

## **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, August 20, 2024, at 3:00 P.M. at the District office located at 2888 S. 3600 W., West Valley City, Utah.

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

### **Trustees Present:**

Debra Armstrong	Chair
Roger Nordgren	Trustee
Wayne Watts	Trustee

### **Staff Members Present:**

Jason Helm	General Manager/Treasurer
Todd Marti	Assistant General Manager/District Engineer
Troy Stout	Assistant General Manager/Chief Operating Officer
Michelle Ketchum	Director of Administration
Dustin Martindale	Director of Water Systems - <i>Excused</i>
Ricky Ncaise	Director of Wastewater
Victor Narteh	Director of Engineering
Justin Gallegos	Director of Information Technology
Austin Ballard	Controller/Clerk
Dakota Cambruzzi	Human Resource Manager – <i>Left at 4:25 pm</i>
Kristy Johnson	Executive Assistant
Brent Rose	Legal Counsel – Clyde Snow & Sessions PC

### **Guests:**

Shawn Ellis	Water Systems Division Manager, GHID
Adam Spackman	System Administrator, GHID – <i>Electronically</i>
Ian Bailey	GIS, GHID – <i>Electronically</i>
Zak Bedard	Engineering Project Manager, GHID – <i>Electronically</i>
Steve Starr	Water Systems Division Manager, GHID – <i>Electronically</i>
Michael Wear	Fleet Division Supervisor, GHID – <i>Electronically</i>
Darcy Brantly	Accountant, GHID – <i>Electronically</i>
Aaron Perry	Engineering Division Supervisor, GHID – <i>Electronically</i>
Bryon Elwell	P.E., President, ELWELL Consulting Group – <i>Electronically</i>

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

**CALL TO ORDER**

At 3:00 P.M. Debra Armstrong called the meeting to order and recognized all those present. Todd Marti shared an opening thought.

**Public Comments**

There were none.

**Approval of the  
June 25, 2024, Strategic  
Planning Meeting  
Minutes,  
Board Meeting Minutes  
and July 16, 2024, Board  
Meeting Minutes**

A motion to approve the Strategic Planning Meeting Minutes and Board Meeting Minutes from June 25, 2024, and Board Meeting Minutes from July 16, 2024, was made by Roger Nordgren. Following a second from Wayne Watts, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

**Conflicts of interest**

There were none.

**OUR COMMUNITY  
Jordan Valley Water  
Conservancy District  
Review**

Mr. Helm presented the Jordan Valley Water Conservancy District (JVWCD) review. – See JVWCD Review attached to these minutes for details.

**Consider Approval  
Memorandum of  
Understanding Between  
Central Valley Water  
Reclamation Facility  
and Granger-Hunter  
Improvement District**

Mr. Helm asked the Board to consider approval of Memorandum of Understanding between Central Valley Water Reclamation Facility and Granger-Hunter Improvement District documenting ownership and maintenance responsibilities subject to legal counsel final review and approval. Brent Rose explained the suggested legal changes. Following a discussion, Debra Armstrong made a motion to approve the memorandum of understanding subject to legal counsel final review and approval and authorizing Jason Helm to sign. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye

Nordgren – aye

Watts – aye

**OUR TEAM**

**OUR OPERATIONS  
Review & Discuss  
Financial Report for  
June & July 2024**

Austin Ballard noted summarized the June and July 2024 Financial Reports. Mr. Ballard noted July's water sales and lower impact fees revenue. - See June and July 2024 Financial Reports attached to these minutes for details.

**Review & Discuss Paid  
Invoice Report for  
June & July 2024**

Mr. Ballard discussed the June and July check report. The June and July check report totaled \$11,527,182.78 coming from six categories: infrastructure (36%), Jordan Valley Water (20%), Central Valley (18%), Series 2023B Debt Issuance Payment (12%), payroll taxes and employee benefits (8%), and other (6%). – See June and July 2024 Paid Invoice Report attached to these minutes for details.

**Administrative Services  
Update**

Michelle Ketchum presented the Administrative Services Update. – See Administrative Services Update attached to these minutes for details.

<b>Water Maintenance Update</b>	Shawn Ellis presented the water maintenance update. – See Water Maintenance Update report attached to these minutes for details.
<b>Wastewater Maintenance &amp; Fleet Update</b>	Ricky Necaise presented the wastewater maintenance and fleet report. – See the Wastewater Maintenance and Fleet Update report attached to these minutes for details.
<b>Consider Approval of District’s Plan to Surplus Fleet Vehicle #41, 2009 International Vactor i2100 Series</b>	Mr. Necaise asked the Board to consider approval of the District’s plan to surplus fleet vehicle #41, a 2009 International Vactor i2100 Series. The Board would like approved surplus items to be reported on in meetings following the approvals. Wayne Watts made a motion to approve the surplus as noted. Following a second from Roger Nordgren, the motion passed as follows:  Armstrong – aye                      Nordgren – aye                      Watts – aye
<b>Water Supply Report</b>	Todd Marti and Justin Gallegos presented the water supply and sewer report. – See Water Supply Report attached to these minutes for details.
<b>Consider Approval of Annual Support &amp; Maintenance Agreement with Tyler Technologies for Incode ProX</b>	Mr. Gallegos asked the Board to consider approval of an Annual Support and Maintenance Agreement with Tyler Technologies for Incode ProX in the amount of \$74,677.24. Roger Nordgren made a motion to approve the agreement as noted. Following a second from Wayne Watts, the motion passed as follows:  Armstrong – aye                      Nordgren – aye                      Watts – aye
<b>Capital Projects Update</b>	Todd Marti and Victor Narteh presented the Capital Projects update. Jason Helm suggested a capital projects site tour for the Board to see updates and completed projects. – See Capital Projects Update attached to these minutes for details.
<b>Consider Approval of Construction Contract for 24H: Manhole Rehabilitation Project to Don Calvert Painting &amp; Special Coatings</b>	Mr. Narteh asked the Board to consider approval of a Construction Contract for the 24H: Manhole Rehabilitation Project to Don Calvert Painting & Special Coatings in the amount of \$169,485.00. Wayne Watts made a motion to approve the contract as noted. Following a second from Roger Nordgren, the motion passed as follows:  Armstrong – aye                      Nordgren – aye                      Watts – aye
<b>Consider Approval of Amendment to 21F: SCADA Upgrades Project for Replacement of 5 Additional PRV RTU Panels</b>	Justin Gallegos asked the Board to consider approval of an amendment to the 21F: SCADA Upgrades project for replacement of 5 additional PRV RTU panels for \$194,163.86 to APCO Inc. Following a brief discussion, Roger Nordgren made a motion to approve the amendment as noted. Following a second from Wayne Watts, the motion passed as follows:  Armstrong – aye                      Nordgren – aye                      Watts – aye

**Consider Approval of  
Repair for Breeze  
Generator for Wheeler  
Power Systems**

Todd Marti asked the Board to consider approval of a repair for the Breeze Generator for Wheeler Power Systems for \$51,360.00. Wayne Watts made a motion to approve the repair as noted. Following a second from Roger Nordgren, the motion passed as follows:

Armstrong – aye                      Nordgren – aye                      Watts – aye

**Engineering Department  
Update**

Victor Narteh presented the Engineering Department update. – See Engineering Department Update attached to these minutes for details.

**CLOSED SESSION**

*A closed session was not needed for this meeting.*

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

The Board suggested a better print-out of the Inspection Update page from the Engineering Update with a large font.

**ADJOURNED**

Inasmuch as all agenda items have been satisfied, Roger Nordgren made a motion to adjourn the meeting. Following a second from Wayne Watts, the motion passed as follows and the meeting adjourned at 4:50 P.M.

Armstrong – aye                      Nordgren – aye                      Watts – aye

Debra K. Armstrong, Chair

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Austin Ballard, Clerk

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