

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

The Meeting of the Board of Trustees of the Granger-Hunter Improvement District was held Tuesday, November 17, 2020, at 3:00 P.M. at the District office located at 2888 S. 3600 W., West Valley City, Utah.

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

**Trustees Present (electronically):**

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

**Staff Members Present (electronically):**

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

**Guests (electronically):**

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

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

**CALL TO ORDER**

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

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

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

The motion passed as follows;

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

**Conflicts of interest**

There were none.

**MANAGEMENT  
TEAM REPORTS  
JVWCD Update**

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

**CVWRF Update**

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

**Water Supply Update**

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

**District Update –  
Staffing**

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

**AWWA IMS Operator  
of the Year Award**

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

**CAPITAL PROJECTS  
& ENGINEERING  
REPORTS**

**Capital Projects Update  
Engineering Department  
Updates**

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

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

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

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

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

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

Armstrong – aye                      Rushton – aye                      Sanderson – aye

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

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

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**FINANCIAL REPORT**

Austin Ballard asked the Board to consider approval of Resolution 11-17-20.1 amending the trustees of the Granger-Hunter Improvement District 401K Profit

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

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

Armstrong – aye                      Rushton – aye                      Sanderson – aye

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

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

Armstrong – aye                      Rushton – aye                      Sanderson – aye

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

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

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

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

**MAINTENANCE REPORT  
Water Maintenance Update**

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

**Wastewater Maintenance Update**

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

**Administrative Update**

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

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

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

Armstrong – aye

Rushton – aye

Sanderson – aye

**ADJOURNED**

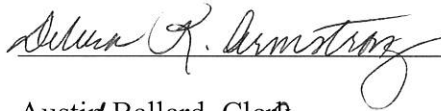
Inasmuch as all agenda items have been satisfied, Debra Armstrong made a motion to adjourn the meeting. Following a second from Corey Rushton, the motion passed as follows and the meeting adjourned at 5:12 P.M.

Armstrong – aye

Rushton – aye

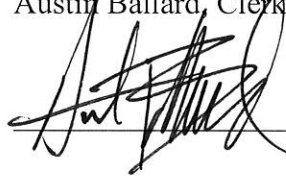
Sanderson – aye

Debra K. Armstrong, Chair



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Austin Ballard, Clerk



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