# MINUTES OF THE GRANGER-HUNTER IMPROVEMENT DISTRICT BOARD MEETING

The Meeting of the Board of Trustees of the Granger-Hunter Improvement District was held Tuesday, December 15, 2020, at 5:00 P.M. and a Public Hearing 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 (electronically):

Debra Armstrong

Chair

Corey Rushton

Trustee

Russell Sanderson

Trustee

### **Staff Members Present (electronically):**

Jason Helm

General Manager

Todd Marti

Assistant General Manager/District Engineer

**Troy Stout** 

Assistant General Manager/Chief Operating Officer

Kristy Johnson

Executive Assistant

Michelle Ketchum

Director of Administration

Dustin Martindale

Director of Water Systems Director of Wastewater

Ricky Necaise Victor Narteh

Director of Engineering

Justin Gallegos

Director of Information Technology

Austin Ballard

Controller

Dakota Cambruzzi

Human Resource Manager

Brent Rose

Legal Counsel – Clyde Snow & Sessions PC – Excused

### Guests (electronically):

Adam Spackman

System Administrator, Granger-Hunter Improvement District

Ian Bailey Brooke Petersen GIS Specialist/IT Specialist, Granger-Hunter Improvement District Customer Service Representative, Granger-Hunter Improvement District

Idanely Orosco Debra Harvey Customer Service Representative, Granger-Hunter Improvement District Customer Service Representative, Granger-Hunter Improvement District

Roger Nordgren

Former GHID Board Member/West Valley City Resident

Darci Stephens

Gillmore Bell Public Finance Counsel

Christina Osborn

J-U-B Engineers

Mike Charnholm

Goble Sampson Associates, Inc.

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.

# Approval of the November 17, 2020 Board Meeting Minutes

A motion to approve the Board Meeting Minutes from November 17, 2020, was made by Debra Armstrong, followed by a second from Russell Sanderson.

The motion passed as follows;

Armstrong – aye

Rushton – aye

Sanderson – aye

**Conflicts of interest** 

There were none.

# MANAGEMENT TEAM REPORTS Consider Adoption of Resolution 12-15-20.2

Darci Stephens with Gillmore Bell Public Finance Counsel, presented Resolution 12-15-20.2 which, she explained, is an amendment to the first supplemental indenture to remove the requirement to fund a debt service fund and related matters. A brief discussion took place regarding the removal of the debt service fund and whether or not it would affect the District's credit for future transactions. Ms. Stephens clarified that removing the debt service fund would not affect the District's ability to borrow funds in the future. Russell Sanderson made a motion to adopt Resolution No. 12-15-20.2, authorizing modification of the first supplemental indenture to remove the requirement to fund a debt service fund and related matters. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye

Rushton – aye

Sanderson – aye

# Consider Adoption of Resolution 12-15-20.3

Ms. Stephens presented Resolution 12-15-20.3 which authorizes the issuance and sale of not more than \$4,250,000 aggregate principal amount of water and sewer revenue refunding bonds, series 2021 and related matters. Russell Sanderson made a motion to adopt Resolution No. 12-15-20.3, authorizing the issuance and sale of not more than \$4,250,000 aggregate principal amount of water and sewer revenue refunding bonds, series 2021; fixing the maximum aggregate principal amount of the bonds, the maximum number of years over which the bonds may bear, and the maximum discount from par at which the bonds may be sold; providing for the running of a contest period; authorizing the execution by the issuer of a general indenture and a supplemental indenture, and other documents required in connection therewith; authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution; and related matters. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye

Rushton – aye

Sanderson – aye

Consider Adoption of the 2024 Strategic Plan

Jason Helm presented the 2024 Strategic Plan. Mr. Helm discussed some of the minor changes that were made and the addition of Appendix A. Mr. Helm asked the Board to consider approval of 2024 Strategic Plan. Debra Armstrong made a motion to approve the adoption of the 2024 Strategic Plan as outlined. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye

Rushton – aye

Sanderson – aye

Consider Adoption of the Employee Handbook

Mr. Helm presented the Employee Handbook. Mr. Helm discussed changes and updates made to the Employee Handbook and presented Whistleblower Policy Options for the Board to consider. Corey Rushton made a motion to approve the adoption of the Employee Handbook as outlined. Following a second from Debra Armstrong, the motion passed as follows:

Armstrong – aye

Rushton – aye

Sanderson – aye

Consider Approval of the 2021 Board Meeting Schedule Mr. Helm asked the Board to consider approval of the 2021 board meeting schedule, noting the addition of a July meeting date if necessary. Corey Rushton made a motion to approve the 2021 board meeting schedule as outlined. Following a second from Russell Sanderson, the motion passed as follows:

Armstrong – aye

Rushton – aye

Sanderson – aye

**Administrative Update** 

Mr. Helm presented the current delinquent account report update. – See Delinquent Account Report attached to these minutes for details.

FINANCIAL REPORT
Consider Adoption of
Resolution 12-15-20.1

Austin Ballard asked the Board to consider the adoption Resolution No. 12-15-20.1 replacing the certification of authorized individuals for Zions Bank – Bond Escrow Accounts. This resolution empowers Jason Helm, General Manager and Austin Ballard, Controller to act as Authorized Representatives on behalf of the District for the ongoing administration needs of all outstanding bond issues. Russell Sanderson made a motion to approve Resolution No.12-15-20.1 as specified. Following a second from Corey Rushton, the motion passed as follows:

Armstrong – aye

Rushton – aye

Sanderson – aye

Review & Discuss Financial Report for November 2020 Mr. Ballard summarized the November 2020 Financial Report. Mr. Ballard explained the revenue is close to 90% for the year, leaving the District short about \$500,000 for the year. However, the District has worked hard to mitigate expenses where possible in order to offset the revenue shortage.

Review & Discuss Paid Invoice Report for November 2020 Mr. Ballard discussed the November check report which totaled \$3,198,590.28 coming from five categories; Jordan Valley (24%), Central Valley (27%), taxes, payroll and benefits (9%), infrastructure (30%), and other (10%).

<u>& ENGINEERING</u>
<u>REPORTS</u>

Consider Approval of a
Contract with

Tonka/Water Kurita for
Rushton Groundwater
Treatment Plant

Todd Marti asked the Board to consider approval of a contract with Tonka Water/Kurita for the supply of the Rushton Groundwater Treatment Plant Horizontal Pressure Filter Equipment in the amount of \$1,132,806.00 contingent on final approval of the Granger-Hunter Improvement District tentative 2021 budget. Debra Armstrong made a motion to approve the contract as noted. Following a second from Russell Sanderson, the motion passed as follows:

Armstrong – aye

Rushton – aye

Sanderson – aye

### **PUBLIC HEARING**

At 6:00 P.M., Debra Armstrong opened the Public Hearing on the proposed 2021 budget. Legal notices were put in the newspaper, according to requirement specifications, on December 4, 2021.

Jason Helm welcomed the public and gave a brief overview and history of the District and a timeline of the budget. Mr. Helm discussed some final budget changes that were made since the November 17, 2020 board meeting and gave a summary of the proposed 2021 budget.

At 6:14 P.M., Corey Rushton made a motion to enter into a public comment session, followed by a second from Russell Sanderson.

The motion passed as follows;

Armstrong – aye

Rushton – aye

Sanderson – aye

#### **Public Comments**

Mr. Helm explained the process for submitting public comments due to the need to hold an electronic Public Hearing in order to comply with COVID-19 safety guidelines. Mr. Helm read one public comment that was submitted prior to the Public Hearing:

Jerry Hanson at 7015 W Oromia View Dr., West Valley City, representing Bingham Point HOA, a senior development. Mr. Hanson asked if it will cost more in 2021 for the same volume of water that was used in 2020. He stated that most of the residents there, live on fixed incomes and since water is paid by the HOA, an increase in their HOA fees has to be carefully budgeted.

There were no other public comments.

After all public comments were voiced, Russell Sanderson moved to close the public comment section of the public hearing at 6:18 P.M. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye

Rushton – aye

Sanderson – aye

# Consider approval of Resolution 12-15-20.4

Corey Rushton made a motion to approve Resolution No. 12-15-20.4, adopting the Granger-Hunter Improvement District's financial plan, budget and other fees for the calendar year ending December 31, 2021, as it stands at the present time. Following a second from Russell Sanderson, the motion passed as follows;

Armstrong – aye

Rushton – aye

Sanderson – aye

At 6:22 P.M., Russell Sanderson made a motion to close the Public Hearing, followed by a second from Debra Armstrong.

The motion passed as follows;

Armstrong – aye

Rushton – aye

Sanderson – aye

Consider Approval of a Contract with Bowen, Collins & Associates for the 2021 Master Plan, Capital Improvement and Infrastructure Management Plan, Rate Study and Impact Fee Analysis Todd Marti asked the Board to consider approval of a contract to begin January 1, 2021 with Bowen, Collins & Associates for the 2021 Master Plan, Capital Improvement and Infrastructure Management Plan, Rate Study and Impact Fee Analysis in the amount of \$284,388.00 contingent on final approval of the Granger-Hunter Improvement District tentative 2021 budget. Russell Sanderson asked that the Board get monthly updates as the study progresses. Corey Rushton made a motion to approve the contract as noted. Following a second from Russell Sanderson, the motion passed as follows:

Armstrong – aye

Rushton – aye

Sanderson – aye

Capital Projects Update Engineering Department Updates Mr. Marti presented and discussed the Capital Projects and Engineering Department reports. – See Engineering Summary attached to these minutes for details.

## MAINTENANCE REPORT Water Maintenance Undate

Troy Stout presented the water maintenance report. Mr. Stout discussed the water maintenance update report and noted the spike in breaks and leaks during December 2020 with some discussion regarding possible earthquake related leaks. – See Water Maintenance Board Report attached to these minutes for details.

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

### **ADJOURNED**

Inasmuch as all agenda items have been satisfied, Debra Armstrong made a motion to adjourn the meeting. Following a second from Russell Sanderson, the motion passed as follows and the meeting adjourned at 7:00 P.M.

Armstrong – aye

Rushton – aye

Sanderson – aye

Debra K. Armstrong, Chair

Austin Ballard, Clerk