF
Billing Corrections	100 AF	+ -50/100 AF
	<b>849.5 AF</b>	

Estimated Water Loss Improvement Areas 2021 - AF

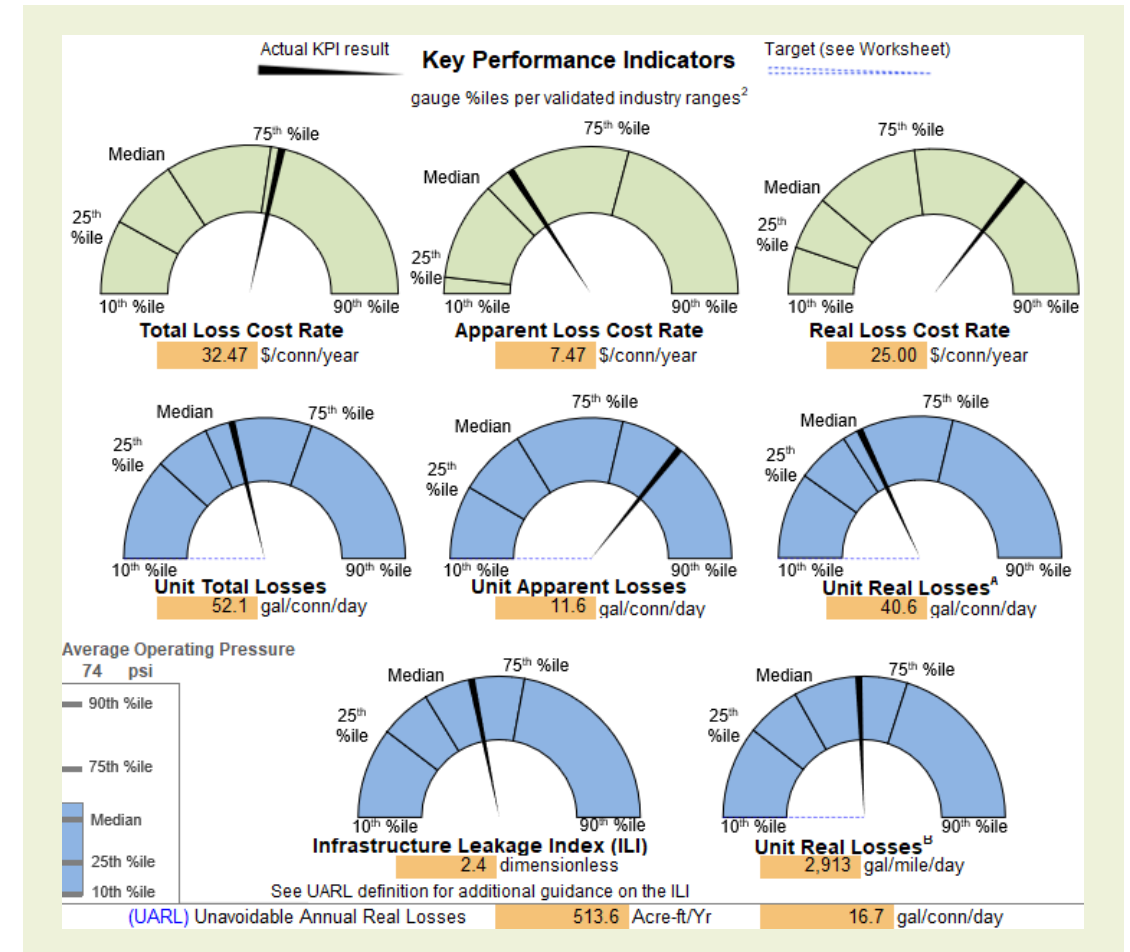


# AWWA Water Audit Results 2021 – Data Validity



• *Data Validity - measure of the overall credibility of the data entered*

- Total Loss Cost Rate \$32.47 per connection/year
- Apparent Loss Cost Rate \$7.47 per conn/year
- Real Loss Cost Rate 25.00 per conn/year
- Unit Total Losses 52.1 gal/conn/day
- Unit Apparent Losses 11.6 gal/conn/day
- Unit Real Losses 40.6 gal/conn/day
- Infrastructure Leakage Index 2.4
- Unit Real Losses 2,913 gal/mile/day



# 2021 Actions

## Department Actions:

- **Water Loss Task Force**
  - Completion of Identified Plans and Metrics
  - Pressure Management Outline
  - AWWA Audit
- **Administration**
  - AMI Updates
  - Meter Outputs Corrected - Complete
  - Billing Updates
  - Meter Replacements
- **IT / Ops**
  - Data Analytics in support of Administration
- **Water**
  - Leak Detection Project
  - Hydrant Initiative
  - Unauthorized Connections Initiated

# 2022 Objectives

## Strategic Initiatives:

- Water Loss Task Force Advancement
  - Unauthorized Connections Plan Full Implementation
  - Leakage Mitigation Plan Full Implementation
  - Pressure Mitigation Outline April Implementation
  - AWWA Water Audit Annual
  - Meter Maintenance Plan Full Implementation
  - Legislation Plan Full Implementation
  - Meter Data Collection Full Implementation
  - Leak Detection Project Annual
  - Updates to Plans Annual

# **Our Operations**

- Review & Discuss Preliminary December 2021 Financial Report
- Review & Discuss December 2021 Paid Invoice Report
- Administrative Services Update
  - Water Maintenance Update
- Wastewater Maintenance Update
  - Water Supply Review
  - Capital Projects Update
- Engineering Department Update




**GRANGER-HUNTER**  
 IMPROVEMENT DISTRICT

**REVENUES**

	Actual 12/31/2020	Amended Budget 2020	% of Budget	Preliminary Actual 12/31/2021	Budget 2021	% of Budget
<b>REVENUES</b>						
<b>Operating Revenues:</b>						
Water Sales	\$ 21,433,758	\$ 19,728,000	108.6%	\$ 19,178,631	\$ 19,884,000	96.5%
Sewer Service Charges	11,584,087	11,807,000	98.1%	11,547,872	11,677,000	98.9%
Central Valley Assessmt	2,687,030	2,700,000	99.5%	2,704,602	2,700,000	100.2%
Engineering Fees	7,542	6,000	125.7%	9,649	7,000	137.8%
Connection fees	41,271	34,000	121.4%	30,193	40,000	75.5%
Inspection	77,394	49,000	157.9%	85,985	55,000	156.3%
Delinquent/Turn-on Fees	10,390	35,000	29.7%	9,650	35,000	27.6%
Conservation Grant	62,869	68,500	91.8%	40,566	41,300	98.2%
Total Operating Revenue	<u>35,904,341</u>	<u>34,427,500</u>	104.3%	<u>33,607,148</u>	<u>34,439,300</u>	97.6%
<b>Property Tax Revenue:</b>						
Property Tax	3,386,741	3,400,000	99.6%	3,388,798	3,400,000	99.7%
Motor Vehicle	215,789	250,000	86.3%	218,994	250,000	87.6%
Personal Property	333,213	325,000	102.5%	322,712	325,000	99.3%
Delinquent Tax/Interest	73,016	80,000	91.3%	64,410	80,000	80.5%
Tax Increment for RDA	158,840	200,000	79.4%	165,357	200,000	82.7%
Total Property Tax Revenue	<u>4,167,599</u>	<u>4,255,000</u>	97.9%	<u>4,160,271</u>	<u>4,255,000</u>	97.8%
<b>Non-operating Revenue:</b>						
Impact Fees - Water	796,642	300,000	265.5%	570,987	450,000	126.9%
Impact Fees - Sewer	396,138	150,000	264.1%	301,911	200,000	151.0%
Interest	336,820	525,000	64.2%	159,715	250,000	63.9%
Sale of Surplus Equipment	77,086	59,000	130.7%	21,967	40,000	54.9%
Other	101,474	120,000	84.6%	115,345	120,000	96.1%
Total Non-operating Revenue	<u>1,708,160</u>	<u>1,154,000</u>	148.0%	<u>1,169,925</u>	<u>1,060,000</u>	110.4%
<b>Total Revenues</b>	<u>\$ 41,780,100</u>	<u>\$ 39,836,500</u>	104.9%	<u>\$ 38,937,344</u>	<u>\$ 39,754,300</u>	97.9%

*Percent of Year Completed:* 99.00%



**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**EXPENSES**

	Actual 12/31/2020	Amended Budget 2020	% of Budget	Preliminary Actual 12/31/2021	Budget 2021	% of Budget
<b>EXPENSES</b>						
<b>Payroll Wages:</b>						
Salaries & Wages	\$ 4,967,707	\$ 5,028,072	98.8%	\$ 4,728,522	\$ 4,893,240	96.6%
Overtime Wages	128,652	175,000	73.5%	95,079	175,000	54.3%
On-call Pay	69,934	71,280	98.1%	70,166	71,280	98.4%
Incentive Pay	11,694	15,000	78.0%	12,440	15,000	82.9%
Vehicle Allowance	6,160	9,000	68.4%	6,314	9,000	70.2%
Other/OPEB	371,150	250,000	148.5%	(1,062)	250,000	-0.4%
Clothing Allowance	18,975	22,000	86.3%	20,625	21,450	96.2%
<i>Total Payroll Wages</i>	<u>5,574,272</u>	<u>5,570,352</u>	100.1%	<u>4,932,084</u>	<u>5,434,970</u>	90.7%
<b>Payroll Benefits:</b>						
State Retirement Plan	828,473	955,045	86.7%	846,538	947,920	89.3%
401K Plan	609,799	598,677	101.9%	570,079	594,210	95.9%
Health/Dental Insurance	1,243,872	1,670,320	74.5%	1,455,464	1,687,023	86.3%
Medicare	75,721	73,547	103.0%	70,280	72,730	96.6%
Workers Compensation Ins	18,091	40,000	45.2%	30,003	40,000	75.0%
Life/LTD/LTC Insurance	67,411	75,000	89.9%	92,120	75,000	122.8%
State Unemployment	8,937	5,000	178.7%	-	10,000	0.0%
<i>Total Payroll Benefits</i>	<u>2,852,304</u>	<u>3,417,589</u>	83.5%	<u>3,064,484</u>	<u>3,426,883</u>	89.4%
<b>Operations &amp; Maintenance:</b>						
Repair & Replacement	467,933	655,560	71.4%	718,393	801,400	89.6%
Building & Grounds	68,809	82,450	83.5%	61,612	82,450	74.7%
Vehicle Maint & Fuel	152,831	189,431	80.7%	209,703	193,680	108.3%
Vehicle Lease	13,254	254,600	5.2%	218,540	225,800	96.8%
Tools & Supplies	66,787	73,400	91.0%	84,598	89,750	94.3%
Water Purchases	11,246,892	11,010,400	102.1%	10,213,099	10,717,260	95.3%
Treatment Chemicals	36,867	41,300	89.3%	40,011	41,300	96.9%
Water Lab Testing Fees	39,298	76,750	51.2%	18,955	66,500	28.5%
Utilities	932,878	982,000	95.0%	782,355	905,000	86.4%
<i>Total O&amp;M</i>	<u>13,025,549</u>	<u>13,365,891</u>	97.5%	<u>12,347,266</u>	<u>13,123,140</u>	94.1%
<b>CVWRF:</b>						
Facility Operations	4,381,700	4,494,860	97.5%	4,684,638	5,517,471	84.9%
Project Betterments	752,854	1,360,725	55.3%	1,823,153	1,748,831	104.2%
Interceptor Monitoring	(2,967)	-	0.0%	-	-	0.0%
Pre-treatment Field	263,883	283,675	93.0%	325,238	286,024	113.7%
Laboratory	237,994	227,418	104.7%	258,780	251,563	102.9%
CVW Debt Service	2,073,345	1,954,999	106.1%	3,925,900	3,311,053	118.6%
<i>Total CVWRF</i>	<u>\$ 7,706,809</u>	<u>\$ 8,321,677</u>	92.6%	<u>\$ 11,017,709</u>	<u>\$ 11,114,942</u>	99.1%



	Actual 12/31/2020	Budget 2020	% of Budget	Preliminary Actual 12/31/2021	Budget 2021	% of Budget
<b>General &amp; Administrative:</b>						
Office Supplies/Printing	\$ 21,109	\$ 33,940	62.2%	\$ 12,841	\$ 27,840	46.1%
Postage & Mailing	145,160	159,500	91.0%	146,039	155,550	93.9%
General Administrative	60,661	61,000	99.4%	67,983	133,810	50.8%
Computer Supplies	389,921	494,243	78.9%	399,346	471,167	84.8%
General Insurance	367,777	439,612	83.7%	294,192	360,595	81.6%
Utilities	79,273	95,500	83.0%	73,782	95,500	77.3%
Telephone	103,775	120,200	86.3%	115,364	113,600	101.6%
Training & Education	62,192	133,200	46.7%	48,161	97,475	49.4%
Safety	41,201	39,620	104.0%	34,787	40,620	85.6%
Legal fees	44,978	44,000	102.2%	35,163	54,000	65.1%
Auditing Fees	12,000	12,000	100.0%	12,000	12,000	100.0%
Professional Consulting	83,604	97,400	85.8%	234,501	347,400	67.5%
Public Relations/Conservation	43,221	55,000	78.6%	84,474	98,500	85.8%
Banking & Bonding	357,516	330,900	108.0%	356,853	332,900	107.2%
Admin Contingency	-	180,000	0.0%	-	180,000	0.0%
<i>Total General Administrative</i>	<u>1,812,388</u>	<u>2,296,115</u>	<u>78.9%</u>	<u>1,915,486</u>	<u>2,520,957</u>	<u>76.0%</u>
<b>Total Operating Expenses</b>	<u>30,971,322</u>	<u>32,971,624</u>	<u>93.9%</u>	<u>33,277,029</u>	<u>35,620,892</u>	<u>93.4%</u>
<b>Net Operating Revenues</b>	<u>10,808,778</u>	<u>6,864,876</u>	<u>157.5%</u>	<u>5,660,315</u>	<u>4,133,408</u>	<u>136.9%</u>
<b>Indirect Operating Expenses:</b>						
Depreciation	7,821,047	7,700,000	101.6%	7,997,454	8,000,000	100.0%
RDA Pass-Through	158,840	200,000	79.4%	165,537	200,000	82.8%
<i>Total Indirect Operating Exp</i>	<u>7,979,887</u>	<u>7,900,000</u>	<u>101.0%</u>	<u>8,162,991</u>	<u>8,200,000</u>	<u>99.5%</u>
<b>Equipment and Infrastructure:</b>						
Infrastructure	9,259,131	15,746,152	58.8%	5,437,730	21,142,000	25.7%
New Vehicles & Equipment	414,785	409,747	101.2%	599,810	625,810	95.8%
<i>Total Equipment</i>	<u>9,673,916</u>	<u>16,155,899</u>	<u>59.9%</u>	<u>6,037,540</u>	<u>21,767,810</u>	<u>27.7%</u>
<b>Debt Service:</b>						
Bond Interest and Fees	133,837	244,995	54.6%	186,781	207,388	90.1%
Bond Principal Pmt ('12 Bond)	288,000	288,000	100.0%	295,000	311,000	94.9%
Bond Princ Pmt (2019 DEQ)	435,525	310,000	140.5%	532,000	532,000	100.0%
<i>Total Debt Service</i>	<u>857,362</u>	<u>842,995</u>	<u>101.7%</u>	<u>1,013,781</u>	<u>1,050,388</u>	<u>96.5%</u>
<b>Total Equip &amp; Debt Service</b>	<u>10,531,278</u>	<u>16,998,894</u>	<u>62.0%</u>	<u>7,051,321</u>	<u>22,818,198</u>	<u>30.9%</u>
<b>Net Revenues</b>	<u>(7,702,387)</u>	<u>(18,034,018)</u>	<u>42.7%</u>	<u>(9,553,997)</u>	<u>(26,884,790)</u>	<u>35.5%</u>
<b>Infrastructure and Debt</b>						
Add back Depreciation	7,821,047	7,700,000	101.6%	7,997,454	8,000,000	100.0%
Add back Infrastructure	9,259,131	15,746,152	58.8%	5,437,730	21,142,000	25.7%
<b>Net Revenues, net of Infr &amp; Depr</b>	<u>\$ 9,377,791</u>	<u>\$ 5,412,134</u>	<u>173.3%</u>	<u>\$ 3,881,187</u>	<u>\$ 2,257,210</u>	<u>171.9%</u>



**December 2021  
Paid Invoice  
Report**

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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C-CHECK	VOID CHECK	V	12/08/2021			123317		
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Additional check detail from Ck # 123316  
 printed on this check

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	1			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	0.00	0.00	0.00
BANK: *		TOTALS:	1	0.00	0.00	0.00

VENDOR SET: 01 Granger - Hunter Improvem  
 BANK: GENCK GENERAL - CHECKING  
 DATE RANGE:12/01/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0001	US TREASURY							
I-T1 202111306539	FEDERAL WITHHOLDING	D	12/01/2021			001376		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	FEDERAL WITHHOLDING		29.81				
I-T4 202111306539	MEDICARE WITHHOLDING	D	12/01/2021			001376		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	MEDICARE WITHHOLDING		44.26				
01 500150	MEDICARE	MEDICARE WITHHOLDING		44.26				118.33
2400	GRANGER HUNTER IMP DIST							
I-202111296533	GHID-2 OCT 2021	D	12/01/2021			001377		
01 530280	UTILITIES - WATER/OPS	GHID-2 OCT 2021		26.00				
I-202111296534	GHID-3 NOV 2021	D	12/01/2021			001377		
01 530280	UTILITIES - WATER/OPS	GHID-3 NOV 2021		186.80				
01 550280	UTILITIES - WW	GHID-3 NOV 2021		53.00				
I-202111306538	GHID-4 NOV 2021	D	12/01/2021			001377		
01 510460	UTILITIES - ADMIN	GHID-4 NOV 2021		811.62				
01 530280	UTILITIES - WATER/OPS	GHID-4 NOV 2021		116.56				
01 550280	UTILITIES - WW	GHID-4 NOV 2021		53.00				1,246.98
0001	US TREASURY							
I-T1 202112076541	FEDERAL WITHHOLDING	D	12/07/2021			001378		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	FEDERAL WITHHOLDING		15,257.53				
I-T4 202112076541	MEDICARE WITHHOLDING	D	12/07/2021			001378		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	MEDICARE WITHHOLDING		2,715.42				
01 500150	MEDICARE	MEDICARE WITHHOLDING		2,715.42				20,688.37
2532	HEALTHEQUITY INC							
I-HSB202112076541	HEALTH SAVINGS ACCOUNT	D	12/07/2021			001379		
01 22090	CAFETERIA PLAN PAYABLE	HEALTH SAVINGS ACCOU		4,058.17				4,058.17
4640	UTAH RETIREMENT SYSTEMS							
I-2DC202112076541	TIER 2 DEFINED CONTRIBUTION	D	12/07/2021			001380		
01 500110	STATE RETIREMENT PLAN	TIER 2 DEFINED CONTR		1,016.77				
I-2HY202111306539	TIER 2 HYBRID CONTRIBUTION	D	12/07/2021			001380		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID CONTRI		48.22				
I-2HY202112076541	TIER 2 HYBRID CONTRIBUTION	D	12/07/2021			001380		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID CONTRI		11,855.83				
I-45%202112076541	457 CONTRIBUTION %	D	12/07/2021			001380		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION %		144.43				
I-457202112076541	457 CONTRIBUTION AMOUNT	D	12/07/2021			001380		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION AMO		115.00				
I-45B202112076541	457 CONTRIB - BOARD	D	12/07/2021			001380		
01 500120	401K PLAN EXPENSE	457 CONTRIB - BOARD		121.94				
I-45T202112076541	457 CONTRIB - TIER 2	D	12/07/2021			001380		
01 500120	401K PLAN EXPENSE	457 CONTRIB - TIER 2		77.71				
I-4K2202112076541	401(K) \$ TIER 2 EMP CONTRIB	D	12/07/2021			001380		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) \$ TIER 2 EMP		20.00				
I-4KP202112076541	401(K) % CONTRIBUTION AMOUNT	D	12/07/2021			001380		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) % CONTRIBUTIO		182.91				
I-DC4202112076541	TIER 2 DC 401K	D	12/07/2021			001380		

VENDOR SET: 01 Granger - Hunter Improvem  
 BANK: GENCK GENERAL - CHECKING  
 DATE RANGE:12/01/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4640	UTAH RETIREMENT SYSTEMCONT							
I-DC4202112076541	TIER 2 DC 401K	D	12/07/2021			001380		
01 500110	STATE RETIREMENT PLAN	TIER 2 DC 401K		1,519.84				
I-HY4202111306539	TIER 2 HYBRID 401K	D	12/07/2021			001380		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID 401K		1.86				
I-HY4202112076541	TIER 2 HYBRID 401K	D	12/07/2021			001380		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID 401K		457.41				
I-RT2202112076541	TIER 2 ROTH IRA CONTRIB AMOUNT	D	12/07/2021			001380		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 ROTH IRA CONT		530.00				
I-RTH202112076541	ROTH IRA CONTRIBUTION AMNT	D	12/07/2021			001380		
01 22040	RETIREMENT CONTRIB PAYABLE	ROTH IRA CONTRIBUTIO		330.00				
I-T24202112076541	TIER 2 - 457 CONTRIB	D	12/07/2021			001380		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 - 457 CONTRIB		5.00				
I-USR202111306539	UT STATE RET CONTRIBUTION	D	12/07/2021			001380		
01 500110	STATE RETIREMENT PLAN	UT STATE RET CONTRIB		507.95				
I-USR202112076541	UT STATE RET CONTRIBUTION	D	12/07/2021			001380		
01 500110	STATE RETIREMENT PLAN	UT STATE RET CONTRIB		18,058.15				34,993.02
1267	APELLO							
I-110166-01 DEC 2021	DEC 2021 ANSWERING SERVICE	D	12/08/2021			001381		
01 510470	TELEPHONE	DEC 2021 ANSWERING S		554.00				554.00
2188	FERGUSON ENTERPRISES, INC							
I-1165293	Emergency Repair Parts	D	12/08/2021			001382		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		139.70				
I-1165293-1	Emergency Repair Parts	D	12/08/2021			001382		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		419.10				
I-1168949	WS Site Repairs	D	12/08/2021			001382		
01 530210	REPAIR SUPPLIES - CONST	WS Site Repairs		432.00				
I-1169787	Emergency Repair Parts	D	12/08/2021			001382		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		29.76				
I-1170066	Emergency Repair Parts	D	12/08/2021			001382		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		451.98				
I-1170101	Emergency Repair Parts	D	12/08/2021			001382		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		552.90				
I-1170346	Emergency Repair Parts	D	12/08/2021			001382		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		610.82				
I-1171126	WS Emergency Repairs	D	12/08/2021			001382		
01 530210	REPAIR SUPPLIES - CONST	WS Emergency Repairs		6,636.00				
I-1171133	PIPE THREAD SEALING TAPE	D	12/08/2021			001382		
01 560210	REPAIR SUPPLIES - METER	PIPE THREAD SEALING		38.60				9,310.86
2340	GENEVA ROCK PRODUCTS							
I-2463975	Fill Dirt	D	12/08/2021			001383		
01 530210	REPAIR SUPPLIES - CONST	Fill Dirt		694.26				694.26

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2400	GRANGER HUNTER IMP DIST							
I-202112086549	GHID-1 NOV 2021	D	12/08/2021			001384		
01 530280	UTILITIES - WATER/OPS	GHID-1 NOV 2021		117.00				117.00
3040	MAGNA WATER CO							
I-202112086544	NOV 2021 SEWER CHARGES	D	12/08/2021			001385		
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
3850	SALT LAKE CEMENT CUTTING							
I-92727	Cement Cutting	D	12/08/2021			001386		
01 530210	REPAIR SUPPLIES - CONST	Cement Cutting		150.00				
I-92835	Cement Cutting	D	12/08/2021			001386		
01 530210	REPAIR SUPPLIES - CONST	Cement Cutting		150.00				300.00
4880	WEST VALLEY CITY							
I-202112086543	NOV 2021 STORMWATER	D	12/08/2021			001387		
01 510460	UTILITIES - ADMIN	2888 S 3600 W		402.00				
01 510460	UTILITIES - ADMIN	2824 S 3600 W		372.00				
01 550280	UTILITIES - WW	1247 W 2320 S A		6.00				
01 550280	UTILITIES - WW	1155 W 2320 S		6.00				
01 550280	UTILITIES - WW	1247 W 2320 S B		30.00				
01 550280	UTILITIES - WW	3100 S DECKER LAKE D		30.00				
01 530280	UTILITIES - WATER/OPS	1460 W 3100 S		36.00				
01 530280	UTILITIES - WATER/OPS	1313 W 3300 S		18.00				
01 550280	UTILITIES - WW	1360 W 3100 S		6.00				
01 530280	UTILITIES - WATER/OPS	2117 W 2343 S (2359		72.00				
01 530280	UTILITIES - WATER/OPS	1629 W 2320 S		36.00				
01 550280	UTILITIES - WW	2250 S CONSTITUTION		6.00				
01 530280	UTILITIES - WATER/OPS	4080 S 2200 W		18.00				
01 530280	UTILITIES - WATER/OPS	2386 S 3600 W		78.00				
01 530280	UTILITIES - WATER/OPS	4404 S 4800 W		60.00				
01 530280	UTILITIES - WATER/OPS	6551 W 4100 S		18.00				
01 550280	UTILITIES - WW	2149 W 3100 S		30.00				
01 550280	UTILITIES - WW	2557 S 5370 W		8.10				
01 530280	UTILITIES - WATER/OPS	4525 S 6000 W		12.00				
01 530280	UTILITIES - WATER/OPS	4381 S NUGGET DR		12.00				
01 550280	UTILITIES - WW	2911 S 2910 W		6.00				
01 530280	UTILITIES - WATER/OPS	3222 S CULTURAL CENT		36.00				1,298.10



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4990	WORKERS COMPEN OF UTAH							
I-7573894	NOV 2021/SCHEDULED PREMIUM	D	12/08/2021			001388		
01 500160	WORKERS COMP INS	NOV 2021/SCHEDULED P		3,005.02				3,005.02
4704	VERIZON WIRELESS							
I-9894344359	OCT, NOV 2021 CELL PHONE	D	12/15/2021			001389		
01 510470	TELEPHONE	OCT, NOV 2021 CELL P		5,781.64				5,781.64
0001	US TREASURY							
I-T1 202112216570	FEDERAL WITHHOLDING	D	12/21/2021			001390		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	FEDERAL WITHHOLDING		15,552.55				
I-T4 202112216570	MEDICARE WITHHOLDING	D	12/21/2021			001390		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	MEDICARE WITHHOLDING		2,709.41				
01 500150	MEDICARE	MEDICARE WITHHOLDING		2,709.41				20,971.37
2532	HEALTH EQUITY INC							
I-HSB202112216570	HEALTH SAVINGS ACCOUNT	D	12/21/2021			001391		
01 22090	CAFETERIA PLAN PAYABLE	HEALTH SAVINGS ACCOU		3,933.13				3,933.13
4640	UTAH RETIREMENT SYSTEMS							
I-2DC202112216570	TIER 2 DEFINED CONTRIBUTION	D	12/21/2021			001392		
01 500110	STATE RETIREMENT PLAN	TIER 2 DEFINED CONTR		1,019.45				
I-2HY202112216570	TIER 2 HYBRID CONTRIBUTION	D	12/21/2021			001392		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID CONTRI		11,842.26				
I-45%202112216570	457 CONTRIBUTION %	D	12/21/2021			001392		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION %		148.04				
I-457202112216570	457 CONTRIBUTION AMOUNT	D	12/21/2021			001392		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION AMO		115.00				
I-4K2202112216570	401(K) \$ TIER 2 EMP CONTRIB	D	12/21/2021			001392		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) \$ TIER 2 EMP		20.00				
I-4KP202112216570	401(K) % CONTRIBUTION AMOUNT	D	12/21/2021			001392		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) % CONTRIBUTIO		136.18				
I-DC4202112216570	TIER 2 DC 401K	D	12/21/2021			001392		
01 500110	STATE RETIREMENT PLAN	TIER 2 DC 401K		1,523.84				
I-HY4202112216570	TIER 2 HYBRID 401K	D	12/21/2021			001392		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID 401K		456.92				
I-RT2202112216570	TIER 2 ROTH IRA CONTRIB AMOUNT	D	12/21/2021			001392		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 ROTH IRA CONT		530.00				
I-RTH202112216570	ROTH IRA CONTRIBUTION AMNT	D	12/21/2021			001392		
01 22040	RETIREMENT CONTRIB PAYABLE	ROTH IRA CONTRIBUTIO		330.00				
I-T24202112216570	TIER 2 - 457 CONTRIB	D	12/21/2021			001392		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 - 457 CONTRIB		5.00				
I-USR202112216570	UT STATE RET CONTRIBUTION	D	12/21/2021			001392		
01 500110	STATE RETIREMENT PLAN	UT STATE RET CONTRIB		18,579.25				34,705.94

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2400	GRANGER HUNTER IMP DIST							
I-202112206565	GHID-2 NOV 2021	D	12/22/2021			001393		
01 530280	UTILITIES - WATER/OPS	GHID-2 NOV 2021		26.00				26.00
3657	READY MADE CONCRETE							
I-120872	Cement	D	12/22/2021			001394		
01 530210	REPAIR SUPPLIES - CONST	Cement		265.75				
I-121056	Cement	D	12/22/2021			001394		
01 530210	REPAIR SUPPLIES - CONST	Cement		265.75				
I-121414	Cement	D	12/22/2021			001394		
01 530210	REPAIR SUPPLIES - CONST	Cement		310.00				
I-121415	Cement	D	12/22/2021			001394		
01 530210	REPAIR SUPPLIES - CONST	Cement		629.00				
I-121473	Cement	D	12/22/2021			001394		
01 530210	REPAIR SUPPLIES - CONST	Cement		314.50				
I-121601	Cement	D	12/22/2021			001394		
01 530210	REPAIR SUPPLIES - CONST	Cement		310.00				
I-121725	Cement	D	12/22/2021			001394		
01 530210	REPAIR SUPPLIES - CONST	Cement		319.00				2,414.00
2400	GRANGER HUNTER IMP DIST							
I-202112286574	GHID-DEC 2021	D	12/30/2021			001395		
01 530280	UTILITIES - WATER/OPS	GHID-DEC 2021		118.77				
01 550280	UTILITIES - WW	GHID-DEC 2021		53.00				171.77
1087	APCO INC							
I-7838	20N:SCADA MODIFICATIONS/UPGRD	R	12/01/2021			123279		
01 520920-20N	SCADA MODIFICATIONS/UPGRADES	20N:SCADA MODIFICATI		31,080.00				
I-7839	WELL 4 PROGRAMMING	R	12/01/2021			123279		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	WELL 4 PROGRAMMING		960.00				32,040.00
1725.5	CINTAS CORPORATION							
I-4102576475	MATS	R	12/01/2021			123280		
01 510220	BUILDING & GROUNDS	MATS		67.65				67.65
1726	CLARK, STEVE							
I-202111296535	2021 SAFETY BOOT REIMBURSEMENT	R	12/01/2021			123281		
01 510490	SAFETY EXPENSE	2021 SAFETY BOOT REI		100.00				100.00
1741	COLONIAL LIFE & ACCIDENT INSUR							
I-CLA202111086504	COLONIAL LIFE INS AFTER TAX	R	12/01/2021			123282		
01 22050	HEALTH INSURANCE PAYABLE	COLONIAL LIFE INS AF		214.20				
I-CLA202111226519	COLONIAL LIFE INS AFTER TAX	R	12/01/2021			123282		
01 22050	HEALTH INSURANCE PAYABLE	COLONIAL LIFE INS AF		214.20				
I-CLP202111086504	COLONIAL LIFE INS PRETAX	R	12/01/2021			123282		
01 22050	HEALTH INSURANCE PAYABLE	COLONIAL LIFE INS PR		147.69				
I-CLP202111226519	COLONIAL LIFE INS PRETAX	R	12/01/2021			123282		
01 22050	HEALTH INSURANCE PAYABLE	COLONIAL LIFE INS PR		147.69				723.78

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1922	DAWSON INFRASTRUCTURE SOLUTION							
I-INV210953	Cable Termination Unit 31	R	12/01/2021			123283		
01 550240	TOOLS & SUPPLIES - WW	Cable Termination Un		211.18				211.18
1930	DENTAL SELECT							
I-202111296532	NOV 2021 PREMIUM ADJ	R	12/01/2021			123284		
01 500130	HEALTH INSURANCE	NEW EMPLOYEE DENTAL		224.73				
01 500130	HEALTH INSURANCE	TERM EMPLOYEE DENTAL		96.86CR				
I-6107552	DEC 2021 PREMIUM PAY	R	12/01/2021			123284		
01 500130	HEALTH INSURANCE	RETIREE DENTAL INS		612.17				
I-DIF202111086504	DENTAL INSURANCE FAMILY	R	12/01/2021			123284		
01 500130	HEALTH INSURANCE	DENTAL INSURANCE FAM		6,392.76				
I-DIS202111086504	DENTAL INSURANCE SINGLE	R	12/01/2021			123284		
01 500130	HEALTH INSURANCE	DENTAL INSURANCE SIN		186.06				7,318.86
1980	DOMINION ENERGY							
I-202111306537	NOV 2021 MONTHLY CHARGES	R	12/01/2021			123285		
01 530280	UTILITIES - WATER/OPS	3222 S CULTURAL CENT		53.42				
01 530280	UTILITIES - WATER/OPS	2320 S 1600 W		29.21				
01 550280	UTILITIES - WW	2911 WHISTLING LN		21.70				
01 530280	UTILITIES - WATER/OPS	4555 S 6000 W		79.05				
01 550280	UTILITIES - WW	6000 W 2920 S		253.50				
01 530280	UTILITIES - WATER/OPS	4092 S 2200 W		62.80				
01 530280	UTILITIES - WATER/OPS	1285 W 2320 S		11.18				
01 530280	UTILITIES - WATER/OPS	1540 W 3100 S		48.20				
01 550280	UTILITIES - WW	2151 W 3100 S		611.10				
01 530280	UTILITIES - WATER/OPS	2390 S 3600 W		236.86				
01 510460	UTILITIES - ADMIN	2880 S 3600 W		1,554.92				
01 530280	UTILITIES - WATER/OPS	4500 S 4800 W REAR		20.70				
01 530280	UTILITIES - WATER/OPS	6525 W 4100 S		133.30				
01 530280	UTILITIES - WATER/OPS	3745 S 1000 W WH #8		62.69				3,178.63
2184.1	FASTENAL COMPANY							
I-MN019593193	PPE VENDING SUPPLIES	R	12/01/2021			123286		
01 510490	SAFETY EXPENSE	PPE VENDING SUPPLIES		21.45				
I-UTSAL75788	PPE VENDING SUPPLIES	R	12/01/2021			123286		
01 510490	SAFETY EXPENSE	PPE VENDING SUPPLIES		756.61				778.06
2241	FLEET PRIDE							
I-85853289	FILTERS	R	12/01/2021			123287		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		40.68				
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS/FREIGHT		10.90				51.58

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2653.5	INTACT SERVICES USA LLC							
I-19C:NO 7	PMT 7/19C:2200 W WATERLINE	R	12/01/2021			123288		
01 520920-19C	2200 W WATERLINE PROJECT	PMT 7/19C:2200 W WAT		227,456.45				227,456.45
2700	INTERMOUNTAIN SALES OF DENVER							
I-29269	Tool Repair	R	12/01/2021			123289		
01 530240	TOOLS & SUPPLIES - CONST	Tool Repair		428.99				428.99
2734	J-U-B ENGINEERS, INC.							
I-0146462	21J:GHID HDQTRS LANDSCAPE PH2	R	12/01/2021			123290		
01 520920-21J	GHID HDQTRS LANDSCAPING PH 2	21J:GHID HDQTRS LAND		336.00				
I-0147352	21J:GHID HDQTRS LANDSCAPE PH2	R	12/01/2021			123290		
01 520920-21J	GHID HDQTRS LANDSCAPING PH 2	21J:GHID HDQTRS LAND		1,653.10				1,989.10
2768.1	JOHNSON CONTROLS SECURITY SOLU							
I-36622346	ALARM CHANGES	R	12/01/2021			123291		
01 510220	BUILDING & GROUNDS	ALARM CHANGES		904.72				904.72
2881	KEN GARFF WEST VALLEY FORD							
I-82965	RADIATOR	R	12/01/2021			123292		
01 570230	VEHICLE MAINT & FUEL - VEH	RADIATOR		644.65				644.65
2971	LEGALSHIELD							
C-202111296530	ADJ W/H 11-08-2021/EMP #72	R	12/01/2021			123293		
01 22061	LEGAL SHIELD PAYABLE	ADJ W/H 11-08-2021/E		15.64CR				
I-202111296529	W/H ROUNDING ADJ	R	12/01/2021			123293		
01 22061	LEGAL SHIELD PAYABLE	W/H ROUNDING ADJ		0.07				
I-LSP202111086504	LEGAL SHIELD PAYABLE	R	12/01/2021			123293		
01 22061	LEGAL SHIELD PAYABLE	LEGAL SHIELD PAYABLE		111.32				
I-LSP202111226519	LEGAL SHIELD PAYABLE	R	12/01/2021			123293		
01 22061	LEGAL SHIELD PAYABLE	LEGAL SHIELD PAYABLE		95.68				191.43
3007	H W LOCHNER, INC							
I-17689-05	20K:4700 S WTRLN RPLC 5600 W/P	R	12/01/2021			123294		
01 520920-20K	4700 S WTRLN RPLC 5600 W INTER	20K:4700 S WTRLN RPL		1,953.18				1,953.18
3215	MOUNTAIN VALLEY MECHANICAL							
I-INV7890	Fall PM HVAC	R	12/01/2021			123295		
01 530210	REPAIR SUPPLIES - CONST	Fall PM HVAC		212.93				
I-INV7912	Fall PM HVAC	R	12/01/2021			123295		
01 530210	REPAIR SUPPLIES - CONST	Fall PM HVAC		2,261.00				
I-INV7947	Fall PM HVAC	R	12/01/2021			123295		
01 530210	REPAIR SUPPLIES - CONST	Fall PM HVAC		205.56				
I-INV8036	Fall PM HVAC	R	12/01/2021			123295		
01 530210	REPAIR SUPPLIES - CONST	Fall PM HVAC		553.10				3,232.59

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3240	NAPA AUTO PARTS							
I-4698-00-152066	HEATER HOSE EL	R	12/01/2021			123296		
01 570230	VEHICLE MAINT & FUEL - VEH			15.35				
I-692-00-264021	COOLANT TEMP PART #17	R	12/01/2021			123296		
01 570230	VEHICLE MAINT & FUEL - VEH			18.48				33.83
3245	NATIONAL BENEFIT SERVICES LLC							
I-828823	NOV 2021 COBRA ADMIN FEE	R	12/01/2021			123297		
01 510520	PROFESSIONAL CONSULTING			72.80				72.80
3401	OWEN EQUIPMENT COMPANY							
I-00105176	FLOAT VALVE REPAIR	R	12/01/2021			123298		
01 570230	VEHICLE MAINT & FUEL - VEH			2,439.46				2,439.46
3747	ROCKY MTN POWER							
I-202111306536	OCT 2021 MONTHLY CHARGES	R	12/01/2021			123299		
01 530280	UTILITIES - WATER/OPS			18,934.63				
01 510460	UTILITIES - ADMIN			2,497.62				
01 550280	UTILITIES - WW			11,352.14				32,784.39
3755	ROLFE EXCAVATING AND CONST							
I-18K:NO 8	PMT 8-FED WH/18K:PRINTERS ROW	R	12/01/2021			123300		
01 520920-18K	PRINTERS ROW WATERLINE REPLACE			82,480.23				82,480.23
3950	SELECTHEALTH							
I-202111296531	NOV 2021 PREMIUM ADJ	R	12/01/2021			123301		
01 500130	HEALTH INSURANCE			3,139.30				
01 500130	HEALTH INSURANCE			918.60CR				
I-213210001146	DEC 2021 PREMIUM PAYMENT	R	12/01/2021			123301		
01 500130	HEALTH INSURANCE			10,608.10				
01 500130	HEALTH INSURANCE			1,340.00				
I-FSM202111086504	HEALTH INS FAM. SELECT MED	R	12/01/2021			123301		
01 500130	HEALTH INSURANCE			85,760.00				
I-SSM202111086504	SINGLE SELECT MED	R	12/01/2021			123301		
01 500130	HEALTH INSURANCE			3,674.40				103,603.20
4189	STANLEY CONSULTANTS, INC							
I-0234430	18K:PRINTERS ROW WATERLINE REP	R	12/01/2021			123302		
01 520920-18K	PRINTERS ROW WATERLINE REPLACE			8,512.50				8,512.50
4248	STREAMLINE							
I-83B0EDE6-0014	DEC 2021 WEBSITE HOSTING	R	12/01/2021			123303		
01 510440	COMPUTER SUPPLIES/EQUIPMENT			1,080.00				1,080.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4405	THOMAS PETROLEUM							
I-0297841-IN 01 510230	FUEL FOR RIDEGLAND TANK VEHICLE FUEL - ADM	R	12/01/2021			123304		
		FUEL FOR RIDEGLAND T		3,049.26				3,049.26
4478	TYLER BUSINESS FORMS							
I-65171 01 510410	2021 1099/W-2 FORMS OFFICE SUPPLIES/PRINTING	R	12/01/2021			123305		
		2021 1099/W-2 FORMS		633.52				633.52
4693	UTOPIA							
I-CIV202111-000046 01 510470	NOV 2021 FIBER OPTICS TELEPHONE	R	12/01/2021			123306		
		NOV 2021 FIBER OPTIC		700.00				700.00
4703.1	VERACITY NETWORKS, LLC							
I-5100106 01 510470	NOV 2021 LAND LINE/INTERNET TELEPHONE	R	12/01/2021			123307		
		NOV 2021 LAND LINE/I		2,593.16				2,593.16
1725	CHILD SUPPORT SERVICES							
I-CS2202112076541 01 22080	CASE #C001446501 GARNISHMENT PAYABLE	R	12/07/2021			123308		
		CASE #C001446501		84.46				84.46
3169.5	MONEY 4 YOU							
I-G10202112076541 01 22080	CASE NO: 148600074 GARNISHMENT PAYABLE	R	12/07/2021			123309		
		CASE NO: 148600074		316.25				316.25
4650	UTAH STATE TAX COMMISSION							
I-T2 202111086504 01 23020	STATE WITHHOLDING STATE W/H PAYABLE	R	12/07/2021			123310		
		STATE WITHHOLDING		9,077.77				
I-T2 202111186518 01 23020	STATE WITHHOLDING STATE W/H PAYABLE	R	12/07/2021			123310		
		STATE WITHHOLDING		77.54				
I-T2 202111226519 01 23020	STATE WITHHOLDING STATE W/H PAYABLE	R	12/07/2021			123310		
		STATE WITHHOLDING		8,922.53				
I-T2 202111306539 01 23020	STATE WITHHOLDING STATE W/H PAYABLE	R	12/07/2021			123310		
		STATE WITHHOLDING		15.19				18,093.03
4870	WELLS FARGO ADVISORS							
I-4K%202111306539 01 500120	401(K) CONTRIBUTIONS 401K PLAN EXPENSE	R	12/07/2021			123311		
		401(K) CONTRIBUTIONS		351.70				
I-4K%202112076541 01 22040	401(K) CONTRIBUTIONS RETIREMENT CONTRIB PAYABLE	R	12/07/2021			123311		
		401(K) CONTRIBUTIONS		231.72				
I-LM2202112076541 01 22040	401K PLAN EXPENSE 401(K) LOAN PAYMENT	R	12/07/2021			123311		
		401(K) CONTRIBUTIONS		21,777.88				
I-LMS202112076541 01 22040	401(K) LOAN PAYMENT RETIREMENT CONTRIB PAYABLE	R	12/07/2021			123311		
		401(K) LOAN PAYMENT		690.64				
		401(K) LOAN PAYMENT		1,166.80				24,218.74

VENDOR SET: 01 Granger - Hunter Improvem  
BANK: GENCK GENERAL - CHECKING  
DATE RANGE:12/01/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-202112086545 01 43099	FONUA CONSTRUCTION, ,FHYD RFD MISC INCOME	R 12/08/2021	1,292.78		123312		1,292.78
1	I-202112086546 01 43099	OKLAND, ,FIRE HYDRANT REFUND MISC INCOME	R 12/08/2021	776.26		123313		776.26
1064	I-0002446067 01 510220	ACE RECYCLING & DISPOSAL DEC 2021 MONTHLY CHARGES BUILDING & GROUNDS	R 12/08/2021	290.00		123314		290.00
1210	I-202112086547 01 21015	AMERICAN EXPRESS NOV 2021 PURCHASES	R 12/08/2021	57,461.02		123315		
	01 520920-21F	SCADA UPGRADES	SRV SUP/NETWORK CARD	2,528.40				
	01 510440	COMPUTER SUPPLIES/EQUIPMENT	AMZN/MONITORS FOR IT	749.98				
	01 510420	POSTAGE & MAILING	UPS/SHIPPING-MTR WAR	56.94				
	01 520920-21F	SCADA UPGRADES	SRV SUP/HARD DRIVE C	1,191.68				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #247	100.00				
	01 510480	TRAINING & EDUCATION - ADM	ED-TRNG SRV/LEADERSH	998.00				
	01 510480	TRAINING & EDUCATION - ADM	ALAMO/UNDRGRD SOL TR	230.61				
	01 520920-21F	SCADA UPGRADES	SRV SUP/INCODE APP P	1,102.45				
	01 510480	TRAINING & EDUCATION - ADM	AWWA/LDRSHIP FORUM-#	725.00				
	01 510480	TRAINING & EDUCATION - ADM	AWWA/LDRSHIP FORUM-#	725.00				
	01 510480	TRAINING & EDUCATION - ADM	AWWA/LDRSHIP FORUM-#	725.00				
	01 510480	TRAINING & EDUCATION - ADM	DELTA/AIRFARE/UNDRGR	152.00				
	01 510480	TRAINING & EDUCATION - ADM	MARRIOTT/LODGING/RTA	434.19				
	01 510480	TRAINING & EDUCATION - ADM	MARRIOTT/LODGING/RTA	434.19				
	01 510440	COMPUTER SUPPLIES/EQUIPMENT	AMZN/RIDGELAND CAMER	1,047.00				
	01 510440	COMPUTER SUPPLIES/EQUIPMENT	AMZN/BATTERIES-SUPPL	64.40				
	01 520920-20G	BLDG B REMODEL & EXPANSION	WVC/PERMIT FEE	10,892.81				
	01 510480	TRAINING & EDUCATION - ADM	ALAMO/TRANS/UNDRGRD	58.89				
	01 510410	OFFICE SUPPLIES/PRINTING	AMZN/OFFICE SUPPLIES	71.17				
	01 510440	COMPUTER SUPPLIES/EQUIPMENT	ZOOM/ONLINE MTGS	199.90				
	01 510480	TRAINING & EDUCATION - ADM	CLARION/LODGING/UNDR	328.56				
	01 550240	TOOLS & SUPPLIES - WW	AMZN/HAND SANITIZER	56.96				
	01 510490	SAFETY EXPENSE	ATSSA/FLAGGER KIT	683.50				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #287	300.00				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #281	100.00				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #288	200.00				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #220	200.00				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #205	100.00				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #228	300.00				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #285	100.00				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #268	100.00				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #281	200.00				
	01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #286	300.00				

Ferguson	\$38,010.02
Magna Water	\$ 6,379.34
Clyde, Snow	\$ 5,243.00
Workers Comp	\$ 3,005.02
Other	\$ 4,823.64

VENDOR SET: 01 Granger - Hunter Improvem  
 BANK: GENCK GENERAL - CHECKING  
 DATE RANGE:12/01/2021 THRU 12/31/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1210	AMERICAN EXPRESS	CONT						
I-202112086547	NOV 2021 PURCHASES	R	12/08/2021			123315		
01 530210	REPAIR SUPPLIES - CONST	WVC PT/APP CODE #282		150.00				
01 550240	TOOLS & SUPPLIES - WW	AMZN/STINGER LED		21.96				
01 510480	TRAINING & EDUCATION - ADM	ANTEA/REGISTRTRN/UT A		150.00				
01 510430	GENERAL ADMINISTRATIVE	UT DPT AG/LICENSE-PE		20.00				
01 510220	BUILDING & GROUNDS	AMZN/KEYCHAIN REMOTE		12.75				
01 510410	OFFICE SUPPLIES/PRINTING	AMZN/OFFICE SUPPLIES		79.11				
01 510480	TRAINING & EDUCATION - ADM	CAFE RIO/MEALS/ENG W		77.22				83,428.69
1306	ASAP AUTO PARTS WAREHOUSE							
C-250-202514	FILTERS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		69.64CR				
C-250-202515	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		80.04CR				
C-250-202516	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		47.88CR				
C-250-202518	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		7.68CR				
C-250-202530	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		72.06CR				
C-250-202644	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		206.91CR				
I-250-057693	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		99.96				
I-250-057895	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		47.88				
I-250-057906	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		72.06				
I-250-057970	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		80.04				
I-250-059915	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		206.91				
I-250-060294	AC PRESSURE SENSOR	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	AC PRESSURE SENSOR		40.32				
I-250-060996	FILTERS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		66.44				
I-250-061805	RELAY	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	RELAY		7.58				
I-250-062133	ELECTRICAL	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	ELECTRICAL		8.57				
I-251-303305	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		81.58				
I-251-304750	FILTERS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		72.34				
I-257-002518	PARTS	R	12/08/2021			123316		
01 570230	VEHICLE MAINT & FUEL - VEH	PARTS		54.46				353.93



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1320	ASPHALT MATERIALS INC							
I-207695	Asphalt	R	12/08/2021			123318		
01 530210	REPAIR SUPPLIES - CONST	Asphalt		244.62				
I-207923	Asphalt	R	12/08/2021			123318		
01 530210	REPAIR SUPPLIES - CONST	Asphalt		825.80				
I-208160	Asphalt	R	12/08/2021			123318		
01 530210	REPAIR SUPPLIES - CONST	Asphalt		285.53				1,355.95
1470	BLUE STAKES OF UTAH UTILITY							
I-UT202102953	NOV 2021 MONTHLY CHARGES	R	12/08/2021			123319		
01 510470	TELEPHONE	NOV 2021 MONTHLY CHA		591.71				591.71
1527	BRIDGESTONE HOSEPOWER, LLC							
I-76052948-00	COUPLERS	R	12/08/2021			123320		
01 570230	VEHICLE MAINT & FUEL - VEH	COUPLERS		43.36				43.36
1680	CENTURY EQUIPMENT CO							
I-SP40760	DPF SENSOR	R	12/08/2021			123321		
01 570230	VEHICLE MAINT & FUEL - VEH	DPF SENSOR		8.55				
I-SP40760A	DPF SENSOR	R	12/08/2021			123321		
01 570230	VEHICLE MAINT & FUEL - VEH	DPF SENSOR		3.13				11.68
1725.5	CINTAS CORPORATION							
I-1902472704	EMPLOYEE CLOTHING ITEMS/#1	R	12/08/2021			123322		
01 510430	GENERAL ADMINISTRATIVE	EMPLOYEE CLOTHING IT		159.61				
I-4103770810	MATS	R	12/08/2021			123322		
01 510220	BUILDING & GROUNDS	MATS		74.60				234.21
1845	CRUS OIL, INC.							
I-0031781	WS Maintenance	R	12/08/2021			123323		
01 530210	REPAIR SUPPLIES - CONST	WS Maintenance		239.30				239.30
1911	DATA SERVICES - SLCO							
I-REC0008436	PLAT/PARCEL/TAX INFO	R	12/08/2021			123324		
01 510430	GENERAL ADMINISTRATIVE	PLAT/PARCEL/TAX INFO		31.42				31.42
1922	DAWSON INFRASTRUCTURE SOLUTION							
I-INV210952	Unit 35 CCTV Repair	R	12/08/2021			123325		
01 550240	TOOLS & SUPPLIES - WW	Unit 35 CCTV Repair		1,738.47				1,738.47
1945	DEX YP							
I-202112026540	NOV 2021 ADVERTISING	R	12/08/2021			123326		
01 510470	TELEPHONE	NOV 2021 ADVERTISING		135.00				135.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2102	ENTERPRISE FM TRUST							
I-FBN4358903	DEC 2021 MONTHLY LEASE CHARGES	R	12/08/2021			123327		
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	541.91				
01 510235	VEHICLE LEASE	UNIT 60	LEASE CHARGE	616.91				10,099.35
2184.1	FASTENAL COMPANY							
I-UTSAL76130	PPE VENDING SUPPLIES	R	12/08/2021			123328		
01 510490	SAFETY EXPENSE	PPE VENDING SUPPLIES		123.65				123.65
2380	GRAINGER INC							
I-9121296249	Spill Container for RLand	R	12/08/2021			123329		
01 550240	TOOLS & SUPPLIES - WW	Spill Container for		7.27				
I-9121906060	Spill Container for RLand	R	12/08/2021			123329		
01 550240	TOOLS & SUPPLIES - WW	Spill Container for		16.38				
I-9122205371	Spill Container for RLand	R	12/08/2021			123329		
01 550240	TOOLS & SUPPLIES - WW	Spill Container for		18.40				
I-9131607294	Lid for trash bin	R	12/08/2021			123329		
01 550240	TOOLS & SUPPLIES - WW	Lid for trash bin		10.30				52.35
2443	GS TRACKME LLC							
I-14375	DEC 2021 GPS TRACKING SERVICE	R	12/08/2021			123330		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	DEC 2021 GPS TRACKIN		1,074.76				1,074.76
2444	SALT LAKE VALLEY CHEVROLET							
C-5145660	FUEL PUMP	R	12/08/2021			123331		
01 570230	VEHICLE MAINT & FUEL - VEH	FUEL PUMP		417.77CR				
I-5145543	FUEL PUMP	R	12/08/2021			123331		
01 570230	VEHICLE MAINT & FUEL - VEH	FUEL PUMOP		467.77				
I-5146753	FUEL PUMP	R	12/08/2021			123331		
01 570230	VEHICLE MAINT & FUEL - VEH	FUEL PUMOP		405.86				
I-6032618	ALIGNMENT	R	12/08/2021			123331		
01 570230	VEHICLE MAINT & FUEL - VEH	ALIGNMENT		99.95				555.81

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2490	HANSEN, ALLEN & LUCE, INC.							
I-45441	20D:KENT BOOSTER RPLCMNT & TNK	R	12/08/2021			123332		
01 520920-20D	KENT BOOSTER RPLCMNT & TANK	20D:KENT BOOSTER RPL		7,496.93				7,496.93
2615	HYDRAPAK SEALS INC							
I-654384-00	Sodium Hypo system	R	12/08/2021			123333		
01 530210	REPAIR SUPPLIES - CONST	Sodium Hypo system		43.60				
I-654696-00	Sodium Hypochlorite	R	12/08/2021			123333		
01 530210	REPAIR SUPPLIES - CONST	Sodium Hypochlorite		67.60				
I-659492-00	MOTOR SEALS	R	12/08/2021			123333		
01 570230	VEHICLE MAINT & FUEL - VEH	MOTOR SEAL		20.28				131.48
2772	JOHNSON, KRISTY							
I-202112086542	TUITION REIMB/WTST 0105, 0114	R	12/08/2021			123334		
01 510480	TRAINING & EDUCATION - ADM	TUITION REIMB/WTST 0		299.00				299.00
2881	KEN GARFF WEST VALLEY FORD							
I-83131	FILTERS	R	12/08/2021			123335		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		89.33				89.33
3110	MCINTOSH COMMUNICATIONS							
I-115863	BATTERY	R	12/08/2021			123336		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	BATTERY		73.00				
I-T211109003	REPAIR VOLUME CONTROL	R	12/08/2021			123336		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	REPAIR VOLUME CONTRO		106.41				
I-T211109004	REPAIR VOLUME CONTROL	R	12/08/2021			123336		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	REPAIR VOLUME CONTRO		106.41				
I-T211109005	REPAIR VOLUME CONTROL	R	12/08/2021			123336		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	REPAIR VOLUME CONTRO		106.41				392.23
3119.5	MERCEDES-BENZ VAN CENTER - WAR							
I-5000685	TEMP SENSOR	R	12/08/2021			123337		
01 570230	VEHICLE MAINT & FUEL - VEH	TEMP SENSOR		25.20				25.20
3210	MOUNTAINLAND SUPPLY COMPANY							
I-S104387406.001	Breeze Valve repair	R	12/08/2021			123338		
01 530210	REPAIR SUPPLIES - CONST	24" Butterfly Valve		6,114.44				
I-S104434821.001	3/4' IPERL METERS	R	12/08/2021			123338		
01 560210	REPAIR SUPPLIES - METER	3/4' IPERL METERS		9,168.27				15,282.71
3240	NAPA AUTO PARTS							
I-4698-00-152791	HYDRAULIC FLUID	R	12/08/2021			123339		
01 570230	VEHICLE MAINT & FUEL - VEH	HYDRAULIC FLUID		159.98				159.98

Meter Inventory Purchases

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3401	OWEN EQUIPMENT COMPANY I-00105404 01 550910		R 12/08/2021 Vactor 2100i MACHINERY & EQUIPMENT - WW	335,876.83		123340		335,876.83 <b>Vactor Truck</b>
3468	PETERBILT OF UTAH INC I-915685 01 570230		R 12/08/2021 FUEL GAUGE VEHICLE MAINT & FUEL - VEH	258.49		123341		258.49
3480	PITNEY BOWES I-3314702462 01 510420		R 12/08/2021 2021 4TH QTR LEASING POSTAGE & MAILING	410.19		123342		410.19
3481	PITNEY BOWES RESERVE ACCOUNT I-202112086550 01 510420		R 12/08/2021 POSTAGE MACHINE POSTAGE & MAILING	450.00		123343		450.00
3523	PREMIER TRUCK GROUP I-DE-28768 01 550910		R 12/08/2021 Freightliner 114SD Chassi MACHINERY & EQUIPMENT - WW	112,428.00		123344		112,428.00 <b>Vactor Truck Chassis</b>
3630	RASMUSSEN EQUIPMENT I-10137828 01 530240		R 12/08/2021 WS Tools TOOLS & SUPPLIES - CONST	89.69		123345		89.69
3751	ROCKY MOUNTAIN WIRE ROPE I-3010615-IN 01 550240		R 12/08/2021 4' lifting sling TOOLS & SUPPLIES - WW	12.61		123346		12.61
3911	SANDBERG SIGN & DESIGN I-28603 01 550910		R 12/08/2021 VACTOR DECALS MACHINERY & EQUIPMENT - WW	67.50		123347		67.50
4350	THE DATA CENTER I-56344 01 510420 I-56345 01 510420		R 12/08/2021 NOV 2021 FULL SERVICE PRINTING POSTAGE & MAILING R 12/08/2021 NOV 2021 FULL SERVIC NOV 2021 POSTAGE & HANDLING R 12/08/2021 NOV 2021 POSTAGE & H POSTAGE & MAILING	3,015.42 8,958.05		123348 123348		11,973.47
4452	TP VENDING I-19230 01 510430		R 12/08/2021 SODA ORDER GENERAL ADMINISTRATIVE	60.25		123349		60.25
4478	TYLER BUSINESS FORMS I-65929 01 510410		R 12/08/2021 2021 1095 FORMS OFFICE SUPPLIES/PRINTING	198.70		123350		198.70

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4693	UTOPIA							
I-CIV202112-000045	DEC 2021 FIBER OPTICS	R	12/08/2021			123351		
01 510470	TELEPHONE	DEC 2021 FIBER OPTIC		886.66				886.66
4938	WINGFOOT CORPORATION							
I-107903	DEC 2021 JANITORIAL SVCS	R	12/08/2021			123352		
01 510220	BUILDING & GROUNDS	DEC 2021 JANITORIAL		1,535.00				1,535.00
1	NLH TREASURE ISLE,							
I-202112136555	,FR HYD RFD	R	12/15/2021			123353		
01 43099	MISC INCOME	NLH TREASURE ISLE,.,		301.05				301.05
1095	AED EVERYWHERE, INC.							
I-21018	FIRST AID/PAD-PAC ADULT CRTRDG	R	12/15/2021			123354		
01 510490	SAFETY EXPENSE	FIRST AID/PAD-PAC AD		299.20				299.20
1160	ALPINE SUPPLY							
C-260320	CUTTING WHEELS FOR GRINDE	R	12/15/2021			123355		
01 560210	REPAIR SUPPLIES - METER	RETURNED BRASS CONNE		23.14CR				
I-261424	CUTTING WHEELS FOR GRINDE	R	12/15/2021			123355		
01 560210	REPAIR SUPPLIES - METER	CUTTING WHEELS FOR G		26.25				3.11
1670	CENTRAL VALLEY WATER REC FACIL							
I-202112136551	NOV 2021 INVOICE	R	12/15/2021			123356		
01 580310	FACILITY OPERATION - C.V.	FACILITY OPERATION		377,716.79				
01 580340	PRETREATMENT FIELD - C.V.	PRETREATMENT FIELD		27,669.87				
01 580350	LABORATORY - C.V.	ENTITY LAB WORK		1,841.00				
01 580350	LABORATORY - C.V.	NET LAB COSTS		16,700.83				
01 580320	PROJECT BETTERTMENTS- C.V.	MONTHLY CIP		375,020.23				
01 580380	CVW DEBT SERVICE	LOAN PAYMENT		416,401.40				1,215,350.12
2590	HOME DEPOT CREDIT SERVICES							
I-202112136554	NOV 2021 PURCHASES	R	12/15/2021			123357		
01 530210	REPAIR SUPPLIES - CONST	CONCRETE		6.50				
01 530240	TOOLS & SUPPLIES - CONST	20" SAW BLADE		21.97				
01 530210	REPAIR SUPPLIES - CONST	WIRE LOCK PINS, SPRA		26.77				
01 530210	REPAIR SUPPLIES - CONST	CONCRETE PREP		8.56				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	WIRE & FITTINGS FOR		80.86				
01 550240	TOOLS & SUPPLIES - WW	WRENCH SET, TRASH BA		88.30				
01 530210	REPAIR SUPPLIES - CONST	CONCRETE/2200 W VALV		73.35				
01 530240	TOOLS & SUPPLIES - CONST	STUD FNDR,SCREWS, FN		42.79				
01 530240	TOOLS & SUPPLIES - CONST	TORCHES, SAWZALL BLA		91.88				440.98

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2637	INDUSTRIAL SAFETY EQUIPMENT, L							
I-2021-22104	PPE/BOOTS, JCKT, ERPLGS,LINER	R	12/15/2021			123358		
01 510490	SAFETY EXPENSE	PPE/BOOTS, JCKT, ERP		431.80				431.80
2734	J-U-B ENGINEERS, INC.							
I-0148086	21J:GHID HDQTRS LANDSCAPE PH2	R	12/15/2021			123359		
01 520920-21J	GHID HDQTRS LANDSCAPING PH 2	21J:GHID HDQTRS LAND		3,444.50				
I-0148135	20B:RUSHTON WTR TRTMT PLT/PROF	R	12/15/2021			123359		
01 520920-20B	RUSHTON WATER TREATMENT PLANT	20B:RUSHTON WTR TRTM		5,140.50				8,585.00
2772	JOHNSON, KRISTY							
I-202112136552	EMP GFTS,BRD MTG,CHMBR WST,PPR	R	12/15/2021			123360		
01 510410	OFFICE SUPPLIES/PRINTING	PAPER SUPPLIES		78.95				
01 510430	GENERAL ADMINISTRATIVE	EMP GIFTS,BRD MTG,CH		1,485.94				1,564.89
2790	JORDAN VALLEY WATER CONSERVANC							
I-202112136553	NOV 2021 WATER DELIVERIES	R	12/15/2021			123361		
01 530250	WATER SUPPLY EXPENSE	NOV 2021 WATER DELIV		508,177.31				508,177.31
2790	JORDAN VALLEY WATER CONSERVANC							
I-INV00902	NOV 2021 LABORATORY SERVICES	R	12/15/2021			123362		
01 520270	WATER TESTING FEES	NOV 2021 LABORATORY		1,181.05				1,181.05
3464	PERRY, AARON							
I-202112136556	2021 SAFETY BOOTS	R	12/15/2021			123363		
01 510490	SAFETY EXPENSE	2021 SAFETY BOOTS		100.00				100.00
3722	RHINO PUMPS LLC							
I-INV3456	West Lake Pump 1	R	12/15/2021			123364		
01 550210	REPAIR SUPPLIES - WW	West Lake Pump 1		4,200.00				4,200.00
3790	ROYAL WHOLESALE ELECTRIC							
I-6695-1021248	UPS REPLACEMENT/ANDRE	R	12/15/2021			123365		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	UPS REPLACEMENT/ANDR		765.93				765.93
3983	SIDEWINDERS LLC							
I-RI-1281	Warner Pump 2	R	12/15/2021			123366		
01 550210	REPAIR SUPPLIES - WW	Warner Pump 2		2,356.18				2,356.18
4100	SNAP-ON INDUSTRIAL DIV OF IDSC							
I-ARV/50858271	POWER PROBE	R	12/15/2021			123367		
01 570240	TOOLS - VEH	POWER PROBE		240.94				240.94

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4479	TYLER TECHNOLOGIES							
I-025-360115	INCODE 10 FINANCIAL/PERSONNEL	R	12/15/2021			123368		
01 520920-21D	ERP REPLACEMENT	INCODE 10 FINANCIAL/		12,650.00				12,650.00
1106	AFLAC GROUP INSURANCE							
I-AAX202112076541	AFLAC GROUP INS AFTER TAX	R	12/21/2021			123369		
01 22050	HEALTH INSURANCE PAYABLE	AFLAC GROUP INS AFTE		28.73				
I-AAX202112216570	AFLAC GROUP INS AFTER TAX	R	12/21/2021			123369		
01 22050	HEALTH INSURANCE PAYABLE	AFLAC GROUP INS AFTE		28.73				
I-AGP202112076541	AFLAC GROUP INS PRE TAX	R	12/21/2021			123369		
01 22050	HEALTH INSURANCE PAYABLE	AFLAC GROUP INS PRE		64.86				
I-AGP202112216570	AFLAC GROUP INS PRE TAX	R	12/21/2021			123369		
01 22050	HEALTH INSURANCE PAYABLE	AFLAC GROUP INS PRE		64.86				187.18
1725	CHILD SUPPORT SERVICES							
I-CS2202112216570	CASE #C001446501	R	12/21/2021			123370		
01 22080	GARNISHMENT PAYABLE	CASE #C001446501		84.46				84.46
3169.5	MONEY 4 YOU							
I-G10202112216570	CASE NO: 148600074	R	12/21/2021			123371		
01 22080	GARNISHMENT PAYABLE	CASE NO: 148600074		316.25				316.25
4870	WELLS FARGO ADVISORS							
I-4K%202112216570	401(K) CONTRIBUTIONS	R	12/21/2021			123372		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) CONTRIBUTIONS		286.04				
01 500120	401K PLAN EXPENSE	401(K) CONTRIBUTIONS		21,901.64				
I-LM2202112216570	401(K) LOAN PAYMENT	R	12/21/2021			123372		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) LOAN PAYMENT		690.64				
I-LMS202112216570	401(K) LOAN PAYMENT	R	12/21/2021			123372		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) LOAN PAYMENT		1,166.80				24,045.12
1	TEMPEST ENTERPRISES,							
I-202112206560	,FH RFD	R	12/22/2021			123373		
01 43099	MISC INCOME	TEMPEST ENTERPRISES,		321.32				321.32
1	ENTELEN DESIGN BUILD,							
I-202112206561	,FH RFD	R	12/22/2021			123374		
01 43099	MISC INCOME	ENTELEN DESIGN BUILD		901.78				901.78
1	PARKWAY CONSTRUCTION,							
I-202112206562	,FH RFD	R	12/22/2021			123375		
01 43099	MISC INCOME	PARKWAY CONSTRUCTION		929.62				929.62

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-202112216569 01 510490	LEVI ALLRED, ,2021 BOOT REIMBU SAFETY EXPENSE	R 12/22/2021 LEVI ALLRED, :,2021 B	100.00		123376		100.00
1142	I-202112216567 01 510540	ALLIANZ CONSULTING SOLUTIONS, NOV 21 CC FEE REDUC SRVCS BANKING & BONDING EXPENSE	R 12/22/2021 NOV 21 CC FEE REDUC	362.31		123377		362.31
1306	I-250-064797 01 570230 I-250-065029 01 570230	ASAP AUTO PARTS WAREHOUSE WASHER PUMP VEHICLE MAINT & FUEL - VEH FILTERS FOR PM VEHICLE MAINT & FUEL - VEH	R 12/22/2021 WASHER PUMP R 12/22/2021 FILTERS FOR PM	18.54 37.97		123378 123378		56.51
1434	I-7223502 01 570230	BATTERY SYSTEMS INC #11/BATTERY VEHICLE MAINT & FUEL - VEH	R 12/22/2021 #11/BATTERY	86.36		123379		86.36
1500	I-27155 01 520920-20A 01 520920-20I I-27157 01 520920-20E	BOWEN COLLINS AND ASSOCIATES 20A/20I RDWOOD RD WTR/SWR DSGN REDWOOD RD 4100 -3100 SWR REDWOOD RD 4100 -3100 WTR 20E:PIONEER WWPS REPLACEMENT PIONEER WWPS REPLACEMENT	R 12/22/2021 20A/20I RDWOOD RD WT 20A/20I RDWOOD RD WT R 12/22/2021 20E:PIONEER WWPS REP	6,329.50 9,166.50 9,348.50		123380 123380		24,844.50
1535	I-20G: NO 1 01 520920-20G	BRODERICK & HENDERSON CONST, L PMT #1/20G:BLDG B REMODEL BLDG B REMODEL & EXPANSION	R 12/22/2021 PMT #1/20G:BLDG B RE	132,200.10		123381		132,200.10
1680	I-SP40603 01 570230 I-SW35508 01 570230	CENTURY EQUIPMENT CO DPF SENSOR VEHICLE MAINT & FUEL - VEH ELECTRICAL REPAIR #42 VEHICLE MAINT & FUEL - VEH	R 12/22/2021 DPF SENSOR R 12/22/2021 ELECTRICAL REPAIR	95.88 8,650.21		123382 123382		8,746.09
1725.5	I-1902511003 01 510430 I-4105173399 01 510220	CINTAS CORPORATION EMPLOYEE CLOTHING ITEMS GENERAL ADMINISTRATIVE MATS BUILDING & GROUNDS	R 12/22/2021 EMPLOYEE CLOTHING IT R 12/22/2021 MATS	385.90 74.60		123383 123383		460.50
1733	I-98671 01 530210	CMT ENGINEERING LABORATORIES SOIL TESTING REPAIR SUPPLIES - CONST	R 12/22/2021 SOIL TESTING	114.00		123384		114.00



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1735	CODALE							
I-S7579066.001 01 550210	Ballasts for Decker Main REPAIR SUPPLIES - WW	R	12/22/2021	61.02		123385		61.02
1798	CORRIO CONSTRUCTION, INC.							
I-1430 01 550210	New Dry Well Door/Paint REPAIR SUPPLIES - WW	R	12/22/2021	1,200.00		123386		1,200.00
1845	CRUS OIL, INC.							
C-0031287 01 570230	FILTER RE-STOCK VEHICLE MAINT & FUEL - VEH	R	12/22/2021	7.00CR		123387		
I-0600022 01 570230	FILTER RE-STOCK VEHICLE MAINT & FUEL - VEH	R	12/22/2021	9.29		123387		
I-0600435 01 570230	FILTER RE-STOCK VEHICLE MAINT & FUEL - VEH	R	12/22/2021	10.42		123387		12.71
1875	CUMMINS ROCKY MTN LLC							
I-60-78989 01 570230	FILTERS VEHICLE MAINT & FUEL - VEH	R	12/22/2021	47.69		123388		47.69
1934	DESERET NEWS							
I-2021-139881 01 510500	TRUTH IN TAXATION DISPLAY LEGAL EXPENSE	R	12/22/2021	450.00		123389		
I-2021-139882 01 510500	TRUTH IN TAXATION DISPLAY LEGAL EXPENSE	R	12/22/2021	450.00		123389		900.00
1980	DOMINION ENERGY							
I-20258121JORDA58 01 530210	DAMAGE REPAIR/4548 W 3205 S REPAIR SUPPLIES - CONST	R	12/22/2021	1,198.41		123390		1,198.41
2184.1	FASTENAL COMPANY							
I-MN019603238 01 510490	PPE VENDING SUPPLIES SAFETY EXPENSE	R	12/22/2021	21.45		123391		21.45
2283	FRANSON CIVIL ENGINEERS INC.							
I-07391 01 520920-19C	19C:2200 W WATERLINE/PROFESSIO 2200 W WATERLINE PROJECT	R	12/22/2021	1,080.00		123392		1,080.00
2380	GRAINGER INC							
I-9150955319 01 510490	TRAFFIC CONE SAFETY EXPENSE	R	12/22/2021	26.18		123393		
I-9150955335 01 510490	TRAFFIC CONES SAFETY EXPENSE	R	12/22/2021	235.62		123393		
I-9150955343 01 510490	LOCK OUT/TAG OUT SAFETY EXPENSE	R	12/22/2021	257.22		123393		519.02

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2620	HYDRO SPECIALTIES CO							
I-25139	WS Maintenance	R	12/22/2021			123394		
01 530210	REPAIR SUPPLIES - CONST	WS Maintenance		3,287.42				3,287.42
2675	INTERMOUNTAIN ELECTRIC							
I-4-263773	ROCKER SWITCH	R	12/22/2021			123395		
01 570230	VEHICLE MAINT & FUEL - VEH	ROCKER SWITCH		35.02				35.02
2692	INTERMOUNTAIN HEALTHCARE							
I-104-00350	FLU SHOT CLINIC 10-27-21	R	12/22/2021			123396		
01 510430	GENERAL ADMINISTRATIVE	FLU SHOT CLINIC 10-2		100.00				100.00
2700	INTERMOUNTAIN SALES OF DENVER							
I-29326	Valve Truck Part	R	12/22/2021			123397		
01 530210	REPAIR SUPPLIES - CONST	Valve Truck Part		58.50				58.50
2734	J-U-B ENGINEERS, INC.							
I-0148482	GHID - PUBLIC INFO RATES	R	12/22/2021			123398		
01 510530	PUBLIC RELATIONS/CONSERVATION	GHID - PUBLIC INFO R		5,072.80				5,072.80
2772	JOHNSON, KRISTY							
I-202112206559	EMPLOYEE HLDY GFTS/DECORATIONS	R	12/22/2021			123399		
01 510430	GENERAL ADMINISTRATIVE	EMPLOYEE HLDY GFTS/D		917.14				917.14
2967.3	LAYTON ROOFING							
I-L123014	REPAIR ROOF	R	12/22/2021			123400		
01 510220	BUILDING & GROUNDS	REPAIR ROOF		165.00				165.00
2971	LEGALSHIELD							
I-202112226571	ADJ W/H 11-08-2021/EMP #72	R	12/22/2021			123401		
01 22061	LEGAL SHIELD PAYABLE	ADJ W/H 11-08-2021/E		15.64				
I-202112226572	W/H ROUNDING ADJ	R	12/22/2021			123401		
01 22061	LEGAL SHIELD PAYABLE	W/H ROUNDING ADJ		0.07				
I-LSP202112076541	LEGAL SHIELD PAYABLE	R	12/22/2021			123401		
01 22061	LEGAL SHIELD PAYABLE	LEGAL SHIELD PAYABLE		80.04				
I-LSP202112216570	LEGAL SHIELD PAYABLE	R	12/22/2021			123401		
01 22061	LEGAL SHIELD PAYABLE	LEGAL SHIELD PAYABLE		95.68				191.43
3003	LINCOLN NATIONAL LIFE INSURANC							
C-4319325774	ACCT:BL-1579923/VOL LIFE ADJ	R	12/22/2021			123402		
01 22062	VOLUNTARY LIFE PAYABLE	ACCT:BL-1579923/VOL		54.78CR				
I-VLI202112076541	ACCT:BL-1579923/VOLUNTARY LIFE	R	12/22/2021			123402		
01 22062	VOLUNTARY LIFE PAYABLE	ACCT:BL-1579923/VOLU		207.12				
I-VLI202112216570	ACCT:BL-1579923/VOLUNTARY LIFE	R	12/22/2021			123402		
01 22062	VOLUNTARY LIFE PAYABLE	ACCT:BL-1579923/VOLU		207.12				359.46

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3210	MOUNTAINLAND SUPPLY COMPANY							
C-S104447222.001	1% VENDOR REBATE	R	12/22/2021			123403		
01 560210	REPAIR SUPPLIES - METER	1% VENDOR REBATE		201.25CR				
01 520910	MACHINERY & EQUIPMENT - ENG	1% VENDOR REBATE		105.00CR				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	1% VENDOR REBATE		568.76CR				
I-S104387406.002	Breeze Valve repair	R	12/22/2021			123403		
01 530210	REPAIR SUPPLIES - CONST	24" Butterfly Valve		3,863.65				2,988.64
3215	MOUNTAIN VALLEY MECHANICAL							
I-INV8037	Well11 AC repair	R	12/22/2021			123404		
01 530210	REPAIR SUPPLIES - CONST	Well11 AC repair		2,690.00				
I-INV8111	Well11 AC repair	R	12/22/2021			123404		
01 530210	REPAIR SUPPLIES - CONST	Well11 AC repair		1,100.00				
I-INV8151	HVAC Repairs	R	12/22/2021			123404		
01 530210	REPAIR SUPPLIES - CONST	HVAC Repairs		786.80				
I-INV8153	HVAC Repairs	R	12/22/2021			123404		
01 530210	REPAIR SUPPLIES - CONST	HVAC Repairs		1,029.68				
I-INV8210	Decker Main HVAC	R	12/22/2021			123404		
01 550210	REPAIR SUPPLIES - WW	Decker Main HVAC		211.11				5,817.59
3270	NECAISE, RICKY							
I-202112206564	REIMB SAFETY CERT RENEWALS	R	12/22/2021			123405		
01 510430	GENERAL ADMINISTRATIVE	REIMB SAFETY CERT RE		495.00				495.00
3375	OCCUPATIONAL HEALTH CENTERS							
I-15307217	PRE-EMP SCREENING	R	12/22/2021			123406		
01 510520	PROFESSIONAL CONSULTING	PRE-EMP SCREENING		71.00				71.00
3404	PACE, JOSHUA							
I-202112216568	2021 BOOT REIMBURSEMENT	R	12/22/2021			123407		
01 510490	SAFETY EXPENSE	2021 BOOT REIMBURSEM		100.00				100.00
3523	PREMIER TRUCK GROUP							
I-775313344	WIPER/BLINKER SWITCH	R	12/22/2021			123408		
01 570230	VEHICLE MAINT & FUEL - VEH	WIPER/BLINKER SWITCH		136.05				
I-775348621	FILTERS	R	12/22/2021			123408		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		218.05				354.10
3743	ROCKY MOUNTAIN AIR SOLUTIONS							
I-30323121	Acetylene & Oxygen	R	12/22/2021			123409		
01 530240	TOOLS & SUPPLIES - CONST	Acetylene & Oxygen		131.35				131.35
3950	SELECTHEALTH							
I-202112206558	HEALTHY LIVING RWDS/#175,181	R	12/22/2021			123410		
01 510430	GENERAL ADMINISTRATIVE	HEALTHY LIVING RWDS/		204.90				204.90

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3952	SEMI SERVICE INC							
I-S130534	AIR VALVE	R	12/22/2021			123411		
01 570230	VEHICLE MAINT & FUEL - VEH	AIR VALVE		143.20				143.20
4189	STANLEY CONSULTANTS, INC							
I-0235593	18K:PRINTERS ROW WATERLINE REP	R	12/22/2021			123412		
01 520920-18K	PRINTERS ROW WATERLINE REPLACE18K:PRINTERS ROW WAT			687.50				687.50
4324	TEKCOLLECT							
I-501624	12/15/21 INSTALLMENT PAYMENT	R	12/22/2021			123413		
01 510430	GENERAL ADMINISTRATIVE	12/15/21 INSTALLMENT		1,250.00				1,250.00
4405	THOMAS PETROLEUM							
I-0313337-IN	UNLEADED FUEL	R	12/22/2021			123414		
01 510230	VEHICLE FUEL - ADM	UNLEADED FUEL		8,607.39				
01 510230	VEHICLE FUEL - ADM	UNLEADED FUEL SRCHRG		56.40				8,663.79
4730	W-CUBED INC							
I-2721-133	Warner WWPS Impeller	R	12/22/2021			123415		
01 550210	REPAIR SUPPLIES - WW	Warner WWPS Impeller		6,105.09				6,105.09
1	KDK CONSTRUCTION,							
I-202112296579	,FR HYD RFD	R	12/30/2021			123416		
01 43099	MISC INCOME	KDK CONSTRUCTION, :, F		35.79				35.79
1	M & T ENTERPRISES,							
I-202112296580	,FR HYD RFD	R	12/30/2021			123417		
01 43099	MISC INCOME	M & T ENTERPRISES, :,		921.19				921.19
1306	ASAP AUTO PARTS WAREHOUSE							
I-250-066240	FILTERS	R	12/30/2021			123418		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		25.21				
I-250-068986	FILTERS	R	12/30/2021			123418		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		18.11				
I-250-072737	Brake Pads Unit 17	R	12/30/2021			123418		
01 570230	VEHICLE MAINT & FUEL - VEH	Brake Pads		38.48				
I-251-307211	FILTERS	R	12/30/2021			123418		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		15.44				
I-251-308492	FILTERS	R	12/30/2021			123418		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		11.94				
I-251-308612	FILTERS	R	12/30/2021			123418		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		42.83				152.01

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1434	BATTERY SYSTEMS INC							
I-7251350	NEW BATTERY	R	12/30/2021			123419		
01 570230	VEHICLE MAINT & FUEL - VEH	NEW BATTERY		96.39				96.39
1735	CODALE							
I-S7613930.001	Polaris Lugs	R	12/30/2021			123420		
01 550210	REPAIR SUPPLIES - WW	Polaris Lugs		23.97				23.97
1845	CRUS OIL, INC.							
I-0039781	FILTER RESTOCK	R	12/30/2021			123421		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTER RESTOCK		262.03				
I-0039782	SHOP FLUIDS	R	12/30/2021			123421		
01 570230	VEHICLE MAINT & FUEL - VEH	SHOP FLUIDS		1,326.00				1,588.03
1911	DATA SERVICES - SLCO							
I-REC0002627	MINIMUM MONTHLY CHARGE	R	12/30/2021			123422		
01 510430	GENERAL ADMINISTRATIVE	MINIMUM MONTHLY CHAR		25.00				25.00
1922	DAWSON INFRASTRUCTURE SOLUTION							
I-INV211017	Repair on Pathfinder XL	R	12/30/2021			123423		
01 550240	TOOLS & SUPPLIES - WW	Repair on Pathfinder		2,205.20				2,205.20
1945	DEX YP							
I-202112296578	DEC 2021 ADVERTISING	R	12/30/2021			123424		
01 510470	TELEPHONE	DEC 2021 ADVERTISING		135.00				135.00
2241	FLEET PRIDE							
C-88169128	FILTERS	R	12/30/2021			123425		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		82.61CR				
I-87971794	FILTERS	R	12/30/2021			123425		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		149.10				
I-88168808	FILTERS	R	12/30/2021			123425		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		91.95				
I-88341815	FILTERS	R	12/30/2021			123425		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		23.60				182.04
2380	GRAINGER INC							
I-9149591332	WWPS tools	R	12/30/2021			123426		
01 550240	TOOLS & SUPPLIES - WW	WWPS tools		123.66				
I-9149716426	WWPS tools	R	12/30/2021			123426		
01 550240	TOOLS & SUPPLIES - WW	WWPS tools		402.38				
I-9150955327	WARNER LIFT STATION	R	12/30/2021			123426		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	WARNER LIFT STATION		165.89				691.93

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3117	MCMICHAEL, DERRICK R							
I-202112296575	TUITION REIMB/CONST285, MKT341	R	12/30/2021			123427		
01 510480	TRAINING & EDUCATION - ADM	TUITION REIMB/CONST2		493.00				493.00
3215	MOUNTAIN VALLEY MECHANICAL							
I-INV8239	Armstrong HVAC	R	12/30/2021			123428		
01 550210	REPAIR SUPPLIES - WW	Armstrong HVAC		382.50				382.50
3747	ROCKY MTN POWER							
I-202112286573	NOV 2021 MONTHLY CHARGES	R	12/30/2021			123429		
01 530280	UTILITIES - WATER/OPS	NOV 2021 MONTHLY CHA		9,220.90				
01 510460	UTILITIES - ADMIN	NOV 2021 MONTHLY CHA		3,032.66				
01 550280	UTILITIES - WW	NOV 2021 MONTHLY CHA		12,164.18				24,417.74
3747	ROCKY MTN POWER							
I-202112296577	PIIONEER WWPS RPLCMT/POLE RELOC	R	12/30/2021			123430		
01 12900	PREPAID EXPENSES	PIIONEER WWPS RPLCMT/		31,323.00				31,323.00
3952	SEMI SERVICE INC							
I-S130768	NEW BED TARP	R	12/30/2021			123431		
01 570230	VEHICLE MAINT & FUEL - VEH	NEW BED TARP		191.34				191.34
4405	THOMAS PETROLEUM							
I-0315473-IN	RED DYED DIESEL	R	12/30/2021			123432		
01 510230	VEHICLE FUEL - ADM	RED DYED DIESEL		3,816.59				
01 510230	VEHICLE FUEL - ADM	RED DYED DIESEL/TX,F		35.76				
I-0315475-IN	FUEL FOR THE PLANT	R	12/30/2021			123432		
01 510230	VEHICLE FUEL - ADM	FUEL FOR THE PLANT		1,836.76				
01 510230	VEHICLE FUEL - ADM	FUEL FOR THE PLANT/T		237.40				5,926.51
4698	VLCM							
I-701438	Sophos Firewall	R	12/30/2021			123433		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	Sophos Firewall		2,724.12				2,724.12
4910	WHEELER MACHINERY CO							
I-PS001254675	WINDSHIELD PARTS	R	12/30/2021			123434		
01 570230	VEHICLE MAINT & FUEL - VEH	WINDSHIELD PARTS		104.82				
I-PS001254676	WINDSHIELD PARTS	R	12/30/2021			123434		
01 570230	VEHICLE MAINT & FUEL - VEH	WINDSHIELD PARTS		27.52				132.34
4980.6	WOODLAND INSPIRATIONS LLC							
I-3689	FRONT OFFICE ADJST DESKS	R	12/30/2021			123435		
01 510220	BUILDING & GROUNDS	FRONT OFFICE ADJST D		654.00				654.00

Pioneer Lift Station - Power Pole to be relocated in 2022

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
* * T O T A L S * *								
	REGULAR CHECKS:	156		INVOICE AMOUNT 3,217,462.60				CHECK AMOUNT 3,217,462.60
	HAND CHECKS:	0		0.00				0.00
	DRAFTS:	20		150,767.30				150,767.30
	EFT:	0		0.00				0.00
	NON CHECKS:	0		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 12900	PREPAID EXPENSES	31,323.00
01 21015	AMEX/MC PAYABLE	57,461.02
01 22040	RETIREMENT CONTRIB PAYABLE	6,844.20
01 22050	HEALTH INSURANCE PAYABLE	910.96
01 22061	LEGAL SHIELD PAYABLE	382.86
01 22062	VOLUNTARY LIFE PAYABLE	359.46
01 22080	GARNISHMENT PAYABLE	801.42
01 22090	CAFETERIA PLAN PAYABLE	7,991.30
01 23010	FEDERAL W/H & MEDICARE PAYABLE	36,308.98
01 23020	STATE W/H PAYABLE	18,093.03
01 41020	SEWER SERVICE CHARGES	6,379.34
01 43099	MISC INCOME	5,479.79
01 500110	STATE RETIREMENT PLAN	66,887.75
01 500120	401K PLAN EXPENSE	44,230.87
01 500130	HEALTH INSURANCE	110,922.06
01 500150	MEDICARE	5,469.09
01 500160	WORKERS COMP INS	3,005.02
01 510220	BUILDING & GROUNDS	3,778.32
01 510230	VEHICLE FUEL - ADM	17,639.56
01 510235	VEHICLE LEASE	10,099.35
01 510410	OFFICE SUPPLIES/PRINTING	1,061.45
01 510420	POSTAGE & MAILING	12,890.60
01 510430	GENERAL ADMINISTRATIVE	5,135.16
01 510440	COMPUTER SUPPLIES/EQUIPMENT	8,736.31
01 510460	UTILITIES - ADMIN	8,670.82
01 510470	TELEPHONE	11,377.17
01 510480	TRAINING & EDUCATION - ADM	5,830.66
01 510490	SAFETY EXPENSE	3,256.68
01 510500	LEGAL EXPENSE	900.00

Payroll Taxes and Employee Benefits \$302,207.00

VENDOR SET: 01 Granger - Hunter Improvem  
 BANK: GENCK GENERAL - CHECKING  
 DATE RANGE:12/01/2021 THRU 12/31/2021

\*\* G/L ACCOUNT TOTALS \*\*

G/L ACCOUNT	NAME	AMOUNT	
01 510520	PROFESSIONAL CONSULTING	143.80	
01 510530	PUBLIC RELATIONS/CONSERVATION	5,072.80	
01 510540	BANKING & BONDING EXPENSE	362.31	
01 520270	WATER TESTING FEES	1,181.05	
01 520910	MACHINERY & EQUIPMENT - ENG	105.00CR	
01 520920-18K	PRINTERS ROW WATERLINE REPLACE	91,680.23	
01 520920-19C	2200 W WATERLINE PROJECT	228,536.45	
01 520920-20A	REDWOOD RD 4100 -3100 SWR	6,329.50	
01 520920-20B	RUSHTON WATER TREATMENT PLANT	5,140.50	
01 520920-20D	KENT BOOSTER RPLCMNT & TANK	7,496.93	
01 520920-20E	PIONEER WWPS REPLACEMENT	9,348.50	Infrastructure \$588,053.83
01 520920-20G	BLDG B REMODEL & EXPANSION	143,092.91	
01 520920-20I	REDWOOD RD 4100 -3100 WTR	9,166.50	
01 520920-20K	4700 S WTRLN RPLC 5600 W INTER	1,953.18	
01 520920-20N	SCADA MODIFICATIONS/UPGRADES	31,080.00	
01 520920-21D	ERP REPLACEMENT	12,650.00	
01 520920-21F	SCADA UPGRADES	4,822.53	
01 520920-21J	GHID HDQTRS LANDSCAPING PH 2	5,433.60	
01 530210	REPAIR SUPPLIES - CONST	40,127.64	
01 530240	TOOLS & SUPPLIES - CONST	806.67	
01 530250	WATER SUPPLY EXPENSE	508,177.31	Jordan Valley Water
01 530280	UTILITIES - WATER/OPS	29,880.07	
01 550210	REPAIR SUPPLIES - WW	14,539.87	
01 550240	TOOLS & SUPPLIES - WW	4,913.07	
01 550280	UTILITIES - WW	24,689.72	
01 550910	MACHINERY & EQUIPMENT - WW	448,372.33	Vactor Truck
01 560210	REPAIR SUPPLIES - METER	9,008.73	
01 570230	VEHICLE MAINT & FUEL - VEH	16,511.41	
01 570240	TOOLS - VEH	240.94	
01 580310	FACILITY OPERATION - C.V.	377,716.79	
01 580320	PROJECT BETTERMENTS- C.V.	375,020.23	
01 580340	PRETREATMENT FIELD - C.V.	27,669.87	Central Valley Water \$1,215,350.12
01 580350	LABORATORY - C.V.	18,541.83	
01 580380	CVW DEBT SERVICE	416,401.40	
	*** FUND TOTAL ***	3,368,229.90	

VENDOR SET: 01	BANK: GENCK TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT	
		176	3,368,229.90	0.00	3,368,229.90	
BANK: GENCK	TOTALS:	176	3,368,229.90	0.00	3,368,229.90	
REPORT TOTALS:		176	3,368,229.90	0.00	3,368,229.90	% of Total

Central Valley Water	\$ 1,215,350.12	36%
Infrastructure	\$ 588,053.83	17%
Jordan Valley Water	\$ 508,177.31	15%
Vactor Truck	\$ 448,372.33	13%
Payroll Taxes and Employee Benefits	\$ 302,207.00	9%
Other	\$ 306,069.31	10%



SELECTION CRITERIA

-----  
VENDOR SET: 01-GRANGER-HUNTER IMPRV DIST  
VENDOR: ALL  
BANK CODES: All  
FUNDS: All  
-----


CHECK SELECTION

CHECK RANGE: 000000 THRU 999999  
DATE RANGE: 12/01/2021 THRU 12/31/2021  
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
INCLUDE ALL VOIDS: YES  
-----

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  
-----



# **Reserves Transfers**

## **Recommended Transfers To/From Reserves as of December 2021**

Each year GHID staff evaluates the various reserves and make a recommendation to the Board regarding any suggested increase or decrease those reserves. Based upon the analysis of December 2021 balances, it is proposed that the Board make the following transfer(s) of funds to or from reserves as of January 2022.

### **Explanation of Reserves and Analysis:**

Historically the District has taken the position of accumulating reserve balances for various “rainy day” funds. GHID staff continues to recommend to the Board that it is as a good business practice to accumulate funds for emergencies, large future capital projects which cannot be funded in a single year, legal restrictions, and other purposes as deemed appropriate by management and Trustees. These accumulated funds may take the form of impact fee reserves, insurance or bond reserves, capital reserves, and general reserves (for day-to-day operations in the event no money is coming in for a period of time). Some projects are large enough to require that we bond, in addition to accumulating reserves, to help smooth the impact/payment of the large items over a longer period.

### **The District has established several “reserves” over the years, including the following:**

- Insurance
- Impact Fees
- OPEB (other post-employment benefits)
- Repair & Replacement (R&R)
- General/Capital Projects

### **Comparison of Reserve Targets vs Actuals, and proposed post-transfer totals, as of December 31, 2021:**

<b><u>Reserve</u></b>	<b><u>Target Amt</u></b>	<b><u>Actual Amt</u></b>	<b><u>Amt After Transfer</u></b>
Insurance	\$1,000,000	\$1,176,582	\$1,242,985
Impact Fees	Actual Unspent Fees	\$3,939,936	\$3,939,936
OPEB (Other Post-Employment Benefits)	Liability at year-end	\$1,393,756	\$1,393,756
Repair & Replacement (R&R)	\$5 Million	\$4,631,141	\$4,631,141
General/ Capital Projects	\$9.9m-\$19.8m (3-6 months of Operating Expenses)	\$22,325,117	\$22,325,117

**Insurance Reserve:** In the 2021 Budget, the Board authorized the District to spend \$360,595 on general insurance items which included insurance premium payments and self-insurance reserves to pay for deductibles and damages to homeowner/business owner properties. The District did not have as many claims as what was budgeted for and saved \$66,403. GHID staff recommends that the Board authorize the increase in the insurance reserve account by the savings in the budget of \$66,403.

**Impact Fees:** GHID staff does not recommend any transfers for this reserve. In accordance with Utah Code 11-36a-602 the District must utilize the funds collected within a six (6) year period unless it identifies in writing an extraordinary and compelling reason why the fees should be held longer than six years and an absolute date by which the fees will be expended. Of the reserve balance, the age of the fees collected are as follows: 2017 \$0.6m, 2018 \$1.0m, 2019 \$1.0m, 2020 \$1.3m. The District is planning to utilize these funds within the six (6) year time allotment primarily through the following projects: Central Valley Water Reclamation Facility refurbishment and the Redwood Road sewer line project.

**Other Post-Employment Benefits:** GHID staff does not recommend any transfers for this reserve. It is anticipated that the actual OPEB liability at 12/31/21 will be around \$0.8m, about \$0.6m less than the funded amount. However, there are several employees that are approaching retirement age, as outlined by URS, which will not be accrued for at year-end. Accounting principles require the District only account for those who are retirement eligible at the end of the year, not those employees who are close but don't meet the requirement. By keeping the reserve amount at \$1.4m, the District should be adequately funded for those future liabilities relating to those employees.

**Repair & Replacement:** Although the Repair and Replacement reserve is underfunded from the target by \$0.4m, GHID staff is not recommending that any transfers be made into this reserve because the District is anticipating spending over \$78m (\$36m capital and \$42m operations) in 2022. The District is planning to fund those expenditures through additional bonding, General Reserves and monthly fee collection from its residents. An additional transfer into the Repair & Replacement reserve could put a strain on the District's day-to-day liquidity.

**General/Capital Projects:** Common industry guidelines recommend entities have operating cash reserves of at least three months. Historically, the Board has taken a more conservative approach of having at least three to six months of operating expenses, in addition to the other reserves outlined above, to be able to execute day-to-day operations and maintenance in the event of revenue stream disruption. Currently the District has accumulated \$2.5m of funds in excess of the targeted amount of \$19.8m. This accumulation of funds is primarily due to budgeted capital projects that have been delayed for various reasons. The District has accumulated those funds over the past couple of years and is planning to utilize those funds for those delayed projects and the new projects proposed in 2022. It is anticipated that at the end of year the District will have about \$12.7m for operating reserves.

We ask that the Board approve the reserve targets and authorize the recommended transfer for the Insurance Reserve. Thank you for your consideration.



# **Administrative Services Update**

# Meter Purchase Approval

**Purchase Description:** The 2021 Rate Study identified the need to begin a meter replacement program. Meters are purchased through Mountainland Supply because they are the only local source for meters that are completely compatible with our existing system.

## Meter Use:

1. The District has approximately 26,500 ¾" meters. Many of these meters are over 20 years old. As part of a new on-going replacement program, we would need to change out 1,325 meters every year with new ¾" iperls that have a 20-year warranty. Due to availability delays, half of these meters were ordered in September of 2021 and are expected to arrive between May and July. We would like to order the other 662 totaling \$97,682.83.
2. The District has approximately 1,080 large meter ranging from 1 ½" to 10". As part of a new on-going 10-year replacement program, we would like to continually change out 108 meters every year. To achieve this goal, we would need to order (25) 2" Omni T2 17" LL meters, (7) 2" Omni T2 10"LL meters, (10) 1 ½" Omni T2 meters, and (2) 4" T2 Omni meters totaling \$45,852.06.
3. Meter parts are needed to repair aging and stopped meters or failed batteries. The GHID Meter Department has requested the following: (200) 520M MXUs, (25) 6' TRPL 2-wire cable, (3) 2" Omni T2 Chambers, (1) 1.5" Omni T2 Chamber, and (1) 6" T2 Omni Chamber totaling \$40,038.39.
4. The GHID Engineering Department has requested the following Omni meters for Vault Replumb in 2022: (4) 4" meters and (6) 2" meters totaling \$16,310.63.

**Approval Requested:** Consider approval for the purchase of meters and meter parts to Mountainland Supply Company in the amount of \$199,883.91.





**Water  
Maintenance  
Update**

# Water Maintenance Project Approval

## 2022 Leak Detection Program

**Project Description:** As part of the District’s Strategic Initiative Water Loss Task Force, and to help the District better identify our water losses, the District solicited proposals from vendors for leak detection services.

**Conservation Funding Agreement:** The District and Jordan Valley Water Conservancy District (JVWCD) entered a Member Agency Water Conservation Funding Agreement, which outlines a cost-sharing structure between the two Districts. JVWCD has agreed to cover 60 percent of the cost with GHID to cover 40 percent.

In accordance with State of Utah Procurement Code, the request for proposal was posted on the District’s website and the Utah Public Procurement Place. The District received three proposals from the following vendors.

1. Wachs Water Services
2. PipeView Inspection LLC
3. Consulting Engineering, Inc.

**Summary:** Procurement selection was completed using a Request for Proposal Method. An Evaluation Committee was formed and evaluated all proposals with the following selection criteria:


- |   |     |
|---|-----|
| 1. Projects team and experience on past similar projects: | 40% |
| 2. Leak detection technology and plan for implementation: | 40% |
| 3. Cost:  | 20% |

The Evaluation Committee ranked Wachs Water Services the highest with 92 points out of 100 possible. See attached Memorandum for additional information.

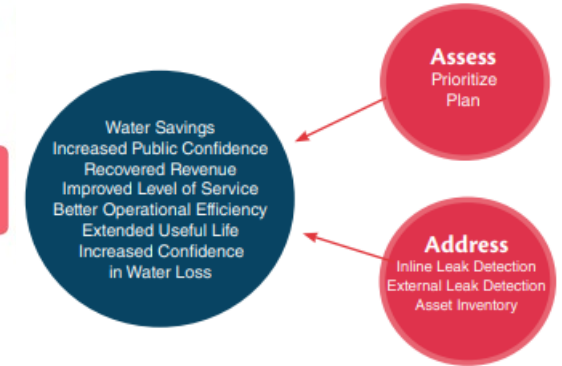
**Approval Requested:** Consider approval of a contract with Wachs Water Services for 2022 leak detection services in the amount of \$80,000.00 with \$48,000.00 to be reimbursed by JVWCD as agreed.

## Pure Technologies and Wachs Water Services

In 2015 Wachs Water Services joined the Pure Technologies team, and together have over 20 years of leak detection experience on distribution and transmission systems, small and large diameter pipe size, and using inline and external leak detection technologies.

 \*Wachs Water Services has inspected over 10,000 miles of water mains

Wachs Water Services has more than a decade of experience with multiple technologies and techniques for water main external leak detection, including specialized correlators, noise loggers, and ultra-sensitive sonic listening devices.



To date, we have located more than **6,500 leaks** with our inline tools, representing

**850 billion gallons** in water savings



# Water Maintenance Project Approval

## 2022 Leak Detection Program



2888 South 3600 West • P.O. Box 701130 • West Valley City, Utah 84170-1110 • Phone (801) 968-3551 • Fax (801) 968-5467 • www.ghid.org

### Memorandum

**Date:** January 11, 2022  
**To:** Jason Helm, P.E., General Manager  
**From:** Dustin Martindale, Director of Water Systems  
**Subject:** Award of Contract Recommendation for Granger-Hunter 2022 Leak Detection Program  
**Copy:** Troy Stout, P.E., Assistant General Manager  
 Todd Marti, MPA, P.E., Assistant General Manager/District Engineer

Granger-Hunter Improvement District (District) solicited proposals from vendors for leak detection services. It was expressed to the vendors that the objectives of the leak assessment effort include, but are not limited to:

1. Obtain field data on the average number and severity of undetected leaks per mile in strategic locations throughout the District and in known hot spot areas. Shall include precise location information for each leak.
2. Aid with data development that supports proven quantification of approximate water loss due to undetected leakage.
3. Provide information to support the analysis of localized/sectional pipeline replacement programs.

The request for proposal was posted on the District's website and the Utah Public Procurement Place (Jaegger). Proposals were due January 07, 2022, and the District received three proposals from the following vendors:

1. PipeView Inspection LLC
2. Consulting Engineering, Inc.
3. Wachs Water Services

An Evaluation Committee was formed and evaluated the vendor's proposals based on the following criteria:

No.	Criteria	Weighting
1.	Projects team and experience on past similar projects:	40%
2.	Leak detection technology and plan for implementation:	40%

Jason Helm, P.E., General Manager, CEO  
 M. Troy Stout, P.E., Assistant General Manager, COO  
 Todd Marti, MPA, P.E., Assistant General Manager, District Engineer

Debra K. Armstrong, Chair  
 Hodger Nordgren, Trustee  
 Corey L. Hurdston, Trustee

3. Cost: 20%

The criteria were graded from 0-5, with 5 being the highest grade. The grades were then multiplied by the appropriate weighting factor to determine the total score. The points for cost were awarded by comparison of the total cost proposed vs. the number of miles of pipe inspected for leaks. The lowest cost per mile Vendor received all 20 points. All other Vendors received a weighted portion of the points according to their cost proposal percentage above the lowest proposed cost, with a proposal at twice the lowest cost receiving none of the points.

The Evaluation Committee included the following: Dustin Martindale (Water Systems Director), Shawn Ellis (Water Systems Division Manager), Michelle Ketchum (Director of Administrative Services), Victor Narteh (Director of Engineering), Jeremy Gregory (Staff Engineer). GHID Assistant General Managers Troy Stout and Todd Marti provided procurement assistance as needed through the process. The Committee convened on Monday, January 10, 2022, to rank the proposals, and the results are as follows (out of 100 total):

PROPOSER	SCORE
Wachs Water Services	92
Proposer B	52
Proposer C	80

In December 2021, the Districts Board approved the budget for this work in the amount of \$80,000.00 Granger-Hunter Improvement District and Jordan Valley Water Conservancy District entered a Member Agency Water Conservation Funding Agreement, which outlines a cost-sharing structure between the two Districts. Jordan Valley Water Conservancy District has agreed to cover 60 percent of the cost of leak detection (\$48,000.00), and Granger-Hunter improvement District has agreed to cover 40 percent of the cost (\$32,000.00). Wachs Water Services proposal was priced at \$80,000.00 to survey 160 miles of GHID waterlines.

The Committee ranked Wachs Water Services the highest with 92. points out of 100 possible. Based on this analysis, I recommend proceeding with requesting the Board of Trustees approve a contract with Wachs Water Services in the amount of \$80,000.00 for 2022 leak detection services.

Jason Helm, P.E., General Manager, CEO  
 M. Troy Stout, P.E., Assistant General Manager, COO  
 Todd Marti, MPA, P.E., Assistant General Manager, District Engineer

Debra K. Armstrong, Chair  
 Hodger Nordgren, Trustee  
 Corey L. Hurdston, Trustee



# Water Systems Purchase Approval

## Hydraulic Excavators Contract Award Recommendation

**Purchase Description:** During the 2022 Budget, the board approved the purchase of two new hydraulic excavators at the estimated total price of \$154,300.00. The new excavators will replace a leased backhoe and a leased hydraulic excavator. The District's equipment lease expires in March 2022, at which time we will be sending the leased equipment back to Wheeler Machinery Company. Recent inflation has caused the prices to increase, and our lowest bid is now \$160,065.00 which is \$5,765.00 higher than the budgeted amount.

**Bid Summary:** The District solicited bids for two excavators, and received pricing from the following three (3) entities, in line with requested specifications:

CAT 305 C3T Base as Specified:	\$70,943.00	<b>LOW BID</b>
CAT 306 C3 Base as Specified:	\$78,995.00	<b>LOW BID</b>
CAT 24-Inch Bucket:	\$2,410.00	Not Interchangeable
CAT Hydraulic Hammer Attachment:	<u>\$7,717.00</u>	Not Interchangeable
Total:	<b>\$160,065.00</b>	
John Deere 50G Base as Specified:	\$71,539.79	
John Deere 60G Base as Specified:	\$79,141.13	
John Deere 24-Inch Bucket:	\$2,142.22	
Custom Hydraulic Hammer Attachment:	<u>\$14,571.56</u>	
Total:	\$167,394.70	
Case CX57C Base as Specified:	\$84,390.00	
Case CX57C Base as Specified:	\$84,390.00	
Case 24-Inch Bucket:	\$4,720.00	
Case Hydraulic Hammer Attachment:	<u>\$10,500.00</u>	
Total:	\$184,000.00	

## **Bid Details:**

In compliance with State of Utah Approved Vendor solicitation stipulations, the low bid process performed has been determined to provide the best value to the District by comparing multiple vendor bids.

**Approval Requested:** Consider approval for the purchase of a CAT 306 C3 hydraulic excavator and a CAT 305 C3T hydraulic excavator along with a 24 Inch bucket and a Hammer attachment in the amount of \$160,065.00 from Wheeler Machinery Company.



# Water Systems Purchase Approval

## C900 PVC Pipe Contract Award Recommendation

**Purchase Description:** During the 2022 Budget, District staff recommended and the Board approved the in-house replacement of three waterline replacement projects totaling \$645,000. In line with the approved budget, this recommendation includes the purchase of 2,800 feet of eight-inch C900 DR18 PVC pipe to support these cast iron waterline replacements in 2022.

**Bid Summary:** The District solicited bids for 2,800 feet of PVC pipe and received pricing from the following three (3) entities, in accordance with GHID specifications:

- |                                       |                    |
|---------------------------------------|--------------------|
| 1) Ferguson Waterworks                | <b>\$55,104.00</b> |
| 2) Mountainland Supply Company        | \$57,283.33        |
| 3) Western Water Works Supply Company | \$64,120.00        |

### **Bid Details:**

In compliance with State of Utah Approved Vendor solicitation stipulations, the low bid process performed has been determined to provide the best value to the District by comparing multiple vendor bids.

**Approval Requested:** Consider approval for the purchase of 2,800 feet of eight-inch C900 DR18 PVC pipe for a total of \$55,104.00 from Ferguson Waterworks for the District's 2022 in-house waterline replacement projects.



# Water Systems Update

## 2021 Data:

- 9 Breaks in December
- 66 Breaks Year-to-Date
- 30% Below YTD Four-Year Average
- December Breaks Below the Average of 14.25 Breaks

## Long Term Break Rate Target

### Development Considerations:

- Level of Service Targets / Disruption of Service Rates
- Water Quality Impacts
- Water Rate Impacts
- Claim Exposure
- System Reliability

Water Main Breaks



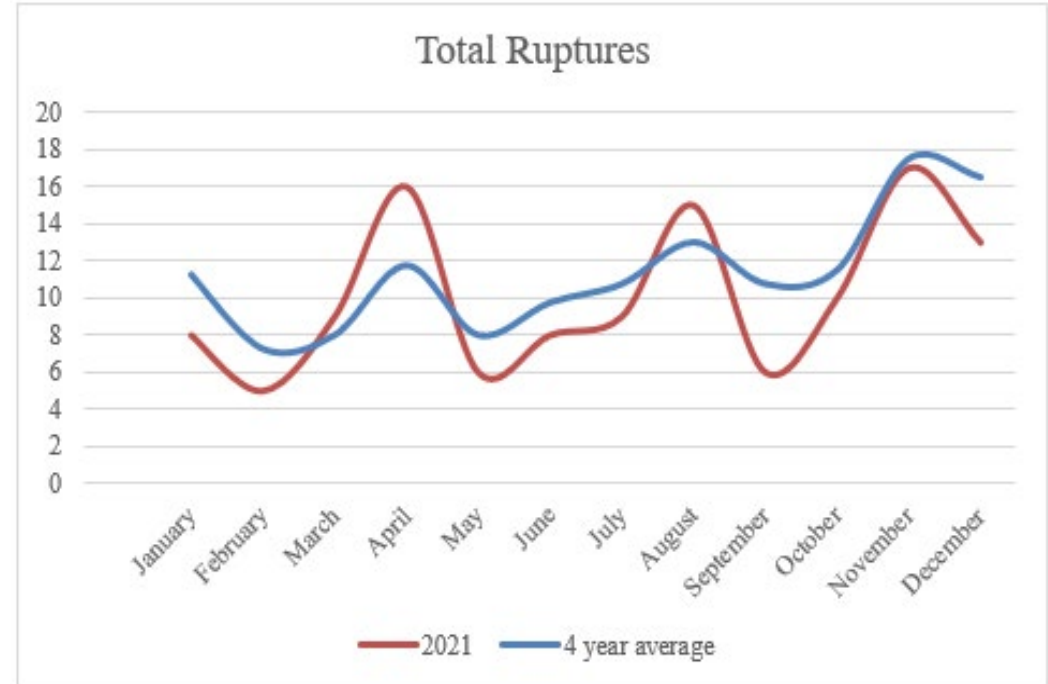
# Water Systems Update

## Water Breaks and Leaks

Breaks & Leaks Combined Totals															
GHID Breaks					GHID Leaks					Total Ruptures					
2017	2018	2019	2020	2021	Year	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021
18	10	12	8	7	January	3	4	1	2	1	21	14	13	10	8
8	5	9	3	2	February	1	1	4	2	3	9	6	13	5	5
5	4	1	5	4	March	5	1	9	3	5	10	5	10	8	9
5	9	4	4	6	April	1	2	2	10	10	6	11	6	14	16
4	2	0	9	3	May	2	5	5	5	3	6	7	5	14	6
5	4	3	7	5	June	3	7	5	5	3	8	11	8	12	8
5	5	4	6	4	July	9	5	8	6	5	14	10	12	12	9
5	7	3	5	8	August	10	6	7	9	7	15	13	10	14	15
9	6	6	6	4	September	5	6	5	8	2	14	12	11	14	6
5	6	15	5	7	October	8	3	3	4	3	13	9	18	9	10
2	13	14	15	7	November	9	4	2	5	10	11	17	16	20	17
17	7	8	26	9	December	3	5	3	4	4	20	12	11	30	13
<b>88</b>	<b>78</b>	<b>79</b>	<b>99</b>	<b>66</b>	<b>Totals to Date</b>	<b>59</b>	<b>49</b>	<b>54</b>	<b>63</b>	<b>56</b>	<b>147</b>	<b>127</b>	<b>133</b>	<b>162</b>	<b>122</b>
88	78	79	99	66	Annual Totals	59	49	54	63	56	147	127	133	162	122
	-11%	+1%	+25%	-33%			-17%	+10%	+17%	-11%		-14%	+5%	+22%	-24.7%
	% Change from Prior Year					% Change from Prior Year					% Change from Prior Year				

Waterline breaks and leaks totaled nine breaks and four service leaks in December 2021.

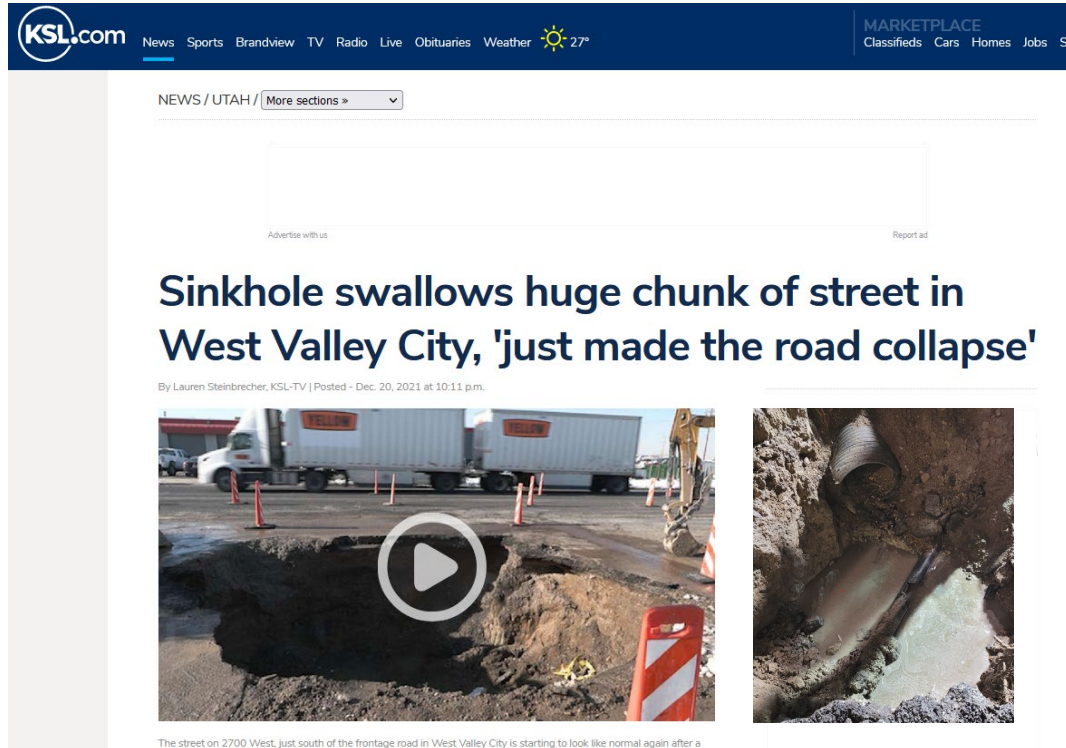
## Four Year Average Trends



The District's total ruptures continued below the four-year average trendline for December 2021.

# Water Systems Update

## Sinkhole at 2201 South 2700 West



The screenshot shows a news article on the KSL.com website. The headline reads "Sinkhole swallows huge chunk of street in West Valley City, 'just made the road collapse'". Below the headline is a video player with a play button icon. To the right of the video player is a smaller image showing a close-up of a pipe in a trench. The article is dated December 20, 2021, at 10:11 p.m. and is by Lauren Steinbrecher, KSL-TV.

At approximately 3:00 pm on December 19, 2021, the District was called to investigate a sinkhole that developed in the roadway located at 2201 south 2700 west in West Valley City. The cause of the sinkhole was discovered to be a large diameter hole in the side of an eight-inch water distribution main. The hole developed directly underneath a 36-inch storm drain that was in poor condition resulting in water and soil materials being flushed into the storm drain causing the sinkhole.

## Water Main Repair

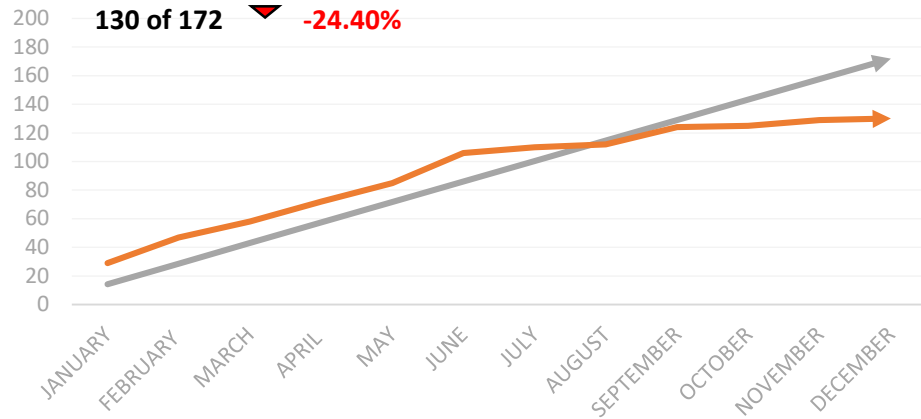


Crews worked through the night and were able to repair the water main by installing a five-foot section of eight-inch PVC pipe and two eight-inch stainless steel repair clamps. The hole took approximately 1,920 cubic feet of backfill materials including gravel, sand, and road base to fill the hole and restore the road. The District has plans to install a new water main and storm drain in this area as part of our Pioneer WWPS Replacement Project in 2022.



# Water Systems Update

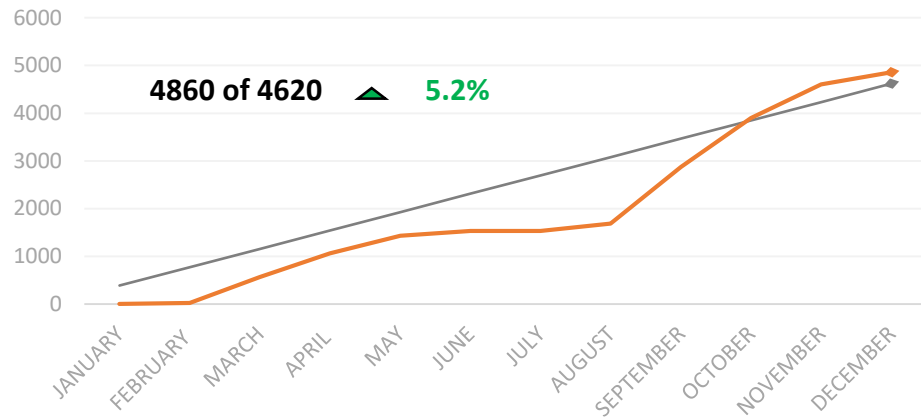
Corrective Valve Maintenance



**2021 Data:**

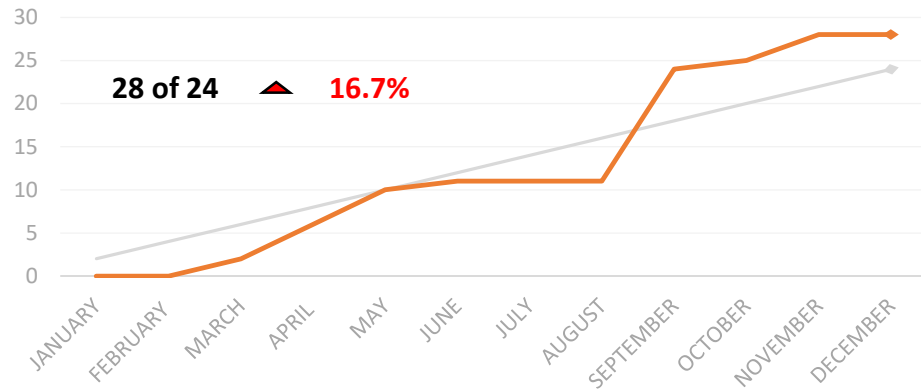
- 130 corrective valve work orders have been completed to-date. 1 work order was completed in December. 6 were created in December, there are 72 valve work orders currently open.
- The valve maintenance crew has completed 4860 planned valve work orders to date. Crews completed 256 planned valve maintenance work orders in the month of December. We finished 5.2% above the goal for the year.

Planned Valve Maintenance

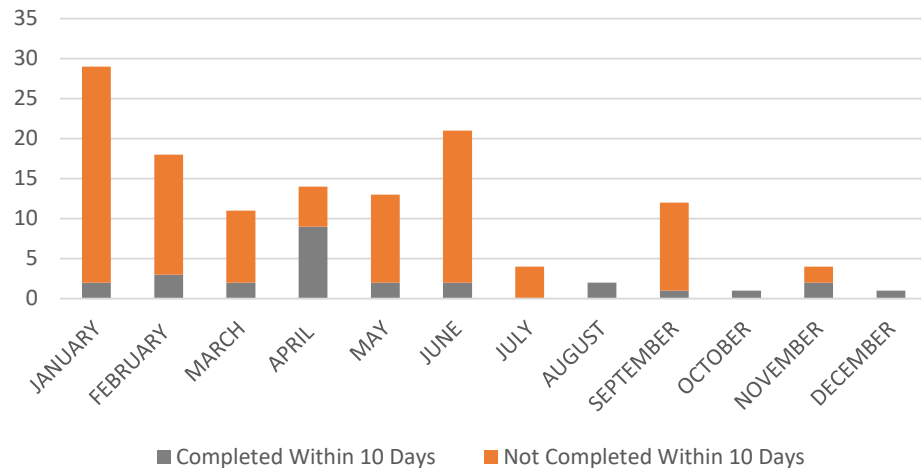


# Water Systems Update

Valves Found Off Rate



Valve Work Order Efficiency



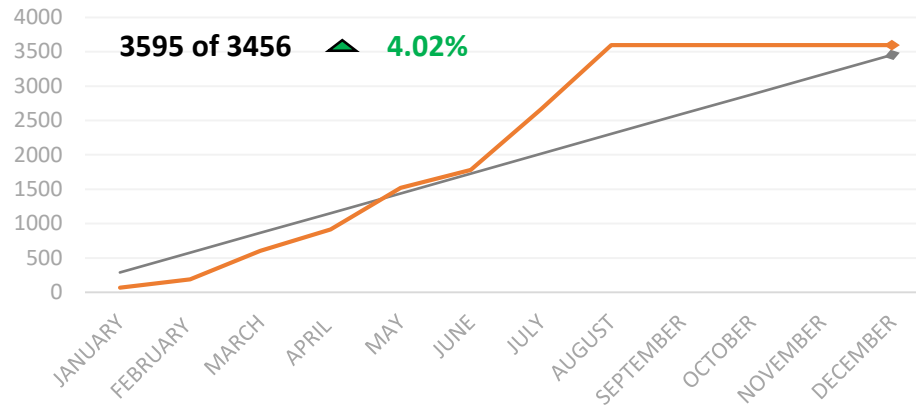
## 2021 Data:

- Valve crews have located 28 valves off to date. All valves found off have been turned back on. In the month of December, crews found 0 valves off.
- 130 corrective valve work orders have been completed to date. The goal is to have the valve repaired or replaced within ten days from the creation of the work order. The corrective valve work order completed efficiency graph shows our progress and efficiency. In the month of December 1 valve work order was completed.

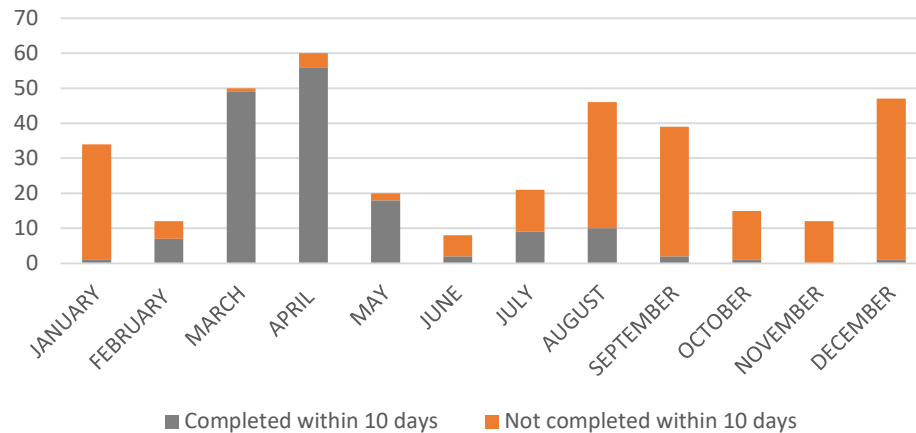


# Water Systems Update

Planned Fire Hydrant Maintenance



Fire Hydrant Work Order Efficiency

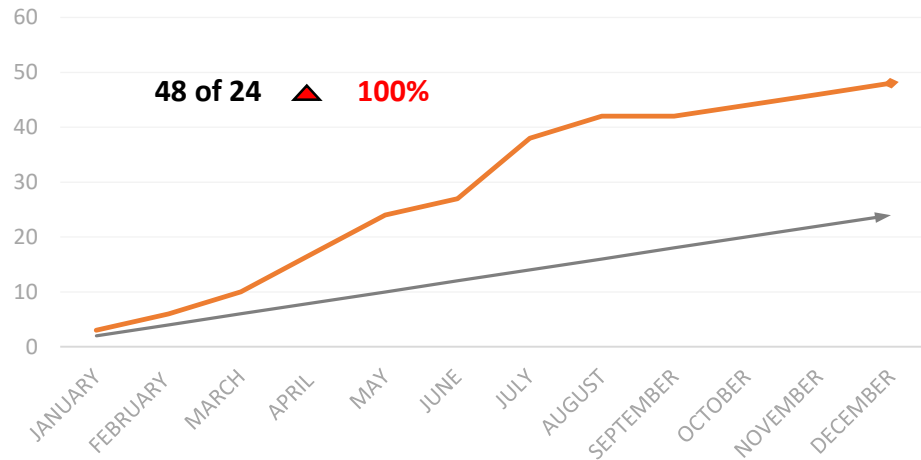


## 2021 Data:

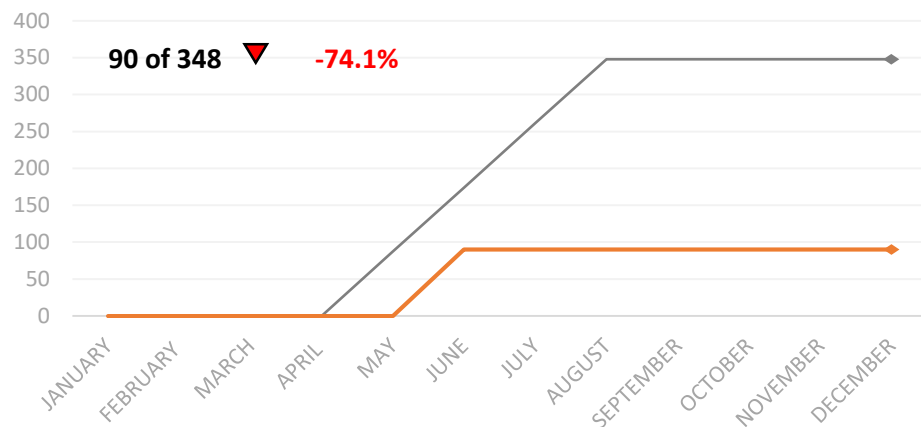
- The planned fire hydrant maintenance is complete for the year, and crews are now working on scheduled valve maintenance.
- Fire hydrant work order efficiency during the month of November consisted mainly of fire hydrants that needed minor repairs reported by the planned fire hydrant inspections. Currently, we have 260 open fire hydrant work orders, most of the open work orders are for minor repairs. In the month of December, crews closed 47 fire hydrant work orders. To date, crews have completed and closed 364 fire hydrant repair work orders.

# Water Systems Update

Hydrant Effectiveness Out of Service Rate



Fire Hydrants Coated To-Date with Target

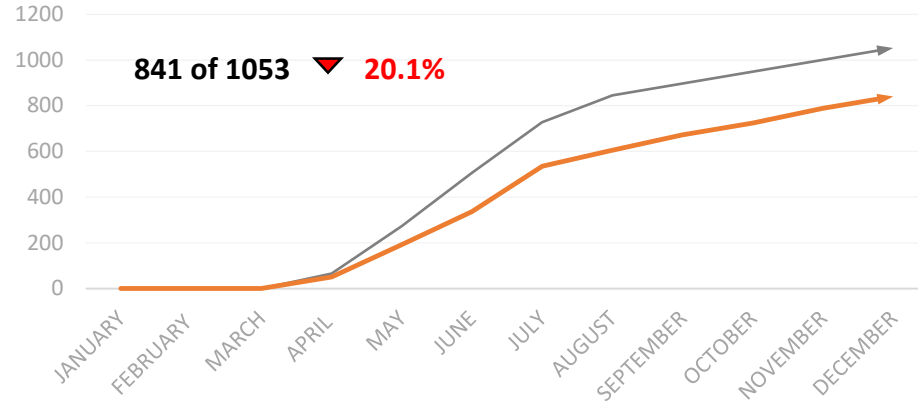


## 2021 Data:

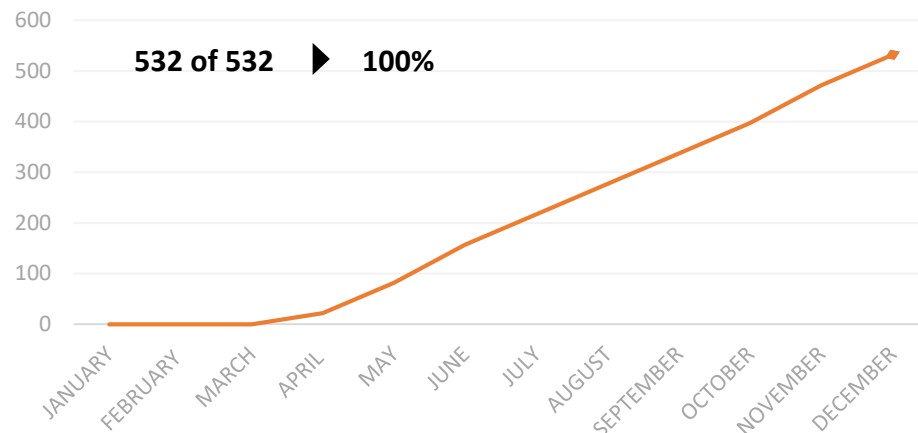
- To date, we have had 48 fire hydrants tagged out of service for repairs or replacements. We replaced 1 hydrant that was out of service during the month of December, we currently still have 5 fire hydrants tagged out of service. We have 4 fire hydrants in stock, and we are still waiting on 6 from the vendor. Crews will focus on replacing these hydrants in the month of January.
- The District’s fire hydrant crew did not complete any scheduled paint prep or fire hydrant painting in the month of September. We are not scheduling any painting for the remainder of the year; we want to focus our efforts on scheduled valve maintenance and fire hydrant repairs for the remainder of the year.

# Water Systems Update

### Daily Scheduled Routine Maintenance



### Weekly Scheduled Routine Maintenance

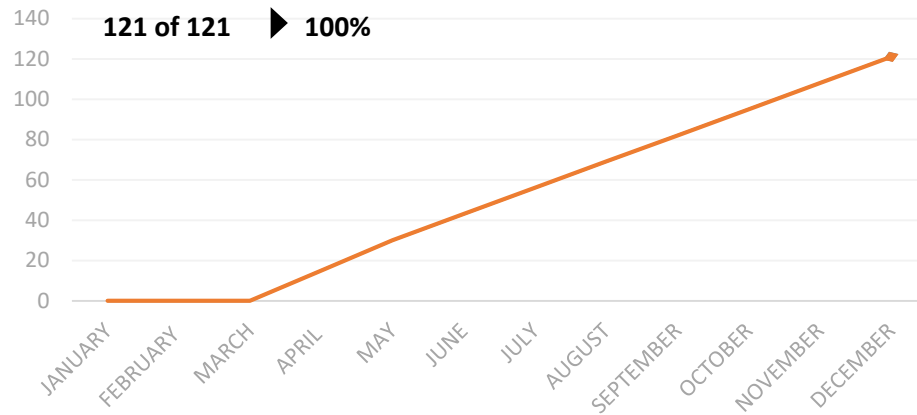


### 2021 Data:

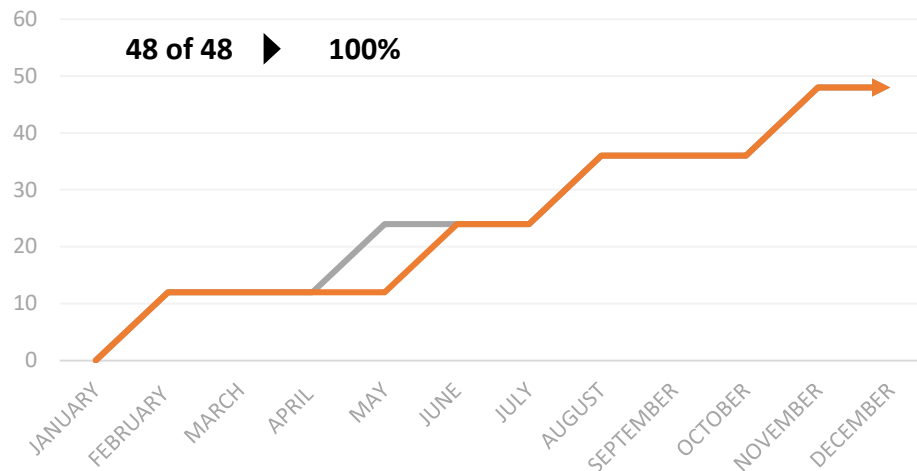
- 52 of 52 daily routine scheduled maintenance inspections were completed in December 841 of 1053 daily routine scheduled maintenance inspections have been completed to date.
- All the Weekly routine maintenance tasks have been completed in line with manufacturer recommendations for the month of December.

# Water Systems Update

Monthly Scheduled Routine Maintenance



Quarterly Scheduled Routine Maintenance

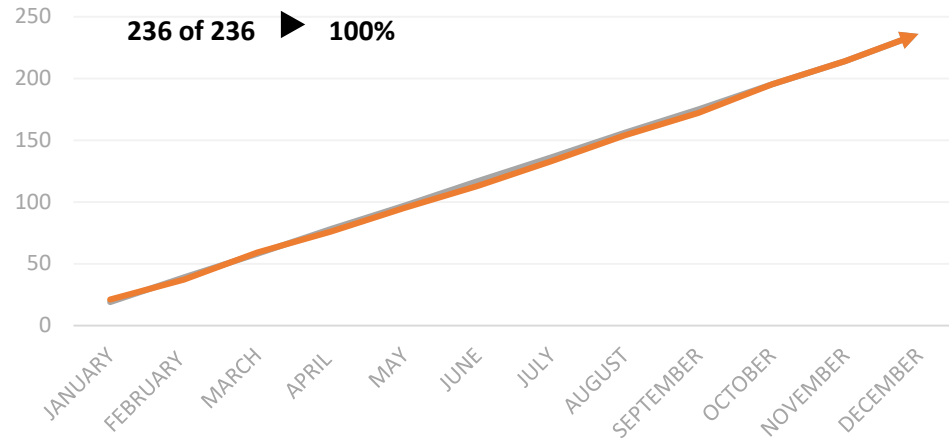


**2021 Data:**

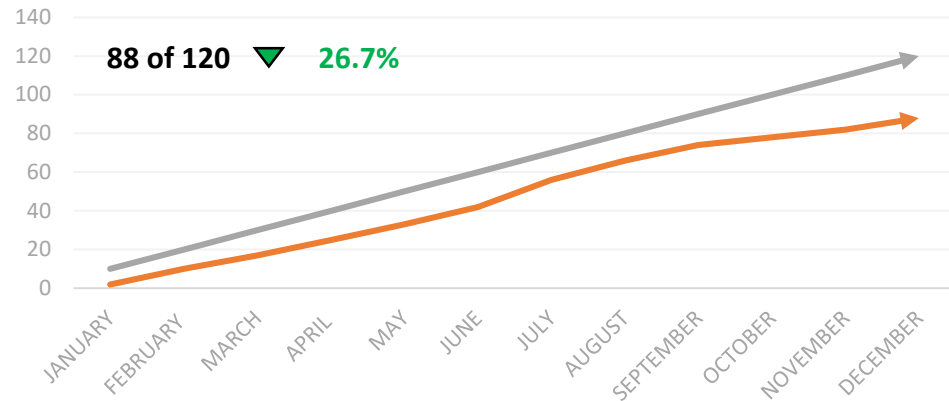
- All the Monthly scheduled routine maintenance has been completed at all the water sites for the month of December.
- There were 0 quarterly scheduled routine maintenance tasks for the month of December. All the quarterly scheduled routine maintenance inspections have been completed for 2021.

# Water Systems Update

### Monthly PRV Scheduled Routine Maintenance




### Reactive Work Orders Completed



### 2021 Data:

- The water maintenance crews have completed 22 PRV maintenance inspections during the month of December. District crews have completed 236 out of 236 PRV inspections for the year.
- Crews have had to complete 88 reactive work orders to date. In the month of December, there were 6 completed. Reactive work orders are work orders created when an emergency or event outside of routine maintenance occurs. Our target goal is 10 or fewer reactive work orders per month.



# **Wastewater Maintenance Update**

# Wastewater Maintenance Update

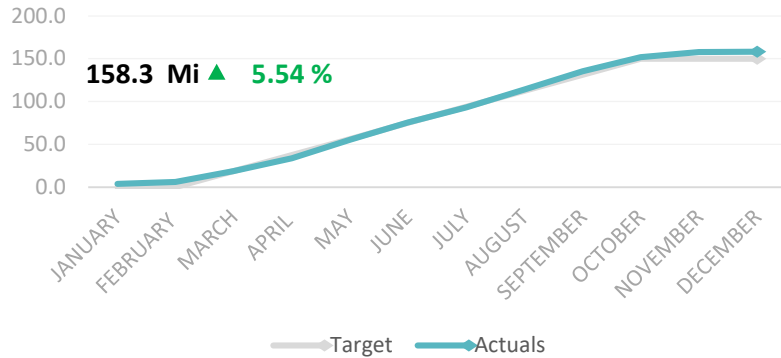


## Wastewater Maintenance Report

- Warner WWPS now has all 3 pumps operational and in service.
- New Vactor is licensed, registered, had logos put on and is in service.
- Working with Granite Inliner from a 2020 CIPP project to resolve issues with a liner they installed.
- We will be replacing one of the 150 HP Sulzer pumps at Armstrong WWPS that are approaching their 10 yr. life expectancy.

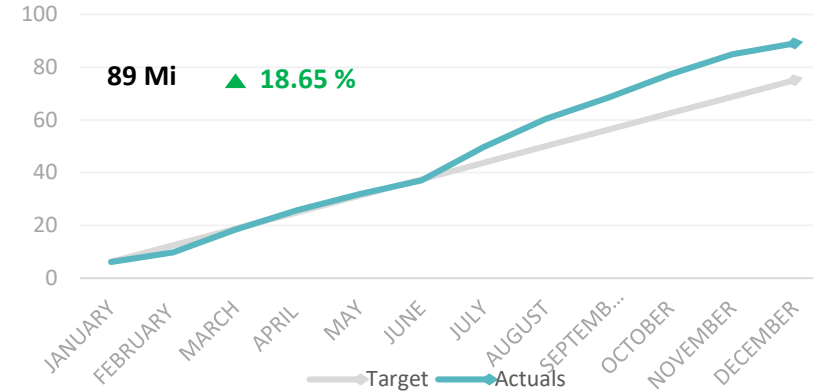
# Wastewater Maintenance Update

## Collection System Cleaning



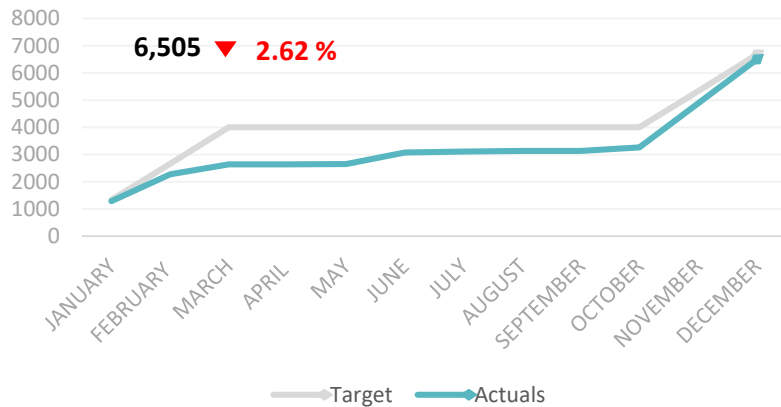
**Variance Description** – We finished the year slightly above target, staying in good standings for cleaning our entire collection system every two years per our wastewater collection system maintenance plan.

## Collection System CCTV



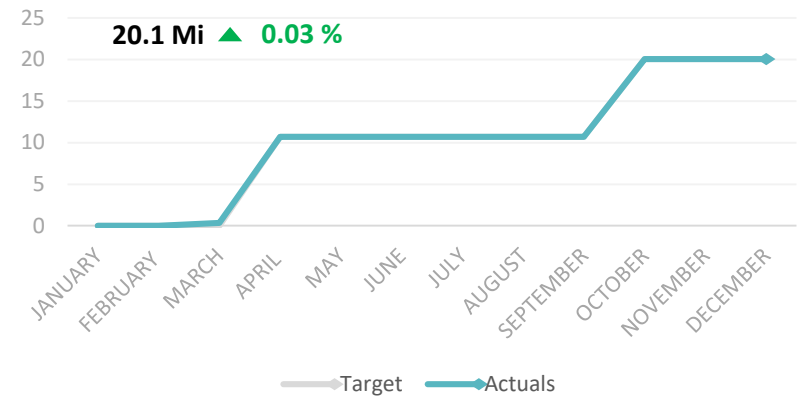
**Variance Description** – We finished the year well above target for CCTV inspecting our entire collection system every four years, per our wastewater collection system maintenance plan.

## Manhole Inspection



**Variance Description** – We finished the year just shy of inspecting all of the district’s 6,680 manholes by 175 manhole inspections.

## Collection System Hot Spot Cleaning



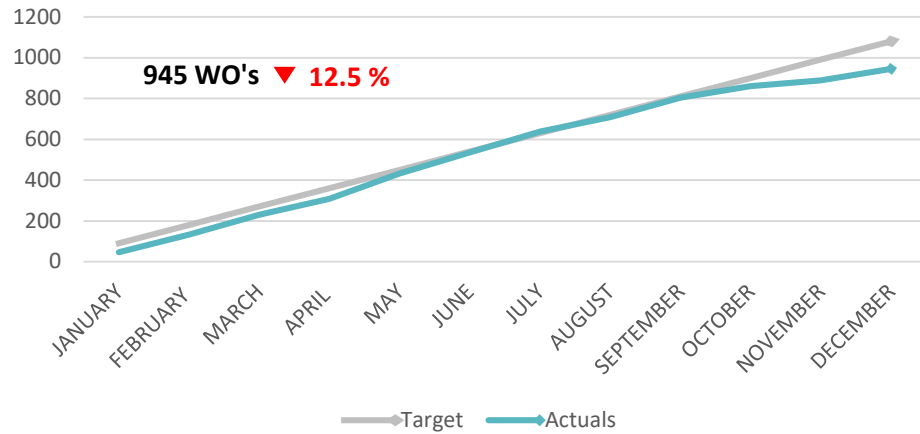
**Variance Description** – Hotspots were completed in October, and we met our target for the year, as well as being able to remove some of the Hotspots per CCTV inspection reports.





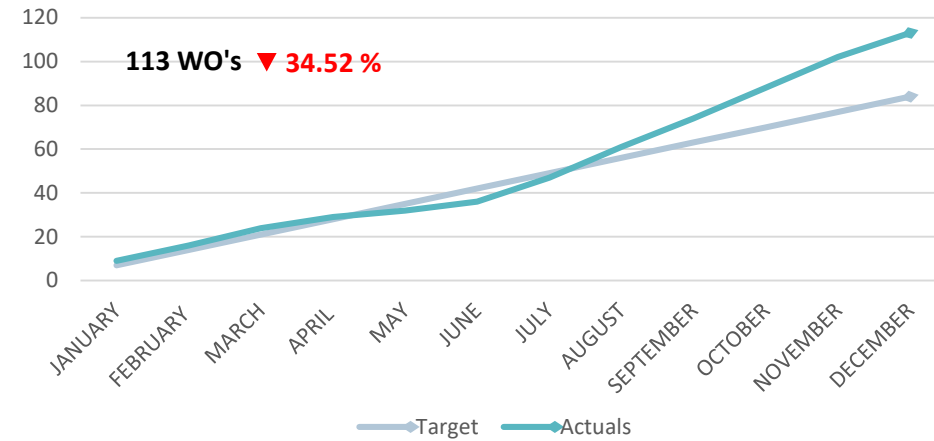
# Wastewater Maintenance Update

## WWPS Preventative Maintenance WO Totals



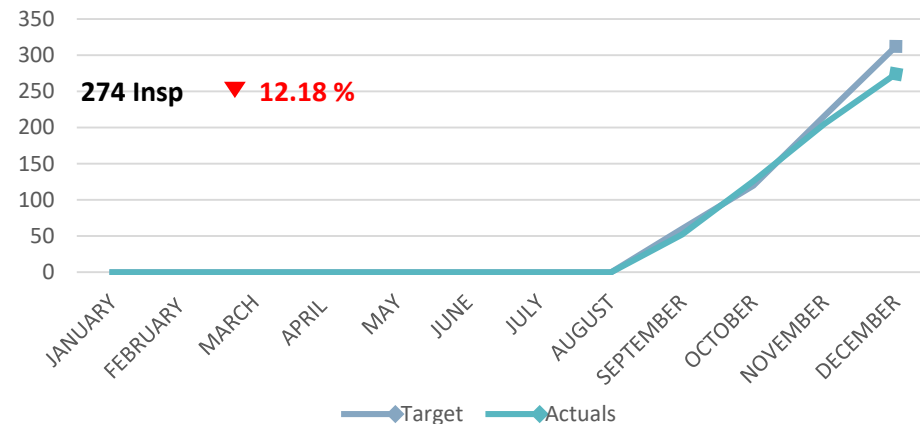
**Variance Description** – This has been a tough measurement throughout the year, since we have adjusted much of our existing work orders to inspections since September, which is where you can see the drop off on the graph. We will have a better understanding and measurement for the upcoming 2022 year.

## WWPS Reactive Maintenance WO Totals



**Variance Description** – A lot of the reactive maintenance began occurring in July-August, due to the failing grinders that were beyond their replacement date, we hope to reduce the amount of reactive maintenance in the upcoming 2022 year, since we are performing a lot more inspections on the stations.

## WWPS Inspections

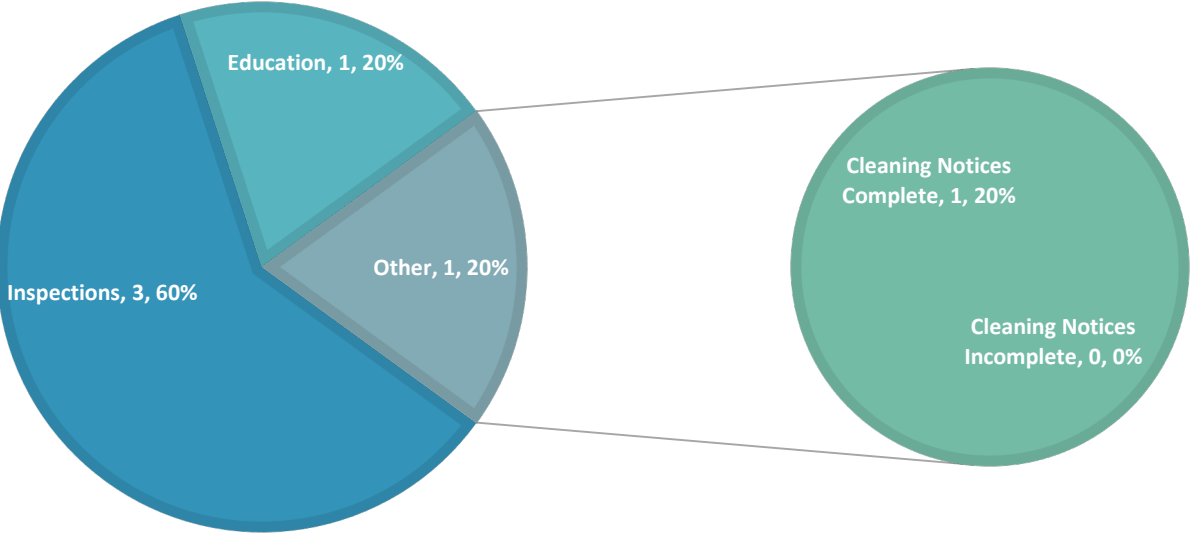


**Variance Description** – Our WWPS crew was doing a fantastic job at keeping up on inspections until some Covid cases occurred, limiting the crews on some of the weekly, monthly inspections. We are anticipating making some adjustments in the upcoming 2022 year if situations like these occur, in order to stay on target.



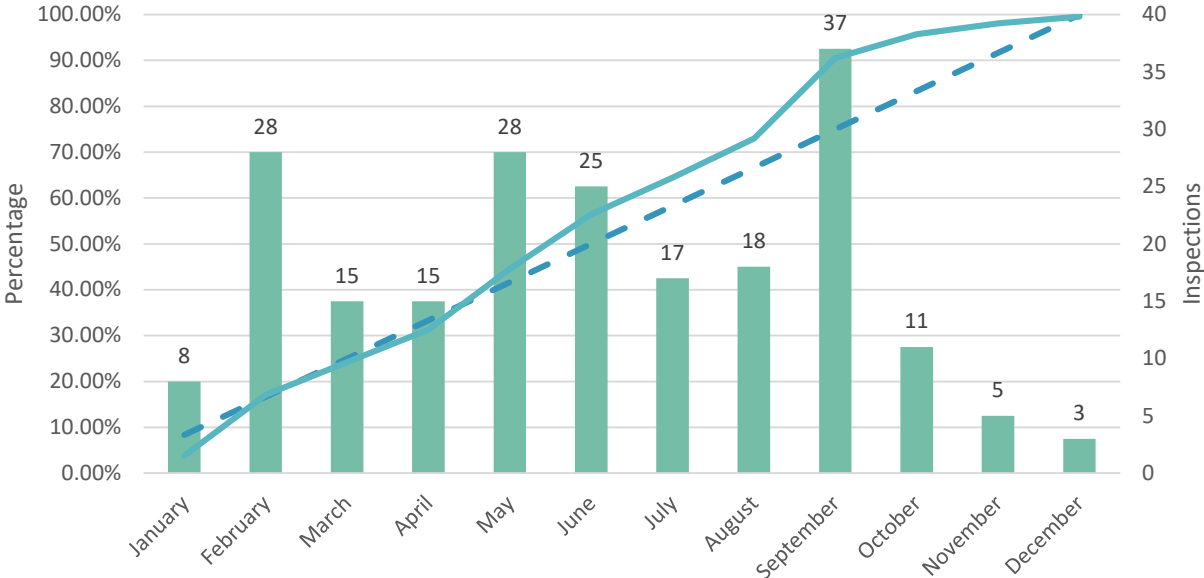
# Wastewater Maintenance Update

FOG PROGRAM – DECEMBER



■ Inspections ■ Education ■ Cleaning Notices Complete ■ Cleaning Notices Incomplete

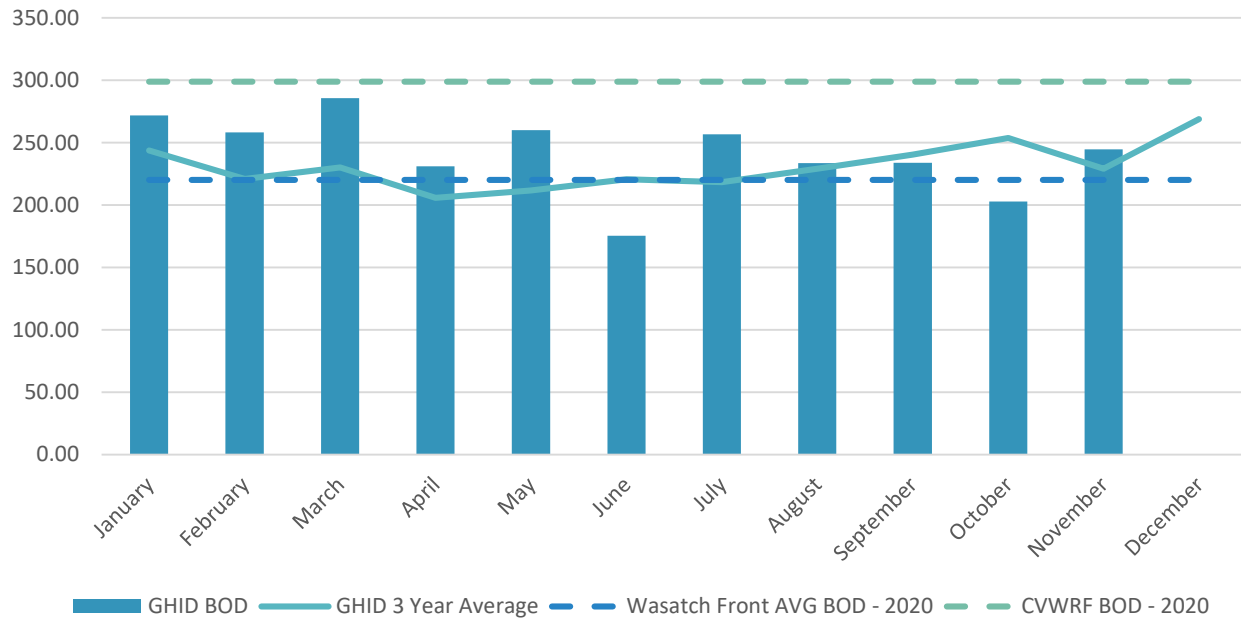
Grease Interceptor Inspections - 2021



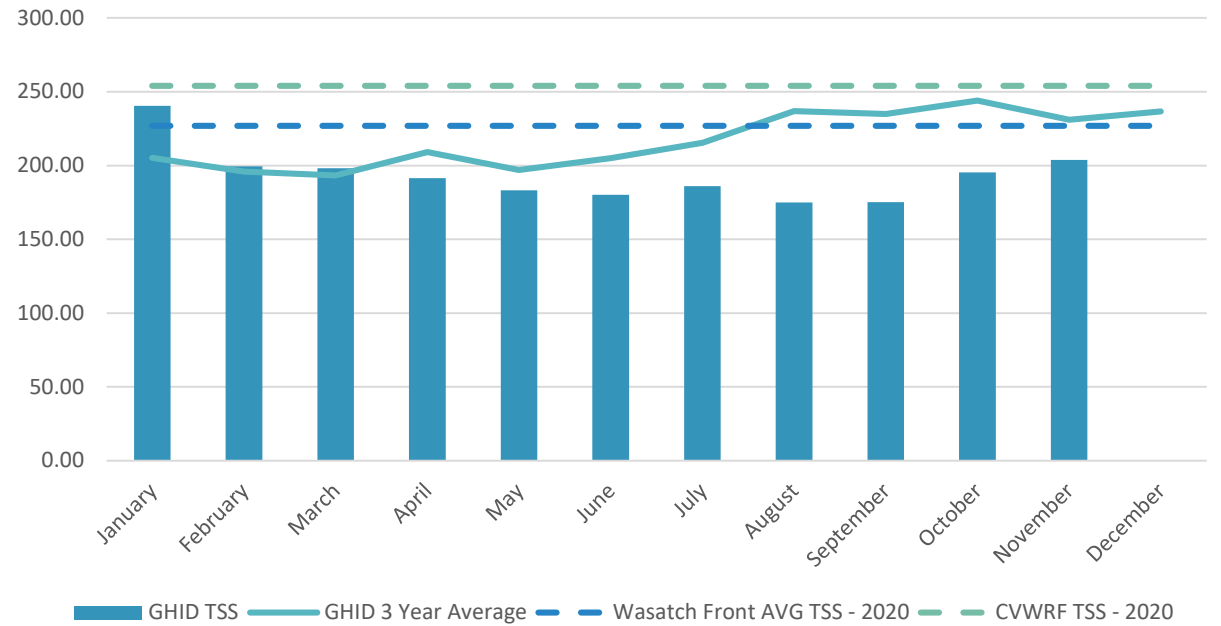
■ # Inspected — Projected % Complete — Actual % Complete

# Wastewater Maintenance Update

## BOD - Concentration



## TSS - Concentration



The surrounding area average BOD/TSS numbers come from 2021 data collected from the following entities: South Valley Sewer District, South Davis Sewer District, Snyderville Basin Water Reclamation Facility, Timpanogos Special Service District, and Springville City. More Data is being collected to better understand where our sewer strength levels stand.



# **Water Supply Review**

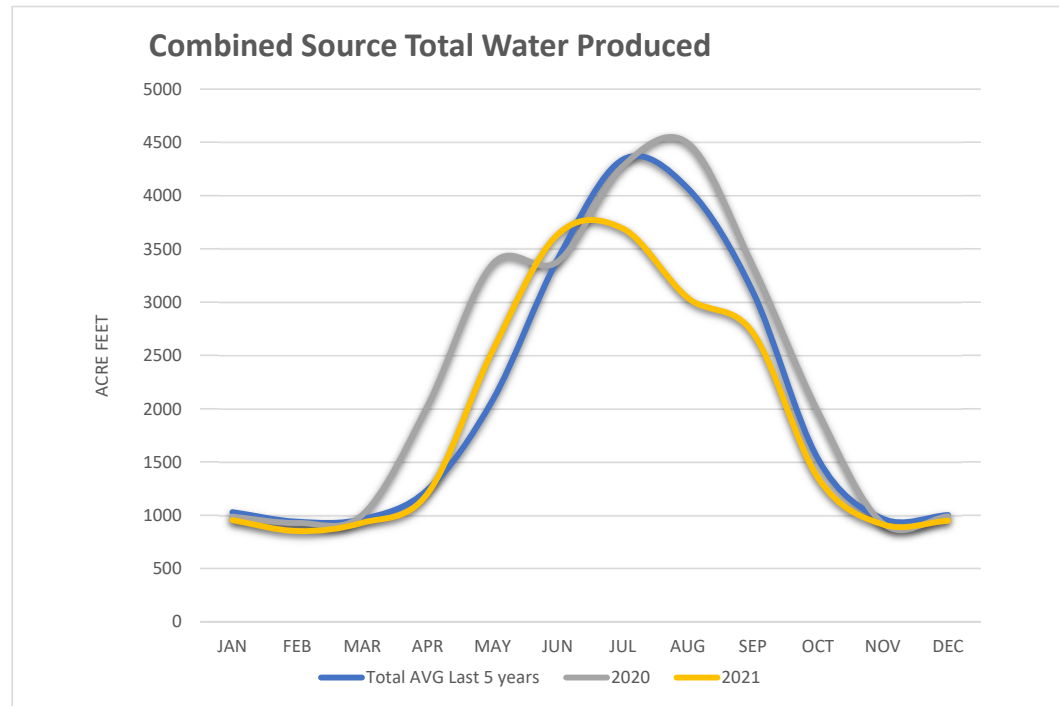


## WATER PRODUCTION REPORT

Production by Source (acre-feet)			
	2020	2021	5-year
GHID Wells	7,392.0	5,081.8	5,761.0
% of Total	36%	29%	30%
JVWCD	20,296.8	17,698.4	18,898.1
<b>TOTAL</b>	<b>27,688.8</b>	<b>22,780.2</b>	<b>24,659.1</b>
% of 5-year	112.29%	92.38%	

Production by Well (acre-feet)			
	2020	2021	5-year
Well No. 1	417	258	700
Well No. 8	818	784	363
Well No. 12	1,642	1,743	1,000
Well No. 14	4	0	5
Well No. 15	1,257	740	653
Well No. 16	1,462	1,023	1,574
Well No. 17	1,792	535	1,088
<b>TOTAL</b>	<b>7,392</b>	<b>5,082</b>	<b>5,382</b>

Wastewater Flow (MGD daily flow average)			
	2020	2021	5-year
GHID	14.64	14.35	-
CVWRF	12.67	12.31	12.49





# **Capital Projects Update**



## CAPITAL PROJECTS APPROVALS - JANUARY 2022

<b>22D: 4100 South and 4700 South Waterlines Project</b>					
Capital Project: 4100 S. from 6000 W. to 6400 W., 4700 South Waterline Replacement					
2022 Budget: \$1,270,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: TBD	\$0.00	\$0.00	0%	\$0.00	0%
Contractor: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<p><b>Project Description:</b> The old 12-inch line in 4700 South and 6-inch line in 4100 South both need to be replaced. The 4100 South waterline will be replaced from 6000 West to 6400 West and the 4700 South waterline will be replaced from 5600 West to 6000 West.</p> <p><b>Project Update:</b> Granger-Hunter Improvement District (District) has budgeted in 2022 to replace two aged waterlines in both 4100 South - 6000 W. to 6400 W. and 4700 South – 5600 W. to 6000 W. The pipeline in 4100 South is 6-inch cast iron installed in 1959 and the pipeline in 4700 South is 12-inch steel installed in 1971. Both pipelines are prioritized in the top 5% likely to fail by FractaAI. District staff decided to combine the two waterlines into one project for reduced workload and better contractor prices.</p> <p>Per UASD Procurement Policy, the District has established an Approved Vendor List (AVL) for Architectural/Engineering Services for projects under \$100,000. The AVL was established in April of 2021 and qualified 13 general engineering consultants and 7 specialty engineering firms (corrosion control, architectural). The District considers qualifications and applicable rankings from 2-3 firms depending on the expected scope &amp; fee, and selects one to begin negotiations. If the fee is acceptable, the District will select the firm for the work.</p> <p>The District considered Jones &amp; DeMille, Lochner and PSOMAS for the 22D Project. Lochner (who designed the first section of pipe on 4700 South) indicated they were not available for the project. Jones &amp; DeMille (who completed the sewer line on 4100 South from 6000 W. to 6400 W.) indicated they would be interested in completing the design. PSOMAS is not as familiar with the project area and is not ranked as high on the AVL list. Jones &amp; DeMille performed well on the 4100 South sewer line and District staff are comfortable with the selection.</p> <p>The District commenced negotiations with Jones &amp; DeMille for design and construction administration services for both sections of pipe. Jones &amp; DeMille proposed a total fee for both design and construction administration of \$98,100 (Design: \$59,882, Construction Administration: \$38,218) for both pipelines.</p>					

**Approval Requested: Consider approval of a design and construction administration contract to Jones and DeMille Engineering in the amount of \$98,100.00 for the 22D: 4100 South and 4700 South Waterlines Project**



2888 South 3600 West • P.O. Box 70110 • West Valley City, Utah 84170-1110 • Phone (801) 968-9551 • Fax (801) 968-5467 • www.ghid.org

### Memorandum

Date: January 12, 2022

To: Jason Helm, P.E., General Manager

From: Jeremy Gregory, P.E., Staff Engineer

Subject: Consultant Selection - 22D: 4100 South and 4700 South Waterlines Project

Copy: Todd Marti, MPA, P.E., Assistant General Manager/District Engineer  
Victor Narteh, P.E., Director of Engineering



Granger-Hunter Improvement District (District) has budgeted in 2022 to replace two aged waterlines in both 4100 South – 6000 W. to 6400 W. and 4700 South – 5600 W. to 6000 W. The pipeline in 4100 South is 6-inch cast iron installed in 1959 and the pipeline in 4700 South is 12-inch steel installed in 1971. Both pipelines are prioritized in the top 5% likely to fail by FractaAI. District staff decided to combine the two waterlines into one project for reduced workload and better contractor prices.

Per UASD Procurement Policy, the District has established an Approved Vendor List (AVL) for Architectural/Engineering Services for projects under \$100,000. The AVL was established in April of 2021 and qualified 13 general engineering consultants and 7 specialty engineering firms (corrosion control, architectural). The District considers qualifications and applicable rankings from 2-3 firms depending on the expected scope & fee, and selects one to begin negotiations. If the fee is acceptable, the District will select the firm for the work.

The District considered Jones & DeMille, Lochner and PSOMAS for the 22D/E Project. Lochner (who designed the first section of pipe on 4700 South) indicated they were not available for the project. Jones & DeMille (who completed the sewer line on 4100 South from 6000 W. to 6400 W.) indicated they would be interested in completing the design. PSOMAS is not as familiar with the project area and is not ranked as high on the AVL list. Jones & DeMille performed well on the 4100 South sewer line and District staff are comfortable with the selection.

The District commenced negotiations with Jones & DeMille for design and construction administration services for both sections of pipe. Jones & DeMille proposed a total fee for both design and construction administration of \$98,100 for both pipelines. The District is comfortable with this price and recommends proceeding with presenting this recommendation to the District Board of Trustees.

With this information, I recommend proceeding with requesting the GHID Board of Trustees to consider approval of a design and construction administration contract to Jones and DeMille Engineering in the amount of \$98,100.00 for the 22D: 4100 South and 4700 South Waterlines Project. With your approval, I will add this request to the January 2022 Board Packet.

Jason Helm, P.E., General Manager  
Todd Marti, MPA, P.E., Assistant General Manager, District Engineer  
Victor Narteh, P.E., Assistant General Manager, CDD

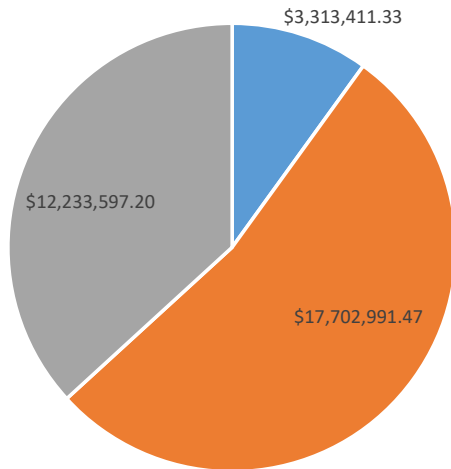
Debra K. Armstrong, Chair  
Corey L. Ruston, Trustee  
Roger K. Nordgren, Trustee



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

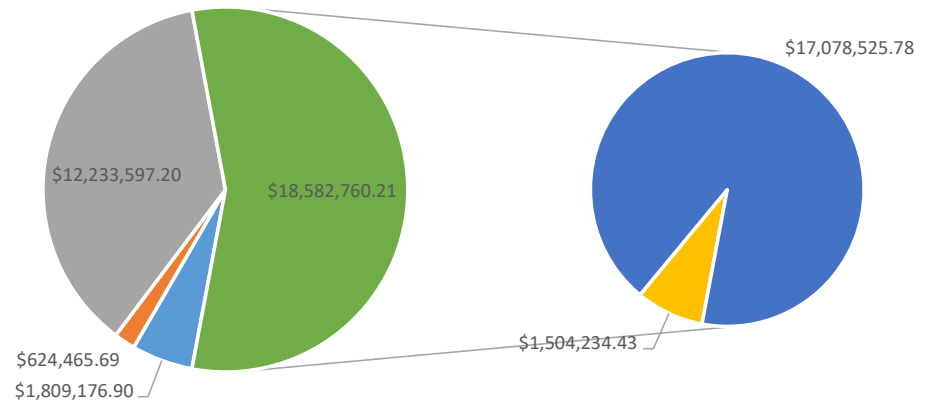
## CAPITAL PROJECTS SUMMARY - JANUARY 2022

Capital Projects Overview



■ Consulting Contracts ■ Construction Contracts ■ Remaining

Capital Projects Work Progress




■ Consulting Paid-to-date ■ Construction Paid-to-date ■ Remaining  
■ Consultant Remaining ■ Contractor Remaining

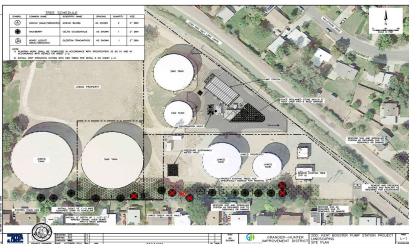
PROJECT STATUS	
Projects Planned:	5
Projects In Design (Consultant):	6
Projects in Design (GHID):	2
Projects in Construction:	7
Projects in Warranty:	8
<b>TOTAL:</b>	<b>28</b>



20A&I: 3100 South to 4100 South Redwood Road Water and Sewer Project					
Capital Project: Redwood Road Pipeline Replacement (4100 South to 3100 South) & Valley Fair Mall Feedlines					
2022 Budget: \$3,180,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: Bowen, Collins & Assoc.	\$390,000.00	\$390,000.00	0%	\$83,233.50	21%
Contractor: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> 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.					
<b>Project Update:</b> Design is ongoing. The plans for the water and sewer projects are both 90% complete. It is the District's intent to construct the sewer replacement first. Plans will be submitted to the District for review next week. It is anticipated that contractor prequalification packets for sewer construction will be issued next week.					


20B: Rushton Groundwater Treatment Plant					
Capital Project: Wells 1,12, 17 Treatment Facility					
2022 Budget: \$10,060,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: J-U-B Engineers	\$581,470.00	\$1,544,744.00	166%	\$740,987.60	48%
Contractor: Nelson Brothers	\$9,707,890.38	\$9,707,890.38	0%	\$0.00	0%
<b>Project Description:</b> 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.					
<b>Project Update:</b> The contractor has started sending over submittals for review and mobilizing equipment. It is anticipated that crews will begin their work mid-January.					


20B-1: RGWTP Waterlines Project					
Capital Project: Wells 1,12, 17 Treatment Facility					
2022 Budget: Part of 20B					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: JUB Engineers	Part of 20B	Part of 20B	Part of 20B	Part of 20B	Part of 20B
Contractor: Silver Spur	\$1,172,500.00	\$1,172,500.00	0%	\$0.00	0%
<b>Project Description:</b> As part of the Rushton Groundwater Treatment Plant, piping modifications are necessary in 3300 South and 3100 South.					
<b>Project Update:</b> A Preconstruction Meeting was held on August 10, 2021 and Notice to Proceed has been issued. In order to prevent winter-time weather delays within UDOT ROW, the contractor will start work in the spring.					
			Waterline Alignment		

20D: Kent Booster Pump Station Replacement and Tank Purchase					
Capital Project: Tank Farm Booster Replacement/Tank Purchase/Energy Improvements Project					
2022 Budget: \$8,575,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: Hansen, Allen & Luce	\$334,146.23	\$392,430.47	17%	\$385,583.20	98%
Contractor: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> Replacement of the existing Kent Booster Pump Station at Tank Farm (4400 South 4800 West), site piping replacements, and purchase of one existing 5 MG Jordan Valley Water tank.					
<b>Project Update:</b> Design is ongoing. The design drawings will be finalized and made available for bidding after comments from the Division of Drinking Water and West Valley City are addressed. The District is awaiting signature from JWVCD on the sale of the tank and property. A new subdivision plat for WVC is in progress.					
			Landscaping		

20E: Pioneer WWPS Replacement					
Capital Project: Pioneer WWPS Replacement & Pipeline/ Forcemain Upgrades					
2022 Budget: \$4,315,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: Hansen, Allen & Luce	\$165,104.00	\$371,754.00	125%	\$254,527.00	68%
Contractor: COP Construction	\$4,117,000.00	\$4,117,000.00	0%	\$0.00	0%
<b>Project Description:</b> 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.					
<b>Project Update:</b> Submittal review is ongoing. A preconstruction meeting was held with West Valley City on January 10. The contractor has cleared and grubbed the construction site and staged construction equipment and a site office. Construction activities are expected to ramp up in the next week.					

20G: Building B Addition and Remodel						
Capital Project: Building B Remodel/Addition						
2022 Budget: \$1,735,000.00						
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete	
Consultant: EDA, Inc.	\$165,026.00	\$231,071.00	40%	\$184,748.00	80%	
Contractor: COP Construction	\$1,410,500.00	\$1,478,631.79	5%	\$184,655.30	12%	
<b>Project Description:</b> Upgrades/repair of the Building B, including bathroom and kitchen remodel, and remodel of the mezzanine and/or addition.						
<b>Project Update:</b> Crews have started the interior demolition of the concrete floor slab, installing door frames, and preparing the exterior footings for the building addition.						

20G-1: Building B Reroof						
Capital Project: Building B Remodel/Addition						
2022 Budget: Part of 20G						
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete	
Consultant: EDA, Inc.	Part of 20G	Part of 20G	Part of 20G	Part of 20G	Part of 20G	
Contractor: North Face Roofing	\$98,600.00	\$98,600.00	0%	\$0.00	0%	
<b>Project Description:</b> Replacement of the Building B roof. Replacement will include a new PVC roof membrane, walkway pad, roof hatch guardrail system, metal roof deck and insulation infill, mechanical curb, and roof ladder.						
<b>Project Update:</b> Crews have started installing the roof membrane. It is anticipated that the work will be completed by mid December.						
			<div style="border: 1px solid black; padding: 5px; display: inline-block;">New</div>			

21A: Large Meter Replacements						
Capital Project: Meter Vault Upgrades						
2022 Budget: \$30,000.00						
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete	
Consultant: GHID Staff	-	-	-	-	-	
Contractor: Beck Construction	\$517,750.00	\$525,638.30	2%	\$439,810.39	84%	
<b>Project Description:</b> Remove existing water meters and replace with new 4-inch, 6-inch, and 8-inch vaults at various locations in West Valley City. This is one of the District's annual recurring maintenance/replacement projects.						
<b>Project Update:</b> The contractor has finished installing each vault and has reached substantial completion. They have suspended their work until late spring when they will be able to complete the remaining landscaping and asphalt work.						
			<div style="border: 1px solid black; padding: 5px; display: inline-block;">Meter Vault at Wildwood</div>			

21C: Kearns Interconnects along 4700 South						
Capital Project: Kearns Improvement District Emergency Interconnections						
2022 Budget: N/A						
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete	
Consultant: GHID Staff	-	-	-	-	-	
Contractor: GHID	-	-	-	-	-	
<b>Project Description:</b> 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.						
<b>Project Update:</b> A kick-off meeting with Kearns Improvement District was held on August 26th. An existing meter vault with Jordan Valley Water and Kearns I.D. may be able to be used as an interconnect.						

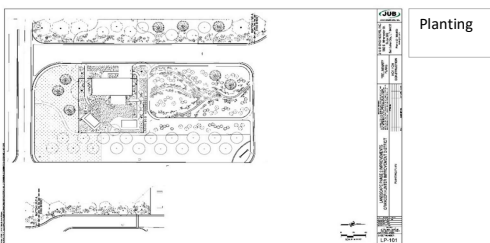
21D: Enterprise Resource Planning Software Replacement						
Capital Project: Incode v10 Upgrade						
2022 Budget: \$35,000.00						
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete	
Consultant: Tyler Technologies	\$67,748.00	\$67,748.00	0%	\$0.00	0%	
<b>Project Description:</b> Replacement of the District's Enterprise Resource Planning (Financial) software to Incode v10 as Incode v9 is at the end of its useful life.						
<b>Project Update:</b> Incode 10 has been installed for the Accounting Staff, overall the project is about 25% complete.						

21F: SCADA Modernization Project					
Capital Project: SCADA Modifications/Upgrades					
2022 Budget: \$225,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: APCO, Inc.	\$180,000.00	\$194,163.86	8%	\$138,680.00	71%
<b>Project Description:</b> Upgrades and modifications to the District's existing Supervisory Control and Data Acquisition (SCADA) system. This project will modernize the AVEVA System but adding object-based tags and creating high-performance graphics, along with upgrading aging and obsolete hardware.					
<b>Project Update:</b> Overall, the project is about 30% complete including RTU upgrades, facility upgrades and historian . Additional funding will need to be allocated over the next 3-5 years.					

21G: Manhole Rehabilitation Project					
Capital Project: Sewer Lining and Manhole Rehabilitation					
2022 Budget: \$80,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: GHID Staff	-	-	-	-	-
Contractor: Cody Ekker Construction	\$92,000.00	\$92,000.00	0%	\$0.00	0%
<b>Project Description:</b> Rehabilitation of thirty (30) sewer manhole collars throughout the West Valley City area by raising manholes to grade and pouring concrete collars.					
<b>Project Update:</b> In order to prevent winter-time weather delays and avoid additional material charges to protect the work, the contractor will start work next spring.					

21H: Well No. 15 and 16 Chlorinators					
Capital Project: Chlorine Generation Equip – Well No. 15, Chlorine Generation Equip – Well No. 16					
2022 Budget: \$410,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: Sunrise Engineering	\$39,500.00	\$39,500.00	0%	\$4,961.00	13%
Supplier: Waterford Systems/PSI	\$375,000.00	\$375,000.00	0%	\$0.00	0%
<b>Project Description:</b> The On-Site Sodium Hypochlorite Generator Equipment at Wells No. 15 and 16 have reached their useful life and need to be replaced. The new equipment will help the District avoid future maintenance and parts supply issues.					
<b>Project Update:</b> The 2021 budget for this project was originally allocated toward Well No. 1. After additional review of the well it was determined that the budget should be reallocated toward Well No. 16. The Design Submittal process is underway. This process takes approximately 6-8 weeks.					

21I: Interceptor Vault Modifications					
Capital Project: Interceptor Improvements					
2022 Budget: \$105,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: JUB Engineers	\$26,000.00	\$26,000.00	0%	\$11,023.00	42%
Contractor: Nelson Bros.	\$135,731.00	\$135,731.00	0%	\$0.00	0%
<b>Project Description:</b> Replace the lid of the main District interceptor vault at 1488 W. 3100 S. to improve maintenance access and better match new asphalt elevations.					
<b>Project Update:</b> See 20B: Rushton Groundwater Treatment Plant project update.					

21J: GHID Headquarters Landscaping Phase 2					
Capital Project: Headquarters Landscaping Phase 2 (South End)					
2022 Budget: \$440,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: JUB Engineers	\$56,000.00	\$56,000.00	0%	\$5,433.60	10%
Contractor: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> Phase 2 landscaping will include landscape improvements along the south side of the GHID Headquarter property. Priority locations are the pond, southwest side along the wall and south entrance.					
<b>Project Update:</b> The 60% preliminary construction drawings have been reviewed and 90% design is now underway. It is anticipated that the 90% design will be completed the middle of January.					
					

22A: 2022 Large Meter Replacements					
Capital Project: 2022 Meter Vault Upgrades					
2022 Budget: \$675,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: GHID Staff	-	-	-	-	-
Contractor: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> Next set of retail meter vault upgrades and rehabilitation.					
<b>Project Update:</b> Working on compiling list of priority vaults.					

22B: 2022 Sewer Rehabilitation Project					
Capital Project: Sewer Lining and Manhole Rehabilitation Project					
2022 Budget: \$580,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: GHID Staff	-	-	-	-	-
Contractor: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> Annually recurring sewer lining and manhole rehabilitation project.					
<b>Project Update:</b> Preparing bid documents.					

22C: Lake Park and Merry Lane Subdivisions Waterline Replacements					
Capital Project: Neighborhood Pipe Replacement					
2022 Budget: \$1,335,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: TBD	\$0.00	\$0.00	0%	\$0.00	0%
Contractor: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> Replacement of cast iron pipe in residential neighborhoods.					
<b>Project Update:</b> Negotiating scope of work and fee for consultant.					

22D: 4100 South and 4700 South Waterlines Project					
Capital Project: 4100 S. from 6000 W. to 6400 W., 4700 South Waterline Replacement					
2022 Budget: \$1,270,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: TBD	\$0.00	\$0.00	0%	\$0.00	0%
Contractor: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> Replacement of cast iron pipe on 4100 South from 6000 West to 6400 West.					
<b>Project Update:</b> See Capital Projects approval request.					

22F: Ridgeland Pump Station Replacement					
Capital Project: Ridgeland Pump Station Replacement/Site Improvements					
2022 Budget: \$200,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: TBD	\$0.00	\$0.00	0%	\$0.00	0%
Contractor: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> Replacement of the existing 4,000 GPM pumpstation at 2386 South 3600 West.					
<b>Project Update:</b> The Request for Statements of Qualifications (RFSQ) is posted on U3P.					



2022 Budget	Consulting Contracts	Consulting Paid-to-date	Construction Contracts	Construction Paid-to-date	Remaining
\$33,250,000.00	\$3,313,411.33	\$1,809,176.90	\$17,702,991.47	\$624,465.69	\$12,233,597.20

2021 Master Plan and Rate Study					
Project: Long-term Facility Capital Plan and Rate Study					
2022 Budget: \$60,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: Bowen Collins & Assoc.	\$284,388.00	\$284,388.00	0%	\$187,712.00	66%
2022 Contract:	\$60,000.00	\$60,000.00	0%	\$0.00	0%
<b>Project Description:</b> 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.					
<b>Project Update:</b> The Master Plans for the water and wastewater systems are nearing completion. Final rates have been recommended. The Infrastructure Management Plan is in progress.					

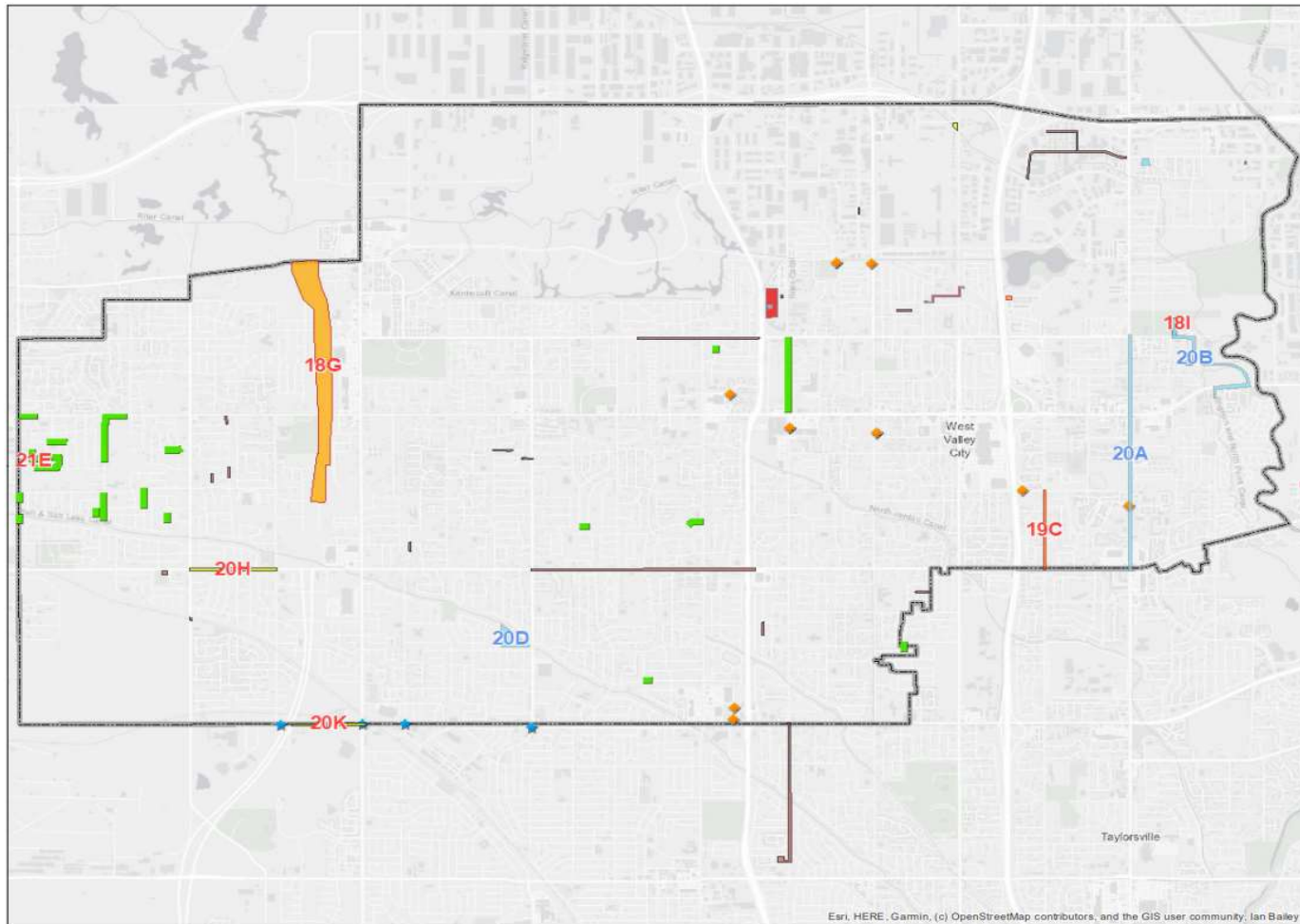
Zone 1 Reservoir Siting Study					
Project: Zone 1 Reservoir Siting Study					
2022 Budget: \$15,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> A new reservoir is needed for Zone 1. This study will determine options for locating the reservoir on the hill somewhere near 4700 South and 6000 West.					
<b>Project Update:</b> Will be requesting a scope of work from a consultant on the approved vendor list.					

Well No. 18 Siting Study					
Project: Well No. 18 Siting Study					
2022 Budget: \$20,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> An additional well is necessary for the District to continue to develop its water rights and to meet demands during periods of exception drought. This study will assist in determining where to locate a new well.					
<b>Project Update:</b> Will be requesting a scope of work from a consultant on the approved vendor list.					

Market Street Sewer Study					
Project: Market St. Sewer Study					
2022 Budget: \$15,000.00					
	Original Contract	Current Contract	% Contract Change	Amount Paid	% Complete
Consultant: TBD	\$0.00	\$0.00	0%	\$0.00	0%
<b>Project Description:</b> The Market Street sewer pipe behind WVC City Hall has reached capacity. This study will determine the best routing for additional sewer capacity.					
<b>Project Update:</b> Will be requesting a scope of work from a consultant on the approved vendor list.					

2022 Budget	Consulting Contracts	Consulting Paid-to-date	Remaining
\$110,000.00	\$60,000.00	\$0.00	\$50,000.00

# CAPITAL PROJECTS MAP



  
**GRANGER-HUNTER**  
 IMPROVEMENT DISTRICT

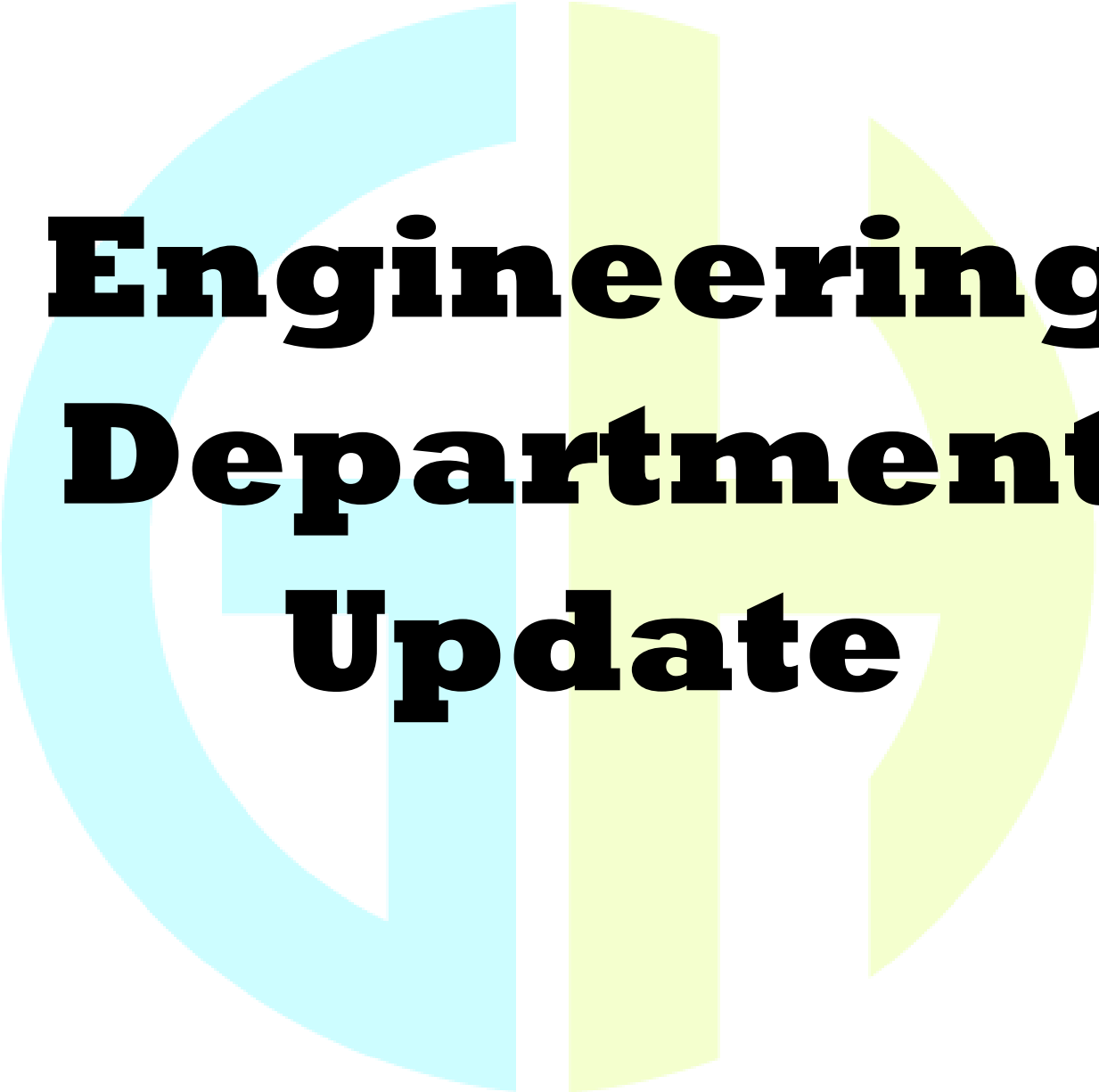
ArcGIS Web Map

**Legend**

- 21E: Sewer Rehabilitation Project
- Planned Projects**
- Approved
- Projects in Progress**
- Designed
- Under Construction
- Finished Projects this Year**
- Constructed
- Finished
- 21A: Large Meter Replacement**
- 21A: Large Meter Replacements
- 21C: Kearns GHID Interconnect**
- 21C Kearns GHID Interconnect
- GHID\_Database.DBO.Boundary


Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Ian Bailey



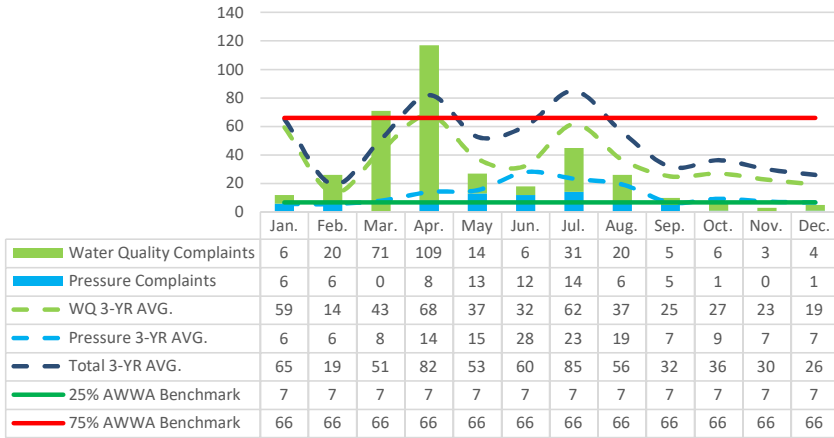
# **Engineering Department Update**

## PLAN REVIEW UPDATES

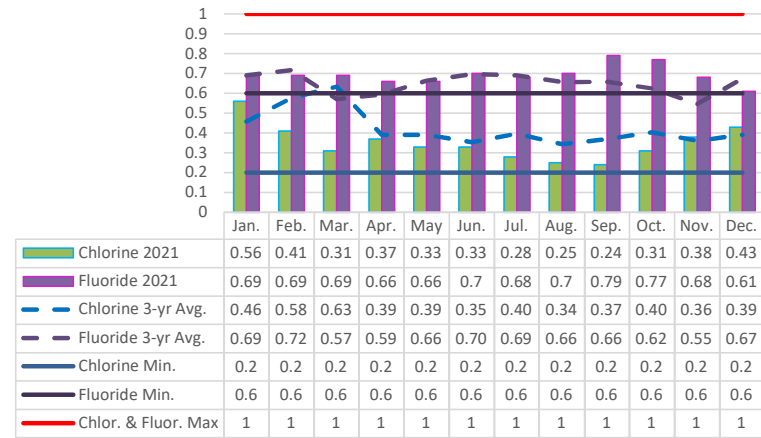
	PROJECT NAME	ADDRESS	TYPE	STATUS
1	SLCO Pioneer Crossing Ph 1	1280 W Cultural Center Dr	Park	Resubmittal Required
2	Maverik	2675 S 3200 W	Tenant Improvement	Waiting for Plans
3	Cottages at Pearce Farm (65 Lots)	6765 W 3500 S	Residential Subdivision	Resubmittal Required
4	Westways Dental Office	3567 S 5600 W	Commercial	Resubmittal Required
5	Isaias Flores Sub (2 lots)	2283 W 2313 W 3800 S	Residential Subdivision	Waiting for Plans
6	Sharal Park Plat B Lot 122	6542 W 3270 S	Residential	Waiting for Plans
7	Cottages on Merry Ln Subdivision (5 Lots)	3372 S Merry Ln	Residential Subdivision	Waiting for Plans
8	Alicia's Bakery; West Valley Retail	4960 W 3500 S	Commercial Stripmall	Resubmittal Required
9	Valley Fair Mall Subdividing - 6 lots	3513-3691 Constitution Blvd	Subdividing Lots	<b>Final Approval</b>
10	Xenter Inc	2463 S 3850 W	Tenant Improvement	<b>Final Approval</b>
11	Wasatch - Soleil Tech Amenity TI	2783 S Leadership CT	Tenant Improvement	<b>Final Approval</b>
12	Printers Row Storage Addition-No Interior Plumbing	2036 W Printers Row	Tenant Improvement	<b>Final Approval</b>
13	Lake Park Commerce Center Phase 3	4927 W 2400 S	Commercial	<b>Final Approval</b>
14	Los Tapellos Restaurant - No Interior Plumbing	3252 W 3500 S	Tenant Improvement	Waiting on Plans
15	Meridian Metro LLC	2440 S 1070 W Suite C	Tenant Improvement	Resubmittal Required
16	4100 Commons Office Condominiums	3725 W 4100 S	Subdivision	<b>Final Approval</b>
17	Thai This Restaurant	2739 S 5600 W	Tenant Improvement	Resubmittal Required
18	Potters Church	2601 S Constitution Blvd	Tenant Improvement	Resubmittal Required
19	Visionworks #1417 - Highbury Corner	2731 S 5600 W Suite D&E	Tenant Improvement	Resubmittal Required
20	Han Subdivision (15 lots)	3735 South 3200 West	Residential Subdivision	Resubmittal Required
21	Crewe 2 - Lot Subdivision (Erin Hills)	3595 S & 3603 S 5450 W	Subdividing Lots	Under Review
22	Metrodora Institute	3535 S Market St	Tenant Improvement	Waiting for Plans
23	Truck Pro Office Remodel - No Interior Plumbing	5125 W 2100 S	Tenant Improvement	<b>Final Approval</b>
24	Heather Villas PUD	6087 W Parkway Blvd	Residential Subdivision	Under Review
25	DLM QOZ 201CC Five LLC	2302 S Commerce Center Dr	Commercial	Under Review



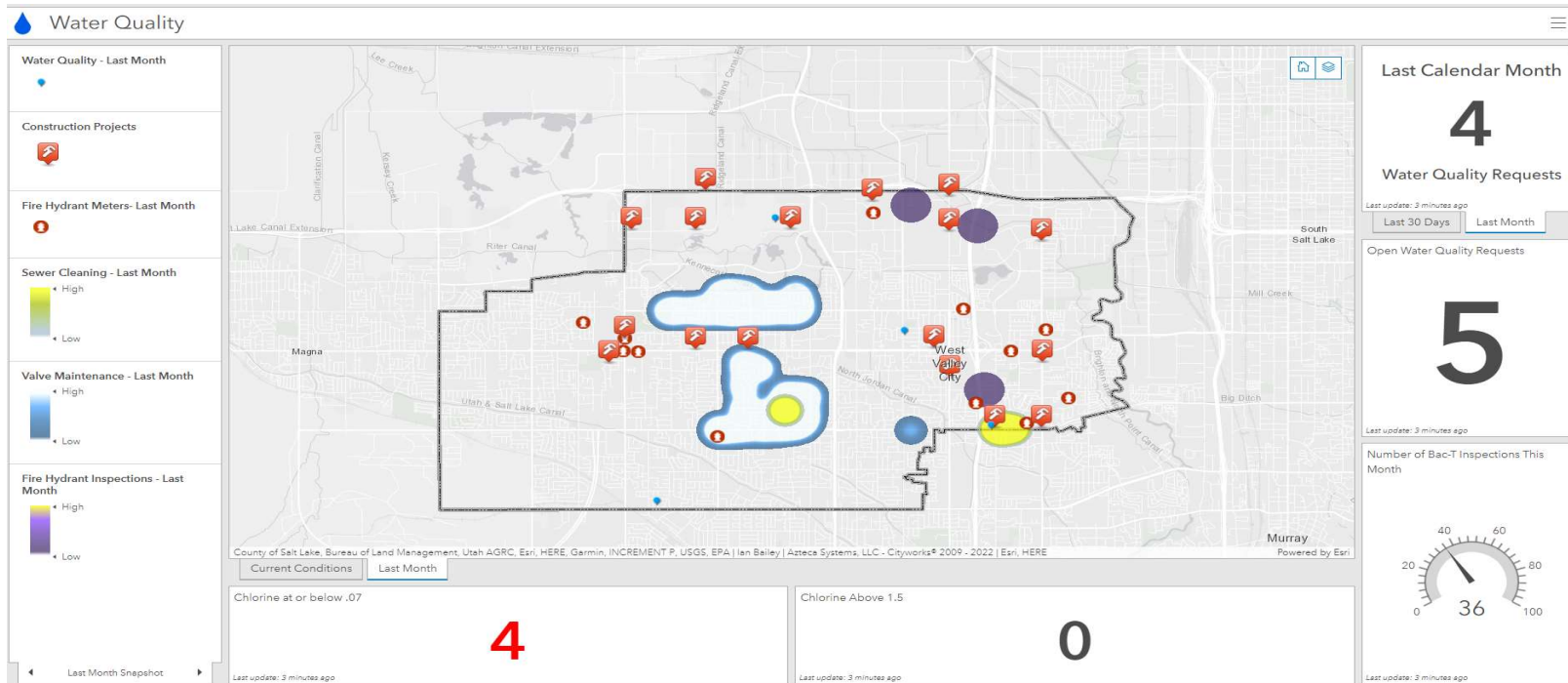
Water Quality and Pressure Complaints

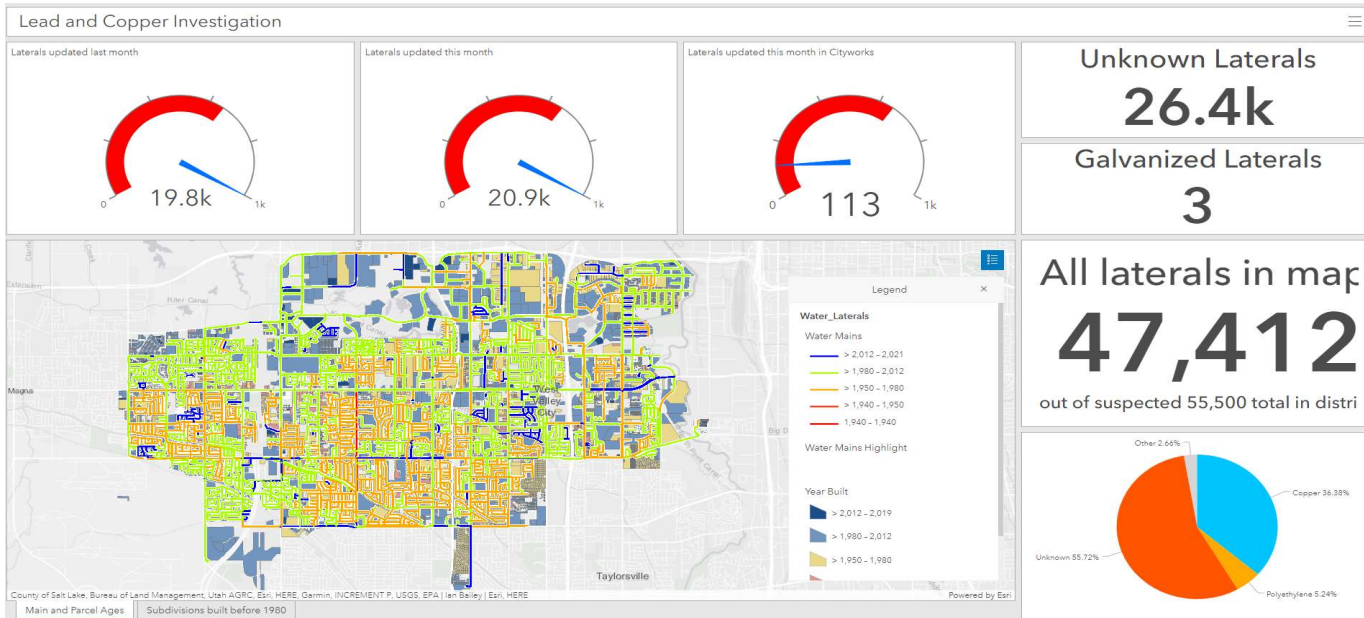
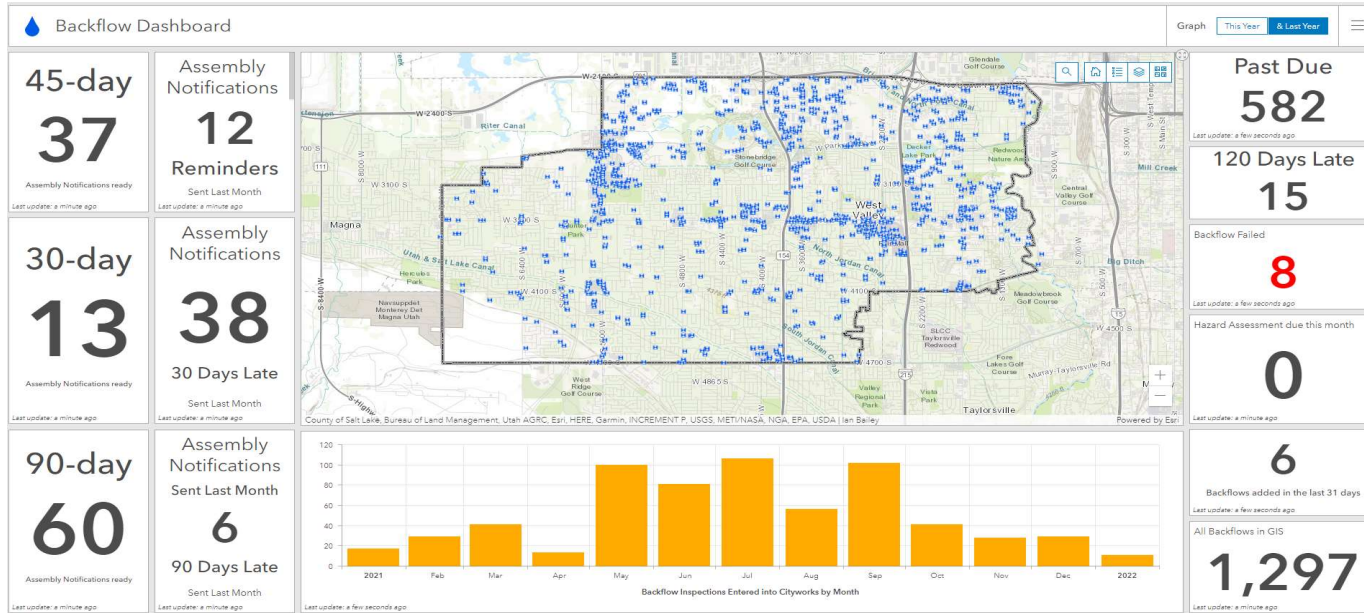


Chlorine and Fluoride Residuals (mg/L)



Water Quality Complaint Locations – December





Dashboard is still under construction