

# **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 their scheduled Board Meeting at its office at 2888 South 3600 West, West Valley City, Utah beginning at 2:30 P.M. August 20, 2019.

The Board may convene and conduct any meeting in which one or more Trustees participate electronically

## A. GENERAL

1. Call to order – Welcome – Report those present for the record
2. Invocation – Corey Rushton
3. Public Comments
4. Consider approval of the June 25, 2019 Board Meeting Minutes
5. Discuss potential conflicts of interest

## B. INFORMATIONAL PRESENTATION

1. GHID Pretreatment Coordinator, Dalin Martin, to report on the new wastewater approach to pretreatment. This will include new educational material for commercial, residential, institutional and industrial users. Along with a chemical pilot program for BOD, Oil, and Grease, and H2S blockers.

## C. CAPITAL PROJECTS REPORT

1. Consider Approval of the Cost Sharing Agreement with West Valley City for the 4100 South Project.
2. Consider an award of a Consulting Contract to PSOMAS in the amount of \$95,075 for the 19F: 3600 West Waterline Project (Sorenson Tank to 4700 South).

## D. OPERATIONS & IT REPORT

1. Engineering & IT Director's Reports

## E. FINANCIAL REPORT

1. Review & discuss Financial Report for June/July 2019
2. Review & discuss Paid Invoice Report for June/July 2019

## F. HR & MAINTENANCE REPORT

1. Human Resource & Maintenance Director's Reports
2. Consider approval of a new pump for Armstrong WWPS in the amount of \$60,000 to Energy Management Corp. This includes \$56,933.55 for the new pump and an additional estimated cost of \$3,066.45 for shipping for a total of \$60,000.

## G. GENERAL MANAGER'S REPORT

1. General Manager's Report for August 2019
2. Review, discuss and consider approval of changes to the Personnel Rules and Regulations manual.
3. Review, discuss and consider approval of changes to the Administrative Policies and Procedures manual.

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

## I. CALENDAR

1. The next board meeting will be September 17, 2019.

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

At 8:00 A.M. a Management/Trustee Workshop began with a facility tour, followed by topics regarding updates to Capital Projects, Bonding, and policy. The workshop concluded at 2:15 P.M. The Meeting of the Board of Trustees of the Granger-Hunter Improvement District was held Tuesday, June 25, 2019, at 2:35 P.M. at the District office located at 2888 S. 3600 W., West Valley City, Utah.

**Trustees Present:**

Debra Armstrong	Chair
Corey Rushton	Trustee
Russell Sanderson	Trustee

**Staff Members Present:**

Clint Jensen	General Manager, Treasurer
Louie Fuell	Asst. General Manager
Jason Helm	Asst. General Manager
Kim Coleman	Chief Financial Officer, Clerk
Brad Paxman	District Engineer
Kristy Johnson	Executive Assistant
Dustin Martindale	Director of Water Systems
Brad Jeppson	Director of Administration
Rick Necaie	Director of Wastewater
Todd Marti	Director of Engineering
Justin Gallegos	Director of Information Technology

**Guests:**

Roger Nordgren – Former Board Member, Darrell Casteel – AE2S, Lisa Nelson – Utah Division of Drinking Water (left meeting following Public Hearing), Heather Pattee – Utah Division of Drinking Water (left meeting following Public Hearing), Robert Smith – WVC Resident, Jason Broome – Forsgren Association, Kim and Ramona Sherman – WVC Residents

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 2:35 P.M. Debra Armstrong called the meeting to order and recognized all those present. The invocation was offered by Debra Armstrong.

**Approval of the  
May 14, 2019 Board  
Meeting Minutes**

A motion to approve the Board Meeting Minutes from May 14, 2019, was made by Russell Sanderson, followed by a second from Corey Rushton.

The motion passed as follows;

Armstrong – aye                      Rushton - aye                      Sanderson – aye

**Conflicts of interest**

There were none.

**PUBLIC HEARING**

At 2:38 P.M., Debra Armstrong opened the Public Hearing to allow public input regarding (a) the issuance and sale of not more than \$20,000,000 aggregate principal amount of taxable water and sewer revenue bonds, series 2019 and (b) any potential economic impact that the improvement, facility or property for which the bonds pay all or part of the cost will have on the private sector; and all related matters.

Clint Jensen explained the application and approval process for the \$20,000,000 bond from the Utah State Division of Drinking Water. He discussed projects that would be funded by the bond to help supplement some of the District's aging infrastructure. Some of those projects include a storage tank project to increase the water storage for the District, the 4100 S. waterline replacement project, Printer's Row (3600 W. and Redwood Rd.) pipeline replacement project, and the Ridgeland booster station replacement project.

At 2:40 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

Kim Sherman commented that he is concerned about the elaborate use of money that he feels the District exercises. He is concerned about the customer service lobby updates and use of customer service personnel. He is also concerned about the newer model vehicles that the District uses for District business. He would like to see more efficiency with the money the District already has, instead of seeking more funding.

Robert Smith commented about the lack of water pressure that he is experiencing in the evenings while watering his yard. He would like to assist in water conservancy, but isn't able to get very much water pressure during the recommended watering times. Robert's information was given to the Water and Operations departments to follow-up.

After all public comments were voiced, Debra Armstrong moved to close the public comment section of the public hearing at 2:43 P.M. Following a second from Russell Sanderson, the motion passed as follows;

Armstrong – aye                      Rushton – aye                      Sanderson – aye

Corey Rushton asked if there were any phone calls, emails or other comments that we should add to the record. Kim Coleman received a voicemail from a resident who was seeking more information about the bond, but his main inquiry was about the 2:30 p.m. meeting time. Kim returned his phone call, leaving a voicemail with some information about the bond and the appointed meeting time that is decided by the Board. Kim received another voicemail from the resident after hours, stating that he didn't have any other concerns and he appreciated the information. Corey also stated that every resident in the District's service area, received a letter explaining details about the bond and GHID contact information if they did have any questions or concerns.

**CAPITAL PROJECTS  
REPORT**

Brad Paxman reported on the construction and engineering projects currently underway – See District Capital Projects Status Summary attached to these minutes for details.

**Consider Award of  
Construction Contract  
to Nelson Brothers  
Construction Company**

Brad asked the Board to consider an award of a Construction Contract to Nelson Brothers Construction Company in the amount of \$207,385.44 for the construction of the 18J: GHID Headquarters Landscaping Project. After a brief discussion regarding city ordinances and any further phases of this landscaping project, Russell Sanderson made a motion to approve the agreement as noted. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**Consider Award of  
Consulting Contract to  
Forsgren Associates, Inc.**

Brad asked the Board to consider an award of Consulting Contract to Forsgren Associates, Inc. in the amount of \$59,400.00 for the 19D: PRV Upgrades & Large Meter Replacement Project. Russell Sanderson made a motion to approve the agreement as noted. Following a second from Debra Armstrong, the motion passed as follows;

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**OPERATIONS & IT  
REPORT**

Jason Helm discussed the Engineering/Operations Summary, highlighting the water quality report and water usage totals for May. Jason explained that the increase in usage during the summer months requires us to increase usage from our wells and may possibly increase water quality complaints due to the change in the source.

**FINANCIAL REPORT**

**Consider Approval of  
Resolution 06-25-19  
Adopting the 2019  
Certified Property Tax  
Rate**

Kim Coleman asked the Board to consider approval of Resolution 06-25-19 adopting the 2019 Certified Property Tax Rate of .000485. A brief discussion took place regarding the current tax rate. A future discussion will take place regarding the history of the tax rate and any possibilities of a rate increase to balance out the costs. Russell Sanderson made a motion to approve the resolution as noted. Following a second from Corey Rushton, the motion passed as follows;

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**Review & discuss the  
May 2019 Financial  
Reports**

Kim summarized the May 2019 Financial Report. He explained that the revenues are tracking close to the expected level for this time of year.

**Review & Discuss Paid  
Invoice Report for May  
2019**

Kim discussed the May check report which totaled \$2.28 million. 87.3% of that total (\$1.99 million) comes from four categories; benefits and taxes (17.9%), capital improvement and infrastructure (26.5%), water purchases (22.6%) and payments to Central Valley (20.3%).

**HR & MAINTENANCE**  
**REPORT**  
**Human Resource**  
**Director Report**

Louie Fuell reported on District employee changes. The Board met our new Large Meter Technician employee, Jace Bush, prior to the start of Board meeting. The District has three full-time positions open. Louie pointed out trainings that recently occurred and noted the anniversaries that take place in June.

**Consider Approval of**  
**Expenditures to**  
**Mountainland Supply**

Louie asked the Board to consider approval of an expenditure to Mountainland Supply in the amount of \$257,822.13 for meters of various sizes, registers and programming devices. Corey Rushton made a motion to approve the expenditure as noted. Following a second from Russell Sanderson, the motion passed as follows;

Armstrong – aye                      Rushton – aye                      Sanderson – aye

**Maintenance**  
**Department Director**  
**Report**

Louie discussed the Maintenance Report, updating the Board on wastewater procedures and water report summaries.

**GM'S REPORT**

Clint Jensen presented some potential future updates to the Strategic Plan as highlighted in the attached board packet.

**ADJOURNED**

Inasmuch as all agenda items have been satisfied, Russell Sanderson made a motion to close the meeting. Following a second from Debra Armstrong, the motion passed as follows and the meeting adjourned at 3:26 P.M.

Armstrong – aye                      Rushton – aye                      Sanderson – aye

Debra K. Armstrong, Chair

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Kim J. Coleman, Clerk

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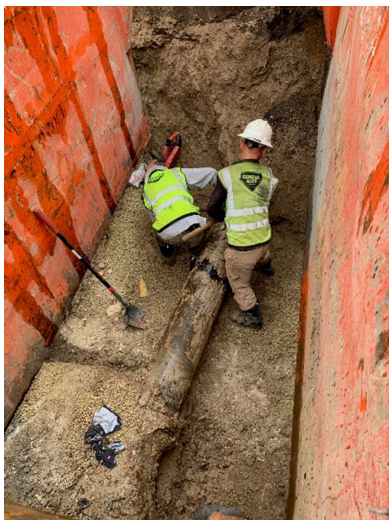
**18B: 4100 South Waterline Replacement - Bangerter Highway to 5600 West**

Capital Project: Distribution Pipeline Replacements  
 Consultant (Design): Horrocks Engineers (WVC/UDOT - Local Governments Project)  
 Consultant (CM): PEC (Project Engineering Consultants)  
 Contractor: Geneva Rock Products, Inc.

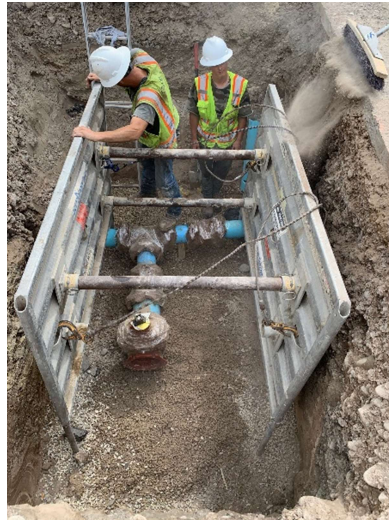
Geneva and BT Gallegos (subcontractor for most of the waterline installation) have made excellent progress on new 12-inch pipe. The crews have installed new 12-inch main from near Bangerter Highway to approximately 4800 West (and are still working on pressure testing and lateral connections). The project is on schedule with completion still scheduled for Summer 2020. GHID staff are working with PEC and Utah DDW personnel to ensure documentation for the State DDW loan is completed.

West Valley City has prepared the cost sharing agreement for GHID's portion of the shared costs (mobilization, traffic control, public involvement, etc.). The GHID Board of Trustees approved the cost sharing amount at both the April 9<sup>th</sup> and May 14<sup>th</sup>, 2019 meetings. The cost sharing agreement allocates \$681,082.89 of shared construction costs (approved April 9<sup>th</sup>, 2019) and Public Involvement \$86,604.53 (as approved May 14<sup>th</sup>, 2019) to GHID.

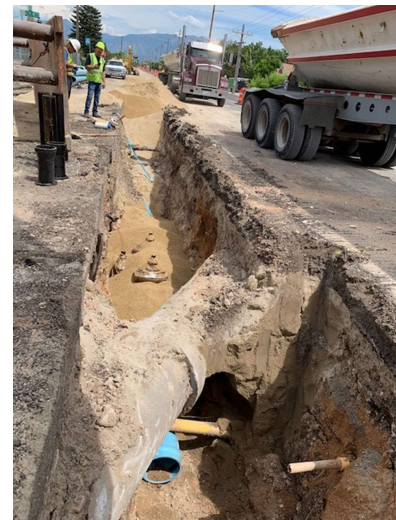
Consider Approval of the Cost Sharing Agreement with West Valley City for the 4100 South Project.



*Fig. 1: cutting existing 12" C.I.P. at 4800 West*



*Fig. 2: New tee with wax tape coating*



*Fig. 3: Utility congestion along 4100 South*

**18C: Meter 80 Piping & Breeze Chemical Feed**

Capital Project: Meter 80 Piping Modifications  
 Consultant: Hansen, Allen & Luce, Inc.  
 Contractor: Burlington Civil, Inc.

A punch list walkthrough was held on July 8, 2019. The walkthrough revealed that although most of the large cost and long lead items have been installed, the project is only 80-percent complete and a lot of loose ends need to be tied-up.

On July 10, 2019 the District was informed that the Contractor was going out of business and was pulling their crew from the job. On July 12, 2019, the Contractor filed for Bankruptcy. This is a bonded project and the District has been working with the Contractor's bonding company, Great American Insurance Company (GAIC) to complete the remainder of the work under the terms of the Performance Bond. The Bonding Agent informed the District that his company is working through the legal process resulting from the

Contractor's bankruptcy and if all goes well, they may be able to hire another contractor by the end of August to complete this job. The District was asked by GAIC to solicit quotes on their behalf from local contractors. There are two local contractors who expressed interest in finishing the project.

These contractors have worked on several District projects and also bid on this project, so they are familiar with the scope. On August 7, 2019, the District met with the contractors at the site to go over the uncompleted items.

The District continues to coordinate with local permitting agencies related to this project.



*Fig. 4: New MIOX Generator Installation*

#### **18D: Wells No. 12 & 14 Chemical Treatment**

Capital Project: Wells 14 & 12 Chemical Treatment & New Motors

Consultant: Hansen, Allen & Luce, Inc.

Contractor: Widdison Turbine Service (Well 12); Petersen Brothers Drilling (Well 14)

The chemical treatment for Well 12 is complete. The Contractor has installed the chemical feed tubes and plans to install the column pipe and new pump and motor by the end of August.

#### **18F: Hillsdale WWPS Decommissioning & Gravity Sewer**

Capital Project: 2911 South 2910 West

Consultant: CRS Engineers

Contractor: Lance Excavating, Inc.

The Contractor started work the first week in July. The Contractor started laying pipe from the existing manhole at Rocky Mountain Power property near 2700 West. This is the lowest point on the sewer profile.

Several well points have been installed to assist with groundwater control. The drawings did not show all the utilities on 2700 West and four additional utilities were found during construction. The Contractor will bore under all the utilities because of the difficulties of open-cut trenching through this section. The boring should be completed by the end of August. The Contractor is behind schedule but could mitigate this if their daily production picks up in the residential streets.



*Fig. 5: Installing first section of pipe*



*Fig. 6: Casing used for dewatering well*

### **18G: MVC Waterline Betterments**

Capital Project: Approximately 5800 West between 4100 South and 2700 South  
 Consultant: Parsons Transportation Group, Inc. and CRS Engineers  
 Contractor: Mountain View Corridor Constructors (A Kiewitt-Clyde Joint Venture)

The District continues to meet with UDOT's Design-Build Contractor (CRS Engineers). The Masters Drive waterline installation is complete. Other betterments will start in the near future.

### **18H: Pioneer WWPS Replacement Project - Site Selection**

Capital Project: 2250 South 2700 West (Constitution Blvd.)  
 Consultant: Bowen, Collins & Associates (Engineering)  
 Consultant: Mulvey Enterprises (Real Estate Agent)  
 Contractor: To be determined

A preliminary design report will be completed in the near future.

### **18I: Well No. 12 Landscaping Project**

Capital Project: Well 12 Site Landscaping and Asphalt  
 Consultant: Project Engineering Consultants  
 Contractor: To be determined

The consultant has completed the final design for the site. We will hold off on construction until the water quality study is complete and sites are selected, which may affect the design of this site.

### **18J: GHID Headquarters Landscaping**

Capital Project: Headquarters Landscaping  
 Consultant: J-U-B Engineers  
 Contractor: Nelson Brothers Construction Company

A preconstruction meeting was held on July 25, 2019 for Phase I of the work. The Contractor has begun clearing and grubbing the site in preparation for improvements.



**18K: Printers Row Waterline Replacement Project**

Capital Project: Printers Row (2320 South) Waterline  
 Consultant: Stanley Consultants  
 Contractor: To be determined

The District evaluated proposals from 12 contractors interested in being prequalified to bid on this project. Nine of these proposals were accepted. The completed contract documents, technical specifications, design drawings, categorical exclusion, and request for minimum separation exception were submitted to the Division of Drinking Water (DDW) for review on June 17, 2019. The DDW approved the bidding documents on August 13, 2019.

**18L: Well No. 16 Generator Replacement**

Capital Project: Well No. 16 Generator Replacement  
 Consultant: Bowen, Collins & Associates, Inc.  
 Contractor: Nelson Brothers Construction Company

The new generator and fuel tank have been installed. The electrical work is almost complete. The generator platform has been delivered to the site but is yet to be installed. The contractor anticipates completing this project by the end of August.



*Figure 7: New Well 16 Generator*



*Figure 8: New Automatic Transfer Switch Panel*

**19A: Sewer Rehabilitation Project**

Maintenance Project: Various Locations  
 Consultant: None - GHID Design  
 Contractor: Planned and Engineered Construction, Inc.

The project consists of 3.5 miles of 8-inch and 10-inch cured-in-place pipe (CIPP) at various locations throughout the District.

The construction contract is in place. Material submittals have been provided. Field work will start within the next few weeks.



**Granger-Hunter Improvement District  
Capital Projects Status Summary  
August 14, 2019**

**19B: Manhole Rehabilitation Project**

Maintenance Project: 3100 South (4073 West to 5355 West)  
Consultant: None - GHID Design  
Contractor: Cody Ekker Construction, Inc.

All work was completed on July 15, 2019.

**19C: 2200 West Waterline Project**

Capital Project: 2200 West (3800 South to 4100 South)  
Consultant: Franson Civil Engineers  
Contractor: To be determined

Design work is ongoing.

**19D: PRV Upgrades & Large Meter Replacements**

Capital Project: Various Locations (20 Meters)  
Consultant: Forsgren Associates, Inc.  
Contractor: To be determined

The design work is in progress.

**19F: 3600 West Waterline Project (Sorenson Tank to 4700 South)**

Capital Project: Well No. 4 - 3600 West Pipeline  
Consultant: PSOMAS  
Contractor: To be determined

The existing 8-inch cast iron waterline mostly within the 3600 West right-of-way and between the Granger-Hunter Improvement District's Sorenson Tank (approximately 5350 South) and 4700 South has experienced several breaks and needs to be replaced. However, per the recommendation in the District's 2016 Drinking Water Master Plan, the District needs to upsize the 8-inch waterline to an 18-inch which would allow the Sorenson Tank to operate more effectively as a Zone 3 storage facility. Also, to address some minor deficiencies mentioned in the 2015 Sanitary Survey for the Sorenson Tank, the District needs to upgrade the existing access hatch with a close-fitting gasketed shoebox type cover and modify the overflow pipe so it has an air gap.

The District's 2019 budget with funding from the State Revolving Fund (SRF) Program will allow the District to replace the waterline reach between the Sorenson Tank and 4700 South with a new 18-inch SDR 18 PVC waterline and complete the tank modifications.

Consider an award of a Consulting Contract to PSOMAS in the amount of \$95,075 for the 19F: 3600 West Waterline Project (Sorenson Tank to 4700 South).



Granger-Hunter Improvement District  
 Capital Projects Summary  
 Budget Status  
 August 14, 2019

GRANGER-HUNTER  
 IMPROVEMENT DISTRICT

Project	Budget Amount	Bid/Contract Amount	Percent Budget	Change Order Amount	CO Amount Percent Bid	Total Project Amount	Total Amount Percent Bid	Total Amount Paid	Remaining Amount
<b>18B: 4100 South Waterline Project (Bangertor to 5600 West)</b>									
Consulting - Preliminary Design Phase:	\$0.00	\$12,601.84		\$0.00	0.00%	\$12,601.84	100.00%	\$12,601.84	\$0.00
Consulting - Modeling:	\$0.00	\$1,123.40		\$0.00	0.00%	\$1,123.40	100.00%	\$1,123.40	\$0.00
Consulting - Design Phase:	\$0.00	\$228,000.00		\$0.00	0.00%	\$228,000.00	100.00%	\$208,513.52	\$19,486.48
Consulting - Construction Phase - CM:	\$0.00	\$325,447.28		\$0.00	0.00%	\$325,447.28	100.00%	\$0.00	\$325,447.28
Consulting - Construction Phase - PI:	\$0.00	\$86,604.53		\$0.00	0.00%	\$86,604.53	100.00%	\$0.00	\$86,604.53
District/WVC Shared Costs:	\$0.00	\$681,082.89		\$0.00	0.00%	\$681,082.89	100.00%	\$0.00	\$681,082.89
Construction Contract (UDOT Agreement No. 19-8431):	\$3,800,000.00	\$4,122,371.25		\$681,082.89	16.52%	\$4,803,454.14	116.52%	\$325,000.00	\$4,478,454.14
<b>Total Project</b>	<b>\$3,800,000.00</b>	<b>\$5,457,231.19</b>	<b>143.61%</b>	<b>\$681,082.89</b>	<b>12.48%</b>	<b>\$6,138,314.08</b>	<b>112.48%</b>	<b>\$547,238.76</b>	<b>\$5,591,075.32</b>
<b>18C: Meter 80 Piping &amp; Breeze Chemical Feed Project</b>									
Consulting - Study:	\$0.00	\$12,670.00		\$0.00	0.00%	\$12,670.00	100.00%	\$12,522.49	\$147.51
Consulting - Design & Construction Phases:	\$0.00	\$75,306.00		\$30,141.00	40.02%	\$105,447.00	140.02%	\$106,630.82	(\$1,183.82)
Consulting - Instrumentation:	\$0.00	\$44,670.00		\$0.00	0.00%	\$44,670.00	100.00%	\$18,888.58	\$25,781.42
Permit Fees	\$0.00	\$3,311.53		(\$1,000.00)	-30.20%	\$2,311.53	69.80%	\$3,311.53	(\$1,000.00)
Construction Contract:	\$525,000.00	\$822,918.93		\$399.00	0.05%	\$823,317.93	100.05%	\$630,554.67	\$192,763.26
<b>Total Project</b>	<b>\$525,000.00</b>	<b>\$958,876.46</b>	<b>182.64%</b>	<b>\$29,540.00</b>	<b>3.08%</b>	<b>\$988,416.46</b>	<b>103.08%</b>	<b>\$771,908.09</b>	<b>\$216,508.37</b>
<b>18D: Wells No. 12 &amp; 14 Chemical Treatment</b>									
Consulting - Design & Construction Phases:	\$0.00	\$33,800.00		\$13,500.00	39.94%	\$47,300.00	139.94%	\$40,110.80	\$7,189.20
Construction Contract (Well 14):	\$450,000.00	\$191,286.00		\$89,299.26	46.68%	\$280,585.26	146.68%	\$280,773.53	(\$188.27)
Well 14 Pump Inspection:	\$0.00	\$772.00		\$0.00	0.00%	\$772.00	100.00%	\$772.00	\$0.00
Construction Contract (Well 12):	\$350,000.00	\$287,936.00		\$0.00	0.00%	\$287,936.00	100.00%	\$0.00	\$287,936.00
Well 12 Gate Modification:	\$0.00	\$858.00		\$34.84	4.06%	\$892.84	104.06%	\$892.84	\$0.00
Well 12 VFD Replacement:	\$0.00	\$14,430.00		\$787.85	5.46%	\$15,217.85	105.46%	\$15,217.85	\$0.00
<b>Total Project</b>	<b>\$800,000.00</b>	<b>\$529,082.00</b>	<b>66.14%</b>	<b>\$103,621.95</b>	<b>19.59%</b>	<b>\$632,703.95</b>	<b>119.59%</b>	<b>\$337,767.02</b>	<b>\$294,936.93</b>
<b>18F: Hillsdale WWPS Decommissioning &amp; Gravity Sewer</b>									
Consulting - Design & Construction Phases:	\$100,000.00	\$49,950.00		\$39,189.00	78.46%	\$89,139.00	178.46%	\$73,569.60	\$15,569.40
Permits & Easements	\$100,000.00	\$12,768.10		\$0.00	0.00%	\$12,768.10	100.00%	\$12,768.10	\$0.00
Reproduction (CES&R)	\$0.00	\$150.00		\$0.00	0.00%	\$150.00	100.00%	\$237.13	(\$87.13)
Public Involvement Consultant	\$0.00	\$22,975.13		\$0.00	0.00%	\$22,975.13	100.00%	\$6,892.56	\$16,082.57
Construction Contract:	\$1,000,000.00	\$962,981.25		\$0.00	0.00%	\$962,981.25	100.00%	\$0.00	\$962,981.25
<b>Total Project</b>	<b>\$1,200,000.00</b>	<b>\$1,048,824.48</b>	<b>87.40%</b>	<b>\$39,189.00</b>	<b>3.74%</b>	<b>\$1,088,013.48</b>	<b>103.74%</b>	<b>\$93,467.39</b>	<b>\$994,546.09</b>
<b>18G: MVC Waterline Betterments</b>									
Consulting - Design Phase:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
Consulting - Construction Phase:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
Construction Contract (UDOT Agreement No. 18-9245):	\$850,000.00	\$548,661.81		\$0.00	0.00%	\$548,661.81	100.00%	\$501,607.14	\$47,054.67
<b>Total Project</b>	<b>\$850,000.00</b>	<b>\$548,661.81</b>	<b>64.55%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$548,661.81</b>	<b>100.00%</b>	<b>\$501,607.14</b>	<b>\$47,054.67</b>
<b>18H: Pioneer WWPS Replacement Project</b>									
Consulting - Design Phase:	\$0.00	\$36,200.00		\$0.00	0.00%	\$36,200.00	100.00%	\$18,482.00	\$17,718.00
Consulting - Property Agent:	\$0.00	\$5,000.00		\$0.00	0.00%	\$5,000.00	100.00%	\$5,700.00	(\$700.00)
Property Appraisal:	\$0.00	\$2,400.00		\$0.00	0.00%	\$2,400.00	100.00%	\$2,400.00	\$0.00
Property Purchase:	\$0.00	\$146,300.00		\$0.00	0.00%	\$146,300.00	100.00%	\$146,300.00	\$0.00
Title Insurance Premium:	\$0.00	\$1,045.00		\$0.00	0.00%	\$1,045.00	100.00%	\$1,045.00	\$0.00
Construction Contract:	\$200,000.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
<b>Total Project</b>	<b>\$200,000.00</b>	<b>\$190,945.00</b>	<b>95.47%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$190,945.00</b>	<b>100.00%</b>	<b>\$173,927.00</b>	<b>\$17,018.00</b>



Granger-Hunter Improvement District  
 Capital Projects Summary  
 Budget Status  
 August 14, 2019

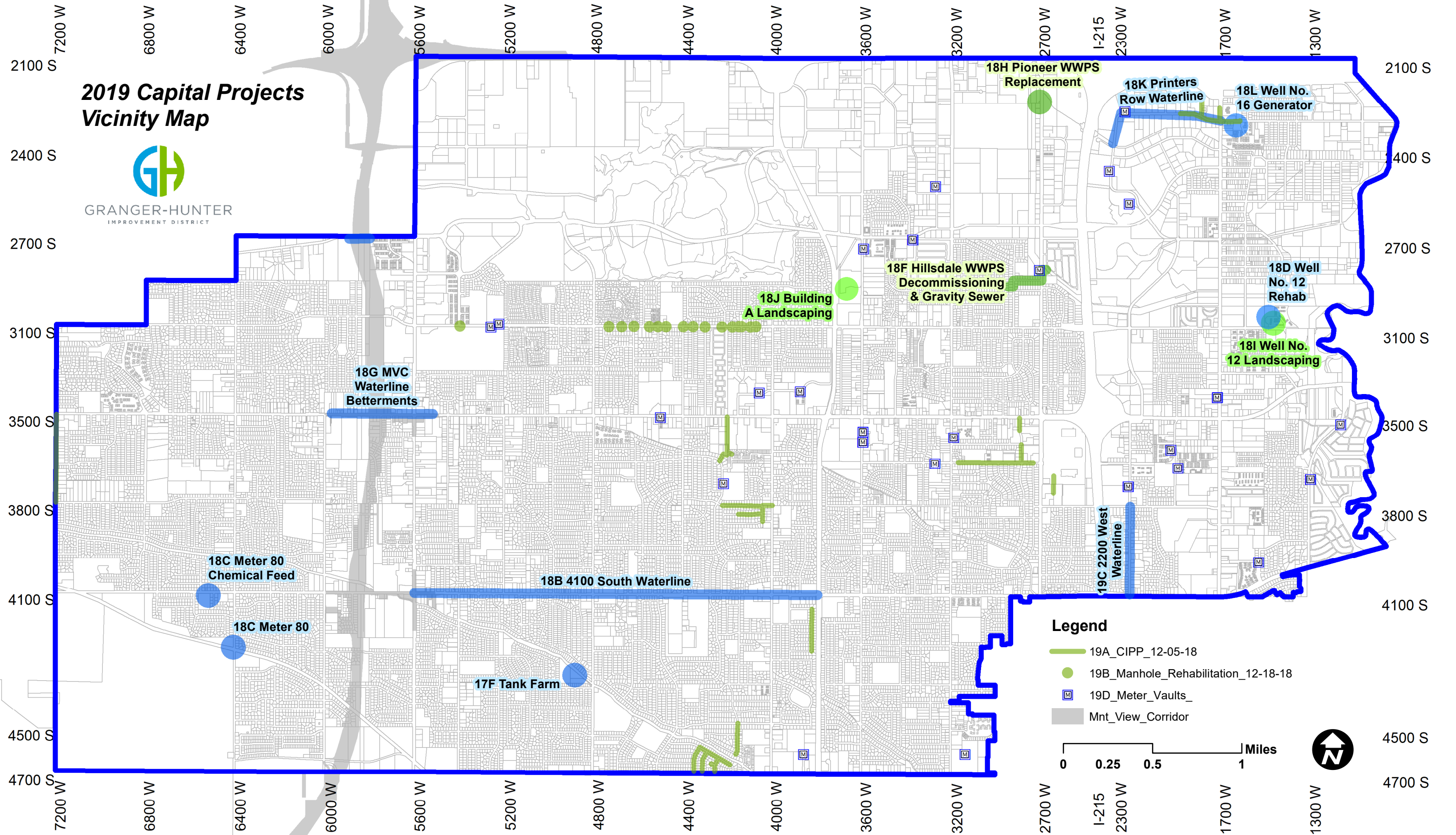
GRANGER-HUNTER  
 IMPROVEMENT DISTRICT

Project	Budget Amount	Bid/Contract Amount	Percent Budget	Change Order Amount	CO Amount Percent Bid	Total Project Amount	Total Amount Percent Bid	Total Amount Paid	Remaining Amount
<b>18I: Well No. 12 Landscaping Project</b>									
Consulting - Design Phase:	\$0.00	\$37,410.00		\$0.00	0.00%	\$37,410.00	100.00%	\$37,410.00	\$0.00
Consulting - Construction Phase:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
Construction Contract:	\$200,000.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
<b>Total Project</b>	<b>\$200,000.00</b>	<b>\$37,410.00</b>	<b>18.71%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$37,410.00</b>	<b>100.00%</b>	<b>\$37,410.00</b>	<b>\$0.00</b>
<b>18J: GHID Headquarters Landscaping</b>									
Consulting - Design & Construction Phases:	\$0.00	\$35,800.00		\$10,100.00	28.21%	\$45,900.00	128.21%	\$38,386.22	\$7,513.78
Construction Contract:	\$100,000.00	\$207,385.44		\$0.00	0.00%	\$207,385.44	100.00%	\$0.00	\$207,385.44
<b>Total Project</b>	<b>\$100,000.00</b>	<b>\$243,185.44</b>	<b>243.19%</b>	<b>\$10,100.00</b>	<b>4.15%</b>	<b>\$253,285.44</b>	<b>104.15%</b>	<b>\$38,386.22</b>	<b>\$214,899.22</b>
<b>18K: Printers Row Waterline Replacement Project</b>									
Consulting - Design & Construction Phases:	\$75,000.00	\$84,849.00		\$27,716.00	32.67%	\$112,565.00	132.67%	\$106,216.46	\$6,348.54
Construction Contract:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
<b>Total Project</b>	<b>\$75,000.00</b>	<b>\$84,849.00</b>	<b>113.13%</b>	<b>\$27,716.00</b>	<b>32.67%</b>	<b>\$112,565.00</b>	<b>132.67%</b>	<b>\$106,216.46</b>	<b>\$6,348.54</b>
<b>18L: Well No. 16 Standby Generator Replacement</b>									
Consulting - Design Phase:	\$0.00	\$16,949.00		\$9,152.00	54.00%	\$26,101.00	154.00%	\$20,944.75	\$5,156.25
Consulting - Construction Phase:	\$0.00	\$276.00		\$0.00	0.00%	\$276.00	100.00%	\$276.00	\$0.00
Construction Contract:	\$0.00	\$154,530.00		\$23,365.00	15.12%	\$177,895.00	115.12%	\$0.00	\$177,895.00
<b>Total Project</b>	<b>\$0.00</b>	<b>\$171,755.00</b>	<b>#DIV/0!</b>	<b>\$32,517.00</b>	<b>18.93%</b>	<b>\$204,272.00</b>	<b>118.93%</b>	<b>\$21,220.75</b>	<b>\$183,051.25</b>
<b>19B: Manhole Rehabilitation Project</b>									
Consulting - Design Phase:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
Consulting - Construction Phase:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
Construction Contract:	\$297,200.00	\$219,000.00		\$10,432.00	4.76%	\$229,432.00	104.76%	\$229,457.19	(\$25.19)
<b>Total Project</b>	<b>\$297,200.00</b>	<b>\$219,000.00</b>	<b>73.69%</b>	<b>\$10,432.00</b>	<b>4.76%</b>	<b>\$229,432.00</b>	<b>104.76%</b>	<b>\$229,457.19</b>	<b>(\$25.19)</b>
<b>19C: 2200 West Waterline Project</b>									
Consulting - Design Phase:	\$50,000.00	\$48,947.00		\$0.00	0.00%	\$48,947.00	100.00%	\$21,175.26	\$27,771.74
Consulting - Construction Phase:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
Construction Contract:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
<b>Total Project</b>	<b>\$50,000.00</b>	<b>\$48,947.00</b>	<b>97.89%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$48,947.00</b>	<b>100.00%</b>	<b>\$21,175.26</b>	<b>\$27,771.74</b>
<b>19D: PRV Upgrades &amp; Large Meter Replacements</b>									
Consulting - Design Phase:	\$50,000.00	\$59,400.00		\$0.00	0.00%	\$59,400.00	100.00%	\$2,502.50	\$56,897.50
Consulting - Construction Phase:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
Construction Contract:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
<b>Total Project</b>	<b>\$50,000.00</b>	<b>\$59,400.00</b>	<b>118.80%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$59,400.00</b>	<b>100.00%</b>	<b>\$2,502.50</b>	<b>\$56,897.50</b>
<b>19F: 3600 West Waterline Project (Sorenson Tank to 4700 South)</b>									
Consulting - Design Phase:	\$0.00	\$95,075.00		\$0.00	0.00%	\$95,075.00	100.00%	\$0.00	\$95,075.00
Consulting - Construction Phase:	\$0.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
Construction Contract:	\$1,650,000.00	\$0.00		\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	\$0.00
<b>Total Project</b>	<b>\$1,650,000.00</b>	<b>\$95,075.00</b>	<b>5.76%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$95,075.00</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$95,075.00</b>
<b>Totals</b>	<b>\$10,547,200.00</b>	<b>\$10,146,042.38</b>	<b>96.20%</b>	<b>\$934,198.84</b>	<b>9.21%</b>	<b>\$11,080,241.22</b>	<b>109.21%</b>	<b>\$2,882,283.78</b>	<b>\$8,197,957.44</b>

# 2019 Capital Projects Vicinity Map

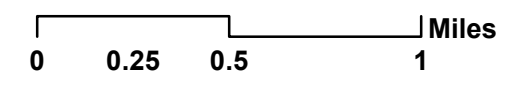


GRANGER-HUNTER  
IMPROVEMENT DISTRICT



## Legend

- 19A\_CIPP\_12-05-18
- 19B\_Manhole\_Rehabilitation\_12-18-18
- M 19D\_Meter\_Vaults\_
- Mnt\_View\_Corridor



2100 S  
2400 S  
2700 S  
3100 S  
3500 S  
3800 S  
4100 S  
4500 S  
4700 S

7200 W  
6800 W  
6400 W  
6000 W  
5600 W  
5200 W  
4800 W  
4400 W  
4000 W  
3600 W  
3200 W  
2700 W  
I-215  
2300 W  
1700 W  
1300 W

## **COST SHARING INTERLOCAL AGREEMENT**

**THIS INTERLOCAL AGREEMENT** (hereinafter the “*Agreement*”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, pursuant to authority of the Interlocal Cooperation Act, §11-13-101, *et seq.*, U.C.A., 1953, as amended (hereinafter the “*Act*”), by and between **GRANGER-HUNTER IMPROVEMENT DISTRICT**, a body corporate and politic of the State of Utah, whose office is located at 2888 South 3600 West, West Valley City, Utah, 84119 (hereinafter the “*District*”), and **WEST VALLEY CITY**, a Utah municipal corporation, whose offices are located at 3600 Constitution Boulevard, West Valley City, Utah, 84119 (hereinafter the “*City*”). The District and the City are sometimes referred to herein individually as a “*Party*” and collectively as the “*Parties.*”

### **RECITALS**

**WHEREAS**, pursuant to the Act, any two or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the Act; and

**WHEREAS**, the Parties desire to share costs for the 4100 South Reconstruction Project between Bangerter Highway and 5460 West (UDOT PIN 14831) (hereinafter the “*Project*”) as set forth herein; and

**WHEREAS**, public bids were solicited for the Project and the lowest, responsive, responsible bid was selected; and

**WHEREAS**, the Parties have determined an equitable way to cost share the bid amount; and

**WHEREAS**, the Board of Trustees of the District and the City Council of the City have determined that it is in their mutual best interest to establish the mutual obligations set forth in this

Agreement and to act in conformance therewith from and after the Effective Date as defined herein;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**AGREEMENT**

1. **COSTS.** The costs for the Project are set forth in the attached Exhibit A, incorporated herein. The Parties determined that there were bid items that were not balanced. Accordingly, the costs set forth in Exhibit A rebalance bid items proportionately to the value of the other items of work.

2. **OBLIGATIONS OF THE DISTRICT.**

- (a) The District shall pay the City \$681,082.89, which constitutes the District's proportional share of the shared costs for the Project bid amount (as detailed in Exhibit A).
- (b) The District shall pay the City \$86,604.53, which constitutes the District's 24.67% share of costs associated with Public Involvement Efforts for the Project. (Public Involvement Efforts include the following amounts: \$250,000 for a Public Involvement Consultant, \$21,052 for a Community Coordination Team Facilitator and \$80,000 for a Community Coordination Team Incentive to the contractor).
- (c) Total payment obligation from the District to the City equals \$767,687.42 (\$681,082.89 + \$86,604.53 as detailed in (a) and (b)).
- (d) All sums herein shall be paid within 30 days of receipt of invoice from the City.

3. **OBLIGATIONS OF THE CITY.**

- (a) The City shall complete the construction of the Project.

(b) The City shall coordinate, facilitate, and manage the public involvement services for the Project.

4. **TERM.** The term of this Agreement shall begin upon the Effective Date and continue to completion of the Project, unless sooner terminated by amendment hereto.

5. **AMENDMENTS.** This Agreement may only be changed, modified or amended, in writing, upon agreement of the Parties.

6. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all other prior agreements, understandings, statements and representations oral or written, express or implied, by and between the Parties with respect thereto.

7. **EFFECTIVE DATE.** This Agreement shall become effective upon a resolution duly adopted by the Board of Trustees of the District and the City Council of the City.

8. **WARRANTY OF AUTHORITY.** The individuals executing this Agreement on behalf of the Parties hereby warrant that they have the requisite authority to execute this Agreement on behalf of the respective Parties and that each have agreed to be and are bound hereby.

9. **LIABILITY AND INDEMNIFICATION.** The CITY and the DISTRICT are governmental entities under the Utah Governmental Immunity Act. Consistent with the terms of the Act, and as provided herein, it is mutually agreed that each party is responsible and liable for its own wrongful or negligent acts which are committed by it or by its agents, officers or employees. Neither party waives any defenses otherwise available under the Act nor does any party waive any limits of liability currently provided by the Act. The parties agree to indemnify each other and hold each other harmless from any damages or claims for damages occurring to persons or property as a result of the negligence or fault of their own officers, employees or agents involved in the matter pertaining to this agreement.



10. **FILING OF AGREEMENT.** Executed copies of this Agreement shall be deposited with and remain in the respective offices of the District and the City during the effective term hereof.

**IN WITNESS WHEREOF** the Parties have caused this Agreement to be executed as of the day and year first above written.

**GRANGER-HUNTER IMPROVEMENT DISTRICT**

By \_\_\_\_\_  
Chair, Board of Trustees

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney for Granger-Hunter  
Improvement District

**WEST VALLEY CITY**

By \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney for West Valley City

## Exhibit A

### 4100 South – WVC –GHID Cost Sharing Proposal

#### Shared Cost Redistribution

After bids were opened, it became apparent that some of the lump sum bid items were not balanced. West Valley City is proposing to rebalance these bid items proportionately to the value of the other items of work.

<b>WVC Roadway Schedule</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Cost</b>
On the Job Training	2500	hour	\$ 10.00	\$ 25,000.00
Mobilization (Roadway)	1	lump sum	\$ 1,780,000.00	\$ 1,780,000.00
Public Information Services	1	lump sum	\$ 9,000.00	\$ 9,000.00
Traffic Control	1	lump sum	\$ 260,000.00	\$ 260,000.00
Maintenance of Traffic (MOT)	1	lump sum	\$ 580,000.00	\$ 580,000.00
Stabilized Construction Entrance	1	lump sum	\$ 2,500.00	\$ 2,500.00
Dust Control and Watering	429	1000 gallons	\$ 10.00	\$ 4,290.00
Preconstruction Survey	1	lump sum	\$ 80,000.00	\$ 80,000.00
<b>WVC Roadway Schedule Shared Cost Totals</b>				<b>\$ 2,740,790.00</b>
GHID Waterline Schedule:				
Mobilization – Waterline	1	lump sum	\$ 10,000.00	\$ 10,000.00
Traffic Control – Waterline	1	lump sum	\$ 10,000.00	\$ 10,000.00
<b>GHID Waterline Schedule Shared Cost Total</b>				<b>\$ 20,000.00</b>
WVC & GHID Shared Costs				\$ 2,760,790.00
				Proportional Share of Shared Costs
WVC Total of Other Bid Items	\$	12,526,714.09	75.33%	\$ 2,079,707.11
GHID Total of Other Bid Items	\$	4,102,371.25	24.67%	<b>\$ 681,082.89</b>
	\$	<b>16,629,085.34</b>	<b>100.00%</b>	<b>\$ 2,760,790.00</b>
Total Construction Value	\$	<b>19,389,875.34</b>		

West Valley City proposes that Granger Hunter pay an additional \$681,082.89 to rebalance shared bid items.



## Design/Engineering Projects

### Well No. 12 Drain

Capital Project: N/A  
 Consultant: GHID Design  
 Contractor: GHID

The design is complete. This design will be incorporated into the Well No. 12 Landscaping Project.

### Water Quality Study

Capital Project: N/A  
 Consultant: Confluence Engineering

The Water Quality Pilot Study was completed last week. We are waiting for final results from the lab, and then Confluence Engineering will compile the results and their recommendations. JUB Engineers is preparing a cost estimate for the treatment facilities and should be complete in September.

### Fassio Circle Pipeline Replacement

Capital Project: N/A  
 Consultant: GHID Design  
 Contractor: GHID

The project is complete.

### Water Innovation Center

Capital Project: Water Innovation Center  
 Consultant: GHID Design  
 Contractor: Nelson Bros. Construction

The former well's internal plumbing and old electrical equipment has been removed and is ready for improvements.

### Lake Park Waterline Replacement

Capital Project: N/A  
 Consultant: GHID Design  
 Contractor: TBD

The replacement of waterlines in the Lake Park neighborhood southwest of the intersection of Parkway Blvd. and Redwood Road. GHID staff have completed the survey and the design work is beginning.

## Plans Reviewed (new in June & July)

- |    |                               |                           |                    |
|----|-------------------------------|---------------------------|--------------------|
| 1) | Shopko Optical TI             | 2843 S. 5600 W.           | Commercial         |
| 2) | Cover Pools TI                | 2580 Decker Lake Blvd.    | Tenant Improvement |
| 3) | Khiems Garage                 | 3763 S. Queens Pointe Ln. | Single Residence   |
| 4) | Redwood Road Business Village | 2688 S. Redwood Road      | Commercial         |
| 5) | North Ridge Estates           | 2273 W. 3800 S.           | Subdivision        |



## Granger-Hunter Improvement District Engineering/Operations Summary August 14, 2019

6)	Alpine Storage	3330 S. 5600 W.	Commercial
7)	Granite Mill TI	2640 Decker Lake Boulevard	Tenant Improvement
8)	Wasatch Commercial Builders-Printers Row	1820 W. 2300 S.	Tenant Improvement
9)	Lake Park Commerce Center	5139 W. 2400 S.	Commercial
10)	Valley Fair SpringHill Suites	3661 S. 2700 W.	Commercial
11)	Smith's # 066 TI	4065 S. Redwood Rd.	Tenant Improvement
12)	Burton Cabinet-Granite Mill Phase II	2640 S. Decker Lake Blvd.	Tenant Improvement
13)	Biovation Labs TI	2323 S. 3600 W.	Tenant Improvement
14)	Wheeler Rental Office	4901 W. 2100 S.	Commercial
15)	Hour Chiropractic Office	1817 W. 3600 S.	Tenant Improvement
16)	BJ's Coffee	2115 S. 3600 W.	Tenant Improvement

## Water Quality Report

### Free Chlorine Residual (mg/L)

Mo.	3-YR AVG.	2019
JAN	0.33	0.68
FEB	0.33	0.70
MAR	0.43	0.69
APR	0.35	0.34
MAY	0.37	0.31
JUN	0.34	0.39
JUL	0.35	0.45
AUG	0.31	0.00
SEP	0.34	0.00
OCT	0.27	0.00
NOV	0.29	0.00
DEC	0.36	0.00

Acceptable range 0.20 to 1.00 mg/L

### Fluoride Residual (mg/L)

Mo.	3-YR AVG.	2019
JAN	0.65	0.66
FEB	0.66	0.69
MAR	0.60	0.55
APR	0.71	0.45
MAY	0.69	0.62
JUN	0.72	0.64
JUL	0.71	0.68
AUG	0.70	0.00
SEP	0.68	0.00
OCT	0.69	0.00
NOV	0.67	0.00
DEC	0.65	0.00

Acceptable range 0.60 mg/L to 1.00 mg/L

### Backflow Reports Logged

Mo.	3-YR AVG.	2019
JAN	0	48
FEB	4	31
MAR	0	23
APR	4	16
MAY	15	27
JUN	0	24
JUL	16	13
AUG	18	0
SEP	11	0
OCT	26	0
NOV	14	0
DEC	7	0
TOTAL	116	182

### Water Quality Complaints

Mo.	3-YR AVG.	2019
JAN	19	13
FEB	38	11
MAR	73	20
APR	50	64
MAY	56	36
JUN	31	73
JUL	27	134
AUG	28	0
SEP	18	0
OCT	22	0
NOV	48	0
DEC	26	0
Per Year	438	351

#### Water Quality Notes:

- UCMR4 Monitoring is continuing at the well sites.
- Lead & Copper sampling for 2019 is in progress.



**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**REVENUES**

	Actual 7/31/2018	Amended Budget 2018	% of Budget	Actual 7/31/2019	Budget 2019	% of Budget
<b>REVENUES</b>						
<b>Operating Revenues:</b>						
Water Sales	\$ 8,805,854	\$ 17,845,000	49.3%	\$ 8,490,202	\$ 19,629,500	43.3%
Sewer Service Charges	5,682,410	10,657,000	53.3%	6,285,798	11,748,000	53.5%
Central Valley Assessmt	1,553,314	2,700,000	57.5%	1,562,702	2,700,000	57.9%
Engineering Fees	3,300	5,500	60.0%	5,270	4,100	128.5%
Connection fees	26,517	45,000	58.9%	14,362	34,000	42.2%
Inspection	53,295	65,000	82.0%	21,950	49,000	44.8%
Delinquent/Turn-on Fees	21,675	33,000	65.7%	16,310	35,000	46.6%
Conservation Grant		0	N/A	53,868	68,500	78.6%
Total Operating Revenue	<u>16,146,365</u>	<u>31,350,500</u>	<u>51.5%</u>	<u>16,450,462</u>	<u>34,268,100</u>	<u>48.0%</u>
<b>Property Tax Revenue:</b>						
Property Tax	41,898	3,300,000	1.3%	24,223	3,300,000	0.7%
Motor Vehicle	126,956	265,000	47.9%	117,283	250,000	46.9%
Personal Property	270,001	325,000	83.1%	320,961	315,000	101.9%
Delinquent Tax/Interest	50,729	80,000	63.4%	50,574	80,000	63.2%
Tax Increment for RDA	0	239,000	0.0%	0	239,000	0.0%
Total Property Tax Revenue	<u>489,584</u>	<u>4,209,000</u>	<u>11.6%</u>	<u>513,041</u>	<u>4,184,000</u>	<u>12.3%</u>
<b>Non-operating Revenue:</b>						
Impact Fees - Water	427,612	500,000	85.5%	218,522	375,000	58.3%
Impact Fees - Sewer	223,068	250,000	89.2%	100,196	188,000	53.3%
Interest	260,398	400,000	65.1%	366,316	500,000	73.3%
Sale of Surplus Equipment	30,325	30,000	101.1%	13,851	109,000	12.7%
Other	79,156	100,000	79.2%	97,780	110,000	88.9%
Total Non-operating Revenue	<u>1,020,559</u>	<u>1,280,000</u>	<u>79.7%</u>	<u>796,665</u>	<u>1,282,000</u>	<u>62.1%</u>
<b>Total Revenues</b>	<u>\$ 17,656,508</u>	<u>\$ 36,839,500</u>	<u>47.9%</u>	<u>\$ 17,760,168</u>	<u>\$ 39,734,100</u>	<u>44.7%</u>

*Percent of Year Completed: 58.33%*



**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**EXPENSES**

	Actual 7/31/2018	Amended Budget 2018	% of Budget	Actual 7/31/2019	Budget 2019	% of Budget
<b>EXPENSES</b>						
<b>Payroll Wages:</b>						
Salaries & Wages	\$ 2,404,382	\$ 4,338,000	55.4%	\$ 2,633,568	\$ 4,785,017	55.0%
Overtime Wages	86,320	200,000	43.2%	74,861	200,000	37.4%
On-call Pay	30,900	56,280	54.9%	20,029	56,280	35.6%
Incentive Pay	200	15,000	1.3%	7,414	15,000	49.4%
Vehicle Allowance	22,500	43,200	52.1%	369	0	N/A
Other/OPEB	0	250,000	0.0%	0	250,000	0.0%
Clothing Allowance	0	20,900	0.0%	0	21,450	0.0%
<i>Total Payroll Wages</i>	<u>2,544,302</u>	<u>4,923,380</u>	<b>51.7%</b>	<u>2,736,241</u>	<u>5,327,747</u>	<b>51.4%</b>
<b>Payroll Benefits:</b>						
State Retirement Plan	449,829	855,000	52.6%	466,426	906,300	51.5%
401K Plan	293,483	535,000	54.9%	315,653	567,100	55.7%
Health/Dental Insurance	861,573	1,551,312	55.5%	970,449	1,628,877	59.6%
Medicare	36,201	67,000	54.0%	38,934	70,350	55.3%
Workers Compensation Ins	9,828	50,000	19.7%	16,469	45,000	36.6%
Life/LTD/LTC Insurance	41,160	80,000	51.5%	42,715	75,000	57.0%
State Unemployment	0	5,000	0.0%	0	5,000	0.0%
<i>Total Payroll Benefits</i>	<u>1,692,074</u>	<u>3,143,312</u>	<b>53.8%</b>	<u>1,850,646</u>	<u>3,297,627</u>	<b>56.1%</b>
<b>Operations &amp; Maintenance:</b>						
Repair & Replacement	300,759	733,810	41.0%	264,781	746,373	35.5%
Building & Grounds	67,597	100,600	67.2%	40,572	77,462	52.4%
Vehicle Maint & Fuel	99,323	201,000	49.4%	114,051	209,000	54.6%
Vehicle Lease	96,261	182,000	52.9%	112,189	218,409	51.4%
Tools & Supplies	30,534	46,353	65.9%	12,880	35,000	36.8%
Water Purchases	4,066,714	10,198,125	39.9%	3,683,579	10,677,437	34.5%
Treatment Chemicals	13,222	74,009	17.9%	23,001	68,800	33.4%
Water Lab Testing Fees	45,742	108,250	42.3%	25,613	106,000	24.2%
Utilities	366,747	987,508	37.1%	333,896	1,009,000	33.1%
<i>Total O&amp;M</i>	<u>5,086,899</u>	<u>12,631,655</u>	<b>40.3%</b>	<u>4,610,562</u>	<u>13,147,481</u>	<b>35.1%</b>
<b>CVWRF:</b>						
Facility Operations	1,696,404	4,101,771	41.4%	1,704,691	4,400,414	38.7%
Project Betterments	299,434	1,177,050	25.4%	459,404	1,712,549	26.8%
Interceptor Monitoring	1,321	1,375	96.1%	4	3,875	0.1%
Pre-treatment Field	128,267	280,653	45.7%	117,013	243,993	48.0%
Laboratory	107,593	255,689	42.1%	99,365	239,538	41.5%
CVW Debt Service	789,357	889,910	88.7%	439,998	1,488,436	29.6%
<i>Total CVWRF</i>	<u>3,022,376</u>	<u>6,706,448</u>	<b>45.1%</b>	<u>2,820,475</u>	<u>8,088,805</u>	<b>34.9%</b>



**GRANGER-HUNTER**  
IMPROVEMENT DISTRICT

**EXPENSES**

	Actual 7/31/2018	Amended Budget 2018	% of Budget	Actual 7/31/2019	Budget 2019	% of Budget
<b>General &amp; Administrative:</b>						
Office Supplies/Printing	\$ 10,613	\$ 44,000	24.1%	\$ 15,732	\$ 37,100	42.4%
Postage & Mailing	75,692	164,500	46.0%	77,614	159,500	48.7%
General Administrative	19,557	51,350	38.1%	21,201	125,130	16.9%
Computer Supplies	175,614	375,460	46.8%	232,695	392,432	59.3%
General Insurance	377,919	406,600	92.9%	326,053	423,600	77.0%
Utilities	49,723	105,500	47.1%	45,418	105,500	43.1%
Telephone	39,592	85,000	46.6%	45,734	110,000	41.6%
Training & Education	42,352	129,975	32.6%	71,262	131,325	54.3%
Safety	15,724	35,970	43.7%	29,602	39,600	74.8%
Legal fees	5,155	51,000	10.1%	10,187	49,000	20.8%
Auditing Fees	0	11,000	0.0%	11,000	11,000	100.0%
Professional Consulting	86,895	139,300	62.4%	80,910	275,300	29.4%
Public Relations/Conservation	20,652	30,000	68.8%	19,477	69,450	28.0%
Banking & Bonding	140,917	280,800	50.2%	161,579	513,900	31.4%
Admin Contingency	0	180,000	0.0%	0	180,000	0.0%
<i>Total General Administrative</i>	<u>1,060,405</u>	<u>2,090,455</u>	<b>50.7%</b>	<u>1,148,464</u>	<u>2,622,837</u>	<b>43.8%</b>
<b>Total Operating Expenses</b>	13,406,056	29,495,250	<b>45.5%</b>	13,166,388	32,484,497	<b>40.5%</b>
<b>Net Operating Revenues</b>	<u>\$ 4,250,452</u>	<u>\$ 7,344,250</u>	<b>57.9%</b>	<u>\$ 4,593,780</u>	<u>\$ 7,249,603</u>	<b>63.4%</b>
<b>Indirect Operating Expenses:</b>						
Depreciation	0	6,800,000	0.0%	0	7,000,000	0.0%
RDA Pass-Through	0	239,000	0.0%	0	239,000	0.0%
<i>Total Indirect Operating Exp</i>	<u>\$ 0</u>	<u>\$ 7,039,000</u>	<b>0.0%</b>	<u>\$ 0</u>	<u>\$ 7,239,000</u>	<b>0.0%</b>
<b>Equipment and Infrastructure:</b>						
Infrastructure	2,679,798	9,917,500	27.0%	1,946,710	13,276,600	14.7%
New Vehicles & Equipment	69,185	367,800	18.8%	51,712	414,050	12.5%
<i>Total Equipment</i>	<u>2,748,983</u>	<u>10,285,300</u>	<b>26.7%</b>	<u>1,998,422</u>	<u>13,690,650</u>	<b>14.6%</b>
<b>Debt Service:</b>						
Bond Interest	20,533	123,200	16.7%	19,392	408,683	4.7%
Bond Princ Pmt (2019 DEQ)	0	0	N/A	0	0	0.0%
Bond Principal Pmt ('12 Bond)	274,000	274,000	100.0%	281,000	281,000	100.0%
<i>Total Debt Service</i>	<u>294,533</u>	<u>397,200</u>	<b>74.2%</b>	<u>300,392</u>	<u>689,683</u>	<b>43.6%</b>
<b>Total Equip &amp; Debt Service</b>	<u>\$ 3,043,516</u>	<u>\$ 10,682,500</u>	<b>28.5%</b>	<u>\$ 2,298,814</u>	<u>\$ 14,380,333</u>	<b>16.0%</b>
<b>Net Revenues after Deprec</b>	<u>\$ 1,206,936</u>	<u>\$ (10,377,250)</u>	<b>-11.6%</b>	<u>\$ 2,294,966</u>	<u>\$ (14,369,730)</u>	<b>-16.0%</b>
Add back Depreciation	0	6,800,000	0.0%	0	7,000,000	0.0%
<b>Net Revenues</b>	<u>\$ 1,206,936</u>	<u>\$ (3,577,250)</u>	<b>-33.7%</b>	<u>\$ 2,294,966</u>	<u>\$ (7,369,730)</u>	<b>-31.1%</b>



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4927	WILHELMSSEN, MARK W							
1	C-CHECK WILHELMSSEN, MARK W	VOIDED	V 6/05/2019			118789		86.50CR
	C-CHECK SL COUNTY HEALTH DEPT,	VOIDED	V 7/31/2019			119027		25.20CR
2540	DEXTER MWR, LLC							
	C-CHECK DEXTER MWR, LLC	VOIDED	V 7/31/2019			119041		5.92CR
	C-CHECK VOID CHECK		V 7/31/2019			119045		

\* \* 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:	4	VOID DEBITS 0.00		
		VOID CREDITS 117.62CR		
			117.62CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			4	117.62CR	0.00	0.00
BANK: *		TOTALS:	4	117.62CR	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2188	FERGUSON ENTERPRISES, INC							
I-1080320	6" Gaskets-Fire hydrants	D	6/05/2019			000739		
01 530210	REPAIR SUPPLIES - CONST	6" Gaskets		206.00				
I-1083473	Emergency Repair Parts	D	6/05/2019			000739		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		246.60				
I-1084652	Emergency Repair Parts	D	6/05/2019			000739		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		1,017.27				
I-1085183	Emergency Repair Parts	D	6/05/2019			000739		
01 560210	REPAIR SUPPLIES - METER	Emergency Repair Par		108.00				
I-1085236	Emergency Repair Parts	D	6/05/2019			000739		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		4.93				
I-1085884	Emergency Repair Parts	D	6/05/2019			000739		
01 530210	REPAIR SUPPLIES - CONST	Emergency Repair Par		64.00				
I-1086029	Emergency Repair Parts	D	6/05/2019			000739		
01 560210	REPAIR SUPPLIES - METER	EMERGENCY REPAIR PAR		11.40				1,658.20
2400	GRANGER HUNTER IMP DIST							
I-201905305211	GHID-4 MAY 2019	D	6/05/2019			000740		
01 510460	UTILITIES - ADMIN	GHID-4 MAY 2019		1,011.53				
01 530280	UTILITIES - WATER/OPS	GHID-4 MAY 2019		107.19				
01 550280	UTILITIES - WW	GHID-4 MAY 2019		53.00				1,171.72
3040	MAGNA WATER CO							
I-201906055223	MAY 2019 SEWER CHARGES	D	6/05/2019			000741		
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		238.48				
01 41020	SEWER SERVICE CHARGES	ORCHARDVIEW SUBDIV		924.11				3,994.54
0001	US TREASURY							
I-T1 201906115225	FEDERAL WITHHOLDING	D	6/12/2019			000742		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	FEDERAL WITHHOLDING		15,595.43				
I-T4 201906115225	MEDICARE WITHHOLDING	D	6/12/2019			000742		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	MEDICARE WITHHOLDING		2,628.05				
01 500150	MEDICARE	MEDICARE WITHHOLDING		2,628.05				20,851.53
2532	HEALTH EQUITY INC							
I-HSB201906115225	HEALTH SAVINGS ACCOUNT	D	6/12/2019			000743		
01 22090	CAFETERIA PLAN PAYABLE	HEALTH SAVINGS ACCOU		4,465.65				
01 500130	HEALTH INSURANCE	HEALTH SAVINGS ACCOU		5,000.00				9,465.65
4640	UTAH RETIREMENT SYSTEMS							
I-2DC201906115225	TIER 2 DEFINED CONTRIBUTION	D	6/12/2019			000744		
01 500110	STATE RETIREMENT PLAN	TIER 2 DEFINED CONTR		347.19				
I-2HY201906115225	TIER 2 HYBRID CONTRIBUTION	D	6/12/2019			000744		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID CONTRI		8,752.90				
I-45%201906115225	457 CONTRIBUTION %	D	6/12/2019			000744		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION %		137.23				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-457201906115225 01 22040	457 CONTRIBUTION AMOUNT RETIREMENT CONTRIB PAYABLE	D	6/12/2019			000744		
I-45B201906115225 01 500120	457 CONTRIB - BOARD 401K PLAN EXPENSE	D	6/12/2019	440.00		000744		
I-45T201906115225 01 500120	457 CONTRIB - TIER 2 401K PLAN EXPENSE	D	6/12/2019	103.34		000744		
I-4KB201906115225 01 500120	401(K) CONTRIB - BOARD 401K PLAN EXPENSE	D	6/12/2019	172.98		000744		
I-DC4201906115225 01 500110	TIER 2 DC 401K STATE RETIREMENT PLAN	D	6/12/2019	42.57		000744		
I-HY4201906115225 01 500110	TIER 2 HYBRID 401K STATE RETIREMENT PLAN	D	6/12/2019	518.97		000744		
I-PRA201906115225 01 500110	POST RET AMORTIZATION STATE RETIREMENT PLAN	D	6/12/2019	647.72		000744		
I-RT2201906115225 01 22040	TIER 2 ROTH IRA CONTRIB AMOUNT RETIREMENT CONTRIB PAYABLE	D	6/12/2019	45.39		000744		
I-RTH201906115225 01 22040	ROTH IRA CONTRIBUTION AMNT RETIREMENT CONTRIB PAYABLE	D	6/12/2019	535.00		000744		
I-T24201906115225 01 22040	TIER 2 - 457 CONTRIB RETIREMENT CONTRIB PAYABLE	D	6/12/2019	719.23		000744		
I-USR201906115225 01 500110	UT STATE RET CONTRIBUTION STATE RETIREMENT PLAN	D	6/12/2019	30.00		000744		
				21,959.12				34,451.64
1267	APELLO							
I-110166-0619 01 510470	JUN 2019 ANSWERING SERVICE TELEPHONE	D	6/12/2019			000745		
				583.29				583.29
2400	GRANGER HUNTER IMP DIST							
I-201906125229 01 530280	GHID-1 JUN 2019 UTILITIES - WATER/OPS	D	6/12/2019			000746		
				117.00				117.00
4880	WEST VALLEY CITY							
I-201906125230	MAY 2019 STORMWATER	D	6/12/2019			000747		
01 510460	UTILITIES - ADMIN	2888 S	3600 W	296.00				
01 510460	UTILITIES - ADMIN	2824 S	3600 W	276.00				
01 550280	UTILITIES - WW	1247 W	2320 S A	4.00				
01 550280	UTILITIES - WW	1155 W	2320 S	4.00				
01 550280	UTILITIES - WW	1247 W	2320 S B	24.00				
01 550280	UTILITIES - WW	3100 S	DECKER LAKE D	24.00				
01 550280	UTILITIES - WW	1460 W	3100 S	28.00				
01 530280	UTILITIES - WATER/OPS	1313 W	3300 S	12.00				
01 550280	UTILITIES - WW	1360 W	3100 S	8.00				
01 550280	UTILITIES - WW	2117 W	2343 S	52.00				
01 530280	UTILITIES - WATER/OPS	1629 W	2320 S	28.00				
01 550280	UTILITIES - WW	2250 S	CONSTITUTION	4.00				
01 530280	UTILITIES - WATER/OPS	4080 S	2200 W	8.00				
01 530280	UTILITIES - WATER/OPS	4080 S	2200 W	8.00				
01 530280	UTILITIES - WATER/OPS	2386 S	3600 W	56.00				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4880	WEST VALLEY CITY	CONT						
I-201906125230	MAY 2019 STORMWATER	D	6/12/2019			000747		
01 530280	UTILITIES - WATER/OPS	4404 S	4800 W	16.00				
01 530280	UTILITIES - WATER/OPS	6551 W	4100 S	12.00				
01 550280	UTILITIES - WW	2149 W	3100 S	24.00				
01 550280	UTILITIES - WW	2557 S	5370 W	12.00				
01 530280	UTILITIES - WATER/OPS	4525 S	6000 W	8.00				
01 530280	UTILITIES - WATER/OPS	4381 S	NUGGET DR	8.00				
01 550280	UTILITIES - WW	2911 S	2910 W	4.00				
01 530280	UTILITIES - WATER/OPS	3222 S	CULTURAL CENT	28.00				944.00
1320	ASPHALT MATERIALS INC							
I-86327	Asphalt for repairs	D	6/20/2019			000748		
01 530210	REPAIR SUPPLIES - CONST	Asphalt	for repairs	459.53				
I-86623	Asphalt for repairs	D	6/20/2019			000748		
01 530210	REPAIR SUPPLIES - CONST	Asphalt	for repairs	968.12				
I-86867	Asphalt for repairs	D	6/20/2019			000748		
01 530210	REPAIR SUPPLIES - CONST	Asphalt	for repairs	294.13				
I-87067	Asphalt for repairs	D	6/20/2019			000748		
01 530210	REPAIR SUPPLIES - CONST	Asphalt	for repairs	630.79				2,352.57
1730	CLYDE SNOW & SESSIONS							
I-140622	MATTER 006400/GENERAL	D	6/20/2019			000749		
01 510500	LEGAL EXPENSE	MATTER	006400/GENERA	1,267.50				
I-140623	MATTER 007013/BONDS	D	6/20/2019			000749		
01 510500	LEGAL EXPENSE	MATTER	007013/BONDS	682.50				1,950.00
2188	FERGUSON ENTERPRISES, INC							
I-1086075	Parts For Fassio Cir	D	6/20/2019			000750		
01 520920	INFRASTRUCTURE PURCHASES	Parts For	Fassio Cir	22,150.00				
I-1086075-1	Parts For Fassio Cir	D	6/20/2019			000750		
01 520920	INFRASTRUCTURE PURCHASES	Parts For	Fassio Cir	3,524.70				25,674.70
2340	GENEVA ROCK PRODUCTS							
I-2105865	Fill Dirt	D	6/20/2019			000751		
01 530210	REPAIR SUPPLIES - CONST	Fill Dirt		1,654.14				
I-2106315	Fill Dirt	D	6/20/2019			000751		
01 530210	REPAIR SUPPLIES - CONST	Fill Dirt		2,001.34				
I-2106611	Fill Dirt	D	6/20/2019			000751		
01 530210	REPAIR SUPPLIES - CONST	Fill Dirt		2,078.29				
I-2107206	Fill Dirt	D	6/20/2019			000751		
01 530210	REPAIR SUPPLIES - CONST	Fill Dirt		1,266.23				
01 530210	REPAIR SUPPLIES - CONST	Fill Dirt		913.85				7,913.85

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2400	GRANGER HUNTER IMP DIST GHID-2 JUN 2019 01 530280 UTILITIES - WATER/OPS	D	6/20/2019 GHID-2 JUN 2019	26.00		000752		26.00
3657	READY MADE CONCRETE Cement for repairs 01 530210 REPAIR SUPPLIES - CONST	D	6/20/2019 Cement for repairs	834.10		000753		
	I-90953 01 530210 Cement for repairs REPAIR SUPPLIES - CONST	D	6/20/2019 Cement for repairs	43.50		000753		
	I-90990 01 530210 Cement for repairs REPAIR SUPPLIES - CONST	D	6/20/2019 Cement for repairs	483.75		000753		1,361.35
3850	SALT LAKE CEMENT CUTTING Cement Cutting 01 530210 REPAIR SUPPLIES - CONST	D	6/20/2019 Cement Cutting	135.00		000754		
	I-83704 01 530210 Cement Cutting REPAIR SUPPLIES - CONST	D	6/20/2019 Cement Cutting	135.00		000754		
	I-83819 01 530210 Cement Cutting REPAIR SUPPLIES - CONST	D	6/20/2019 Cement Cutting	135.00		000754		
	I-83820 01 530210 Cement Cutting REPAIR SUPPLIES - CONST	D	6/20/2019 Cement Cutting	135.00		000754		
	I-83915 01 530210 Cement Cutting REPAIR SUPPLIES - CONST	D	6/20/2019 Cement Cutting	622.65		000754		1,162.65
4990	WORKERS COMPEN OF UTAH MAY 2019/SCHEDULED PREMIUM 01 500160 WORKERS COMP INS	D	6/20/2019 SCHEDULED PREMIUM PA	3,191.75		000755		3,191.75
0001	US TREASURY FEDERAL WITHHOLDING 01 23010 FEDERAL W/H & MEDICARE PAYABLE	D	6/25/2019 FEDERAL WITHHOLDING	15,516.30		000756		
	I-T4 201906255242 01 23010 MEDICARE WITHHOLDING FEDERAL W/H & MEDICARE PAYABLE	D	6/25/2019 MEDICARE WITHHOLDING	2,610.40		000756		
	01 500150 MEDICARE			2,610.40				20,737.10
2532	HEALTH EQUITY INC HEALTH SAVINGS ACCOUNT 01 22090 CAFETERIA PLAN PAYABLE	D	6/25/2019 HEALTH SAVINGS ACCOU	4,390.65		000757		4,390.65
4640	UTAH RETIREMENT SYSTEMS TIER 2 DEFINED CONTRIBUTION 01 500110 STATE RETIREMENT PLAN	D	6/25/2019 TIER 2 DEFINED CONTR	331.29		000758		
	I-2HY201906255242 01 500110 TIER 2 HYBRID CONTRIBUTION STATE RETIREMENT PLAN	D	6/25/2019 TIER 2 HYBRID CONTRI	8,815.05		000758		
	I-45%201906255242 01 22040 457 CONTRIBUTION % RETIREMENT CONTRIB PAYABLE	D	6/25/2019 457 CONTRIBUTION %	137.23		000758		
	I-457201906255242 01 22040 457 CONTRIBUTION AMOUNT RETIREMENT CONTRIB PAYABLE	D	6/25/2019 457 CONTRIBUTION AMO	440.00		000758		

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-45T201906255242 01 500120	457 CONTRIB - TIER 2 401K PLAN EXPENSE	D	6/25/2019			000758		
I-DC4201906255242 01 500110	TIER 2 DC 401K STATE RETIREMENT PLAN	D	6/25/2019	178.56		000758		
I-HY4201906255242 01 500110	TIER 2 HYBRID 401K STATE RETIREMENT PLAN	D	6/25/2019	495.20		000758		
I-RT2201906255242 01 22040	TIER 2 ROTH IRA CONTRIB AMOUNT RETIREMENT CONTRIB PAYABLE	D	6/25/2019	652.32		000758		
I-RTH201906255242 01 22040	ROTH IRA CONTRIBUTION AMNT RETIREMENT CONTRIB PAYABLE	D	6/25/2019	535.00		000758		
I-T24201906255242 01 22040	TIER 2 - 457 CONTRIB RETIREMENT CONTRIB PAYABLE	D	6/25/2019	719.23		000758		
I-USR201906255242 01 500110	UT STATE RET CONTRIBUTION STATE RETIREMENT PLAN	D	6/25/2019	30.00		000758		
				22,136.77				34,470.65
2400	GRANGER HUNTER IMP DIST							
I-201906245240 01 530280 01 550280	GHID-3 JUN 2019 UTILITIES - WATER/OPS UTILITIES - WW	D	6/26/2019			000759		
				309.71				
				53.00				362.71
4704	VERIZON WIRELESS							
I-9831477973 01 510470 01 510440	MAY 2019 CELL PHONE & EQUIPMEN TELEPHONE COMPUTER SUPPLIES/EQUIPMENT	D	6/26/2019			000760		
				3,603.68				
				629.98				4,233.66
2400	GRANGER HUNTER IMP DIST							
I-201907015251 01 510460 01 530280 01 550280	GHID-4 JUN 2019 UTILITIES - ADMIN UTILITIES - WATER/OPS UTILITIES - WW	D	7/03/2019			000761		
				1,676.21				
				173.94				
				53.00				1,903.15
0001	US TREASURY							
I-T1 201907095257 01 23010	FEDERAL WITHHOLDING FEDERAL W/H & MEDICARE PAYABLE	D	7/09/2019			000762		
I-T4 201907095257 01 23010 01 500150	FEDERAL WITHHOLDING FEDERAL W/H & MEDICARE PAYABLE MEDICARE	D	7/09/2019	15,770.13		000762		
				2,638.95				
				2,638.95				21,048.03
2532	HEALTH EQUITY INC							
I-HSB201907095257 01 22090 01 500130	HEALTH SAVINGS ACCOUNT CAFETERIA PLAN PAYABLE HEALTH INSURANCE	D	7/09/2019			000763		
				4,395.65				
				500.00				4,895.65

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4640	UTAH RETIREMENT SYSTEMS							
I-2DC201907095257	TIER 2 DEFINED CONTRIBUTION	D	7/09/2019			000764		
01 500110	STATE RETIREMENT PLAN	TIER 2 DEFINED CONTR		377.15				
I-2HY201907095257	TIER 2 HYBRID CONTRIBUTION	D	7/09/2019			000764		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID CONTRI		8,862.53				
I-45%201907095257	457 CONTRIBUTION %	D	7/09/2019			000764		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION %		137.23				
I-457201907095257	457 CONTRIBUTION AMOUNT	D	7/09/2019			000764		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION AMO		440.00				
I-45B201907095257	457 CONTRIB - BOARD	D	7/09/2019			000764		
01 500120	401K PLAN EXPENSE	457 CONTRIB - BOARD		103.34				
I-45T201907095257	457 CONTRIB - TIER 2	D	7/09/2019			000764		
01 500120	401K PLAN EXPENSE	457 CONTRIB - TIER 2		178.56				
I-4KB201907095257	401(K) CONTRIB - BOARD	D	7/09/2019			000764		
01 500120	401K PLAN EXPENSE	401(K) CONTRIB - BOA		25.83				
I-DC4201907095257	TIER 2 DC 401K	D	7/09/2019			000764		
01 500110	STATE RETIREMENT PLAN	TIER 2 DC 401K		563.75				
I-HY4201907095257	TIER 2 HYBRID 401K	D	7/09/2019			000764		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID 401K		582.93				
I-PRA201907095257	POST RET AMORTIZATION	D	7/09/2019			000764		
01 500110	STATE RETIREMENT PLAN	POST RET AMORTIZATIO		27.54				
I-RT2201907095257	TIER 2 ROTH IRA CONTRIB AMOUNT	D	7/09/2019			000764		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 ROTH IRA CONT		535.00				
I-RTH201907095257	ROTH IRA CONTRIBUTION AMNT	D	7/09/2019			000764		
01 22040	RETIREMENT CONTRIB PAYABLE	ROTH IRA CONTRIBUTIO		719.23				
I-T24201907095257	TIER 2 - 457 CONTRIB	D	7/09/2019			000764		
01 22040	RETIREMENT CONTRIB PAYABLE	TIER 2 - 457 CONTRIB		30.00				
I-USR201907095257	UT STATE RET CONTRIBUTION	D	7/09/2019			000764		
01 500110	STATE RETIREMENT PLAN	UT STATE RET CONTRIB		22,161.74				34,744.83
1267	APELLO							
I-110166-0719	JUL 2019 ANSWERING SERVICE	D	7/17/2019			000765		
01 510470	TELEPHONE	JUL 2019 ANSWERING S		854.61				854.61
1320	ASPHALT MATERIALS INC							
I-87649	Asphalt for Repairs	D	7/17/2019			000766		
01 530210	REPAIR SUPPLIES - CONST	Asphalt for Repairs		166.26				
I-87650	Asphalt for Repairs	D	7/17/2019			000766		
01 530210	REPAIR SUPPLIES - CONST	Asphalt for Repairs		545.72				
I-87941	Asphalt for Repairs	D	7/17/2019			000766		
01 530210	REPAIR SUPPLIES - CONST	Asphalt for Repairs		138.47				
I-88255	Asphalt for Repairs	D	7/17/2019			000766		
01 530210	REPAIR SUPPLIES - CONST	Asphalt for Repairs		92.76				943.21

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2400	GRANGER HUNTER IMP DIST							
I-201907155261	GHID-1 JUL 2019	D	7/17/2019			000767		
01 530280	UTILITIES - WATER/OPS	GHID-1	JUL 2019	423.39				
I-201907165266	GHID-2 JUL 2019	D	7/17/2019			000767		
01 530280	UTILITIES - WATER/OPS	GHID-2	JUL 2019	26.00				449.39
3040	MAGNA WATER CO							
I-201907155264	JUN 2019 SEWER CHARGES	D	7/17/2019			000768		
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		238.48				
01 41020	SEWER SERVICE CHARGES	ORCHARDVIEW SUBDIV		924.11				3,994.54
3657	READY MADE CONCRETE							
I-92026	Cement for Repairs	D	7/17/2019			000769		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		912.35				
I-92122	Cement for Repairs	D	7/17/2019			000769		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		59.63				
I-92447	Cement for Repairs	D	7/17/2019			000769		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		94.25				
I-92448	Cement for Repairs	D	7/17/2019			000769		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		59.63				
I-92497	Cement for Repairs	D	7/17/2019			000769		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		94.25				
I-92498	Cement for Repairs	D	7/17/2019			000769		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		94.25				
I-92553	Cement for Repairs	D	7/17/2019			000769		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		94.25				
I-92754	Cement for Repairs	D	7/17/2019			000769		
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		591.39				
01 530210	REPAIR SUPPLIES - CONST	Cement for Repairs		364.61				2,364.61
3850	SALT LAKE CEMENT CUTTING							
I-83932	Cement Cutting	D	7/17/2019			000770		
01 530210	REPAIR SUPPLIES - CONST	Cement Cutting		135.00				
I-84274	Cement Cutting	D	7/17/2019			000770		
01 530210	REPAIR SUPPLIES - CONST	Cement Cutting		306.60				
I-84282	Cement Cutting	D	7/17/2019			000770		
01 530210	REPAIR SUPPLIES - CONST	Cement Cutting		172.80				614.40
4880	WEST VALLEY CITY							
I-201907155265	JUN 2019 STORMWATER	D	7/17/2019			000771		
01 510460	UTILITIES - ADMIN	2888 S 3600 W		296.00				
01 510460	UTILITIES - ADMIN	2824 S 3600 W		276.00				
01 550280	UTILITIES - WW	1247 W 2320 S A		4.00				
01 550280	UTILITIES - WW	1155 W 2320 S		4.00				
01 550280	UTILITIES - WW	1247 W 2320 S B		24.00				
01 550280	UTILITIES - WW	3100 S DECKER LAKE D		24.00				



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4880	WEST VALLEY CITY CONT							
I-201907155265	JUN 2019 STORMWATER	D	7/17/2019			000771		
01 550280	UTILITIES - WW	1460 W	3100 S	28.00				
01 530280	UTILITIES - WATER/OPS	1313 W	3300 S	12.00				
01 550280	UTILITIES - WW	1360 W	3100 S	8.00				
01 550280	UTILITIES - WW	2117 W	2343 S	52.00				
01 530280	UTILITIES - WATER/OPS	1629 W	2320 S	28.00				
01 550280	UTILITIES - WW	2250 S	CONSTITUTION	4.00				
01 530280	UTILITIES - WATER/OPS	4080 S	2200 W	8.00				
01 530280	UTILITIES - WATER/OPS	4080 S	2200 W	8.00				
01 530280	UTILITIES - WATER/OPS	2386 S	3600 W	56.00				
01 530280	UTILITIES - WATER/OPS	4404 S	4800 W	16.00				
01 530280	UTILITIES - WATER/OPS	6551 W	4100 S	12.00				
01 550280	UTILITIES - WW	2149 W	3100 S	4.00				
01 550280	UTILITIES - WW	2557 S	5370 W	12.00				
01 530280	UTILITIES - WATER/OPS	4525 S	6000 W	8.00				
01 530280	UTILITIES - WATER/OPS	4381 S	NUGGET DR	8.00				
01 550280	UTILITIES - WW	2911 S	2910 W	4.00				
01 550280	UTILITIES - WW	2212 W	3100 S	20.00				
01 530280	UTILITIES - WATER/OPS	3222 S	CULTURAL CENT	28.00				944.00
4990	WORKERS COMPEN OF UTAH							
I-7272264	JUN 2019/SCHEDULED PREMIUM	D	7/17/2019			000772		
01 500160	WORKERS COMP INS	JUN 2019/SCHEDULED P		3,191.75				3,191.75
0001	US TREASURY							
I-T1 201907235273	FEDERAL WITHHOLDING	D	7/23/2019			000773		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	FEDERAL WITHHOLDING		15,491.22				
I-T4 201907235273	MEDICARE WITHHOLDING	D	7/23/2019			000773		
01 23010	FEDERAL W/H & MEDICARE PAYABLE	MEDICARE WITHHOLDING		2,597.79				
01 500150	MEDICARE	MEDICARE WITHHOLDING		2,597.79				20,686.80
2532	HEALTHEQUITY INC							
I-HSB201907235273	HEALTH SAVINGS ACCOUNT	D	7/23/2019			000774		
01 22090	CAFETERIA PLAN PAYABLE	HEALTH SAVINGS ACCOU		4,395.65				
01 500130	HEALTH INSURANCE	HEALTH SAVINGS ACCOU		500.00				4,895.65
4640	UTAH RETIREMENT SYSTEMS							
I-2DC201907235273	TIER 2 DEFINED CONTRIBUTION	D	7/23/2019			000775		
01 500110	STATE RETIREMENT PLAN	TIER 2 DEFINED CONTR		481.14				
I-2HY201907235273	TIER 2 HYBRID CONTRIBUTION	D	7/23/2019			000775		
01 500110	STATE RETIREMENT PLAN	TIER 2 HYBRID CONTRI		8,542.12				
I-45%201907235273	457 CONTRIBUTION %	D	7/23/2019			000775		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION %		137.23				
I-457201907235273	457 CONTRIBUTION AMOUNT	D	7/23/2019			000775		
01 22040	RETIREMENT CONTRIB PAYABLE	457 CONTRIBUTION AMO		440.00				
I-45T201907235273	457 CONTRIB - TIER 2	D	7/23/2019			000775		
01 500120	401K PLAN EXPENSE	457 CONTRIB - TIER 2		178.56				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-DC4201907235273 01 500110	TIER 2 DC 401K STATE RETIREMENT PLAN	D	7/23/2019			000775		
I-HY4201907235273 01 500110	TIER 2 HYBRID 401K STATE RETIREMENT PLAN	TIER 2 DC 401K	7/23/2019	719.20		000775		
I-RT2201907235273 01 22040	TIER 2 ROTH IRA CONTRIB AMOUNT RETIREMENT CONTRIB PAYABLE	D	7/23/2019	561.83		000775		
I-RTH201907235273 01 22040	ROTH IRA CONTRIBUTION AMNT RETIREMENT CONTRIB PAYABLE	TIER 2 ROTH IRA CONT	7/23/2019	535.00		000775		
I-T24201907235273 01 22040	TIER 2 - 457 CONTRIB RETIREMENT CONTRIB PAYABLE	D	7/23/2019	719.23		000775		
I-USR201907235273 01 500110	UT STATE RET CONTRIBUTION STATE RETIREMENT PLAN	TIER 2 - 457 CONTRIB	7/23/2019	30.00		000775		
		D	7/23/2019	21,959.72				34,304.03
1730	CLYDE SNOW & SESSIONS MATTER 006400/GENERAL	D	7/25/2019			000776		
01 510500	LEGAL EXPENSE	MATTER 006400/GENERA		32.50				32.50
2188	FERGUSON ENTERPRISES, INC Parts for Large Meter Pro	D	7/25/2019			000777		
I-1084735 01 520920	INFRASTRUCTURE PURCHASES	Parts for Large Mete	7/25/2019	28,249.09		000777		
I-1085183-1 01 560210	Emergency Repair Parts REPAIR SUPPLIES - METER	D	7/25/2019	192.00		000777		
I-1085508 01 520920	Large Meter Replumb Proj INFRASTRUCTURE PURCHASES	D	7/25/2019	8,323.98		000777		
I-1085508-1 01 520920	Large Meter Replumb Proj INFRASTRUCTURE PURCHASES	D	7/25/2019	596.00		000777		
I-1086975 01 530210	#4 Screen for drain line REPAIR SUPPLIES - CONST	D	7/25/2019	645.00		000777		
I-1087020 01 530210	Emergency Repair Parts REPAIR SUPPLIES - CONST	D	7/25/2019	256.13		000777		
I-1087214 01 530210	Emergency Repair Parts REPAIR SUPPLIES - CONST	D	7/25/2019	255.03		000777		
I-1087930 01 560210	Emergency Repair Parts REPAIR SUPPLIES - METER	D	7/25/2019	141.00		000777		
I-1088411 01 530210	Emergency Repair Parts REPAIR SUPPLIES - CONST	D	7/25/2019	227.62		000777		
I-1089176 01 530210	Emergency Repair Parts REPAIR SUPPLIES - CONST	D	7/25/2019	829.96		000777		
I-1089336 01 530210	Emergency Repair Parts REPAIR SUPPLIES - CONST	D	7/25/2019	244.62				39,960.43
2400	GRANGER HUNTER IMP DIST GHID-3 JUL 2019	D	7/25/2019			000778		
I-201907235274 01 550280	UTILITIES - WW	GHID-3 JUL 2019		53.00				
01 530280	UTILITIES - WATER/OPS	GHID-3 JUL 2019		190.99				243.99

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4704	VERIZON WIRELESS							
I-9833449193	JUN 2019 CELL PHONE & EQUIPMEN	D	7/31/2019			000779		
01 510470	TELEPHONE	JUN 2019	CELL PHONE	3,307.05				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	JUN 2019	CELL PHONE	29.99				3,337.04
2070	ECT SALES AND SERVICE							
I-17914	Decker Main VFD	V	3/06/2019			118293		2,894.65
2070	ECT SALES AND SERVICE							
M-CHECK	ECT SALES AND SERVICE	UNPOST V	6/12/2019			118293		2,894.65CR
1154	ALPHAGRAPHICS							
I-206552	2 BANNERS/CONSERV FAIR	R	6/05/2019			118743		
01 510530	PUBLIC RELATIONS/CONSERVATION	2	BANNERS/CONSERV FA	373.20				
I-207012	HARD HAT STICKERS	R	6/05/2019			118743		
01 510490	SAFETY EXPENSE	HARD HAT	STICKERS	56.19				429.39
1434	BATTERY SYSTEMS INC							
I-4928368	Generator battery	R	6/05/2019			118744		
01 550210	REPAIR SUPPLIES - WW	Generator	battery	88.10				
I-4945401	SAFETY SWITCH BATTERY	R	6/05/2019			118744		
01 570230	VEHICLE MAINT & FUEL - VEH	SAFETY SWITCH	BATTER	11.22				99.32
1470	BLUE STAKES OF UTAH UTILITY							
I-UT20191108	MAY 2019 MONTHLY CHARGES	R	6/05/2019			118745		
01 510470	TELEPHONE	MAY 2019	MONTHLY CHA	1,179.18				1,179.18
1610	CARDWELL DISTRIBUTING							
I-0591185-IN	Muffin Monster oil	R	6/05/2019			118746		
01 550210	REPAIR SUPPLIES - WW	Muffin Monster	oil	770.08				770.08
1625	CARSON ELEVATOR, LLC							
I-J53378	JUN 2019 MONTHLY SERVICE	R	6/05/2019			118747		
01 510220	BUILDING & GROUNDS	JUN 2019	MONTHLY SER	125.66				125.66
1650	CDW GOVERNMENT LLC							
I-SKV2010	SCADA Controller for serv	R	6/05/2019			118748		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	SCADA Controller	for	432.10				432.10
1723	CHEMTECH-FORD, INC.							
I-19E0545	WTR QLTY SEASONAL START-UP	R	6/05/2019			118749		
01 520270	WATER TESTING FEES	WTR QLTY SEASONAL	ST	314.00				
I-19E1200	SAMPLE/WELL #16,17	R	6/05/2019			118749		
01 520270	WATER TESTING FEES	SAMPLE/WELL	#16,17	56.00				370.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1740	COLONIAL FLAG AND SPECIALTY CO							
I-0192672-IN 01 510220	FLAG ROTATION	R	6/05/2019			118750		
I-0192947-IN 01 510220	BUILDING & GROUNDS REPLACEMENT FLAG	FLAG ROTATION R	6/05/2019	97.00		118750		
	BUILDING & GROUNDS	REPLACEMENT FLAG		47.20				144.20
1763	CONELY COMPANY							
I-905478 01 530210	Well 8 Sodium fittings	R	6/05/2019			118751		
I-905482 01 530210	REPAIR SUPPLIES - CONST	Well 8 Sodium fittin		9.71		118751		
	REPAIR SUPPLIES - CONST	Well 8 Sodium fittin		34.72				44.43
1959	DISH							
I-201906045220 01 510440	JUN 2019 MONTHLY CHARGES	R	6/05/2019			118752		
	COMPUTER SUPPLIES/EQUIPMENT	JUN 2019 MONTHLY CHA		63.43				63.43
2070	ECT SALES AND SERVICE							
I-18112 01 510440	VFD Programming Class	R	6/05/2019			118753		
01 510480	COMPUTER SUPPLIES/EQUIPMENT	VFD Programming Clas		105.00				
	TRAINING & EDUCATION - ADM	VFD Programming Clas		750.00				855.00
2086	ELLIS, SHAWN							
I-201906035216 01 510480	ACE 2019 CONF/FLIGHT, M&IE	R	6/05/2019			118754		
	TRAINING & EDUCATION - ADM	ACE 2019 CONF/FLIGHT		344.00				344.00
2105	ENVIRONMENTAL RESPONSE & REMED							
I-333 01 510220	2020 INS RENEWAL/UNDRGRND TANK	R	6/05/2019			118755		
	BUILDING & GROUNDS	2020 INS RENEWAL/UND		240.00				240.00
2184.1	FASTENAL COMPANY							
I-UTSAL58118 01 510490	PPE VENDING SUPPLIES	R	6/05/2019			118756		
	SAFETY EXPENSE	PPE VENDING SUPPLIES		267.95				267.95
2443	GS TRACKME LLC							
I-2739 01 510440	JUN 2019/GPS TRACKING SERVICE	R	6/05/2019			118757		
	COMPUTER SUPPLIES/EQUIPMENT	JUN 2019/GPS TRACKIN		824.67				824.67
2490	HANSEN, ALLEN & LUCE, INC.							
I-40074 01 520520	DRNKG WTR/WST WTR MODEL UPDATE	R	6/05/2019			118758		
I-40100 01 520920-17F	PROFESSIONAL CONSULTING - ENG	DRNKG WTR/WST WTR MO		4,803.79		118758		
I-40101 01 520920-18C	17F:TANK FARM PIPING/PROFESSIO	R	6/05/2019			118758		
	TANK FARM PIPING	17F:TANK FARM PIPING		6,305.86				
	18C:METER 80 PIPING/PROFESSION	R	6/05/2019			118758		
	METER 80 PIPING MODIFICATIONS	18C:METER 80 PIPING/		1,915.57				13,025.22

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2590	HOME DEPOT CREDIT SERVICES							
I-201906045221	MAY 2019 PURCHASES	R	6/05/2019			118759		
01 530210	REPAIR SUPPLIES - CONST			55.38				
01 530210	REPAIR SUPPLIES - CONST			11.96				
01 530210	REPAIR SUPPLIES - CONST			13.77				
01 510440	COMPUTER SUPPLIES/EQUIPMENT			10.32				
01 530240	TOOLS & SUPPLIES - CONST			65.73				
01 550240	TOOLS & SUPPLIES - WW			10.52				
01 550210	REPAIR SUPPLIES - WW			88.66				
01 530240	TOOLS & SUPPLIES - CONST			139.24				
01 530240	TOOLS & SUPPLIES - CONST			319.00				
01 530210	REPAIR SUPPLIES - CONST			27.97				
01 550210	REPAIR SUPPLIES - WW			16.87				
01 550210	REPAIR SUPPLIES - WW			13.74				
01 530210	REPAIR SUPPLIES - CONST			19.43				
01 530210	REPAIR SUPPLIES - CONST			15.00				
01 530210	REPAIR SUPPLIES - CONST			30.49				
01 530210	REPAIR SUPPLIES - CONST			122.40				
01 550240	TOOLS & SUPPLIES - WW			43.29				
01 510440	COMPUTER SUPPLIES/EQUIPMENT			45.56				
01 550240	TOOLS & SUPPLIES - WW			72.85				
01 570230	VEHICLE MAINT & FUEL - VEH			188.71				1,310.89
2595	HOUSE OF PUMPS							
I-131785	Warner sump pump	R	6/05/2019			118760		
01 550210	REPAIR SUPPLIES - WW			450.00				450.00
2680	INTERMOUNTAIN FARMERS							
I-1011704326	Weed spray	R	6/05/2019			118761		
01 550210	REPAIR SUPPLIES - WW			61.74				61.74
2734	J-U-B ENGINEERS, INC.							
I-0125308	16G:PARKING LOT OVERLAY/PROFES	R	6/05/2019			118762		
01 520920-16G	PARKING LOT OVERLAY			777.40				777.40
2740	JENSEN, CLINT							
I-201905305212	M&IE, MILEAGE/UASD BOARD MTG	R	6/05/2019			118763		
01 510480	TRAINING & EDUCATION - ADM			115.66				115.66
2745	JEPPSON, BRAD							
I-201906035214	AMERICAN PREP FIELD DY/CONSERV	R	6/05/2019			118764		
01 510530	PUBLIC RELATIONS/CONSERVATION			163.54				163.54

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2772	JOHNSON, KRISTY I-201905305213 01 510430	REIMB BRKFAST/SLCT HLTH LEARN GENERAL ADMINISTRATIVE	R 6/05/2019 REIMB BRKFAST/SLCT H	31.96		118765		31.96
3090	MARTINDALE, DUSTIN I-201906035215 01 510480	ACE 19 CONF/FLIGHT, M&IE TRAINING & EDUCATION - ADM	R 6/05/2019 ACE 19 CONF/FLIGHT,	344.00		118766		344.00
3117	MCMICHAEL, DERRICK R I-201906035217 01 510480	ACE 19 CONF/M&IE TRAINING & EDUCATION - ADM	R 6/05/2019 ACE 19 CONF/M&IE	156.00		118767		156.00
3119	UTAH MEDIA GROUP I-0001255455 01 510500	2200 W PROJ/EXCLUSION-ENV REV LEGAL EXPENSE	R 6/05/2019 2200 W PROJ/EXCLUSIO	218.75		118768		
	I-I01254438-05182019 01 510500	MAY 2019 HEARING/PUBLIC BONDS LEGAL EXPENSE	R 6/05/2019 MAY 2019 HEARING/PUB	627.50		118768		846.25
3242	NARTEH, VICTOR N I-201906035219 01 510480	ACE 19 CONF/M&IE TRAINING & EDUCATION - ADM	R 6/05/2019 ACE 19 CONF/M&IE	156.00		118769		156.00
3243	NPW/AUTO VALUE I-44-00240515 01 570230	MONTHLY PO -VEHICLE PARTS VEHICLE MAINT & FUEL - VEH	R 6/05/2019 MONTHLY PO -VEHICLE	129.28		118770		
	I-44-00241343 01 570230	MONTHLY PO -VEHICLE PARTS VEHICLE MAINT & FUEL - VEH	R 6/05/2019 MONTHLY PO -VEHICLE	13.58		118770		
	I-44-00242035 01 570230	MONTHLY PO -VEHICLE PARTS VEHICLE MAINT & FUEL - VEH	R 6/05/2019 MONTHLY PO -VEHICLE	89.22		118770		
	I-44-00243073 01 570230	MONTHLY PO -VEHICLE PARTS VEHICLE MAINT & FUEL - VEH	R 6/05/2019 MONTHLY PO -VEHICLE	38.20		118770		
	I-44-00244948 01 570230	MONTHLY PO -VEHICLE PARTS VEHICLE MAINT & FUEL - VEH	R 6/05/2019 MONTHLY PO -VEHICLE	52.92		118770		
				18.94				342.14
3245	NATIONAL BENEFIT SERVICES LLC I-704081 01 510520	MAY 2019 COBRA PROFESSIONAL CONSULTING	R 6/05/2019 MAY 2019 COBRA	72.80		118771		72.80
3375	OCCUPATIONAL HEALTH CENTERS I-13374412 01 510520	PRE-EMPLOYMENT TESTING PROFESSIONAL CONSULTING	R 6/05/2019 PRE-EMPLOYMENT TESTI	68.00		118772		68.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3384	OLDCASTLE PRECAST							
I-210371819	3 Manhole Cones	R	6/05/2019			118773		
01 550210	REPAIR SUPPLIES - WW	3	Manhole Cones	365.00				
I-210371822	3 Manhole Cones	R	6/05/2019			118773		
01 550210	REPAIR SUPPLIES - WW	3	Manhole Cones	444.00				809.00
3388	OLYMPUS INSURANCE AGENCY							
I-15004	INCREASE TREASURER LIMIT	R	6/05/2019			118774		
01 510450	GENERAL INSURANCE	INCREASE TREASURER L		67.00				
I-15010	VEH ADD #7220	R	6/05/2019			118774		
01 510450	GENERAL INSURANCE	VEH ADD #7220		655.00				722.00
3389	ONESOURCE PROPERTY MAINTENANCE							
I-8835	Grounds Maintenance	R	6/05/2019			118775		
01 530210	REPAIR SUPPLIES - CONST	2	Grounds Maintenance	625.00				
I-8836	Grounds Maintenance	R	6/05/2019			118775		
01 530210	REPAIR SUPPLIES - CONST	2	Grounds Maintenance	600.00				1,225.00
3400	OVARD, DREW							
I-201906035218	ACE 19 CONF/M&IE	R	6/05/2019			118776		
01 510480	TRAINING & EDUCATION - ADM	ACE 19 CONF/M&IE		156.00				156.00
3511	POWELL QUALITY SERVICES							
I-3750	LUBE FOR OVERHEAD DOORS	R	6/05/2019			118777		
01 570230	VEHICLE MAINT & FUEL - VEH	LUBE FOR OVERHEAD DO		96.00				96.00
3767	ROSEMOUNT INC.							
I-71465320	PSI TRANSMITTERS FOR PRV'S	R	6/05/2019			118778		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	PSI TRANSMITTERS FOR		14,425.03				14,425.03
3822	SAFELITE FULFILLMENT INC							
I-01829-674639	#11 ROCK CHIP REPAIR	R	6/05/2019			118779		
01 570230	VEHICLE MAINT & FUEL - VEH	#11 ROCK CHIP REPAIR		29.95				29.95
3918	SCHMIDT SIGNS							
I-T75963	DECALS FOR NEW LEASES	R	6/05/2019			118780		
01 570230	VEHICLE MAINT & FUEL - VEH	DECALS FOR NEW LEASE		131.00				131.00
3971	SHI CORP							
I-B10029294	Watchguard Renewal	R	6/05/2019			118781		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	Watchguard Renewal		1,850.09				1,850.09
4238	STEP SAVER INC							
I-UT138501	Salt for Well 8	R	6/05/2019			118782		
01 530260	WATER TREATMENT CHEMICALS	Salt for Well 8		1,053.00				1,053.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4430	TIRE WORLD							
I-86691	2 FORKLIFT STEER TIRES	R	6/05/2019			118783		
01 570230	VEHICLE MAINT & FUEL - VEH	2 FORKLIFT STEER TIR		445.34				445.34
4452	TP VENDING							
I-14881	SODA ORDER	R	6/05/2019			118784		
01 510430	GENERAL ADMINISTRATIVE	SODA ORDER		45.21				45.21
4479	TYLER TECHNOLOGIES							
I-025-259175	ANNUAL MAINT-FRMS OVR,BLL PRNT	R	6/05/2019			118785		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	ANNUAL MAINT-FRMS OV		1,121.60				
I-025-260532	JUN 2019 UTIL BILL ONLINE COMP	R	6/05/2019			118785		
01 510540	BANKING & BONDING EXPENSE	MAY 2019 UTIL BILL O		650.00				1,771.60
4590	UTAH CORRECTIONAL INDUSTRIES							
I-197UC0000004145	SCANNING	R	6/05/2019			118786		
01 520520	PROFESSIONAL CONSULTING - ENG	SCANNING		3,386.86				3,386.86
4703.1	VERACITY NETWORKS, LLC							
I-4079694	MAY 2019 LAND LINE/INTERNET	R	6/05/2019			118787		
01 510470	TELEPHONE	MAY 2019 LAND LINE/I		1,397.12				1,397.12
4870	WELLS FARGO ADVISORS							
I-201906045222	M ADAMS 401(K) LOAN PAYOFF	R	6/05/2019			118788		
01 22040	RETIREMENT CONTRIB PAYABLE	M ADAMS 401(K) LOAN		2,687.16				2,687.16
4927	WILHELMSSEN, MARK W							
I-U7GZ-F5971R	TSA BACKGROUND CHECK	V	6/05/2019			118789		86.50
4927	WILHELMSSEN, MARK W							
M-CHECK	WILHELMSSEN, MARK W	VOIDED V	6/05/2019			118789		86.50CR
4938	WINGFOOT CORPORATION							
I-103076	STRIP & WAX FLOORS	R	6/05/2019			118790		
01 510220	BUILDING & GROUNDS	STRIP & WAX FLOORS		816.00				
I-103112	JUN 2019/JANITORIAL SVCS	R	6/05/2019			118790		
01 510220	BUILDING & GROUNDS	JUN 2019/JANITORIAL		1,889.00				2,705.00
4995	WORKFORCE QA							
I-535388	RANDOM EMPLOYEE DRUG TESTING	R	6/05/2019			118791		
01 510520	PROFESSIONAL CONSULTING	RANDOM EMPLOYEE DRUG		50.00				50.00
1106	AFLAC GROUP INSURANCE							
I-AAX201905145181	AFLAC GROUP INS AFTER TAX	R	6/12/2019			118792		
01 22050	HEALTH INSURANCE PAYABLE	AFLAC GROUP INS AFTE		39.77				
I-AAX201905285199	AFLAC GROUP INS AFTER TAX	R	6/12/2019			118792		
01 22050	HEALTH INSURANCE PAYABLE	AFLAC GROUP INS AFTE		39.77				
I-AAX201906115225	AFLAC GROUP INS AFTER TAX	R	6/12/2019			118792		



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1106	I-AAX201906115225 01 22050	AFLAC GROUP INSURANCE CONT AFLAC GROUP INS AFTER TAX	R 6/12/2019			118792		
	I-AGP201905145181 01 22050	HEALTH INSURANCE PAYABLE AFLAC GROUP INS PRE TAX	AFLAC GROUP INS AFTE R 6/12/2019	39.77		118792		
	I-AGP201905285199 01 22050	HEALTH INSURANCE PAYABLE AFLAC GROUP INS PRE TAX	AFLAC GROUP INS PRE R 6/12/2019	82.33		118792		
	I-AGP201906115225 01 22050	HEALTH INSURANCE PAYABLE AFLAC GROUP INS PRE TAX	AFLAC GROUP INS PRE R 6/12/2019	82.33		118792		
	I-AGP201906115225 01 22050	HEALTH INSURANCE PAYABLE AFLAC GROUP INS PRE TAX	AFLAC GROUP INS PRE R 6/12/2019	82.33		118792		366.30
2902	I-G05201906115225 01 22080	KIRK A CULLIMORE CIVIL NO 150405159	R 6/12/2019 CIVIL NO 150405159	357.96		118793		357.96
4870	I-4K\$201906115225 01 22040	WELLS FARGO ADVISORS 401(K) CONTRIBUTIONS	R 6/12/2019			118794		
	01 500120	RETIREMENT CONTRIB PAYABLE 401K PLAN EXPENSE	401(K) CONTRIBUTIONS 401(K) CONTRIBUTIONS	900.00 19,693.08				
	I-4K%201906115225 01 22040	401(K) CONTRIBUTIONS RETIREMENT CONTRIB PAYABLE	R 6/12/2019 401(K) CONTRIBUTIONS	334.53		118794		
	01 500120	401K PLAN EXPENSE 401(K) CONTRIBUTIONS	401(K) CONTRIBUTIONS	1,231.66				
	I-LMS201906115225 01 22040	401(K) LOAN PAYMENT RETIREMENT CONTRIB PAYABLE	R 6/12/2019 401(K) LOAN PAYMENT	2,371.18		118794		24,530.45
1	I-0630068-IN 01 570230	SAFETY VISION #29 BACK-UP CAME	R 6/12/2019			118795		
	01 570230	VEHICLE MAINT & FUEL - VEH VEHICLE MAINT & FUEL - VEH	#29 BACK-UP CAMERA #29 BACK-UP CAMERA	250.00 24.32				274.32
1	I-201906065224 01 43099	CRC CONSTRUCTION INC, ,FH REFU	R 6/12/2019			118796		
		MISC INCOME CRC CONSTRUCTION INC		1,458.80				1,458.80
1064	I-0001904950 01 510220	ACE RECYCLING & DISPOSAL JUN 2019 MONTHLY CHARGES	R 6/12/2019			118797		
		BUILDING & GROUNDS JUN 2019 MONTHLY CHA		280.80				280.80
1160	I-215091 01 530210	ALPINE SUPPLY Bolts	R 6/12/2019			118798		
		REPAIR SUPPLIES - CONST Bolts		22.75				22.75
1210	I-201906125226 01 21015	AMERICAN EXPRESS MAY 2019 PURCHASES	R 6/12/2019			118799		
	01 510430	AMEX/MC PAYABLE GENERAL ADMINISTRATIVE	MAY 2019 PURCHASES T MARTI/WEF MEMBERSH	34,889.30 150.00				
	01 510410	OFFICE SUPPLIES/PRINTING OFFICE SUPPLIES/PRINTING	INK CARTRIDGE	56.10				
	01 510410	OFFICE SUPPLIES/PRINTING GENERAL ADMINISTRATIVE	R PERRY/WHITEBOARD	5.24				
	01 510430	GENERAL ADMINISTRATIVE GENERAL ADMINISTRATIVE	UASD REIMB/INTUIT PA	33.78				

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1210	AMERICAN EXPRESS CONT							
I-201906125226	MAY 2019 PURCHASES	R	6/12/2019			118799		
01 510480	TRAINING & EDUCATION - ADM	T	MARTI/WEF CONF 201	890.00				
01 510480	TRAINING & EDUCATION - ADM	A	A & B OPERATOR TRAIN	150.00				
01 510530	PUBLIC RELATIONS/CONSERVATION	C	CAMTASIA GOVT VERSIO	223.97				
01 510410	OFFICE SUPPLIES/PRINTING	G	GEL PENS	23.98				
01 510480	TRAINING & EDUCATION - ADM	W	WATERCON 2019/JEPPSO	150.00				
01 510430	GENERAL ADMINISTRATIVE	C	JENSEN/UACPA MEMBE	305.00				
01 510480	TRAINING & EDUCATION - ADM	E	EMPLOYMENT LAW CONFE	219.00				
01 510410	OFFICE SUPPLIES/PRINTING	S	SHEET PROTECTORS/PAP	12.39				
01 510480	TRAINING & EDUCATION - ADM	R	NECAISE/INDIANAPOL	638.99				
01 510480	TRAINING & EDUCATION - ADM	A	APWA PWX 2019/I BAIL	1,080.00				
01 510430	GENERAL ADMINISTRATIVE	L	2019 LT GOV ENTITY W	50.00				
01 510480	TRAINING & EDUCATION - ADM	G	GFOA 2019/C JENSEN L	1,585.10				
01 510410	OFFICE SUPPLIES/PRINTING	T	THERMAL PAPER ROLLS	73.91				
01 510480	TRAINING & EDUCATION - ADM	G	2019 GFOA/PARKING/C	58.50				
01 510410	OFFICE SUPPLIES/PRINTING	K	KLEENEX	49.30				
01 510480	TRAINING & EDUCATION - ADM	A	AZTECA SYSTEMS COURS	2,400.00				
01 510410	OFFICE SUPPLIES/PRINTING	S	SHEET PROTECTORS	7.38				
01 510410	OFFICE SUPPLIES/PRINTING	S	SECURITY ENVELOPES	3.65				
01 550210	REPAIR SUPPLIES - WW	B	BALL VALVE FOR DIPST	84.35				
01 520240	TOOLS & SUPPLIES - ENG	S	SEAT COVERS/NUTTALL	182.31				
01 520240	TOOLS & SUPPLIES - ENG	F	FLOOR MATS/NUTTALL	128.70				43,450.95
1268.1	APPLICANTPRO							
I-101731	JUL 2019 MONTHLY CHARGES	R	6/12/2019			118800		
01 510430	GENERAL ADMINISTRATIVE	J	JUL 2019 MONTHLY CHA	169.00				169.00
1434	BATTERY SYSTEMS INC							
I-4954258	BATTERY FOR UNIT #3	R	6/12/2019			118801		
01 570230	VEHICLE MAINT & FUEL - VEH	B	BATTERY FOR UNIT #3	60.81				60.81
1443.5	BCI CONSTRUCTORS, INC.							
I-18C:NO 5	PYMT 5/18C:METER 80 PIPING MOD	R	6/12/2019			118802		
01 520920-18C	METER 80 PIPING MODIFICATIONS	P	PYMT 5/18C:METER 80	131,099.76				131,099.76
1670	CENTRAL VALLEY WATER REC FACIL							
I-201906125228	MAY 2019 INVOICE	R	6/12/2019			118803		
01 580310	FACILITY OPERATION - C.V.	F	FACILITY OPERATION	319,278.13				
01 580340	PRETREATMENT FIELD - C.V.	P	PRETREATMENT FIELD	23,515.95				
01 580350	LABORATORY - C.V.	E	ENTITY LAB WORK	3,259.50				
01 580350	LABORATORY - C.V.	N	NET LAB COSTS	18,366.42				
01 580320	PROJECT BETTERMENTS- C.V.	M	MONTHLY CIP	216,477.42				
01 580380	CVW DEBT SERVICE	L	LOAN PAYMENT	74,285.51				655,182.93

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1725.5	CINTAS CORPORATION							
I-4023185393	WEEKLY MATS & DUST MOP	R	6/12/2019			118804		
01 510220	BUILDING & GROUNDS	WEEKLY MATS & DUST M		87.28				
I-4023652329	WEEKLY MATS & DUST MOP	R	6/12/2019			118804		
01 510220	BUILDING & GROUNDS	WEEKLY MATS & DUST M		88.49				175.77
1735.5	CODY EKKER CONSTRUCTION							
I-19B:NO 1	PMT 1/19B:MANHOLE REHAB PROJ	R	6/12/2019			118805		
01 520920-19B	MANHOLE REHABILITATION PROJECT	PMT 1/19B:MANHOLE RE		85,025.00				85,025.00
1911	DATA SERVICES - SLCO							
I-194291	JUN 2019 MONTHLY CHARGES	R	6/12/2019			118806		
01 510430	GENERAL ADMINISTRATIVE	JUN 2019 MONTHLY CHA		37.90				37.90
1930	DENTAL SELECT							
I-4858241	JUN 2019 PREMIUM PAYMENT	R	6/12/2019			118807		
01 500130	HEALTH INSURANCE	RETIREE DENTAL INS		557.12				
01 500130	HEALTH INSURANCE	NEW EMPLOYEE DENTAL/		167.80				
I-DIF201904305154	DENTAL INSURANCE FAMILY	R	6/12/2019			118807		
01 500130	HEALTH INSURANCE	DENTAL INSURANCE FAM		5,201.80				
I-DIS201904305154	DENTAL INSURANCE SINGLE	R	6/12/2019			118807		
01 500130	HEALTH INSURANCE	DENTAL INSURANCE SIN		241.74				6,168.46
2070	ECT SALES AND SERVICE							
I-17914	Decker Main VFD	R	6/12/2019 Reissue			118808		
01 550210	REPAIR SUPPLIES - WW	Decker Main VFD		2,894.65				2,894.65
2102	ENTERPRISE FM TRUST							
I-FBN3722324	JUN 2019 VEHICLE LEASE CHARGES	R	6/12/2019			118809		
01 510235	VEHICLE LEASE	UNIT 3 LEASE CHARGES		481.76				
01 510235	VEHICLE LEASE	UNIT 7 LEASE CHARGES		532.29				
01 510235	VEHICLE LEASE	UNIT 16 LEASE CHARGE		572.38				
01 510235	VEHICLE LEASE	UNIT 22 LEASE CHARGE		552.12				
01 510235	VEHICLE LEASE	UNIT 32 LEASE CHARGE		2,071.78				
01 510235	VEHICLE LEASE	UNIT 32 MAINT CHARGE		8.00				
01 510235	VEHICLE LEASE	UNIT 33 LEASE CHARGE		540.01				
01 510235	VEHICLE LEASE	UNIT 37 LEASE CHARGE		500.16				
01 510235	VEHICLE LEASE	UNIT 38 LEASE CHARGE		521.55				
01 510235	VEHICLE LEASE	UNIT 50 LEASE CHARGE		829.19				
01 510235	VEHICLE LEASE	UNIT 59 LEASE CHARGE		540.01				
01 510235	VEHICLE LEASE	UNIT 30 LEASE CHARGE		995.67				
01 510235	VEHICLE LEASE	UNIT 30 MAINT CHARGE		8.00				
01 510235	VEHICLE LEASE	UNIT 14 LEASE CHARGE		621.10				
01 510235	VEHICLE LEASE	UNIT 5 LEASE CHARGES		621.10				
01 510235	VEHICLE LEASE	UNIT 1 LEASE CHARGES		778.51				
01 510235	VEHICLE LEASE	UNIT 54 LEASE CHARGE		1,347.51				
01 510235	VEHICLE LEASE	UNIT 47 LEASE CHARGE		712.53				
01 510235	VEHICLE LEASE	UNIT 28 LEASE CHARGE		289.09				

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2102	ENTERPRISE FM TRUST CONT I-FBN3722324 01 510235	R UNIT 21	6/12/2019 LEASE CHARGE	2,064.00		118809		14,586.76
2105	ENVIRONMENTAL RESPONSE & REMED I-48608 01 510220	R 2020 UST	6/12/2019 REG FEE/UND	220.00		118810		220.00
2184.1	FASTENAL COMPANY I-UTSAL58269 01 510490	R PPE VENDING	6/12/2019 SUPPLIES	474.42		118811		474.42
2505	HARMONS DC 510065AA I-96383/1 01 510430	R BABY BOY FLOWER/B PE	6/12/2019	34.50		118812		34.50
2734	J-U-B ENGINEERS, INC. I-0125307 01 520520	R TO2 GHID WATER QUALI	6/12/2019	1,141.91		118813		1,141.91
2790	JORDAN VALLEY WATER CONSERVANC I-201906125227 01 530250	R MAY 2019 WATER DELIV	6/12/2019	504,518.74		118814		504,518.74
2823	JWC ENVIRONMENTAL I-97569 01 550210	R East Rec Muffin Mons	6/12/2019	36,214.02		118815		36,214.02
2987	LEXISNEXIS RISK SOLUTIONS I-1256831-20190531 01 510430	R MAY 2019 MINIMUM COM	6/12/2019	50.00		118816		50.00
3085	MARTI, TODD B I-201906125232 01 510480	R LODGE,TRANSP,PRKG,BA	6/12/2019	827.44		118817		827.44
3110	MCINTOSH COMMUNICATIONS I-493001 01 570230	R RADIO/2019 SILVERADO	6/12/2019	314.40		118818		314.40
3210	MOUNTAINLAND SUPPLY COMPANY I-S103070630.001 01 550210	R Valve for Wheeler	6/12/2019	1,641.96		118819		1,641.96

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3270	NECAISE, RICKY I-201906125231 01 510480	R	6/12/2019	931.32		118820		931.32
3480	PITNEY BOWES I-3308943192 01 510420	R	6/12/2019	410.19		118821		410.19
3747	ROCKY MTN POWER I-201906125233 01 530280 01 510460 01 550280	R	6/12/2019	59,330.52 4,178.52 8,427.62		118822		71,936.66
3911	SANDBERG SIGN & DESIGN I-20368 01 570230	R	6/12/2019	10.50		118823		10.50
4350	THE DATA CENTER I-46540 01 510420	R	6/12/2019	5,108.85		118824		5,108.85
4405	THOMAS PETROLEUM I-2159923-IN 01 510230 01 510230	R	6/12/2019	8,296.47 2,215.12		118825		10,511.59
4501	UNDERGROUND SOLUTIONS INC I-556422 01 520920	R	6/12/2019	7,400.00		118826		7,400.00
4981	WOODSHOP 3535 I-10007 01 510410	R	6/12/2019	304.80		118827		304.80
1087	APCO INC I-6574 01 510440	R	6/20/2019	1,620.00		118828		1,620.00
1142	ALLIANZ CONSULTING SOLUTIONS, I-201906205236 01 510540	R	6/20/2019	214.49		118829		214.49

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1160	ALPINE SUPPLY							
I-217032	NUTS, BOLTS & WASHERS	R	6/20/2019			118830		
01 560210	REPAIR SUPPLIES - METER			121.60				121.60
1723	CHEMTECH-FORD, INC.							
I-19E1375	SAMPLE/WELL #16, 17, 8	R	6/20/2019			118831		
01 520270	WATER TESTING FEES			84.00				
I-19E1511	SAMPLE/WELL #16, 17, 8	R	6/20/2019			118831		
01 520270	WATER TESTING FEES			84.00				
I-19E1693	SAMPLE/WELL #16, 17, 8	R	6/20/2019			118831		
01 520270	WATER TESTING FEES			84.00				
I-19F0203	SAMPLE/WELL #16	R	6/20/2019			118831		
01 520270	WATER TESTING FEES			42.00				
I-19F0289	SAMPLE/WELL #16, 17, 8	R	6/20/2019			118831		
01 520270	WATER TESTING FEES			126.00				
I-19F0355	WELL 1/SEASON START UP	R	6/20/2019			118831		
01 520270	WATER TESTING FEES			317.00				
I-19F0542	SAMPLE/WELL #16, 17, 1, 8	R	6/20/2019			118831		
01 520270	WATER TESTING FEES			168.00				905.00
1725.5	CINTAS CORPORATION							
I-4024103939	WEEKLY MATS & DUST MOP	R	6/20/2019			118832		
01 510220	BUILDING & GROUNDS			79.96				79.96
1837	CRS ENGINEERS							
I-27001	18F:HILLSDALE WWPS REMVL/PROFE	R	6/20/2019			118833		
01 520920-18F	HILLSDALE WWPS REMOVAL&PIPELN			805.00				805.00
2070	ECT SALES AND SERVICE							
I-18145	Ridgeland Booster	R	6/20/2019			118834		
01 510440	COMPUTER SUPPLIES/EQUIPMENT			1,590.40				1,590.40
2100	EMPLOYER ADVOCATES LLC							
I-9805	3RD-PRTY UNEMPLOYMENT COST MGT	R	6/20/2019			118835		
01 510520	PROFESSIONAL CONSULTING			600.00				600.00
2355	GFOA							
I-0144392-2019	MEMBER RENEW/JENSEN, COLEMAN	R	6/20/2019			118836		
01 510430	GENERAL ADMINISTRATIVE			310.00				310.00
2480	HACH COMPANY							
I-11497368	SL1000 PM/CALIBRATION/CERT	R	6/20/2019			118837		
01 520270	WATER TESTING FEES			684.75				684.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2490	HANSEN, ALLEN & LUCE, INC. I-40191 01 520920-18D	R	6/20/2019	1,636.67		118838		1,636.67
2591	HONNEN EQUIPMENT SCRAPER PAD FOR ROLLER 01 570230	R	6/20/2019	44.41		118839		44.41
2637	INDUSTRIAL SAFETY EQUIPMENT, L PPE - RUBBER BOOTS 01 510490	R	6/20/2019	14.00		118840		
	SAFETY EXPENSE I-2019-17673 01 510490	R	6/20/2019	107.69		118840		
	PPE-RESPIRATOR, RTRN CREDIT I-2019-17681 01 510490	R	6/20/2019	284.55		118840		406.24
2680	INTERMOUNTAIN FARMERS Weed Killer 01 530210	R	6/20/2019	246.96		118841		246.96
2708	INTERMOUNTAIN WORKMED SL DOT DRUG SCREEN 01 510520	R	6/20/2019	51.00		118842		51.00
2734	J-U-B ENGINEERS, INC. 18J:GHID HDQTR LANDSCAPING/PRO 01 520920-18J	R	6/20/2019	14,449.80		118843		
	GHID HEADQUARTERS LANDSCAPING I-0125883 01 520520	R	6/20/2019	3,180.27		118843		17,630.07
2790	JORDAN VALLEY WATER CONSERVANC MAY 2019 LABORATORY SERVICES 01 520270	R	6/20/2019	965.60		118844		965.60
2968	LEGACY EQUIPMENT #57 VACTOR Y-STRAINER SCREEN 01 550230	R	6/20/2019	1,027.25		118845		1,027.25
3003	LINCOLN NATIONAL LIFE INSURANC JUL 2019 LIFE/LTD PREMIUMS 01 500170	R	6/20/2019	5,767.39		118846		
	LIFE/LTD/LTC INSURANCE I-VLI201905285199 01 22062	R	6/20/2019	202.28		118846		
	VOLUNTARY LIFE INSURANCE I-VLI201906115225 01 22062	R	6/20/2019	202.28		118846		6,171.95

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3220	MOUNTAIN WEST TELECOM I-107170 01 510440	R	6/20/2019	65.00		118847		65.00
	Programming phone system COMPUTER SUPPLIES/EQUIPMENT		Programming phone sy					
3242	NARTEH, VICTOR N I-201906205238 01 510480	R	6/20/2019	126.29		118848		126.29
	ACE 19 CONF/PARKING, UBERS TRAINING & EDUCATION - ADM		ACE 19 CONF/PARKING,					
3245	NATIONAL BENEFIT SERVICES LLC I-706052 01 510520	R	6/20/2019	300.00		118849		300.00
	2019 2ND QTR 401(K) ADMIN FEE PROFESSIONAL CONSULTING		2019 2ND QTR 401(K)					
3270	NECAISE, RICKY I-201906135234 01 510480	R	6/20/2019	100.86		118850		100.86
	TRANS,BAGGAGE/WEF COLLECT TRAINING & EDUCATION - ADM		TRANS,BAGGAGE/WEF CO					
3403	PACE ANALYTICAL SERVICES, LLC I-1935298113 01 520270	R	6/20/2019	388.00		118851		388.00
	5/30/2019 WATER TESTING WATER TESTING FEES		5/30/2019 WATER TEST					
3980	SHRED-IT USA I-8127452596 01 510430	R	6/20/2019	319.44		118852		319.44
	MAY 2019 DOCUMENT SHREDDING GENERAL ADMINISTRATIVE		MAY 2019 DOCUMENT SH					
4236	STATE TRAILER SUPPLY I-10-543394 01 530240	R	6/20/2019	627.48		118853		627.48
	Trailer Hitches Service TOOLS & SUPPLIES - CONST		Trailer Hitches Serv					
4483	UB ENGINEERING INC I-T5280 01 530280	R	6/20/2019	411.75		118854		411.75
	MAR 19-MAY 19 PWR UTIL SAVINGS UTILITIES - WATER/OPS		MAR 19-MAY 19 PWR UT					
4530	UNITED SITE SERVICES, INC I-114-8606568 01 530210	R	6/20/2019	121.50		118855		121.50
	PORTABLE TOILET REPAIR SUPPLIES - CONST		PORTABLE TOILET					
5070	ZIONS FIRST NATIONAL BANK I-201906205239 01 11550	R	6/20/2019	5,526.00		118856		5,526.00
	JUL 2019 RESERVE FUND REQUIREM WAT & SEW REV 2012 RESERV - B		JUL 2019 RESERVE FUN					
1105	AFLAC I-APT201906115225 01 22050	R	6/25/2019	58.29		118857		58.29
	AFLAC PRE TAX HEALTH INSURANCE PAYABLE		AFLAC PRE TAX					
	I-APT201906255242 01 22050	R	6/25/2019	58.29		118857		116.58
	AFLAC PRE TAX HEALTH INSURANCE PAYABLE		AFLAC PRE TAX					



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2902	KIRK A CULLIMORE I-G05201906255242 01 22080	R	6/25/2019			118858		
	CIVIL NO 150405159 GARNISHMENT PAYABLE	CIVIL NO	150405159	357.96				357.96
4650	UTAH STATE TAX COMMISSION I-T2 201906115225 01 23020	R	6/25/2019			118859		
	STATE WITHHOLDING STATE W/H PAYABLE	STATE WITHHOLDING		8,241.89				
	I-T2 201906255242 01 23020	R	6/25/2019			118859		
	STATE WITHHOLDING STATE W/H PAYABLE	STATE WITHHOLDING		8,144.21				16,386.10
4870	WELLS FARGO ADVISORS I-4K\$201906255242 01 22040	R	6/25/2019			118860		
	401(K) CONTRIBUTIONS RETIREMENT CONTRIB PAYABLE	401(K) CONTRIBUTIONS		900.00				
	01 500120	401(K) CONTRIBUTIONS		19,728.64				
	I-4K%201906255242 01 22040	R	6/25/2019			118860		
	401(K) CONTRIBUTIONS RETIREMENT CONTRIB PAYABLE	401(K) CONTRIBUTIONS		323.11				
	01 500120	401(K) CONTRIBUTIONS		1,218.22				
	I-LMS201906255242 01 22040	R	6/25/2019			118860		
	401(K) LOAN PAYMENT RETIREMENT CONTRIB PAYABLE	401(K) LOAN PAYMENT		2,515.30				24,685.27
1	BIG D CONSTRUCTION, I-201906265243 01 43099	R	6/26/2019			118861		
	,FH REFUND MISC INCOME	BIG D CONSTRUCTION,:		1,274.67				1,274.67
1	THOMAS TIRE I-96303 01 570230	R	6/26/2019			118862		
	ALIGNMENT FOR #15 VEHICLE MAINT & FUEL - VEH	ALIGNMENT FOR #15		140.01				140.01
1160	ALPINE SUPPLY I-217415 01 570230	R	6/26/2019			118863		
	SHOP SUPPLIES VEHICLE MAINT & FUEL - VEH	SHOP SUPPLIES		165.67				165.67
1549	BUCHANAN ACCESS SYSTEMS LLC I-12874 01 530210	R	6/26/2019			118864		
	Gate Safety Loop REPAIR SUPPLIES - CONST	Gate Safety Loop		375.00				375.00
1766	CONFLUENCE ENGINEERING GROUP, I-02-0519GHIDWQP2 01 520520	R	6/26/2019			118865		
	MAY 2019/2018 WTR QLTY STUDY PROFESSIONAL CONSULTING -ENG	MAY 2019/2018 WTR QL		9,418.00				9,418.00
2095	EMPIRE WEST INC I-40867 01 530210	R	6/26/2019			118866		
	Fire Hydrant Tools REPAIR SUPPLIES - CONST	Fire Hydrant Tools		1,376.05				1,376.05

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2140	ERIKS NORTH AMERICA, INC. I-WV204176 01 530240 Hose nozzle for plant TOOLS & SUPPLIES - CONST	R	6/26/2019	51.13		118867		51.13
2184.1	FASTENAL COMPANY I-UTSAL58438 01 510490 PPE VENDING SUPPLIES SAFETY EXPENSE I-UTSAL58582 01 510490 PPE VENDING SUPPLIES SAFETY EXPENSE	R	6/26/2019	124.23		118868		
		R	6/26/2019	118.48		118868		242.71
2855	KEDDINGTON & CHRISTENSEN, LLC I-3330 01 510510 2018 AUDIT SERVICES ACCOUNTING & AUDIT	R	6/26/2019	11,000.00		118869		11,000.00
2908.1	KUKER-RANKEN INC I-INV-051952 01 520240 paint sticks TOOLS & SUPPLIES - ENG I-INV-051953 01 520240 Blue Stake Paint TOOLS & SUPPLIES - ENG	R	6/26/2019	97.95		118870		
		R	6/26/2019	808.00		118870		905.95
2971	LEGALSHIELD I-LSP201906115225 01 22061 LEGAL SHIELD PAYABLE LEGAL SHIELD PAYABLE I-LSP201906255242 01 22061 LEGAL SHIELD PAYABLE LEGAL SHIELD PAYABLE	R	6/26/2019	133.95		118871		
		R	6/26/2019	133.95		118871		267.90
3220	MOUNTAIN WEST TELECOM I-107250 01 510440 Programming for IVR COMPUTER SUPPLIES/EQUIPMENT	R	6/26/2019	65.00		118872		65.00
3950	SELECTHEALTH I-191710001360 01 500130 JUL 2019 PREMIUM PAYMENT HEALTH INSURANCE HEALTH INSURANCE I-FSM201906115225 01 500130 HEALTH INS FAM. SELECT MED HEALTH INSURANCE I-SSM201906115225 01 500130 SINGLE SELECT MED HEALTH INSURANCE	R	6/26/2019	10,793.50		118873		
		R	6/26/2019	896.20CR		118873		
		R	6/26/2019	81,046.40		118873		
		R	6/26/2019	3,584.80		118873		94,528.50
3952	SEMI SERVICE INC I-W 128890 01 520240 Install Strobe Lights #54 TOOLS & SUPPLIES - ENG I-W 129263 01 570230 HYDRAULIC CYLINDER #24 VEHICLE MAINT & FUEL - VEH	R	6/26/2019	440.00		118874		
		R	6/26/2019	3,960.36		118874		4,400.36

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4189	STANLEY CONSULTANTS, INC I-0215329 01 520920-18K	R	6/26/2019	6,326.50		118875		6,326.50
4454	TRAFFIC SAFETY RENTALS Sign Rentals 01 530210	R	6/26/2019	225.83		118876		225.83
4545	UNUM LIFE INSURANCE CO OF AMER JUL 19 LTC PREMIUM PAYMENT 01 500170	R	6/26/2019	240.75		118877		
	I-UNM201905285199 01 22060	R	6/26/2019	1.75		118877		
	I-UNM201906115225 01 22060	R	6/26/2019	1.75		118877		
	I-UNM201906255242 01 22060	R	6/26/2019	1.75		118877		246.00
4981	WOODSHOP 3535 WINDOW LETTERING 01 510410	R	6/26/2019	177.58		118878		177.58
1	TERESA HIGGS, REIMB MILEAGE 01 510430	R	7/03/2019	5.88		118879		5.88
1	DYNAMITE DEMOLITION, RFD FEES 01 41050	R	7/03/2019	175.00		118880		175.00
1	CHARLES CASIAS, REIMB TOOLS 01 510530	R	7/03/2019	29.88		118881		29.88
1069	ADAMS, MARY REIMB MILEAGE - KIWANIS GOLF 01 510430	R	7/03/2019	5.88		118882		5.88
1154	ALPHAGRAPHICS Promo items/Bags,bottles,magne 01 510530	R	7/03/2019	1,468.84		118883		1,468.84
1269	APOSHIAN GARDENS REPAIR SUPPLIES - CONST 01 530210	R	7/03/2019	936.00		118884		936.00

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1500	BOWEN COLLINS AND ASSOCIATES							
I-21603	18H:PIONEER WWPS SITE SEL/PROF	R	7/03/2019			118885		
01 520920-18H	PIONEER WWPS REPLACEMENT	18H:PIONEER WWPS SIT		2,195.00				2,195.00
1625	CARSON ELEVATOR, LLC							
I-J53772	JUL 2019 MONTHLY SERVICE	R	7/03/2019			118886		
01 510220	BUILDING & GROUNDS	JUL 2019 MONTHLY SER		125.66				125.66
1650	CDW GOVERNMENT LLC							
I-STX9653	Security Camera Mount	R	7/03/2019			118887		
01 580340	COMPUTER SUPPLIES/EQUIPMENT	Security Camera Moun		200.00				
I-STZ4012	Camera for main bldg	R	7/03/2019			118887		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	Camera for main bldg		1,405.00				1,605.00
1670	CENTRAL VALLEY WATER REC FACIL							
I-201907035256	JUN 2019 INVOICE	R	7/03/2019			118888		
01 580310	FACILITY OPERATION - C.V.	FACILITY OPERATION		314,038.26				
01 580340	PRETREATMENT FIELD - C.V.	PRETREATMENT FIELD		23,367.36				
01 580350	LABORATORY - C.V.	ENTITY LAB WORK		3,022.00				
01 580350	LABORATORY - C.V.	NET LAB COSTS		12,802.38				
01 580320	PROJECT BETTERMENTS- C.V.	MONTHLY CIP		41,477.94				
01 580380	CVW DEBT SERVICE	LOAN PAYMENT		74,285.51				468,993.45
1721	CHASE CARD SERVICES							
I-201906275244	JUN 2019 PURCHASES	R	7/03/2019			118889		
01 510540	BANKING & BONDING EXPENSE	LATE FEE-MAY AMT REF		39.00CR				
01 510540	BANKING & BONDING EXPENSE	INTEREST CHRГ-MAY AM		83.34CR				
01 510410	OFFICE SUPPLIES/PRINTING	DYMO LABEL MAKER SUP		28.35				
01 510410	OFFICE SUPPLIES/PRINTING	DYMO LABEL MAKER SUP		14.89				
01 510220	BUILDING & GROUNDS	BOOT BRUSH SCRAPER -		18.88				
01 510220	BUILDING & GROUNDS	DRIVE-UP SENSOR		112.39				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	4GB HP MEMORY		34.99				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	4GB SAMSUNG MEMORY		24.92				
01 510410	OFFICE SUPPLIES/PRINTING	STANDING MAT - VICTO		77.97				
01 510410	OFFICE SUPPLIES/PRINTING	2 - 2' FROSTED AIR D		78.97				
01 510410	OFFICE SUPPLIES/PRINTING	2' FROSTED AIR DIV -		44.98				
01 510220	BUILDING & GROUNDS	DRIVE-UP MIRROR		11.99				
01 510220	BUILDING & GROUNDS	OUTDOOR FLOOR MAT -		43.11				
01 510410	OFFICE SUPPLIES/PRINTING	HP CYAN TONER CART E		404.99				
01 510410	OFFICE SUPPLIES/PRINTING	PENS - B PAXMAN		17.77				
01 510220	BUILDING & GROUNDS	3 OUTDOOR FLOOR MATS		129.33				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	APPLE IPAD		249.00				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	APPLE IPAD CASE		12.99				
01 510410	OFFICE SUPPLIES/PRINTING	HP CYAN TONER CARTRI		118.99				
01 510480	TRAINING & EDUCATION - ADM	ACE 19 CONF/LODGING		1,907.95				
01 510480	TRAINING & EDUCATION - ADM	ACE 19 CONF/LODG,PRK		1,205.12				
01 510480	TRAINING & EDUCATION - ADM	ACE 19 CONF/LODGING-		1,037.12				
01 510480	TRAINING & EDUCATION - ADM	ACE 19 CONF/LODGING-		1,037.12				

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1721	CHASE CARD SERVICES CONT							
I-201906275244	JUN 2019 PURCHASES	R	7/03/2019			118889		
01 510480	TRAINING & EDUCATION - ADM	ACE 19 CONF/LODGING-		1,037.12				
01 510430	GENERAL ADMINISTRATIVE	LUNCHEON/WWTR MTG		31.76				
01 510530	PUBLIC RELATIONS/CONSERVATION	GHID GOLF BALLS		666.00				8,224.36
1723	CHEMTECH-FORD, INC.							
I-19F0828	SAMPLE/WELL #15	R	7/03/2019			118890		
01 520270	WATER TESTING FEES	SAMPLE/WELL #15		177.00				
I-19F1008	SAMPLE/WELL #1,15,16,17,8	R	7/03/2019			118890		
01 520270	WATER TESTING FEES	SAMPLE/WELL #1,15,16		345.00				522.00
1725.5	CINTAS CORPORATION							
I-4024577362	WEEKLY MATS & DUST MOP	R	7/03/2019			118891		
01 510220	BUILDING & GROUNDS	WEEKLY MATS & DUST M		74.93				74.93
1766	CONFLUENCE ENGINEERING GROUP,							
I-03-0619GHIDWQP2	JUN 2019/2018 WTR QLTY STUDY	R	7/03/2019			118892		
01 520520	PROFESSIONAL CONSULTING - ENG	JUN 2019/2018 WTR QL		13,270.00				13,270.00
1930	DENTAL SELECT							
I-4913092	JUL 2019 PREMIUM PAYMENT	R	7/03/2019			118893		
01 500130	HEALTH INSURANCE	RETIREE DENTAL INS		557.12				
01 500130	HEALTH INSURANCE	NEW EMPLOYEE DENTAL		110.76CR				
I-DIF201906115225	DENTAL INSURANCE FAMILY	R	7/03/2019			118893		
01 500130	HEALTH INSURANCE	DENTAL INSURANCE FAM		5,369.60				
I-DIS201906115225	DENTAL INSURANCE SINGLE	R	7/03/2019			118893		
01 500130	HEALTH INSURANCE	DENTAL INSURANCE SIN		214.88				6,030.84
1945	DEX YP							
I-201906275245	MAY, JUN 2019 ADVERTISING CHAR	R	7/03/2019			118894		
01 510470	TELEPHONE	MAY, JUN 2019 ADVERT		258.99				258.99
1948	DHI WATER & ENVIRONMENT, INC.							
I-41416993	MIKE URBAN MODLNG SFTWR RENEW	R	7/03/2019			118895		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	WATERNET ADVISOR SUB		8,400.00				8,400.00
1959	DISH							
I-201907025253	JUL 2019 MONTHLY CHARGES	R	7/03/2019			118896		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	JUL 2019 MONTHLY CHA		63.43				63.43
1980	DOMINION ENERGY							
I-201907035255	JUN 2019 MONTHLY CHARGES	R	7/03/2019			118897		
01 530280	UTILITIES - WATER/OPS	3222 S CULTURAL CENT		8.23				
01 530280	UTILITIES - WATER/OPS	2320 S 1600 W		7.65				
01 550280	UTILITIES - WW	2911 WHISTLING LN		7.65				
01 550280	UTILITIES - WW	4555 S 6000 W		17.45				
01 550280	UTILITIES - WW	6000 W 2920 S		10.27				

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1980	DOMINION ENERGY CONT							
I-201907035255	JUN 2019 MONTHLY CHARGES	R	7/03/2019			118897		
01 530280	UTILITIES - WATER/OPS	4092 S	2200 W	7.70				
01 530280	UTILITIES - WATER/OPS	1285 W	2320 S	7.16				
01 530280	UTILITIES - WATER/OPS	1540 W	3100 S	8.33				
01 550280	UTILITIES - WW	2151 W	3100 S	26.00				
01 530280	UTILITIES - WATER/OPS	2390 S	3600 W	46.43				
01 510460	UTILITIES - ADMIN	2880 S	3600 W	633.54				
01 550280	UTILITIES - WW	2915 S	2910 W	9.37				
01 530280	UTILITIES - WATER/OPS	4500 S	4800 W REAR	18.71				
01 530280	UTILITIES - WATER/OPS	6525 W	4100 S	19.25				
01 530280	UTILITIES - WATER/OPS	3745 S	1000 W WH #8	7.16				834.90
2184.1	FASTENAL COMPANY							
I-UTSAL58745	PPE VENDING SUPPLIES	R	7/03/2019			118898		
01 510490	SAFETY EXPENSE	PPE VENDING SUPPLIES		200.35				200.35
2283	FRANSON CIVIL ENGINEERS INC.							
I-06458	19C:2200 W WATERLINE/PROFESSIO	R	7/03/2019			118899		
01 520920-19C	2200 W WATERLINE PROJECT	19C:2200 W WATERLINE		8,676.81				8,676.81
2380	GRAINGER INC							
C-9080046601	RETURNED TOE GUARD	R	7/03/2019			118900		
01 510490	SAFETY EXPENSE	RETURNED TOE GUARD		39.40CR				
C-9180862758	RETURNED LEATHER GLOVES	R	7/03/2019			118900		
01 510490	SAFETY EXPENSE	RETURNED LEATHER GLO		25.74CR				
I-9127666544	Root Cutter Oil	R	7/03/2019			118900		
01 550230	VEHICLES MAINT & FUEL - WW	Root Cutter Oil		213.90				
I-9162839642		R	7/03/2019			118900		
01 530210	REPAIR SUPPLIES - CONST			133.80				
I-9167982157	Filters/Sump Pumps	R	7/03/2019			118900		
01 530210	REPAIR SUPPLIES - CONST			819.00				
I-9168018209	Filters/Sump Pumps	R	7/03/2019			118900		
01 530210	REPAIR SUPPLIES - CONST			250.00				
I-9169743193	Sodium Hypo filters	R	7/03/2019			118900		
01 530210	REPAIR SUPPLIES - CONST	Sodium Hypo filters		76.68				1,428.24
2480	HACH COMPANY							
I-11469353	pH probes	R	7/03/2019			118901		
01 520270	WATER TESTING FEES	pH probes		517.98				517.98
2525	HAWKINS AND COMPANY							
I-11930	Sodium Hypochlorite Maint	R	7/03/2019			118902		
01 530210	REPAIR SUPPLIES - CONST	Sodium Hypochlorite		4,106.23				
I-11931	De Nora Clortec Parts	R	7/03/2019			118902		
01 530210	REPAIR SUPPLIES - CONST	De Nora Clortec Part		2,608.20				6,714.43

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2592	HORROCKS ENGINEERS INC							
I-51290	18B:4100 S/W OF BANG/PROFESSIO	R	7/03/2019			118903		
01 520920-18B	4100 S/WEST OF BANGERTER	18B:4100 S/W OF BANG		1,053.36				1,053.36
2620	HYDRO SPECIALTIES CO							
I-21909	repair clamp for 24" line	R	7/03/2019			118904		
01 550210	REPAIR SUPPLIES - WW	repair clamp for 24"		222.80				222.80
2637	INDUSTRIAL SAFETY EQUIPMENT, L							
I-2019-17711	PPE - GLOVES	R	7/03/2019			118905		
01 510490	SAFETY EXPENSE	PPE - GLOVES		60.00				
I-2019-17769	PPE-EAR PLUGS,RUBBER BTS,HEADB	R	7/03/2019			118905		
01 510490	SAFETY EXPENSE	PPE-EAR PLUGS,RUBBER		84.28				
I-2019-17770	PPE - GOGGLE PROTECTION	R	7/03/2019			118905		
01 510490	SAFETY EXPENSE	PPE - GOGGLE PROTECT		56.25				200.53
2772	JOHNSON, KRISTY							
I-201907015248	REIMB STRATEGIC PLNG BKFST,SNK	R	7/03/2019			118906		
01 510430	GENERAL ADMINISTRATIVE	REIMB STRATEGIC PLNG		106.77				106.77
2968	LEGACY EQUIPMENT							
I-00092794	TWIST-LOCK TUBE HOLDERS	R	7/03/2019			118907		
01 550230	VEHICLES MAINT & FUEL - WW	TWIST-LOCK TUBE HOLD		4,066.00				4,066.00
3117	MCMICHAEL, DERRICK R							
I-201907015249	REIMB UBER/ACE 19 CONF	R	7/03/2019			118908		
01 510480	TRAINING & EDUCATION - ADM	REIMB UBER/ACE 19 CO		79.81				79.81
3167	MOEAKIOLA, DAVID							
I-201907025252	REIMB BOOTS/2019	R	7/03/2019			118909		
01 510490	SAFETY EXPENSE	REIMB BOOTS/2019		100.00				100.00
3210	MOUNTAINLAND SUPPLY COMPANY							
I-S103070642.001	Fire Hydrant Parts & Tool	R	7/03/2019			118910		
01 530210	REPAIR SUPPLIES - CONST	Fire Hydrant Parts &		3,751.10				
I-S103122419.001	Sewer Ferncos	R	7/03/2019			118910		
01 530210	REPAIR SUPPLIES - CONST			153.98				
I-S103123554.001	Tank Farm Emerg Repair	R	7/03/2019			118910		
01 530210	REPAIR SUPPLIES - CONST	Tank Farm Emerg Repa		3,384.97				7,290.05
3215	MOUNTAIN VALLEY MECHANICAL							
I-INV2418	Well 8 AC Condenser Fan	R	7/03/2019			118911		
01 530210	REPAIR SUPPLIES - CONST	Well 8 AC Condenser		613.65				
I-INV2494		R	7/03/2019			118911		
01 530210	REPAIR SUPPLIES - CONST			2,242.66				2,856.31

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3220	MOUNTAIN WEST TELECOM							
I-107396	Phone Programming Night M	R	7/03/2019			118912		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	Phone Programming Ni		65.00				65.00
3243	NPW/AUTO VALUE							
C-44-00252995	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		16.01	CR			
C-44-00252997	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		248.65	CR			
I-44-00246124	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		55.42				
I-44-00247338	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		41.78				
I-44-00247560	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		2.88				
I-44-00248589	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		5.63				
I-44-00250258	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		16.01				
I-44-00250279	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		21.86				
I-44-00250601	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		248.65				
I-44-00251468	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		24.85				
I-44-00251844	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		11.72				
I-44-05777	MONTHLY PO	R	7/03/2019			118913		
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		19.85				
01 570230	VEHICLE MAINT & FUEL - VEH	MONTHLY PO		67.55				251.54
3245	NATIONAL BENEFIT SERVICES LLC							
I-707315	JUN 2019 COBRA	R	7/03/2019			118914		
01 510520	PROFESSIONAL CONSULTING	JUN 2019 COBRA		72.80				72.80
3389	ONESOURCE PROPERTY MAINTENANCE							
I-8941	Grounds Maintenance	R	7/03/2019			118915		
01 530210	REPAIR SUPPLIES - CONST	2Grounds Maintenance		160.00				160.00
3743	ROCKY MOUNTAIN AIR SOLUTIONS							
I-30061730	OXYGEN FOR TANK	R	7/03/2019			118916		
01 560210	REPAIR SUPPLIES - METER	OXYGEN FOR TANK		41.43				41.43



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3790	I-6695-675173 01 510440	ROYAL WHOLESALE ELECTRIC Power Supply for PRV 6400 COMPUTER SUPPLIES/EQUIPMENT	R 7/03/2019	244.19		118917		244.19
3800	I-4559 01 520270	RURAL WATER ASSOC OF UTAH CCR DESIGN & COMPLETION WATER TESTING FEES	R 7/03/2019	100.00		118918		100.00
3890	I-3144 01 530210	SALT LAKE VALLEY LANDFILL DUMP FEES REPAIR SUPPLIES - CONST	R 7/03/2019	23.94		118919		23.94
3971	I-B09972031 01 510450 01 510450	SHI CORP Docking statioin GENERAL INSURANCE	R 7/03/2019	181.00 71.02		118920		252.02
4238	I-UT137101 01 530260 I-UT138291 01 530260	STEP SAVER INC Salt for Well 8 WATER TREATMENT CHEMICALS Well 16 Salt WATER TREATMENT CHEMICALS	R 7/03/2019	1,450.50		118921		
4430	I-88471 01 570230	TIRE WORLD FRONT TIRES #44 BACKHOE VEHICLE MAINT & FUEL - VEH	R 7/03/2019	294.00		118922		294.00
4479	I-025-263698 01 510540	TYLER TECHNOLOGIES JUL 2019 UTIL BILL ONLINE COMP BANKING & BONDING EXPENSE	R 7/03/2019	650.00		118923		650.00
4508	I-INV259466 01 550210 01 550210	UNITED LABORATORIES, INC. BOD,TSS,FOG-treatment REPAIR SUPPLIES - WW REPAIR SUPPLIES - WW	R 7/03/2019	1,980.00 14.00		118924		1,994.00
4541	I-41156-1305 01 530210 I-41156-1306 01 530210	UNIVERSAL SIGNS SIGNS REPAIR SUPPLIES - CONST Stickers for Valve signs REPAIR SUPPLIES - CONST	R 7/03/2019	75.00 75.00		118925		150.00
4899	I-526896-00 01 530210 I-529739-00 01 530210 01 530210	WESTERN WATER WORKS SUPPLY COM Hydrant repair parts REPAIR SUPPLIES - CONST Fire Hydrant Upper Stem REPAIR SUPPLIES - CONST REPAIR SUPPLIES - CONST	R 7/03/2019	151.30		118926		
			R 7/03/2019	181.80		118926		
				545.40				878.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4927	I-U7GZ-F5971R 01 510480	WILHELMSSEN, MARK W TSA BACKGROUND CHECK TRAINING & EDUCATION - ADM	R 7/03/2019 Reissue TSA BACKGROUND CHECK	86.50		118927		86.50
4938	C-103172 01 510220 I-103259 01 510220	WINGFOOT CORPORATION RFD MISSED CLEANING 6/6/19 BUILDING & GROUNDS JUL 2019/JANITORIAL SVCS BUILDING & GROUNDS	R 7/03/2019 RFD MISSED CLEANING R 7/03/2019 JUL 2019/JANITORIAL	54.53CR 1,889.00		118928 118928		1,834.47
4995	I-536278 01 510520	WORKFORCE QA RANDOM EMPLOYEE DRUG TESTING PROFESSIONAL CONSULTING	R 7/03/2019 RANDOM EMPLOYEE DRUG	75.00		118929		75.00
1106	I-AAX201906255242 01 22050 I-AAX201907095257 01 22050 I-AGP201906255242 01 22050 I-AGP201907095257 01 22050	AFLAC GROUP INSURANCE AFLAC GROUP INS AFTER TAX HEALTH INSURANCE PAYABLE AFLAC GROUP INS AFTER TAX HEALTH INSURANCE PAYABLE AFLAC GROUP INS PRE TAX HEALTH INSURANCE PAYABLE AFLAC GROUP INS PRE TAX HEALTH INSURANCE PAYABLE	R 7/09/2019 AFLAC GROUP INS AFTE R 7/09/2019 AFLAC GROUP INS AFTE R 7/09/2019 AFLAC GROUP INS PRE R 7/09/2019 AFLAC GROUP INS PRE	39.77 39.77 82.33 82.33		118930 118930 118930 118930		244.20
2902	I-G05201907095257 01 22080	KIRK A CULLIMORE CIVIL NO 150405159 GARNISHMENT PAYABLE	R 7/09/2019 CIVIL NO 150405159	357.96		118931		357.96
4870	I-4K\$201907095257 01 22040 01 500120 I-4K%201907095257 01 22040 01 500120 I-LMS201907095257 01 22040	WELLS FARGO ADVISORS 401(K) CONTRIBUTIONS RETIREMENT CONTRIB PAYABLE 401K PLAN EXPENSE 401(K) CONTRIBUTIONS RETIREMENT CONTRIB PAYABLE 401K PLAN EXPENSE 401(K) LOAN PAYMENT RETIREMENT CONTRIB PAYABLE	R 7/09/2019 401(K) CONTRIBUTIONS 401(K) CONTRIBUTIONS R 7/09/2019 401(K) CONTRIBUTIONS 401(K) CONTRIBUTIONS R 7/09/2019 401(K) LOAN PAYMENT	900.00 19,688.49 370.70 1,341.67 2,787.18		118932 118932 118932		25,088.04
1	I-201907155258 01 43099	CODY EKKER CONSTRUCTION, ,FH R MISC INCOME	R 7/17/2019 CODY EKKER CONSTRUCT	1,750.00		118933		1,750.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-201907155259 01 510490	BOBBY BATEMAN, ,BOOT REIMB SAFETY EXPENSE	R 7/17/2019 BOBBY BATEMAN, :,BOOT	100.00		118934		100.00
1064	I-0001921260 01 510220	ACE RECYCLING & DISPOSAL JUL 2019 MONTHLY CHARGES BUILDING & GROUNDS	R 7/17/2019 JUL 2019 MONTHLY CHA	280.80		118935		280.80
1087	I-6618 01 510440	APCO INC SCADA CONSULTING COMPUTER SUPPLIES/EQUIPMENT	R 7/17/2019 SCADA CONSULTING	4,387.50		118936		4,387.50
1160	I-217840 01 530210	ALPINE SUPPLY Nuts & Bolts Inventory REPAIR SUPPLIES - CONST	R 7/17/2019 Nuts & Bolts Invento	519.32		118937		519.32
1210	I-201907165270	AMERICAN EXPRESS JUN 2019 PURCHASES	R 7/17/2019			118938		
	01 21015	AMEX/MC PAYABLE	JUN 2019 PURCHASES	55,526.27				
	01 510430	GENERAL ADMINISTRATIVE	D MARTINDALE/PTS USE	128.59				
	01 510430	GENERAL ADMINISTRATIVE	D MARTINDALE/PTS USE	128.59CR				
	01 510410	OFFICE SUPPLIES/PRINTING	PENS	11.78				
	01 510430	GENERAL ADMINISTRATIVE	WEF MMBRSHF/FUELL	150.00				
	01 510480	TRAINING & EDUCATION - ADM	AWWA 2019 CONF/OVARD	1,050.00				
	01 510430	GENERAL ADMINISTRATIVE	INTUIT UASD	33.78				
	01 510410	OFFICE SUPPLIES/PRINTING	BINDER, PENS, POST I	74.82				
	01 510440	COMPUTER SUPPLIES/EQUIPMENT	CANVA PRO	119.40				
	01 510480	TRAINING & EDUCATION - ADM	LODGING/VERNAL/JENSE	122.37				
	01 510430	GENERAL ADMINISTRATIVE	LUNCHEON/BOARD MTG	165.39				
	01 510410	OFFICE SUPPLIES/PRINTING	PAPER	186.90				
	01 510410	OFFICE SUPPLIES/PRINTING	MARKERS	11.48				
	01 510480	TRAINING & EDUCATION - ADM	LODGING/2019 AWWA/JE	296.80				
	01 510480	TRAINING & EDUCATION - ADM	LODGING/2019 AWWA/NA	296.80				
	01 510480	TRAINING & EDUCATION - ADM	LODGING/2019 AWWA/FU	296.80				
	01 510480	TRAINING & EDUCATION - ADM	LODGING/2019 AWWA/HE	296.80				
	01 510480	TRAINING & EDUCATION - ADM	LODGING/2019 AWWA/MA	296.80				
	01 510410	OFFICE SUPPLIES/PRINTING	UTILITY KNIFE	6.69				
	01 510480	TRAINING & EDUCATION - ADM	ASP EXAM PREP COURSE	745.00				
	01 510480	TRAINING & EDUCATION - ADM	AMEXTRAVEL	6.99				
	01 520270	WATER TESTING FEES	BACKFLOW COALITION M	42.96				
	01 520270	WATER TESTING FEES	BACKFLOW COALITION M	43.50				
	01 510480	TRAINING & EDUCATION - ADM	APWA UT CHPT LUNCH/H	30.00				
	01 520270	WATER TESTING FEES	WATER QUALITY BOOKLE	793.19				
	01 510440	COMPUTER SUPPLIES/EQUIPMENT	GPS SOFTWARE FOR ESR	600.00				
	01 510440	COMPUTER SUPPLIES/EQUIPMENT	GPS SOFTWARE FOR ESR	600.00				61,804.52

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1268.1	APPLICANTPRO							
I-103539	AUG 2019 MONTHLY CHARGES	R	7/17/2019			118939		
01 510430	GENERAL ADMINISTRATIVE	AUG 2019 MONTHLY CHA		169.00				169.00
1400	AWWA INTERMOUNTAIN SECTION							
I-200003910	AWWA INTRMTN ANNUAL CONF REG	R	7/17/2019			118940		
01 510480	TRAINING & EDUCATION - ADM	AWWA INTRMTN ANNUAL		2,784.00				2,784.00
1470	BLUE STAKES OF UTAH UTILITY							
I-UT20191432	JUN 2019 MONTHLY CHARGES	R	7/17/2019			118941		
01 510470	TELEPHONE	JUN 2019 MONTHLY CHA		1,069.16				1,069.16
1525	BRADY INDUSTRIES, LLC							
I-6174524	JANITORIAL SUPPLIES	R	7/17/2019			118942		
01 510220	BUILDING & GROUNDS	JANITORIAL SUPPLIES		483.00				483.00
1650	CDW GOVERNMENT LLC							
I-SXW0589	Training PC replacement	R	7/17/2019			118943		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	Training PC replacem		1,877.88				1,877.88
1705	CH SPENCER							
I-401017114	Mechanical Seal on pump	R	7/17/2019			118944		
01 550210	REPAIR SUPPLIES - WW	Mechanical Seal on p		1,800.00				1,800.00
1725.5	CINTAS CORPORATION							
I-4024913090	WEEKLY MATS & DUST MOP	R	7/17/2019			118945		
01 510220	BUILDING & GROUNDS	WEEKLY MATS & DUST M		79.96				79.96
1735.5	CODY EKKER CONSTRUCTION							
I-19B:NO 2	PMT 2/19B:MANHOLE REHAB PROJ	R	7/17/2019			118946		
01 520920-19B	MANHOLE REHABILITATION PROJECT	PMT 2/19B:MANHOLE RE		132,935.40				132,935.40
1741	COLONIAL LIFE & ACCIDENT INSUR							
I-CLA201906115225	COLONIAL LIFE INS AFTER TAX	R	7/17/2019			118947		
01 22050	HEALTH INSURANCE PAYABLE	COLONIAL LIFE INS AF		86.73				
I-CLA201906255242	COLONIAL LIFE INS AFTER TAX	R	7/17/2019			118947		
01 22050	HEALTH INSURANCE PAYABLE	COLONIAL LIFE INS AF		86.73				
I-CLP201906115225	COLONIAL LIFE INS PRETAX	R	7/17/2019			118947		
01 22050	HEALTH INSURANCE PAYABLE	COLONIAL LIFE INS PR		78.04				
I-CLP201906255242	COLONIAL LIFE INS PRETAX	R	7/17/2019			118947		
01 22050	HEALTH INSURANCE PAYABLE	COLONIAL LIFE INS PR		78.04				329.54
1796	CORE & MAIN LP							
I-K815793	Pleasant Valley East PRV	R	7/17/2019			118948		
01 530210	REPAIR SUPPLIES - CONST	Pleasant Valley East		989.90				989.90

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1845	CRUS OIL, INC.							
I-0422480	FILTERS & RAGS	R	7/17/2019			118949		
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS		186.14				
01 570230	VEHICLE MAINT & FUEL - VEH	FILTERS & RAGS		3.42				
I-0422481	FILTERS & RAGS	R	7/17/2019			118949		
01 570230	VEHICLE MAINT & FUEL - VEH	RAGS		147.52				337.08
1911	DATA SERVICES - SLCO							
I-195056	JUL 2019 MONTHLY CHARGES	R	7/17/2019			118950		
01 510430	GENERAL ADMINISTRATIVE	JUL 2019 MONTHLY CHA		25.00				25.00
2030	DURA CRETE							
I-140240	Meter Vault Lid Replace	R	7/17/2019			118951		
01 530210	REPAIR SUPPLIES - CONST	Meter Vault Lid Repl		142.00				142.00
2102	ENTERPRISE FM TRUST							
I-FBN3748922	JUL 2019 VEHICLE LEASE CHARGES	R	7/17/2019			118952		
01 510235	VEHICLE LEASE	UNIT 3 LEASE CHARGES		481.76				
01 510235	VEHICLE LEASE	UNIT 7 LEASE CHARGES		532.29				
01 510235	VEHICLE LEASE	UNIT 16 LEASE CHARGE		572.38				
01 510235	VEHICLE LEASE	UNIT 22 LEASE CHARGE		552.12				
01 510235	VEHICLE LEASE	UNIT 32 LEASE CHARGE		2,071.78				
01 510235	VEHICLE LEASE	UNIT 32 MAINT CHARGE		8.00				
01 510235	VEHICLE LEASE	UNIT 33 LEASE CHARGE		540.01				
01 510235	VEHICLE LEASE	UNIT 37 LEASE CHARGE		500.16				
01 510235	VEHICLE LEASE	UNIT 38 LEASE CHARGE		521.55				
01 510235	VEHICLE LEASE	UNIT 50 LEASE CHARGE		829.19				
01 510235	VEHICLE LEASE	UNIT 59 LEASE CHARGE		540.01				
01 510235	VEHICLE LEASE	UNIT 30 LEASE CHARGE		995.67				
01 510235	VEHICLE LEASE	UNIT 30 MAINT CHARGE		8.00				
01 510235	VEHICLE LEASE	UNIT 14 LEASE CHARGE		621.10				
01 510235	VEHICLE LEASE	UNIT 5 LEASE CHARGES		621.10				
01 510235	VEHICLE LEASE	UNIT 1 LEASE CHARGES		731.33				
01 510235	VEHICLE LEASE	UNIT 54 LEASE CHARGE		684.80				
01 510235	VEHICLE LEASE	UNIT 47 LEASE CHARGE		712.53				
01 510235	VEHICLE LEASE	UNIT 28 LEASE CHARGE		289.09				
01 510235	VEHICLE LEASE	UNIT 21 LEASE CHARGE		2,052.07				13,864.94
2140	ERIKS NORTH AMERICA, INC.							
I-WV205833	AIR HOSE FOR #32	R	7/17/2019			118953		
01 570230	VEHICLE MAINT & FUEL - VEH	AIR HOSE FOR #32		176.26				
I-WV205947	Pond Float fittings	R	7/17/2019			118953		
01 530210	REPAIR SUPPLIES - CONST	Pond Float fittings		8.33				
I-WV206121	HOSE FOR WATER VACTOR#18	R	7/17/2019			118953		
01 570230	VEHICLE MAINT & FUEL - VEH	HOSE FOR WATER VACTO		40.97				
I-WV206215	Air-hose for ball	R	7/17/2019			118953		
01 550210	REPAIR SUPPLIES - WW	Air-hose for ball		246.76				
I-WV206226	#57 QUICK CONNECTS	R	7/17/2019			118953		

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2140	ERIKS NORTH AMERICA, ICONT I-WV206226 01 570230	R	7/17/2019	17.58		118953		489.90
2168	FACTORY MOTOR PARTS ANTIFREEZE 01 570230 01 570230	R	7/17/2019	53.40 0.24		118954		53.64
2184.1	FASTENAL COMPANY PPE VENDING SUPPLIES 01 510490 I-UTSAL59071 01 510490	R	7/17/2019	567.60 41.21		118955 118955		608.81
2241	FLEET PRIDE I-30637730 01 570230 I-30901311 01 570230	R	7/17/2019	297.00 297.00		118956 118956		594.00
2490	HANSEN, ALLEN & LUCE, INC. I-40316 01 520920-18D I-40337 01 520920-18C I-40359 01 520520	R	7/17/2019	1,283.97 1,933.40 5,945.96		118957 118957 118957		9,163.33
2505	HARMONS DC 510065AA I-97063/1 01 510430	R	7/17/2019	44.50		118958		44.50
2590	HOME DEPOT CREDIT SERVICES I-201907165269 01 570230 01 530210 01 530240 01 570230 01 520270 01 510440 01 530210 01 530240 01 550210 01 530240 01 530240 01 510440 01 510440	R	7/17/2019	94.46CR 2.14 168.80 46.99 62.87 143.41 9.97 117.96 28.26 21.97 29.97 31.34 33.28		118959		

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2590	HOME DEPOT CREDIT SERVCONT I-201907165269 01 530210 01 530210 01 530210 01 530240 01 550210 01 530210 01 550210 01 510440		JUN 2019 PURCHASES R 7/17/2019			118959		
	REPAIR SUPPLIES - CONST		WATER SITE CLEANING	26.95				
	REPAIR SUPPLIES - CONST		TRIMMER LINE	14.97				
	REPAIR SUPPLIES - CONST		WEED MAT	81.48				
	TOOLS & SUPPLIES - CONST		FLASHLIGHT/WILHELMSE	99.00				
	REPAIR SUPPLIES - WW		BALL VALVE FOR AIR H	8.98				
	REPAIR SUPPLIES - CONST		MULCH FOR SERVICE LE	16.65				
	REPAIR SUPPLIES - WW		ROPE FOR SEWER BALL	11.70				
	COMPUTER SUPPLIES/EQUIPMENT		TOOLS/UNIT 37 & 16	22.89				885.12
2592	HORROCKS ENGINEERS INC I-51026 01 520920-18B I-51211 01 520920-18B		18B:4100 S/W OF BANG/PROFESSIO R 7/17/2019			118960		
	4100 S/WEST OF BANGERTER		18B:4100 S/W OF BANG	5,354.61				
	18B:4100 S/W OF BANG/PROFESSIO		R 7/17/2019			118960		
	4100 S/WEST OF BANGERTER		18B:4100 S/W OF BANG	672.39				6,027.00
2631	I-D ELECTRIC INC I-105540 01 530210		Electrical fix for pond R 7/17/2019			118961		
	REPAIR SUPPLIES - CONST		Electrical fix for p	485.00				485.00
2637	INDUSTRIAL SAFETY EQUIPMENT, L I-2019-17799 01 510490		LOCK OUT/TAG OUT R 7/17/2019			118962		
	SAFETY EXPENSE		LOCK OUT/TAG OUT	65.40				65.40
2729	ISCO INDUSTRIES, INC. I-17053330 01 520920		Fassio Circle Capital Pro R 7/17/2019			118963		
	INFRASTRUCTURE PURCHASES		Pipe Fusion Machine	215.00				215.00
2772	JOHNSON, KRISTY I-201907165268 01 510480		REIMB IMPACT LDRSHP TRNG R 7/17/2019			118964		
	TRAINING & EDUCATION - ADM		REIMB IMPACT LDRSHP	297.50				297.50
2790	JORDAN VALLEY WATER CONSERVANC I-201907155262 01 530250		JUN 2019 WATER DELIVERIES R 7/17/2019			118965		
	WATER SUPPLY EXPENSE		JUN 2019 WATER DELIV	1,075,109.50				1,075,109.50
2885	KETCHUM, MICHELLE I-201907155263 01 510220		BRINE TNK WTR SFT/SHWR LCKRS R 7/17/2019			118966		
	BUILDING & GROUNDS		BRINE TNK WTR SFT/SH	90.00				90.00
2980	LES OLSON CO I-EA865984 01 510410		2019 2ND QTR CONTRACT BILLING R 7/17/2019			118967		
	OFFICE SUPPLIES/PRINTING		2019 2ND QTR CONTRAC	317.53				317.53

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2987	I-1256831-20190630 01 510430	LEXISNEXIS RISK SOLUTIONS JUN 2019 MINIMUM COMMITMENT GENERAL ADMINISTRATIVE	R 7/17/2019 JUN 2019 MINIMUM COM	50.00		118968		50.00
3003	I-VLI201906255242 01 22062 I-VLI201907095257 01 22062	LINCOLN NATIONAL LIFE INSURANC VOLUNTARY LIFE INSURANCE VOLUNTARY LIFE PAYABLE VOLUNTARY LIFE INSURANCE VOLUNTARY LIFE PAYABLE	R 7/17/2019 VOLUNTARY LIFE INSUR R 7/17/2019 VOLUNTARY LIFE INSUR	202.28 202.28		118969 118969		404.56
3110	I-112170 01 570230 I-493098 01 570230 01 570230	MCINTOSH COMMUNICATIONS RADIO MOUNT/INSTALL #1 VEHICLE MAINT & FUEL - VEH RADIO MOUNT/INSTALL #1 VEHICLE MAINT & FUEL - VEH RADIO MOUNT/INSTALL	R 7/17/2019 RADIO MOUNT R 7/17/2019 RADIO INSTALL RADIO MOUNT/INSTALL	35.00 357.00 39.70		118970 118970		431.70
3119	I-I01258865-06302019 01 510500	UTAH MEDIA GROUP 2018 DRKNG WTR CCR PUB NOTICE LEGAL EXPENSE	R 7/17/2019 2018 DRKNG WTR CCR P	72.20		118971		72.20
3375	I-13476475 01 510520	OCCUPATIONAL HEALTH CENTERS PRE-EMPLOYMENT TESTING PROFESSIONAL CONSULTING	R 7/17/2019 PRE-EMPLOYMENT TESTI	68.00		118972		68.00
3630	I-10098904 01 570230	RASMUSSEN EQUIPMENT KELLEM GRIPS FOR PIPE VEHICLE MAINT & FUEL - VEH	R 7/17/2019 KELLEM GRIPS FOR PIP	226.57		118973		226.57
3747	I-201907165267 01 530280 01 510460 01 550280	ROCKY MTN POWER JUN 2019 MONTHLY CHARGES UTILITIES - WATER/OPS UTILITIES - ADMIN UTILITIES - WW	R 7/17/2019 JUN 2019 MONTHLY CHA JUN 2019 MONTHLY CHA JUN 2019 MONTHLY CHA	96,133.77 4,609.57 10,696.03		118974		111,439.37
3980	I-8127666999 01 510430	SHRED-IT USA JUN 2019 DOCUMENT SHREDDING GENERAL ADMINISTRATIVE	R 7/17/2019 JUN 2019 DOCUMENT SH	213.12		118975		213.12
4238	I-T493755 01 530260 I-UT137111 01 530260	STEP SAVER INC Salt for Wells for July WATER TREATMENT CHEMICALS Salt for Wells for July WATER TREATMENT CHEMICALS	R 7/17/2019 Salt for Wells R 7/17/2019 Salt for Wells	252.25 1,351.00		118976 118976		1,603.25



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4239	STEVE REGAN CO							
I-1049112	Pond Supplies	R	7/17/2019			118977		
01 530210	REPAIR SUPPLIES - CONST			150.00				
01 530210	REPAIR SUPPLIES - CONST			54.14				204.14
4340	THATCHER COMPANY							
I-1471949	Fluoride for Wells	R	7/17/2019			118978		
01 530260	WATER TREATMENT CHEMICALS			576.26				
I-1471950	Fluoride for Wells	R	7/17/2019			118978		
01 530260	WATER TREATMENT CHEMICALS			536.26				
I-1471951	Fluoride for Wells	R	7/17/2019			118978		
01 530260	WATER TREATMENT CHEMICALS			4,687.60				
I-1471952	Fluoride for Wells	R	7/17/2019			118978		
01 530260	WATER TREATMENT CHEMICALS			1,804.14				
I-1471953	Fluoride for Wells	R	7/17/2019			118978		
01 530260	WATER TREATMENT CHEMICALS			907.00				
I-1471954	Fluoride for Wells	R	7/17/2019			118978		
01 530260	WATER TREATMENT CHEMICALS			2,381.30				
I-1471956	Fluoride for Wells	R	7/17/2019			118978		
01 530260	WATER TREATMENT CHEMICALS			2,381.30				13,273.86
4350	THE DATA CENTER							
I-46541	MAY 2019 POSTAGE & HANDLING	R	7/17/2019			118979		
01 510420	POSTAGE & MAILING			8,785.76				
I-46875	JUN 2019 FULL SERVICE PRINTING	R	7/17/2019			118979		
01 510420	POSTAGE & MAILING			3,291.21				
I-46876	JUN 2019 POSTAGE & HANDLING	R	7/17/2019			118979		
01 510420	POSTAGE & MAILING			8,782.81				20,859.78
4405	THOMAS PETROLEUM							
I-2169882-IN	DIESEL FUEL/RIDGELAND	R	7/17/2019			118980		
01 510230	VEHICLE MAINT & FUEL - ADM			2,023.04				2,023.04
4452	TP VENDING							
I-15112	SODA ORDER	R	7/17/2019			118981		
01 510430	GENERAL ADMINISTRATIVE			116.89				116.89
4454	TRAFFIC SAFETY RENTALS							
I-00018086	Sign Rentals	R	7/17/2019			118982		
01 530210	REPAIR SUPPLIES - CONST			353.80				
I-00018087	Sign Rentals	R	7/17/2019			118982		
01 530210	REPAIR SUPPLIES - CONST			384.53				
I-00018154	Sign Rentals	R	7/17/2019			118982		
01 530210	REPAIR SUPPLIES - CONST			44.00				782.33

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4479	TYLER TECHNOLOGIES							
I-025-264473	2019 2ND QTR NOTIFY	R	7/17/2019			118983		
01 510430	GENERAL ADMINISTRATIVE	2019	2ND QTR NOTIFY	325.50				
I-025-264727	2019 2ND QTR INSITE TRANS FEES	R	7/17/2019			118983		
01 510430	GENERAL ADMINISTRATIVE	2019	2ND QTR INSITE	1,151.25				1,476.75
4530	UNITED SITE SERVICES, INC							
I-114-8753829	PORTABLE TOILET	R	7/17/2019			118984		
01 530210	REPAIR SUPPLIES - CONST	PORTABLE TOILET		121.50				121.50
4702	VALLEY PAINT MANUFACTURING							
I-85195	PAINT FOR SIGN TRAILER	R	7/17/2019			118985		
01 510490	SAFETY EXPENSE	PAINT FOR SIGN TRAIL		185.75				185.75
4703.1	VERACITY NETWORKS, LLC							
I-4113168	JUN 2019 LAND LINE/INTERNET	R	7/17/2019			118986		
01 510470	TELEPHONE	JUN 2019 LAND LINE/I		1,398.90				1,398.90
4938	WINGFOOT CORPORATION							
I-103324	WINDOW CLEANING	R	7/17/2019			118987		
01 510220	BUILDING & GROUNDS	WINDOW CLEANING		786.00				786.00
1105	AFLAC							
I-APT201907095257	AFLAC PRE TAX	R	7/23/2019			118988		
01 22050	HEALTH INSURANCE PAYABLE	AFLAC PRE TAX		58.29				
I-APT201907235273	AFLAC PRE TAX	R	7/23/2019			118988		
01 22050	HEALTH INSURANCE PAYABLE	AFLAC PRE TAX		58.29				116.58
2902	KIRK A CULLIMORE							
I-G05201907235273	CIVIL NO 150405159	R	7/23/2019			118989		
01 22080	GARNISHMENT PAYABLE	CIVIL NO 150405159		357.96				357.96
4870	WELLS FARGO ADVISORS							
I-4K\$201907235273	401(K) CONTRIBUTIONS	R	7/23/2019			118990		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) CONTRIBUTIONS		900.00				
01 500120	401K PLAN EXPENSE	401(K) CONTRIBUTIONS		19,649.12				
I-4K%201907235273	401(K) CONTRIBUTIONS	R	7/23/2019			118990		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) CONTRIBUTIONS		319.57				
01 500120	401K PLAN EXPENSE	401(K) CONTRIBUTIONS		1,197.17				
I-LMS201907235273	401(K) LOAN PAYMENT	R	7/23/2019			118990		
01 22040	RETIREMENT CONTRIB PAYABLE	401(K) LOAN PAYMENT		2,682.81				24,748.67
1	PRECISION TESTING TECH,							
I-13660	,TST	R	7/25/2019			118991		
01 570240	TOOLS - VEH	2019 FUEL TANK TEST/		246.00				246.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-13692 01 570240	PRECISION TESTING TECH, ,TANK TOOLS - VEH	R 7/25/2019	259.00		118992		259.00
1	I-90568 01 570230	INTERMOUNTAIN EQUIPMENT CAR WA VEHICLE MAINT & FUEL - VEH	R 7/25/2019	60.00		118993		60.00
1140	I-71561 01 570230	ALL STEEL FABRICATORS STEEL FOR SIGN TRAILER VEHICLE MAINT & FUEL - VEH	R 7/25/2019	68.00		118994		68.00
1160	I-218406 01 570230	ALPINE SUPPLY CONNECTORS FOR UNIT 18 VEHICLE MAINT & FUEL - VEH	R 7/25/2019	61.89		118995		61.89
1262	I-19-0153 01 22070	A-ONE FITNESS INC EMPLOYEE GYMN MAINTENANCE EMPLOYEE RESERVE - GYM	R 7/25/2019	235.00		118996		235.00
1500	I-21730 01 520920-18H	BOWEN COLLINS AND ASSOCIATES 18H:PIONEER WWPS SITE SEL/PROF PIONEER WWPS REPLACEMENT	R 7/25/2019	1,551.00		118997		1,551.00
1723	I-19F1339 01 520270	CHEMTECH-FORD, INC. WATER QUALITY	R 7/25/2019	210.00		118998		210.00
	I-19F1446 01 520270	WATER TESTING FEES WATER QUALITY	R 7/25/2019	210.00		118998		210.00
	I-19F1645 01 520270	LEAD AND COPPER WATER TESTING FEES	R 7/25/2019	196.00		118998		196.00
	I-19F1784 01 520270	WATER QUALITY WATER TESTING FEES	R 7/25/2019	94.00		118998		94.00
	I-19F1785 01 520270	SAMPLING WATER TESTING FEES	R 7/25/2019	28.00		118998		28.00
	I-19G0105 01 520270	WATER QUALITY WATER TESTING FEES	R 7/25/2019	126.00		118998		126.00
	I-19G0214 01 520270	LEAD AND COPPER WATER TESTING FEES	R 7/25/2019	280.00		118998		280.00
	I-19G0772 01 520270	WATER QUALITY WATER TESTING FEES	R 7/25/2019	62.00		118998		62.00
1725.5	I-4025500987 01 510220	CINTAS CORPORATION WEEKLY MATS & DUST MOP BUILDING & GROUNDS	R 7/25/2019	79.96		118999		79.96
	I-4025957917 01 510220	WEEKLY MATS & DUST MOP BUILDING & GROUNDS	R 7/25/2019	70.11		118999		70.11

1,206.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1735	CODALE							
I-S6776515.001	Cord for Pilot Test Pump	R	7/25/2019			119000		
01 520270	WATER TESTING FEES			415.56				
I-S6780458.001	Cord for Pilot Test Pump	R	7/25/2019			119000		
01 520270	WATER TESTING FEES			25.64				441.20
1740	COLONIAL FLAG AND SPECIALTY CO							
I-0198299-IN	FLAG POLE REPAIR	R	7/25/2019			119001		
01 510220	BUILDING & GROUNDS			617.80				
01 510220	BUILDING & GROUNDS			262.00				879.80
1798	CORRIO CONSTRUCTION, INC.							
I-17E:NO 8 - CO #6	PYMT 8/17E:PRV UPGR & LRG MTR	R	7/25/2019			119002		
01 520920-17E	PRV STATION & LRG MTR REPLCMNT			52,412.60				52,412.60
1837	CRS ENGINEERS							
I-27188	18F:HILLSDALE WWPS REMVL/PROFE	R	7/25/2019			119003		
01 520920-18F	HILLSDALE WWPS REMOVAL&PIPELN			2,645.00				2,645.00
2070	ECT SALES AND SERVICE							
I-18193	VFD Board repair	R	7/25/2019			119004		
01 510440	COMPUTER SUPPLIES/EQUIPMENT			300.00				
01 510440	COMPUTER SUPPLIES/EQUIPMENT			14.19				314.19
2140	ERIKS NORTH AMERICA, INC.							
I-WV206915	HOSE FOR #18 VACTOR	R	7/25/2019			119005		
01 570230	VEHICLE MAINT & FUEL - VEH			300.00				
01 570230	VEHICLE MAINT & FUEL - VEH			100.31				400.31
2283	FRANSON CIVIL ENGINEERS INC.							
I-06491	19C:2200 W WATERLINE/PROFESSIO	R	7/25/2019			119006		
01 520920-19C	2200 W WATERLINE PROJECT			1,840.97				1,840.97
2380	GRAINGER INC							
I-9230188295	Pump for Pilot Test	R	7/25/2019			119007		
01 520270	WATER TESTING FEES			716.88				716.88
2692	INTERMOUNTAIN HEALTHCARE							
I-EAP-02612	2019 2ND QTR EAP SERVICES	R	7/25/2019			119008		
01 500130	HEALTH INSURANCE			565.02				565.02
2734	J-U-B ENGINEERS, INC.							
I-0126735	TO2 GHID WATER QUALITY SCOPING	R	7/25/2019			119009		
01 520520	PROFESSIONAL CONSULTING - ENG			2,007.98				
I-0126737	18J:GHID HDQTR LANDSCAPING/PRO	R	7/25/2019			119009		
01 520920-18J	GHID HEADQUARTERS LANDSCAPING			2,965.96				4,973.94

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2734.5	JACQUES & ASSOCIATES							
I-1303	18F:HILLSDALE WWPS/PROFESSIONA	R	7/25/2019			119010		
01 520920-18F	HILLSDALE WWPS REMOVAL&PIPELN			6,892.56				6,892.56
2790	JORDAN VALLEY WATER CONSERVANC							
I-INV00715	JUN 2019 LABORATORY SERVICES	R	7/25/2019			119011		
01 520270	WATER TESTING FEES	JUN 2019 LABORATORY		421.60				421.60
3003	LINCOLN NATIONAL LIFE INSURANC							
I-3917051594	AUG 2019 LIFE/LTD PREMIUMS	R	7/25/2019			119012		
01 500170	LIFE/LTD/LTC INSURANCE	AUG 2019 LIFE/LTD PR		5,891.09				5,891.09
3215	MOUNTAIN VALLEY MECHANICAL							
I-INV2590	QRTLY PREVENTATIVE MAINT	R	7/25/2019			119013		
01 510220	BUILDING & GROUNDS	QRTLY PREVENTATIVE M		840.25				840.25
3225	MOUNTAIN WEST TRUCK CENTER							
I-959283	TRUTTLE VALVE #26	R	7/25/2019			119014		
01 570230	VEHICLE MAINT & FUEL - VEH	TRUTTLE VALVE #26		100.69				100.69
3403	PACE ANALYTICAL SERVICES, LLC							
I-1935302858	UCMR4 Testing Fees	R	7/25/2019			119015		
01 520270	WATER TESTING FEES	UCMR4 Testing Fees		388.00				
I-1935303967	UCMR4 Testing Fees	R	7/25/2019			119015		
01 520270	WATER TESTING FEES	UCMR4 Testing Fees		388.00				776.00
3747	ROCKY MTN POWER							
I-201907235277	TEMPORARY USE PERMIT	R	7/25/2019			119016		
01 520920-18F	HILLSDALE WWPS REMOVAL&PIPELN	TEMPORARY USE PERMIT		1,500.00				1,500.00
3950	SELECTHEALTH							
I-191990001360	AUG 2019 PREMIUM PAYMENT	R	7/25/2019			119017		
01 500130	HEALTH INSURANCE	RETIREE HEALTH INS		10,793.50				
01 500130	HEALTH INSURANCE	NEW EMPLOYEE/ADJ HEA		5,191.70				
I-FSM201907095257	HEALTH INS FAM. SELECT MED	R	7/25/2019			119017		
01 500130	HEALTH INSURANCE	HEALTH INS FAM. SELE		81,046.40				
I-SSM201907095257	SINGLE SELECT MED	R	7/25/2019			119017		
01 500130	HEALTH INSURANCE	SINGLE SELECT MED		3,584.80				100,616.40
3952	SEMI SERVICE INC							
I-W 129767	UNIT 24 PUMP REPLACEMENT	R	7/25/2019			119018		
01 570230	VEHICLE MAINT & FUEL - VEH	UNIT 24 PUMP REPLACE		1,685.62				1,685.62

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4405	THOMAS PETROLEUM							
I-2175051-IN	DYE DIESEL FOR FUEL TRUCK	R	7/25/2019			119019		
01 510230	VEHICLE MAINT & FUEL - ADM	DYE DIESEL FOR FUEL		5,500.00				
01 510230	VEHICLE MAINT & FUEL - ADM	DYE DIESEL FOR FUEL		395.10				5,895.10
4545	UNUM LIFE INSURANCE CO OF AMER							
I-201907235276	AUG 19 LTC PREMIUM PAYMENT	R	7/25/2019			119020		
01 500170	LIFE/LTD/LTC INSURANCE	AUG 19 LTC PREMIUM P		252.90				
I-UNM201907095257	LONG TERM CARE ER	R	7/25/2019			119020		
01 22060	OTHER INSURANCE PAYABLE	LONG TERM CARE ER		1.75				
I-UNM201907235273	LONG TERM CARE ER	R	7/25/2019			119020		
01 22060	OTHER INSURANCE PAYABLE	LONG TERM CARE ER		1.75				256.40
4668	UTAH WATER CONSERVATION FORUM							
I-201907225271	MEMBERSHIP/8-2019 THRU 7-2020	R	7/25/2019			119021		
01 510430	GENERAL ADMINISTRATIVE	MEMBERSHIP/8-2019 TH		300.00				300.00
4755	WASATCH PROPANE, INC.							
I-143850	PROPANE FOR FORKLIFT	R	7/25/2019			119022		
01 570230	VEHICLE MAINT & FUEL - VEH	PROPANE FOR FORKLIFT		58.21				58.21
4870	WELLS FARGO ADVISORS							
I-201907225272	S ELLIS 401(K) LOAN PAYOFF	R	7/25/2019			119023		
01 22040	RETIREMENT CONTRIB PAYABLE	S ELLIS 401(K) LOAN		8,091.66				8,091.66
4880	WEST VALLEY CITY							
I-3251	EXCAVATION PERMIT FEES	R	7/25/2019			119024		
01 530210	REPAIR SUPPLIES - CONST	EXCAVATION PERMIT FE		3,062.50				3,062.50
4960	STANDARD AUTOMATION & CONTROL							
I-937050521	Wonderware Renewal	R	7/25/2019			119025		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	Historian Renewal		2,030.00				
01 510440	COMPUTER SUPPLIES/EQUIPMENT	Wonderware Renewal		7,366.87				9,396.87
1	J-MAC RADIATOR							
I-13493	AC REPAIR TO #5	R	7/31/2019			119026		
01 570230	VEHICLE MAINT & FUEL - VEH	AC REPAIR TO #57		105.05				105.05
1	SL COUNTY HEALTH DEPT,							
I-IN0246690	,DISPOS	V	7/31/2019			119027		25.20
1	SL COUNTY HEALTH DEPT, VOIDED							
M-CHECK	SL COUNTY HEALTH DEPT, VOIDED	V	7/31/2019			119027		25.20CR

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1142	ALLIANZ CONSULTING SOLUTIONS, I-201907295278 01 510540	R	7/31/2019 JUN 19 CC FEE REDUC	208.68		119028		208.68
1721	CHASE CARD SERVICES I-201907295279 01 510410 01 510410 01 510410 01 510410 01 510440 01 510440 01 510440 01 510440 01 570230 01 510410 01 510440 01 570240 01 510440 01 510440 01 510440 01 510410 01 510440 01 510410 01 510440 01 510410 01 510430 01 510430 01 510480 01 510480	R	7/31/2019 JUL 2019 PURCHASES OFFICE SUPPLIES/PRINTING OFFICE SUPPLIES/PRINTING OFFICE SUPPLIES/PRINTING OFFICE SUPPLIES/PRINTING COMPUTER SUPPLIES/EQUIPMENT COMPUTER SUPPLIES/EQUIPMENT COMPUTER SUPPLIES/EQUIPMENT VEHICLE MAINT & FUEL - VEH OFFICE SUPPLIES/PRINTING COMPUTER SUPPLIES/EQUIPMENT TOOLS - VEH COMPUTER SUPPLIES/EQUIPMENT COMPUTER SUPPLIES/EQUIPMENT COMPUTER SUPPLIES/EQUIPMENT OFFICE SUPPLIES/PRINTING COMPUTER SUPPLIES/EQUIPMENT OFFICE SUPPLIES/PRINTING OFFICE SUPPLIES/PRINTING GENERAL ADMINISTRATIVE GENERAL ADMINISTRATIVE TRAINING & EDUCATION - ADM TRAINING & EDUCATION - ADM	6.79 107.78 69.26 113.78 102.89 160.47 97.20 99.80 404.99 49.99 29.13 119.98 368.54 43.98 13.60 8.99 81.96 49.99 114.80 114.80 400.00 248.00		119029		2,806.72
1725.5	CINTAS CORPORATION I-4026381390 01 510220 I-4026907656 01 510220	R	7/31/2019 WEEKLY MATS & DUST MOP BUILDING & GROUNDS WEEKLY MATS & DUST MOP BUILDING & GROUNDS	79.96 79.96		119030 119030		159.92
1735	CODALE I-S6777597.001 01 550210	R	7/31/2019 Electrical cover REPAIR SUPPLIES - WW	86.27		119031		86.27
1735.5	CODY EKKER CONSTRUCTION I-19B:NO 3 01 520920-19B	R	7/31/2019 PMT 3-FINAL/19B:MANHOLE REHAB MANHOLE REHABILITATION PROJECT	11,496.79		119032		11,496.79

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1741	I-CLA201907095257 01 22050	COLONIAL LIFE & ACCIDENT INSUR COLONIAL LIFE INS AFTER TAX HEALTH INSURANCE PAYABLE	R 7/31/2019			119033		
	I-CLA201907235273 01 22050	COLONIAL LIFE INS AFTER TAX HEALTH INSURANCE PAYABLE	R 7/31/2019	86.73		119033		
	I-CLP201907095257 01 22050	COLONIAL LIFE INS PRETAX HEALTH INSURANCE PAYABLE	R 7/31/2019	86.73		119033		
	I-CLP201907235273 01 22050	COLONIAL LIFE INS PRETAX HEALTH INSURANCE PAYABLE	R 7/31/2019	78.04		119033		
				78.04				329.54
1930	I-4952277 01 500130	DENTAL SELECT AUG 2019 PREMIUM PAYMENT HEALTH INSURANCE	R 7/31/2019			119034		
	I-DIF201907095257 01 500130	HEALTH INSURANCE DENTAL INSURANCE FAMILY	R 7/31/2019	557.12		119034		
	I-DIS201907095257 01 500130	HEALTH INSURANCE DENTAL INSURANCE SINGLE	R 7/31/2019	338.92		119034		
				5,369.60				
				214.88				6,480.52
1945	I-201907295280 01 510470	DEX YP JUL 2019 ADVERTISING CHARGE TELEPHONE	R 7/31/2019			119035		
				129.00				129.00
2168	I-79-901623 01 570230	FACTORY MOTOR PARTS SHOP SUPPLIES	R 7/31/2019			119036		
	I-98-226760 01 570230	VEHICLE MAINT & FUEL - VEH SHOP SUPPLIES	R 7/31/2019	256.15		119036		
		VEHICLE MAINT & FUEL - VEH		41.90				298.05
2184	I-201907305281 01 510480	FARRER, NATHAN M&IE/ASP EXAM COURSE/SAN FRAN TRAINING & EDUCATION - ADM	R 7/31/2019			119037		
				184.00				184.00
2184.1	I-UTSAL59182 01 510490	FASTENAL COMPANY PPE VENDING SUPPLIES SAFETY EXPENSE	R 7/31/2019			119038		
				369.10				369.10
2380	I-9177972198 01 550210	GRAINGER INC Dry well switch REPAIR SUPPLIES - WW	R 7/31/2019			119039		
				299.25				299.25
2480	I-11561044 01 520270	HACH COMPANY Chlorine Chemkeys WATER TESTING FEES	R 7/31/2019			119040		
				1,081.70				1,081.70



VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2540	DEXTER MWR, LLC I-90040387 PART FOR ROLLER TRAILER	V	7/31/2019			119041		5.92
2540	DEXTER MWR, LLC M-CHECK DEXTER MWR, LLC	VOIDED V	7/31/2019			119041		5.92CR
2637	INDUSTRIAL SAFETY EQUIPMENT, L I-2019-17805 GAS DETECTOR	R	7/31/2019			119042		
	01 510490 SAFETY EXPENSE	GAS DETECTOR		131.82				
	I-2019-17898 GAS DETECTORS	R	7/31/2019			119042		
	01 510490 SAFETY EXPENSE	GAS DETECTORS		251.79				
	I-2019-17904 PPE - RUBBER BTS, NECK SHADES	R	7/31/2019			119042		
	01 510490 SAFETY EXPENSE	PPE - RUBBER BTS, NE		29.70				413.31
2772	JOHNSON, KRISTY I-201907305282 REIMB JULY TOWNHALL MTG FOOD	R	7/31/2019			119043		
	01 510430 GENERAL ADMINISTRATIVE	REIMB JULY TOWNHALL		94.15				94.15
3389	ONESOURCE PROPERTY MAINTENANCE							
	I-9594 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		82.50				
	I-9595 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		82.50				
	I-9596 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		82.50				
	I-9598 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		55.00				
	I-9599 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		55.00				
	I-9600 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		82.50				
	I-9601 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		82.50				
	I-9602 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		632.50				
	I-9645 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		1,100.00				
	I-9646 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		160.00				
	I-9647 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		900.00				
	I-9648 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		220.00				
	I-9697 Grounds Maintenance	R	7/31/2019			119044		
	01 530210 REPAIR SUPPLIES - CONST	2Grounds Maintenance		82.50				3,617.50

8/12/2019 2:17 PM  
 VENDOR SET: 01 Granger - Hunter Improvem  
 BANK: GENCK GENERAL - CHECKING  
 DATE RANGE: 6/01/2019 THRU 7/31/2019

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4430	TIRE WORLD							
I-89397	2 TIRES FOR ROLLER TRAILER	R	7/31/2019			119046		
01 570230	VEHICLE MAINT & FUEL - VEH	2	TIRES FOR ROLLER T	269.04				269.04
4435	TITUS INDUSTRIAL GROUP INC.							
I-7114	Large Meter Infrastructur	R	7/31/2019			119047		
01 520920	INFRASTRUCTURE PURCHASES	Large	Meter Infrastr	1,533.60				
01 520920	INFRASTRUCTURE PURCHASES	Large	Meter Infrastr	129.00				1,662.60
4590	UTAH CORRECTIONAL INDUSTRIES							
I-197UC0000004706	SCANNING	R	7/31/2019			119048		
01 520520	PROFESSIONAL CONSULTING - ENG	SCANNING		5,444.68				5,444.68
4730	W-CUBED INC							
I-2119-081	REPAIR SUPPLIES - WW	R	7/31/2019			119049		
01 550210				1,567.64				1,567.64
4800	WATERFORD SYSTEMS, INC.							
I-190204	Chlorine tablets for Andr	R	7/31/2019			119050		
01 510440	COMPUTER SUPPLIES/EQUIPMENT	Chlorine	tablets for	966.00				966.00
4995	WORKFORCE QA							
I-537181	RANDOM EMPLOYEE DRUG TESTING	R	7/31/2019			119051		
01 510520	PROFESSIONAL CONSULTING	RANDOM	EMPLOYEE DRUG	135.00				135.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	305	4,214,752.66	0.00	4,217,616.19
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	41	360,473.82	0.00	360,473.82
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	4	VOID DEBITS 2,981.15		
		VOID CREDITS 3,012.27CR	31.12CR	0.00

TOTAL ERRORS: 0

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

G/L ACCOUNT	NAME	AMOUNT
01 11550	WAT & SEW REV 2012 RESERV - B	5,526.00
01 21015	AMEX/MC PAYABLE	90,415.57
01 22040	RETIREMENT CONTRIB PAYABLE	33,529.04
01 22050	HEALTH INSURANCE PAYABLE	1,502.74
01 22060	OTHER INSURANCE PAYABLE	8.75
01 22061	LEGAL SHIELD PAYABLE	267.90
01 22062	VOLUNTARY LIFE PAYABLE	809.12
01 22070	EMPLOYEE RESERVE - GYM	235.00
01 22080	GARNISHMENT PAYABLE	1,431.84
01 22090	CAFETERIA PLAN PAYABLE	17,647.60
01 23010	FEDERAL W/H & MEDICARE PAYABLE	72,848.27
01 23020	STATE W/H PAYABLE	16,386.10
01 41020	SEWER SERVICE CHARGES	7,989.08
01 41050	INSPECTION FEES	175.00
01 43099	MISC INCOME	4,483.47
01 500110	STATE RETIREMENT PLAN	129,541.57
01 500120	401K PLAN EXPENSE	84,731.79
01 500130	HEALTH INSURANCE	220,389.74
01 500150	MEDICARE	10,475.19
01 500160	WORKERS COMP INS	6,383.50
01 500170	LIFE/LTD/LTC INSURANCE	12,152.13
01 510220	BUILDING & GROUNDS	10,071.95
01 510230	VEHICLE MAINT & FUEL - ADM	18,429.73
01 510235	VEHICLE LEASE	28,451.70
01 510410	OFFICE SUPPLIES/PRINTING	2,958.59
01 510420	POSTAGE & MAILING	26,378.82
01 510430	GENERAL ADMINISTRATIVE	4,755.26
01 510440	COMPUTER SUPPLIES/EQUIPMENT	53,022.49
01 510450	GENERAL INSURANCE	974.02
01 510460	UTILITIES - ADMIN	13,253.37
01 510470	TELEPHONE	13,780.98
01 510480	TRAINING & EDUCATION - ADM	24,921.76
01 510490	SAFETY EXPENSE	3,625.62
01 510500	LEGAL EXPENSE	2,900.95
01 510510	ACCOUNTING & AUDIT	11,000.00
01 510520	PROFESSIONAL CONSULTING	1,492.60
01 510530	PUBLIC RELATIONS/CONSERVATION	2,925.43
01 510540	BANKING & BONDING EXPENSE	1,600.83
01 520240	TOOLS & SUPPLIES - ENG	1,656.96
01 520270	WATER TESTING FEES	10,039.23
01 520520	PROFESSIONAL CONSULTING - ENG	48,599.45
01 520920	INFRASTRUCTURE PURCHASES	72,121.37
01 520920-16G	PARKING LOT OVERLAY	777.40
01 520920-17E	PRV STATION & LRG MTR REPLCMNT	52,412.60
01 520920-17F	TANK FARM PIPING	6,305.86
01 520920-18B	4100 S/WEST OF BANGERTER	7,080.36

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

G/L ACCOUNT	NAME	AMOUNT
01 520920-18C	METER 80 PIPING MODIFICATIONS	134,948.73
01 520920-18D	WELLS 14 & 12 CHEMICAL TRTMNT	2,920.64
01 520920-18F	HILLSDALE WWPS REMOVAL&PIPELN	11,842.56
01 520920-18H	PIONEER WWPS REPLACEMENT	3,746.00
01 520920-18J	GHID HEADQUARTERS LANDSCAPING	17,415.76
01 520920-18K	PRINTERS ROW WATERLINE REPLACE	6,326.50
01 520920-19B	MANHOLE REHABILITATION PROJECT	229,457.19
01 520920-19C	2200 W WATERLINE PROJECT	10,517.78
01 530210	REPAIR SUPPLIES - CONST	55,017.11
01 530240	TOOLS & SUPPLIES - CONST	1,640.28
01 530250	WATER SUPPLY EXPENSE	1,579,628.24
01 530260	WATER TREATMENT CHEMICALS	18,675.27
01 530280	UTILITIES - WATER/OPS	157,748.88
01 550210	REPAIR SUPPLIES - WW	49,398.83
01 550230	VEHICLES MAINT & FUEL - WW	5,307.15
01 550240	TOOLS & SUPPLIES - WW	126.66
01 550280	UTILITIES - WW	19,782.39
01 560210	REPAIR SUPPLIES - METER	615.43
01 570230	VEHICLE MAINT & FUEL - VEH	11,797.37
01 570240	TOOLS - VEH	534.13
01 580310	FACILITY OPERATION - C.V.	633,316.39
01 580320	PROJECT BETTERMENTS- C.V.	257,955.36
01 580340	PRETREATMENT FIELD - C.V.	46,883.31
01 580350	LABORATORY - C.V.	37,450.30
01 580380	CVW DEBT SERVICE	148,571.02
	*** FUND TOTAL ***	4,578,090.01

VENDOR SET:	BANK:	GENCK TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
01	GENCK	TOTALS:	350	4,578,090.01	0.00	4,578,090.01
BANK:	GENCK	TOTALS:	350	4,578,090.01	0.00	4,578,090.01
REPORT TOTALS:			350	4,578,090.01	0.00	4,578,090.01

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: 6/01/2019 THRU 7/31/2019  
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: YES  
REPORT FOOTER: NO  
CHECK STATUS: NO  
PRINT STATUS: \* - All



## HR/Maintenance Report August 2019

### **Granger-Hunter Employee Changes/HR**

- We have four openings to be fully staffed and are working on filling these positions.

### **Employee Training**

- Trench Safety – 22 Employees – 7/1/2019 GHID Office
- Pretreatment/Cityworks Training – 6/27/2019 – 10 Employees – GHID Office
- Lockout/Tagout – 7/1/2019 – 17 employees – GHID Office
- Townhall Meeting – 7/16/2019 – 61 Employees attended – GHID Office
- Quest – Impact Training – Kristy Johnson – 7/11-12/2019 – SLC
- Multi-Chamber Luncheon – Louie and Clint – 7/18/19 JWCD
- ASP Exam Prep – Nathan Farrer – San Francisco – 8/5-8/2019

### **Anniversaries**

- Just as a reminder, these were those employees who have an anniversary this month.
  - Troy Belliston      Wastewater PS Division Supervisor      23 Years
  - Bruce Loveland      Wastewater Maint II      20 Years
  - Jason Helm      Assistant General Manager      7 Years
  - Trina Gleason      Customer Service Lead      2 Years
  - Derrick McMichael      Water Maintenance II      2 Years
  - Daniel Barbosa      Meter Technician I      1 Year
  - Bobby Bateman      Water Maintenance I      1 Year
  - Darcy Brantly      Accountant      1 Year

### **Expenditures or Purchases Requiring Board Action**

- Consider an approval of an expenditure of \$ 60,000 to Energy Management Corp for a new pump at Armstrong Wastewater Pump Station. This includes \$56,933.55 for the new pump and an additional estimated cost for shipping.



## August 2019 Water Systems Board Report

### Water Line Breaks & Leaks

Breaks & Leaks Combined Totals															
GHID Breaks					GHID Leaks					Total Ruptures					
2015	2016	2017	2018	2019	Year	2015	2016	2017	2018	2019	2015	2016	2017	2018	2019
15	12	18	10	12	January	3	8	3	4	1	18	20	21	14	13
1	5	8	5	9	February	5	5	1	1	4	6	10	9	6	13
2	1	5	4	1	March	5	5	5	1	9	7	6	10	5	10
2	7	5	9	4	April	3	4	1	2	2	5	11	6	11	6
3	1	4	2	0	May	3	2	2	5	5	6	3	6	7	5
4	3	5	4	3	June	6	1	3	7	5	10	4	8	11	8
3	5	5	5	4	July	10	7	9	5	8	13	12	14	10	12
6	3	5	7		August	8	3	10	6		14	6	15	13	
2	3	9	6		September	9	5	5	6		11	8	14	12	
3	1	5	6		October	9	7	8	3		12	8	13	9	
11	6	2	13		November	4	6	9	4		15	12	11	17	
9	18	17	7		December	8	4	3	5		17	22	20	12	
<b>30</b>	<b>34</b>	<b>50</b>	<b>39</b>	<b>33</b>	<b>Totals to Date</b>	<b>35</b>	<b>32</b>	<b>24</b>	<b>25</b>	<b>34</b>	<b>65</b>	<b>66</b>	<b>74</b>	<b>64</b>	<b>67</b>
61	65	88	78	33	Annual Totals	73	57	59	49	34	134	122	147	127	67
	+13%	+47%	-22%	-15%			-9%	-25%	+4%	+36%		+2%	+12%	-14%	+4.7%
	% Change from Prior Year					% Change from Prior Year					% Change from Prior Year				

*Break=More than one customer out of service due to unscheduled repair to water line.*

*Leak=One customer or less out of service due to unscheduled repair to water line.*

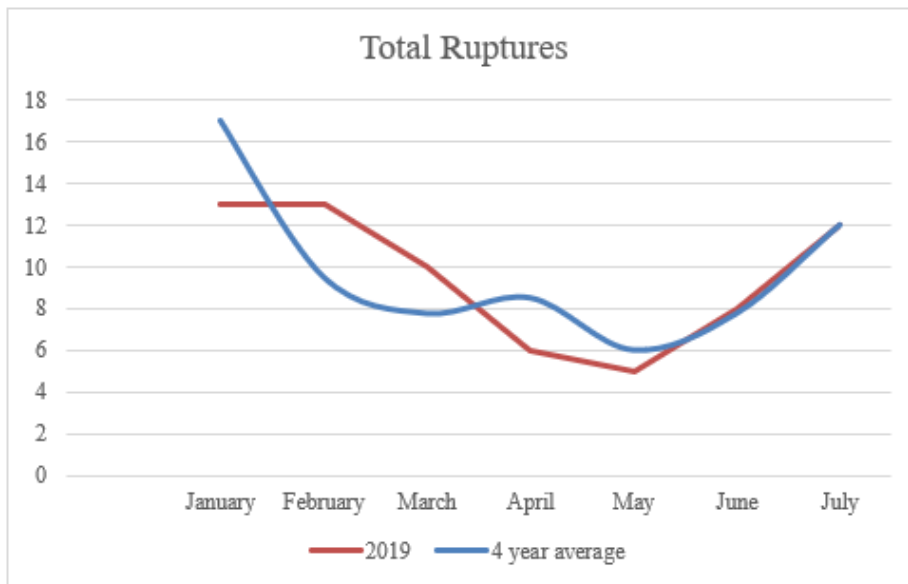


Figure 1: Water line breaks and leaks totaled four breaks and eight leaks in July 2019.

Figure 2: Breaks and leaks tracked in line with the four-year average during the months of June and July 2019.

## Fassio Circle Waterline Replacement Project (3143 South 4400 West)



Figure 3: New fire hydrant during installation at 4471 W Fassio Circle.



Figure 4: New fire hydrant after installation located at 4471 W Fassio Circle.



Figure 5: New road asphalt patch on 4400 W Fassio Circle.



Figure 6: New pipe installation located at 4400 W Fassio Circle.



## Valves & Fire Hydrants

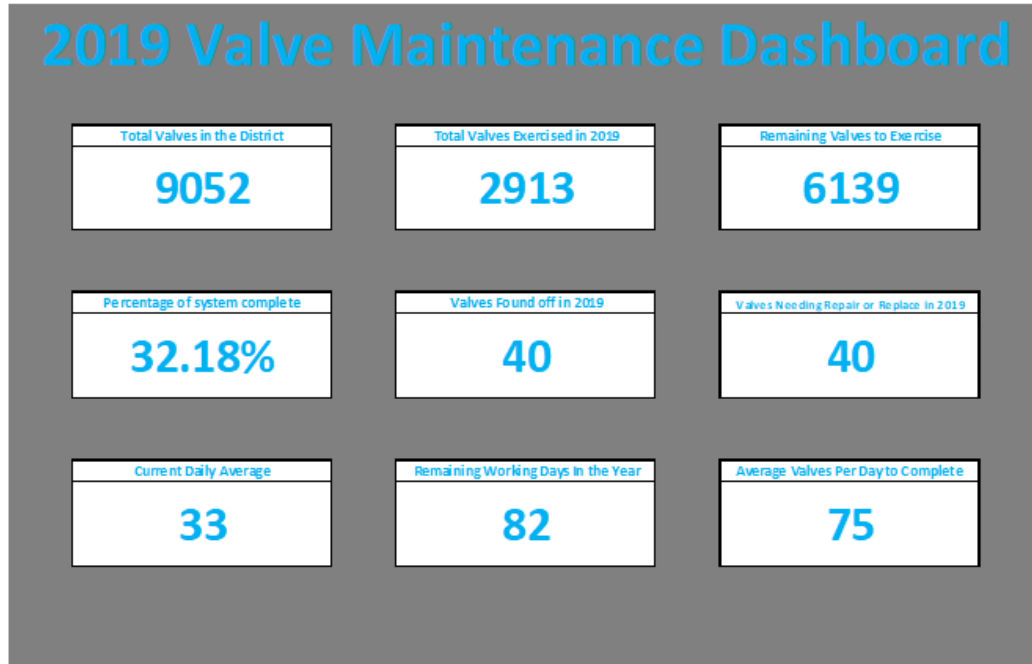


Figure 7: As of the end of July 2019 the District’s valve crew has inspected and exercised 2,913 valves which represents approximately 32 percent of the District’s valves.

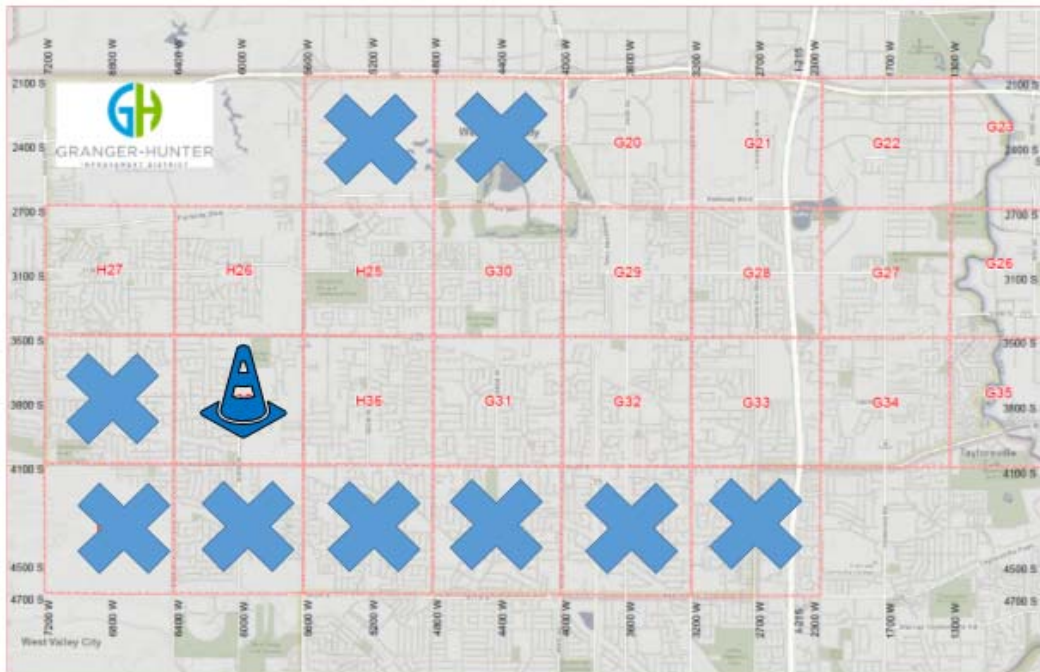


Figure 8: Current 2019 map of the valve inspections, the “X” indicates the area is complete and the cone indicates the current location of inspections taking place.

# 2019 Fire Hydrant Maintenance Dashboard

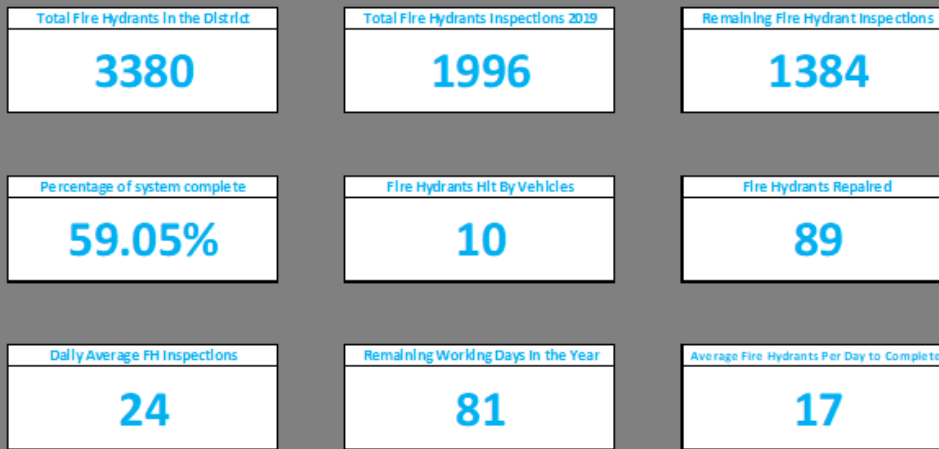


Figure 9: To date, the District’s fire hydrant maintenance crew has inspected 1,996 fire hydrants and have completed approximately 59 percent of the District’s fire hydrant inspections.



Figure 10: Current 2019 map of the fire hydrant inspections, the “X” indicates the area is complete and the cone indicates the current location of inspections taking place.

## Water Maintenance

In month of July the water maintenance crews completed 16 PRV inspections, 12 site inspections, 30 work orders, and responded to 37 water pressure complaints. Of the 37 water pressure complaints, only one was found to be a result of GHID system related issues and crews took immediate action to resolve the issue. all other water pressure complaints were found to be a result of faulty home pressure regulators or private sprinkler system issues.

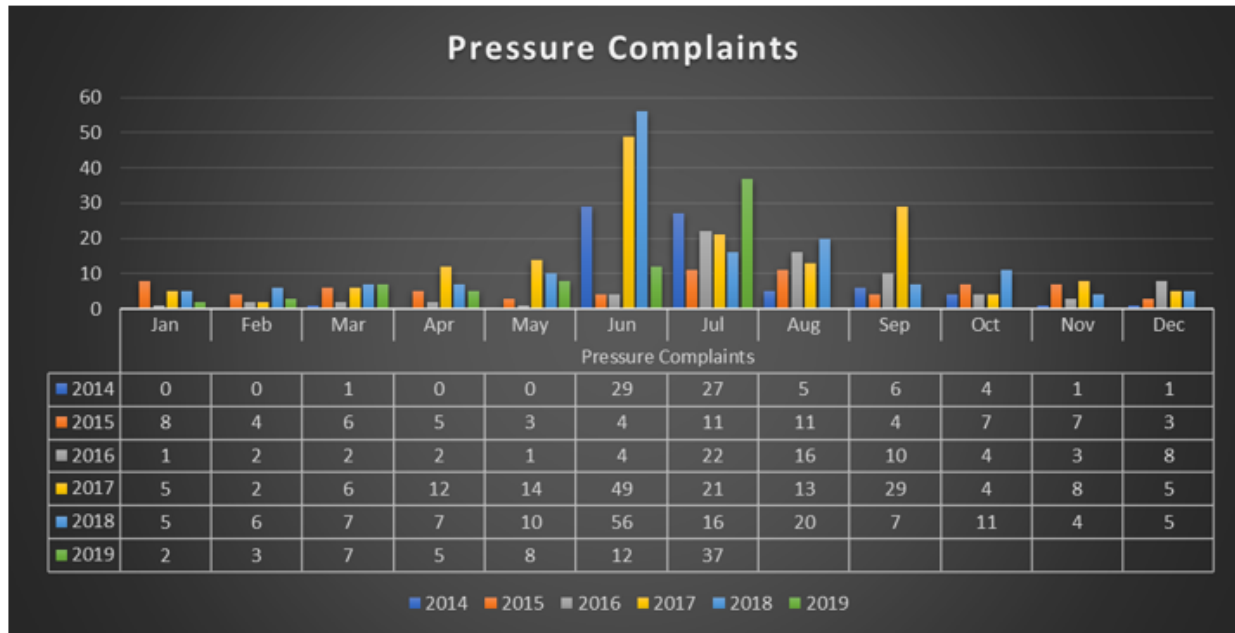


Figure 11: Water system pressure complaints by month and year.

# Wastewater Systems

## WW Pretreatment

Along with grease buildup solutions, pretreatment has investigated odor control solutions. The H<sub>2</sub>Sorb is what is pictured hanging in one of our manholes. This treatment block is designed to resorb H<sub>2</sub>S and simultaneously release a more appealing smell. The life expectancy of this treatment block is four to six months. If successful, we will look at other applications of this product.



Figure 12: Depicts the H<sub>2</sub>Sorb suspended in a manhole



Figure 13: Depicts location of the manhole being tested. Located just north of the WVC fitness center

## WW Maintenance

Throughout the months of June and July, the wastewater maintenance division helped out our WWPS maintenance division clean a few of the wet wells. We also began to clean and inspect our trunk line on 3100 S. Being understaffed has had a tremendous impact on our cleaning production for the year thus far, but I'm confident that we can get back close to where we should be by the end of the year.

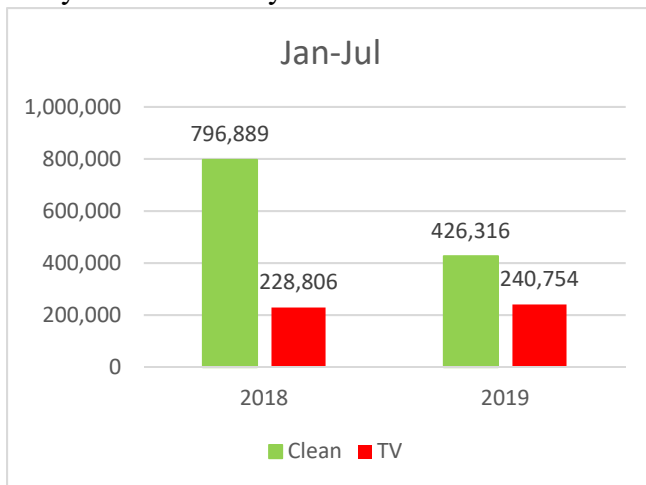


Figure 14: Depicts Jan-Jul 2018 and 2019 totals.

## *WW Pump Stations*

Using the entire departments help we were able to by-pass Wheeler lift station. During the process we changed out two inlet valves in the station. We also were able to clean all the debris from the floor of the wet well.



Figure 15: Using the Vactor truck to vacuum the grit and debris from the bottom of the wet well.



Figure 16: Pump by-passing the station from the inlet manhole to the pressure manhole.

Granger Hunter Improvement District  
2019 Q2 Loss Claim Report

Property Damage Loss Claims

Property Damage Loss Claims

Date	Description	Type	Cost
05/14/2019	Claimant's vehicle was allegedly damaged when they ran over a dislodged water valve lid	Vehicle	\$489.00
		Total Claims	\$489.00

GHID Vehicle Crash Loss Claims

Date	Description	Type	Cost
04/17/2019	GHID Track hoe was allegedly damaged when operator slid down embankment and struck a fence post	Collision	\$2,377.04
		Total	\$2,377.04

Workers Compensation Loss Claims

Date	Description	Type	Cost
05/20/2019	GHID employee allegedly injured his back when the concrete meter box lid slipped, and he tried to catch it	Total	1556.64
06/26/2019	GHID Employee was allegedly struck from behind while driving to a GHID PR activity.	Total	\$31.90
		Total	\$1,588.54

Granger Hunter Improvement District  
2019 Q2 Loss Claim Report

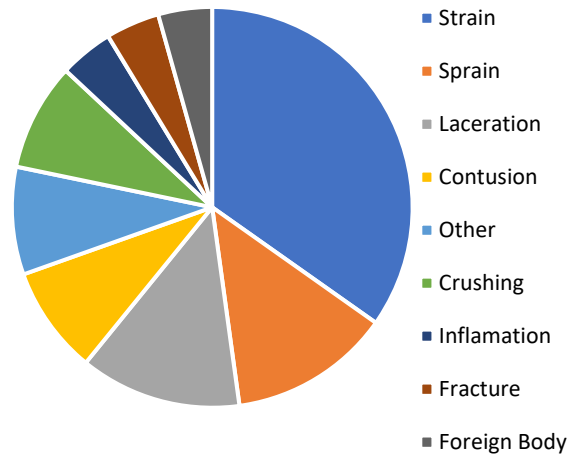
Workers Compensation

Loss Claim History		
Year	Claims	Cost
2013	5	\$2,366.79
2014	3	\$473.73
2015	5	\$2,910.43
2016	6	\$5,156.98
2017	5	\$1,970.06
2018	3	\$736.68
2019 Q1	0	\$0.00
<b>2019 Q2</b>	<b>2</b>	<b>\$1,588.54</b>
<b>Annual Average</b>	<b>3.63</b>	<b>\$1,900.40</b>

Q2 Near Misses

First Aid	5
Vehicle	3
<b>Total</b>	<b>8</b>

Injury Type, 2013-2019



# GRANGER-HUNTER IMPROVEMENT DISTRICT



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

## Personnel Rules and Regulations

Revised, effective as of August 28, 2018



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## CHAPTER 1 INTRODUCTION

### AT-WILL EMPLOYMENT

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

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

#### 1.1 Welcome

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

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

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

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

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

In pursuing the District's vision and mission, the core values are:

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

### 1.4 Administration

- A. The District is governed by a Board of Trustees (Board), the members of which are elected or appointed in conformance with the laws of the State of Utah. The Board exercises all powers and duties in the operation of District assets as are ordinarily exercised by the governing body of a political subdivision. The Board has ultimate responsibility and authority in the administration of the affairs of the District.
- B. The District General Manager manages the day-to-day operations and affairs of the District and the delegation of such responsibilities to other members of District Management.
- C. "District Management" means the District General Manager, the Assistant General Manager(s) and the Chief Financial Officer.
- D. Directors are included in the designation "supervisory personnel." When a Director delegates responsibility to a division manager, the division manager has supervisory authority in fulfilling the delegated assignment.

### 1.5 Policy Statement

- A. This document includes the personnel policies and procedures of the Granger-Hunter Improvement District (District). It is referred to as the Personnel Rules and Regulations Handbook (Handbook). This Handbook replaces all other previous manuals, personnel policies, rules and benefits. This manual sets forth District policy and procedures for personnel administration as required in Chapter 7 of the Administrative Policy and Procedures Manual.
- B. The information contained in this manual shall be considered District policy. The Board of Trustees reserves the right unilaterally to modify, delete or add to the personnel policies contained in this document at any time. The administration of all matters dealt with in this manual is the responsibility of the General Manager.

- C. The General Manager may establish additional rules and procedures as deemed necessary for the efficient and orderly administration and supervision of the District, provided that such rules and procedures do not conflict with those established in this manual.
- D. A copy of this manual, as well as any subsequent amendments or revisions, will be made available to all employees of the District. This Handbook is the sole and exclusive property of the District, and it shall not become the personal property of any individual. The Handbook may not be reproduced or copied for distribution and must be returned to the District upon termination of employment.
- E. These policies are for general guidance only. The policies and procedures expressed in this manual, as well as those in any other personnel materials that may be issued from time to time, save and except those policies and procedures pertaining to discipline, do not create a binding contract or any other obligation or liability on the District. Furthermore, any written material distributed to employees pursuant to state or federal law does not impose any contractual liability on the District. The District reserves the right to change its policies and procedures, including those pertaining to discipline, at any time for any reason without notice.

## CHAPTER 2 EMPLOYMENT

### 2.1 Equal Employment Opportunity

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

### 2.2 Antidiscrimination and Harassment Policy

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

- A. Prohibited Conduct. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual’s age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by law will not be tolerated. Prohibited behavior may include but is not limited to the following:
1. Written form such as cartoons, emails, posters, drawings, or photographs
  2. Verbal conduct such as epithets, derogatory comments, slurs or jokes
  3. Physical conduct such as assault, or blocking an individual’s movements
- B. Reporting Procedure for Employees. If any employee believes that he or she has been subject to any such discrimination or harassment, the employee must notify the employee’s Director, an Assistant General Manager 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 and 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, 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. Relatives already employed or employees who become relatives due to marriage may continue employment as long as there is no violation of the following provisions:

- 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. Outside 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); by posting notice on the District's website; or any other source that meets the needs of the District.

2.6 Introductory Period

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

2.7 Employment References

All requests for a job reference about a current or former employee shall be communicated to the Assistant General Manager of Administration. 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:
  - a. Require an applicant to submit to a background check as a condition of employment;
  - b. Periodically require existing employees to submit to a background check if, in the judgment of the District, the employee is in a position to affect the safety or security of its or water or wastewater system or to affect the safety or well-being of District patrons; and,
  - c. Require a person seeking access to submit to a background check as a condition of acquiring access.
2. If requested by the District, the Utah Department of Public Safety may be asked to complete an FBI background check for each applicant, person seeking access, or existing employee through a national criminal history system.
  - a. The District may make an applicant's employment with the District or the access of a person seeking access conditional pending completion of a background check under this chapter.
  - b. 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.
  - c. 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.

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.

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## 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.

### **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. Trustees are considered part-time employees.

### **4.5 Employees Who Change Classifications**

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

### **4.6 EFRE Designation**

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

## CHAPTER 5 WORK SCHEDULES

### 5.1 Attendance and Punctuality

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

### 5.2 Workweek

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

### 5.3 Schedules

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

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

### 5.4 Working Scheduled Hours

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

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

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

## 5.5 Overtime/Compensatory Time

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

### A. Non-exempt Employees

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

If a Director determines to pay an employee for overtime worked in a cash payment, such payment shall be made in conjunction with the pay period in which the overtime took place.

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

B. Exempt Employees

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

5.6 EFRE Assignments

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

A. Designation

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

1. A **Phase I** emergency is a general call out -- *e.g.*, a meter needing to be turned back on after a shut off, a leaky meter needing repair, or any small matter.
2. A **Phase II** emergency includes situations such as a break in a water main line, a plugged or backed up sewer.
3. A **Phase III** emergency is a major catastrophe to which multiple units must respond and/or to which District Management must respond.

B. Duration

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

C. Duties

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

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

D. Substitution for EFRE

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

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

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

A. Call-back Safety

The District intends that employees do not work continuously without adequate rest. Therefore, if an employee is called out and works outside of the regularly scheduled

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

B. Compensation for EFRE

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

C. Premium Pay

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

**CHAPTER 6  
EMPLOYEE PAY**

6.1 Pay Period

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

6.2 Payday

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

6.3 Payday Falling on a Holiday

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

6.4 Payroll Forms

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

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

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

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

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

6.6 Payroll Deductions

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

6.7 Method of Payment

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

6.8 Advances

The District will not give advances in pay.



**CHAPTER 7  
EMPLOYEE BENEFITS**

7.1 Insurance Benefits

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

A. Health and Dental Insurance

New full-time employees become eligible to receive health and dental insurance on the first day of the month following their date of hire with the District. Information on health and dental coverage is provided in the summary plan description. Additional information may be obtained from a member of District Management or the employee's Director.

B. Health Savings Accounts

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

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

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

7.2 Pension and Retirement Benefits

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

A. District Defined Contribution Plan

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

B. Utah State Retirement Plan

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

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

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

Trustees 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. Paid sick leave accumulated during any calendar year will be available for the employee's use as it is accumulated. Accrued sick leave, without limit, may be carried over from year to year until retirement.
3. 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.
4. 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.
5. Paid sick leave is a benefit provided by the District to full-time employees to support employees in times of personal or family illness. An employee's sick leave utilization may be restricted when, in the opinion of the employee's Director, the employee is abusing the benefit. At the discretion of District Management or the employee's Director, a physician's note or other evidence of illness may be required if the illness extends for three days or more.

C. Vacation Leave

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

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

4. Employees accrue vacation time as follows:

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

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

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

D. Compensatory Leave

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

E. Funeral Leave

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

F. Court Leave

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

G. Training Leave

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

H. Workers' Compensation

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

I. Restricted Duty Policy

1. Except as otherwise provided by law, ~~a~~ full-time 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 workweeks of unpaid leave during any 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 of unpaid family or medical leave ("Family Leave"). Details and conditions of FMLA leave are described in the Federal notice, "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, toward Family Leave. An employee who takes Family Leave for his or her own serious illness must apply all paid sick and vacation leave to the Family Leave.
4. To the extent that the employee has accrued sick and/or vacation leave, the Family Leave will be paid leave. The balance of Family Leave will be unpaid.

##### B. Unpaid Personal Leave

1. Full-time Employees
  - a. In its sole discretion, the District may allow full-time employees to take unpaid personal leave.



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

## 2. Part-time Employees

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

### C. Unpaid Funeral Leave

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

## 7.5 Military Leave of Absence

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

- A. Health Benefits. The District shall continue to pay its portion of the cost of medical and dental benefits for a period of up to 24 months following the commencement of active military service. The employee may use accrued sick leave and/or annual leave,

to the extent available, to pay the employee's portion of the benefits (if required); otherwise, the employee is responsible for paying his or her respective portion. The Board, in its discretion, may approve exceptions to this policy on a case-by-case basis. Certain benefits may also be extended in accordance with COBRA.

- B. Medical Examination. When an employee is released from active military service and is ready to return to work at the District, that person may be sent for a medical examination and for alcohol and drug testing at the District's expense. The purpose of the examination is to determine the employee's fitness for re-employment.
- C. Benefits. An employee, having been released from active military service, who is returning to employment with the District, shall retain all annual, sick, and other leave to which the employee was entitled immediately prior to the commencement of active military service, except any leave used to pay for health benefits under Section 7.5 A. above. An employee shall also receive and earn benefits and compensation at a level not less than that to which the employee would have been entitled had that person not been absent due to active military service. The employee will not receive annual leave or sick leave accruals while on long-term military leave and will not be paid for holidays.

#### 7.6 Short-Term Military Leave

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

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

## 7.7 Disability Leave

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

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

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

## 7.8 Education Leave

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

## 7.9 Training and Development

### A. Purpose

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

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

## B. Tuition Assistance Program

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

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

## C. Program Guidelines

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

1. Employees must be employed by the District in a full-time position for a minimum of twelve (12) consecutive months, have satisfactory job performance and is not on a probationary status.
2. Employees must submit an education plan to District Management for approval as part of the annual budget. Employees must attend classes on their own time and will not receive wages for time spent in class or traveling to or from class. Employees should make every effort to take classes outside of regular work hours; however, irregular work schedules may be considered on a case-by-case basis but must be approved by the employee's direct supervisor and Director. (Certain District positions may not allow for irregular work hours and the employee may need to move to a different position that can accommodate irregular work hours, when one becomes available and if the employee can qualify for the position.)
3. When classes are completed, the employee must give District Management a copy of the employee's transcript along with copies of receipts for tuition, fees, books and supplies;
4. Eligible education costs include tuition, fees, books, supplies and equipment necessary for the class, and fees for the purpose of testing. Costs for supplies the employee may keep after the course (such as computers, calculators, software, tools, etc.) are not eligible for reimbursement.
5. Based on the employee's grades, the District will reimburse the employee for all or part of the eligible educational expenses in an amount not to exceed

~~\$5,000.00~~~~,500.00~~ per calendar year. The District will reimburse up to 100% of the educational expenses if the employee receives an A or B grade or a passing grade if no letter grades are given. Any class with a “C” grade may be eligible for up to 50% reimbursement.

6. Any employee who receives a reimbursement will be expected to continue employment with the District beyond the reimbursement date. If the employee terminates employment with the District for *any* reason within 12 months of the reimbursement, the employee must repay the total reimbursement amount to the District and/or it will be deducted from the employee’s final paycheck. If an employee terminates after 12 months but before 24 months from reimbursement, the employee will be required to repay 2/3 of the reimbursement amount. If an employee terminates after 24 months but before 36 months from reimbursement, the employee will be required to repay 1/3 of the reimbursement amount.
7. An employee who receives grants, scholarships, Veteran’s Administration benefits or other educational financial aid must completely utilize these funding sources prior to receiving any District assistance funds.

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

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

#### 7.10 Other Post-employment Benefits

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

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

1. Payment in cash equal to 100% of the value of the employee’s accrued, unused sick leave; or
2. Sick leave conversion to health and dental insurance with 12 hours of accrued unused sick leave being the equivalent of 1 month of fully paid insurance coverage. If the retiring employee is sharing in any cost of the insurance premium, and continues on the same plan after retirement, the retiring employee is responsible for any additional premium cost. The post retirement insurance benefit is available until the sick leave balance has been exhausted or the employee is eligible for Medicare benefits. This benefit is also

available to an employee's legal spouse until the sick leave balance has been exhausted or the spouse is eligible for Medicare benefits. The sick leave conversion benefit will continue for the employee's spouse even upon the death of the retired employee subject to the same provisions as outlined in this chapter.

B. Other benefits that may be required by law.

**CHAPTER 8  
ETHICS, CONDUCT AND DISCIPLINE**

8.1 Ethics

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

- A. District employees and Trustees are subject to the Utah Public Officers and Employees Ethics Act (Ethics Act) and the Utah Procurement Code (Procurement Code). As such, the acceptance of a gift by any employee, officer or Trustee shall be in accordance with the provisions outline in the Ethics Act and Procurement Code. It is the responsibility of the employee, officer or Trustee to ensure compliance with this section. Employees and Trustees 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 Trustee shall accept a gift having a value in excess of \$50.00. However, an employee or Trustee may accept an occasional, non-pecuniary gift that has a value in excess of \$50.00 and that either is perishable or time sensitive; provided, the gift is delivered to the General Manager within two days of receipt. The General Manager shall arrange for an appropriate distribution of the gift to all employees, generally, by random drawing to an employee, or as an award to an employee that is publicly given to recognize meritorious service to the District.
- B. Except for the District's Treasurer and Clerk, no employee in the District shall hold an office on the District Board of Trustees or any political office if that position would detract from the employee's performance of their District responsibilities. This restriction shall not apply to voting district officers and delegates.
- C. No District employee or official shall, in the capacity as a District employee or official, make solicitation (whether orally or written) or in any other manner be involved in obtaining any assessments, contributions, or services for any political party from any other employee.
- D. Nothing in sections (2) and (3) above shall be construed to restrict the right of any employee to hold membership in and support a political party, to vote as he/she chooses, to express privately his/her opinions on political subjects and candidates, to maintain political neutrality, or to attend political meetings after working hours.

## 8.2 Standards of Conduct

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

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

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



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

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

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

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

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

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

### 8.4 Discipline Policy

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

## 8.5 Disciplinary Actions

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

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

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

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

8.6 Disciplinary Probation.

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

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

**CHAPTER 9  
OPEN DOOR POLICY**

9.1 Open Door Policy

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

9.2 Grievance

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

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

10.1 Drug and Alcohol Testing

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

10.2 Personal Appearance

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

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

### 10.3 Weapons

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

### 10.4 Bulletin Boards

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

### 10.5 Parking

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



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

10.6 Personal Use of Public Property

**A. Purpose:** This shall be known as the District's Personal Use of Public Property Policy, or the "Policy". It has been adopted for the purpose of regulating the use of District-owned, leased, held, operated or managed equipment, vehicles, office supplies, devices, tools, facilities and other District-owned personal and real property (herein "District Property").

**B. Background:** The Utah Legislature adopted, and the Governor signed into law, H.B. 163, with an effective date of July 1, 2019. H.B. 163 deals with the misuse of public funds and, more specifically, public property, inasmuch as public property was not previously included in the criminal statute to the same extent as public funds. Since the misuse of public property can result in criminal charges, including felony charges, the District desires to adopt this Policy to clarify what may constitute a misuse of District Property and to authorize the personal use of District Property under certain circumstances.

**C. Definitions:** For purposes of this Policy the following words will have the following meanings:

- 1. "Public Servant" means an elected official of the District; an appointed official of the District; an employee, consultant, or independent contractor of the District; or a person (including an individual, an entity, or an organization) hired or paid by the District to perform a government function. See Utah Code Ann. § 76-1-601(14). A person becomes a "Public Servant" upon the person's election, appointment, contracting or other selection, regardless of whether the person has begun to officially occupy the position of a Public Servant.

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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).

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3. “Authorized Personal Use” means any personal use that is authorized pursuant to this Policy. As provided in Utah Code Ann. § 76-8-402(1), a public servant may use District Property for a personal matter and personal use of District Property is allowed when: (a) (i) the public servant is authorized to use or possess the Public Property to fulfill the public servant’s duties owed to the District; (ii) the primary purpose of the public servant using or possessing the Public Property is to fulfill the public servant’s duties to the District; (iii) the personal use is in accordance with this Policy; and (iv) the public servant uses and possesses the District Property in a lawful manner in accordance with this Policy; or (b) the personal use of District Property is incidental, such as when: (i) the value provided to the District by the public servant’s use or possession of the Public Property for a public purpose substantially outweighs the personal benefit received by the public servant’s personal incidental use; and (ii) the incidental use is not prohibited by an applicable state or federal law. Any lawful personal use of District Property by a public servant that is not prohibited by applicable state or federal law is specifically authorized and allowed by this Policy. The District recognizes that third parties may benefit indirectly or directly from a public servant’s personal use, or official use, of the District’s Public Property, which benefit is specifically condoned and authorized by this Policy so long as and to the extent that the benefit does not otherwise violate an applicable law, rule or ordinance, including but not limited to state statutory law and rules and regulations of the District.

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**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

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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.

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**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.

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**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:**

**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.

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**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.

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

### **11.1 Purpose of District-Provided Information Technology Resources**

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

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

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

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

### **11.2 Purpose of this Policy**

The intent of this policy is to assure that:

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

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

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

### 11.3 Privacy Issues and Legal Implications

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

### 11.4 User Responsibilities

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

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

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

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

## **CHAPTER 12 VEHICLES**

### 12.1 Use of District Vehicles

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

### 12.2 Personal Use

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

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

12.3 Markings

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

12.4 Use of Personal Vehicles for District Business

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



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

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

#### 12.5 Conduct

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

## CHAPTER 13 TRAVEL POLICY

### 13.1 Purpose

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

### 13.2 Approved Travel

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

### 13.3 Travel Request Procedure

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

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

#### 13.4 Allowed Travel Expenses

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

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

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

- D. Car Rental. Car rental expense may be reimbursed if approval to rent a car for District purposes has been given in advance by the General Manager. Reimbursement for car rental will be no more than the compact car rate unless special circumstances require a larger vehicle. If a car rental expense is not approved, the traveler may be reimbursed for the actual cost of shuttles, taxis, public transportation or other forms of ground transportation. This policy does not apply if the traveler receives a mileage reimbursement for use of a personal vehicle.
- E. Meals and Incidental Expenses Allowance.
1. A Meals and Incidental Expenses Allowance (“M&IE”) shall be given to a traveler for each business day and for each travel day when the destination is at least 100 miles from the District’s Administrative office and when at least one overnight stay is required. The Utah Association of Special Districts annual meeting and the AWWA Intermountain Section annual conference shall be considered to be farther than 100 miles from the District’s Administrative office for purposes of this paragraph regardless of where the meeting is held.
  2. The District shall use the UAC Tables to calculate meal allowances or reimbursement for District travelers. The meal allowance is comprised of three parts as provided in the UAC: the time of day travel begins, the number of days at the travel destination; and the time of day travel ends. The daily allowance shall include up to three meals (breakfast, lunch and dinner) depending on the time of day travel begins and ends. Locations throughout the United States qualify for different daily meal allowances or reimbursements as provided under the UAC.
  3. If the cost of a traveler’s meal is paid as part of the registration fee, is paid as part of a District-sponsored meal, or the meal is provided by another party at no cost to the traveler, the portion of the meal allowance assigned to that meal will not be included as part of the M&IE allowance.
  4. Receipts are not required if the standard meal allowance is requested as reimbursement for all meals. When travelling outside of the state, the actual cost of the meals may be reimbursed subject to the provisions of the UAC provided receipts are included with the request.
  5. District travelers may be eligible for a reimbursement for payment of

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

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

### 13.5 Counting Business Days for Travel

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

Travel time is allowed as follows:

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

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

### 13.6 Post-Travel Reporting

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

than 30 days from the completion of travel.

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

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

### 13.7 Credit Cards

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

### 13.8 Travel Limitations

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

### 13.9 Per Diem and Travel Expense Rates

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

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

I have received and carefully read the Personnel Rules and Regulations handbook 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~~Assistant Manager.

### I. General Statement

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

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

### II. Definitions

For the purposes of this Policy:

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

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

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

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

**IV. Employees Subject to Testing**

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

**V. Collection and Testing**

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

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

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

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

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

**VII. District Action**

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

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

**VIII. Confidentiality**

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

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

**IX. Notice about Medical Marijuana**

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

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

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

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**IX.X. Notice**

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

**INFORMED CONSENT**

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

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

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

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

\_\_\_\_\_  
Signed

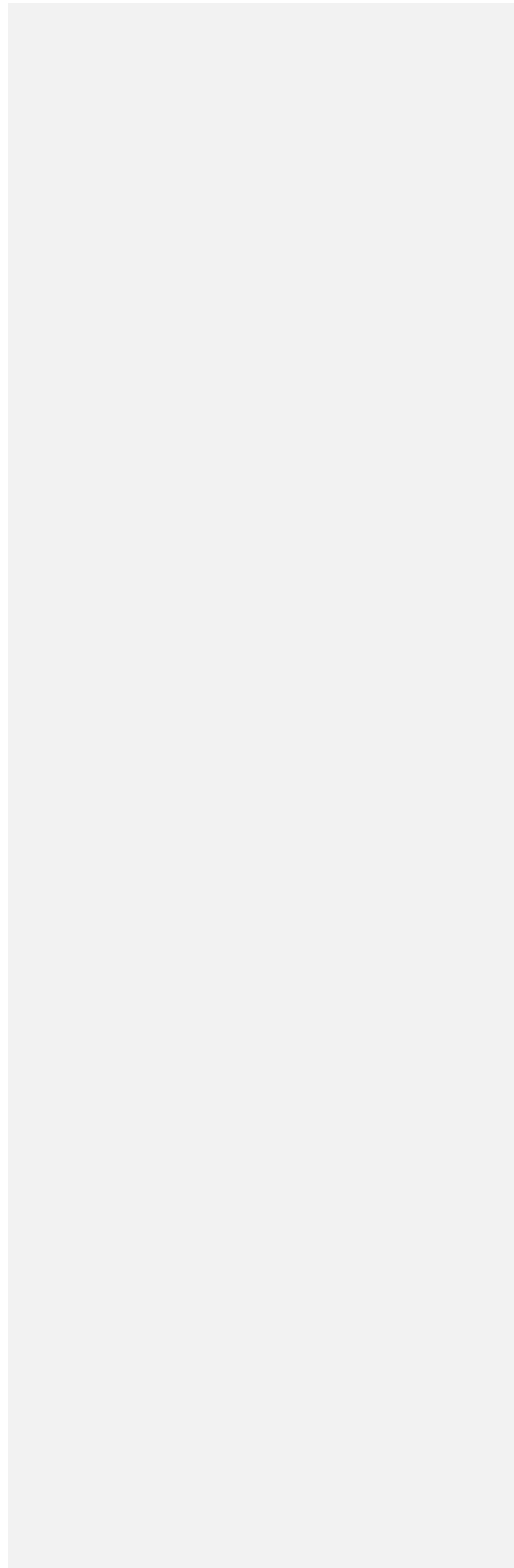
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Date



**GRANGER - HUNTER IMPROVEMENT DISTRICT**



GRANGER-HUNTER  
IMPROVEMENT DISTRICT

**ADMINISTRATIVE POLICY AND  
PROCEDURES MANUAL**

Revised, Effective as of August 28, 2018



GRANGER - HUNTER IMPROVEMENT DISTRICT

ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

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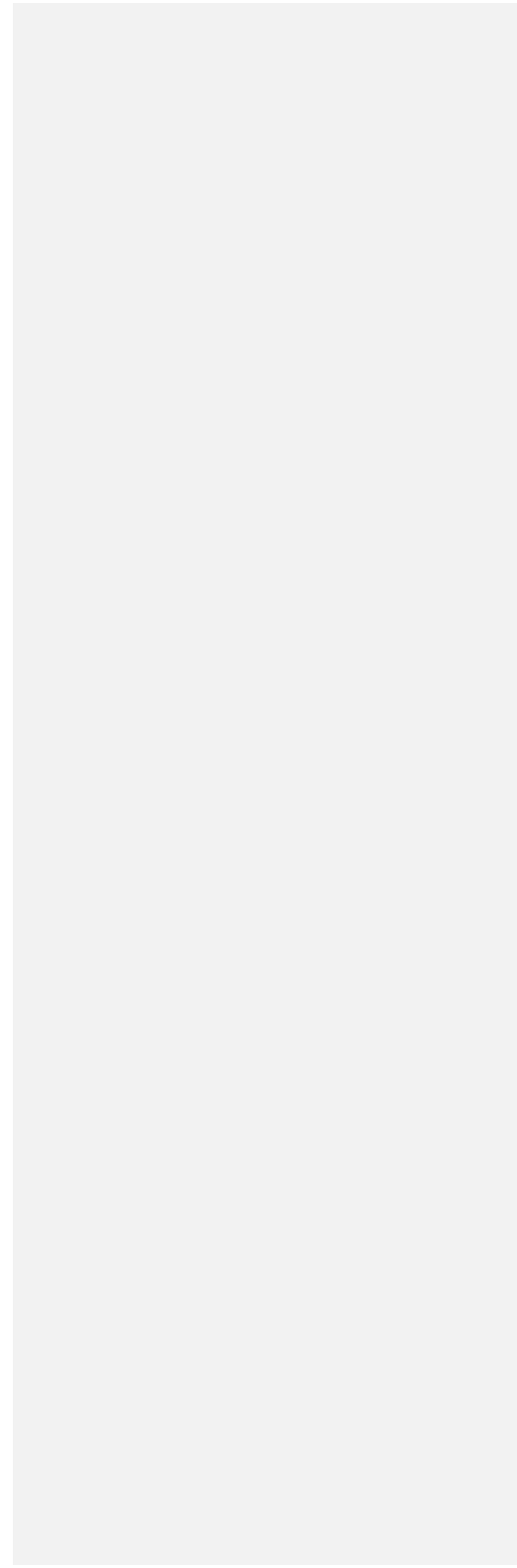
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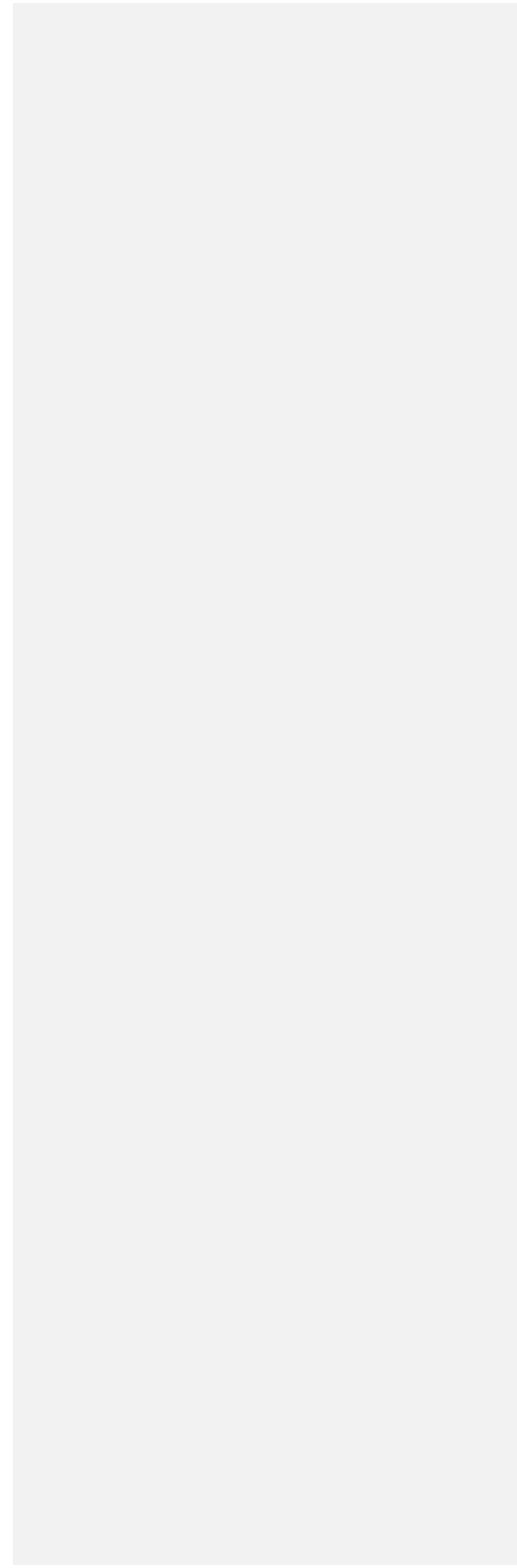
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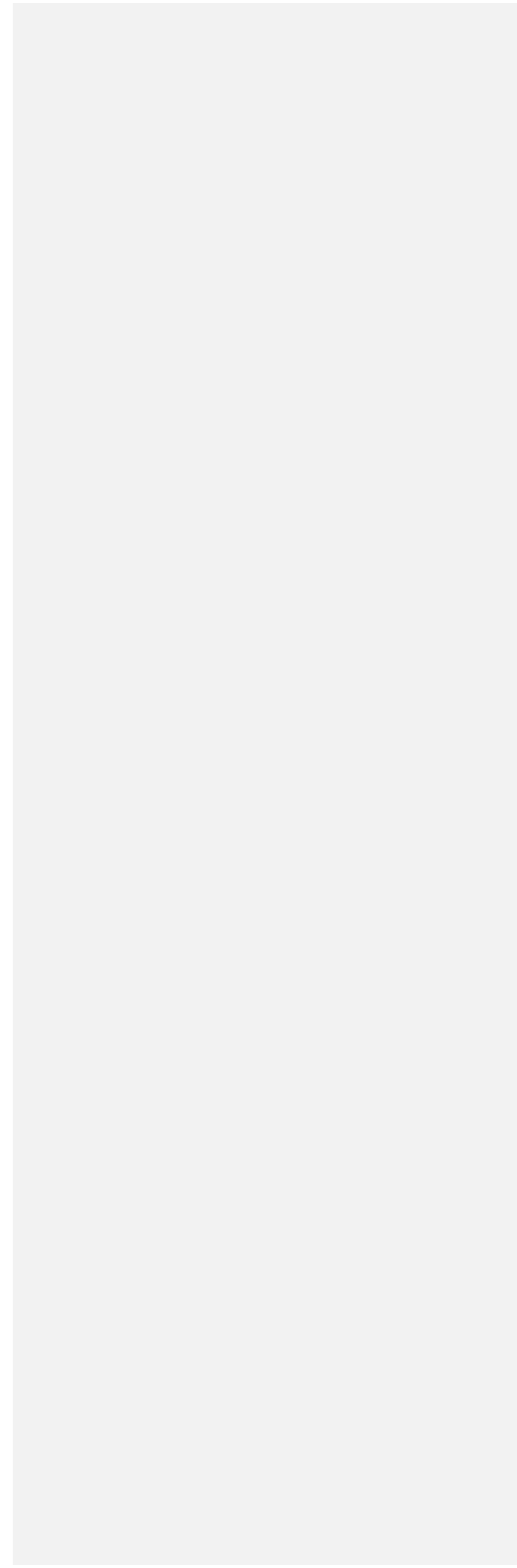
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CHAPTER 1  
INTRODUCTION

1.1 ADMINISTRATIVE POLICY

This Document shall be known as the Granger Hunter Improvement District ("District") Administrative Policies and Procedures Manual ("Manual").

1.2 VISION, MISSION and VALUE STATEMENTS

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

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

In pursuing the District's vision and mission, the core values are:

- 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 BOARD OF TRUSTEES

The Board of Trustees ("Board") shall govern, manage and conduct the business and affairs of the District and shall determine all questions of District policy. All powers of the District are exercised through the Board.

1.4 DISTRICT GOVERNMENT

- A. District government is vested in a Board of Trustees, the governing body of the District, and a General Manager appointed by the Board.
- B. The Board constitutes the policy-making body of the District and is presently composed of three (3) trustees elected by the voters within the District boundaries.
- C. The General Manager and the subordinate officers and employees will execute the will of the Board as expressed by Board policy and direction.

1.5 FUNCTIONS OF THE BOARD OF TRUSTEES

- A. The Board passes resolutions and policies, appropriates funds, and performs such other duties and responsibilities as are required of it or otherwise allowed by law.
- B. The Board establishes policy through broad general policy directives and general task assignments of a goal-oriented nature.
- C. The Board reviews the General Manager's performance and establishes the General Manager's compensation level annually.
- D. In every case, the will of the Board shall be expressed by a majority vote of a quorum of the Board. No statement or act of any individual member of the Board shall be viewed as the will of the Board.
- E. The Board will review this document annually, or as it otherwise determines is appropriate, to ensure that it is pertinent and current.

1.6 LIMITATIONS OF ACTIONS AND AUTHORITY OF THE BOARD

- A. Individual Trustees shall not give orders to any staff member or the General Manager, either publicly or privately, but may make suggestions and recommendations to the General Manager.
- B. Nothing in this section shall prevent a majority of a quorum of the Board from appointing committees of its own members to conduct investigations into the conduct of any officer, department, District governance, or any matter relating to the welfare of the District, and delegating to these committees such powers of inquiry as the Board may deem necessary.

CHAPTER 2  
TRUSTEES AND OFFICERS

2.1 QUALIFICATIONS FOR ELECTED TRUSTEES

- A. District Residence. Each Trustee shall be a registered voter at the location of the Trustee's residence and be a resident within the boundaries of the District.
- B. Oath of Office. Before entering upon the duties of office, each Trustee shall take and subscribe to the following oath or affirmation: "I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity." The failure of a Trustee to take the oath does not invalidate any official act of that member.

2.2 TRUSTEE ELECTION

Trustees are elected in conformance with the laws of the State of Utah. District employees shall not engage in recruiting individuals to be a candidate for the Board in any election or to be considered in filling a vacancy on the Board.

2.3 TERM OF OFFICE

- A. The term of each Trustee shall begin at noon on the first day of January following the member's election or appointment.
- B. The term of each Trustee shall be four years. The term of two of the Trustees expire simultaneously and the third member's term shall expire two years later.
- C. Each Trustee shall serve until a successor is duly elected or appointed and qualified, unless the member earlier is removed from office or resigns or otherwise leaves office.
- D. A Trustee is not limited in the number of terms the member may serve.

2.4 VACANCIES IN BOARD OF TRUSTEES

- A. Events Creating Vacancies. A vacancy in a Trustee's term of office shall be deemed to exist in the case of death, resignation, disqualification of the Trustee, or if a Trustee has been declared of unsound mind by order of a court, or if a Trustee has been convicted of a felony.

- B. Filling a Vacancy. Whenever a vacancy occurs on the Board, the remaining Trustees shall appoint a replacement to serve out the unexpired term in accordance with state law.

## 2.5 FIDELITY BONDS FOR ELECTED TRUSTEES

Each Trustee shall give a corporate surety bond, at the expense of the District, in the amount and with sureties prescribed by the Board, conditioned upon the faithful performance of the member's respective duties.

## 2.6 PRINCIPAL OFFICERS

The principal officers of the District shall consist of a Chair of the Board, a Clerk, a Treasurer, and such other officers as the Board shall from time to time establish.

## 2.7 QUALIFICATIONS; ELECTION AND TERM OF OFFICE

- A. Election. At the Annual Meeting, the Board shall choose one of its members as Chair of the Board, and shall choose another as Clerk and Treasurer, who may or may not be a member of the Board. The offices of Chair, Treasurer and Clerk may not be held by the same person.

- B. Term. The officers shall serve until the next Annual Meeting.

## 2.8 NOMINATION OF OFFICERS

Nominations of officers shall be made at the Annual Meeting.

## 2.9 RESIGNATION

Any officer may resign at any time by giving written notice to the Board or to the Clerk of the District. Any resignation shall take effect upon receipt of such notice or at any later time specified in the notice. Unless otherwise specified in the notice, acceptance of the resignation shall not be necessary to make it effective.

## 2.10 REMOVAL

Any officer elected by the Board may be removed by a majority vote of the Board whenever in its judgment the best interests of the District would be served.

## 2.11 VACANCIES IN OFFICES



The Board may fill a vacancy in any office because of death, resignation, removal, disqualification, or otherwise, for the unexpired portion of the officer's term. In the case of the Clerk or Treasurer, the Chair may appoint a new Clerk or Treasurer to serve until such time as the Board shall elect a successor and the person or persons so elected have qualified.

## 2.12 DUTIES OF THE CHAIR OF THE BOARD

The Chair of the Board shall:

- A. Preside at all meetings of the Board.
- B. Execute on behalf of the District:
  - 1. All bonds and instruments creating debt against the District.
  - 2. Board resolutions.
  - 3. Water purchase agreements.
  - 4. All agreements which sell, lease, encumber, alienate or otherwise dispose of water works, water systems, and sources of water supply for any beneficial use within or without the District.
  - 5. Agreements with the United States, State of Utah, or any other governmental entity, department or political subdivision, unless delegated in writing to the General Manager by the Chair or allowed the General Manager by other sections in this manual.
  - 6. The countersigning of disbursement checks.
  - 7. Agreements specifically authorized and directed by the Board.
  - 8. Real estate leases, and all deeds and conveyance documents in which the District is a grantor of any interest.
  - 9. Contracts and agreements authorized by the Board which cause the District to incur extraordinary expenditures not described within the District's annual budget.
  - 10. All other contracts and agreements specifically required of the Chair.

- C. Attend and, if appropriate, preside at ceremonial activities (including, but not limited to, ribbon-cuttings, open houses, receptions) in which ceremonial representation is needed or sought.
- D. Be a spokesperson for the Board, unless the Board directs otherwise. When the Chair acts as spokesperson for the District, the Chair should speak for the majority of the Board. When the Chair is speaking for himself or herself or in the capacity as an individual member of the Board, the Chair should clearly identify that limited capacity.
- E. Represent the will of the Board.
- F. The Chair may request any member of the Board to represent the District outside of the Board meetings. If no Trustee is able to represent the Chair (other than in official Board meetings) the General Manager or his or her designated staff member shall do so.

#### 2.13 SUCCESSION OF AUTHORITY

In the event that the office of Chair is vacant or the individual occupying this office is absent or otherwise unavailable, the senior member of the Board, in terms of length of continuous service on the Board, shall serve as Acting Chair of the Board, with all the power and authority of the Chair.

#### 2.14 DUTIES OF THE CLERK

- A. The Clerk shall be the custodian of the records of the District. The Clerk or other appointed person shall attend the Board meetings and keep a record of the proceedings of the Board; shall assist the Board in such particulars as it may direct in the performance of its duties; shall perform those duties authorized by law or by this manual.
- B. The Clerk shall attest all certified copies of the official records and files of the District.
- C. The Board may appoint an Assistant Clerk to function in the absence of the Clerk with all the power and authority of the Clerk.

#### 2.15 DUTIES OF THE TREASURER

- A. The Treasurer shall be custodian of all money, bonds, or other securities of the

District.

- B. The Treasurer shall determine the cash requirements of the District and provide for the deposit and investment of all money.
- C. The Treasurer shall receive all public funds and money payable to the District within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue, and keep an accurate, detailed account of those funds and money as required by law and as directed by the Board.
- D. The Treasurer shall collect all special taxes and assessments as provided by law and ordinance.
- E. The Treasurer shall give or cause to be given to every person paying money to the District Treasury a receipt or other evidence of payment, specifying, as appropriate, the date of payment and upon which account paid, and shall file the duplicate of the receipt.
- F. The Treasurer, or designee, shall keep secure the check-signing signature files, and may authorize its use to sign all District checks. Prior to affixing the signature, the Treasurer shall determine that a sufficient amount is on deposit in the appropriate bank account of the District to honor the check.
- G. The Treasurer shall promptly deposit all District funds in the appropriate bank accounts of the District. District funds shall not be commingled with funds of another person or entity.
- H. The Treasurer shall be responsible for monitoring expenditures during the fiscal year.
- I. The Board may appoint an Assistant Treasurer to function in the absence of the Treasurer with all the power and authority of the Treasurer or within the scope of authority otherwise delegated by the Board.

#### 2.16 UNAUTHORIZED USE OF DISTRICT FUNDS

If any Trustee or officer or any other employee or officer of the District, is using District funds for personal profit or for any purpose not authorized by law, that person shall be subject to discipline up to and including removal from the Board or termination of employment.

#### 2.17 BONDS

The Treasurer shall furnish corporate surety bonds, at the expense of the District, in conformance with state law, conditioned upon the faithful performance of their respective duties.

#### 2.18 POWER VESTED IN THE BOARD OF TRUSTEES

The Board shall exercise and control or authorize the exercise and control of all the business and affairs of the District, subject to the limitations of the Bylaws, this manual, other District policies, the state Constitution and other laws of the State.

#### 2.19 COMMITTEES OF TRUSTEES

- A. Appointment of Committees. The Board may establish by resolution one or more committees to serve at the pleasure of the Board. The Board may assign the committees such tasks as the Board may determine and delegate to any committee any of the Board's powers and authority to transact any of the business and affairs of the Board.
- B. Appointment of Committee Members. The Chair of the Board shall appoint the members of the various committees and shall designate the chair of each committee, subject to approval by the Board. Members of Committees shall be members of the Board.
- C. Meetings of Committees. Meetings of committees shall be held at such time and place as a majority of the members of the individual committees shall determine. Notice of committee meetings shall be given to all Trustees in a timely fashion and the meetings shall be noticed as required by law. The committee chair or his or her designated replacement shall conduct all meetings of the committee.
- D. Committee Reports. Committee reports shall be made to the Board when appropriate.

#### 2.20 COMPENSATION

- A. Each member of the Board may receive compensation for service on the Board in the amount of \$416.67 each month, not to exceed \$5,000 per year.
- B. As determined by the Board, a member of the Board may participate in a group insurance plan provided to employees of the District on the same basis as employees of the District. The amount that the District pays to provide a member with coverage under a group insurance plan shall be included as part of the member's compensation under subsection 2.20.A.

- C. As determined by the Board, a member of the Board may receive per diem compensation, in addition to the compensation provided in subsection 2.20.A, for attendance at up to 12 meetings or activities per year related to any District business. The amount of per diem compensation shall be as established by the Utah Division of Finance for policy boards, advisory boards, councils, or committees within state government.
- D. In addition to any other compensation a member receives, each member of the Board shall be reimbursed by the District for all actual and necessary expenses incurred in attending Board meetings, traveling on District business and in performing the member's official duties.
- E. Members of the Board are ineligible to participate in the Utah Retirement Systems Defined Benefit Plan due to their limited, part-time status (earnings and hours). This applies to those certified by URS as Tier I and Tier II officials.

#### 2.21 TRAINING

- A. Each member of the Board should, within one year after taking office, complete the training developed by the Utah State Auditor and the Utah Association of Special Districts as prescribed by statute.
- B. The District shall compensate each member of the Board up to \$100 per day for each day of training, described in Section 2.21.A, that the member completes. The per diem amount is in addition to all other amounts of compensation and expense reimbursement authorized by law or by the District's Bylaws or this manual.
- C. The District shall not pay compensation under Section 2.21.B to any member of the Board more than once per year.

CHAPTER 3  
BOARD MEETINGS

3.1 TERMS USED IN THIS CHAPTER

As used in this Chapter:

- A. “Act” means the Utah Open and Public Meetings Act of the Utah Code
- B. “Closed to the public” means a meeting that the public is not allowed to attend pursuant to the Act
- C. “Open to the public” means a meeting that the public is allowed to attend pursuant to the Act.
- D. Terms used in this Chapter that are defined in the Act shall have the meaning given by the Act.

3.2 MEETINGS OF THE BOARD OF TRUSTEES

- A. Regular Meeting. A regularly scheduled meeting of the Board for which notice of the date, time, and place has been given in the Annual Meeting Schedule.
- B. Special Meeting. Any meeting of the Board that replaces or is held in addition to regular meetings.
- C. Annual Meeting. The meeting at which officers of the District are elected. The Annual Meeting shall be held on the date and hour of its regularly scheduled meeting in January.
- D. Emergency Meeting. A special meeting held as a result of unforeseen circumstances, to consider matters of an urgent or emergency nature.

3.3 PLACE OF MEETINGS

Except as may otherwise be determined, meetings of the Board shall be held at the District’s principal place of business: in the Board Room of the District’s Administrative Building, 2888 South 3600 West, West Valley City, Utah.

3.4 PUBLIC NOTICE OF MEETINGS

- A. Annual Meeting Schedule. An annual schedule of the regular meetings of the

Board shall be posted at all times in a conspicuous place at the District's principal office or on the District's website. The annual schedule of regular meetings shall be sent to the Public Notice Website and other organizations and individuals requesting such schedule.

- B. Regular Meeting. Notice of the date, time, place and agenda for each regular meeting shall be posted at the District's principal office and sent not less than 24 hours before the beginning of each meeting to the Public Notice Website and other organizations and individuals requesting such notice.
- C. Special Meeting. Where possible, the notice described in Section 3.4.B shall be given. However, when unforeseen circumstances require calling a special meeting, including an emergency meeting, the notice requirements of Section 3.4.B may be disregarded and the best practicable notice given. No special meeting shall be held until a reasonable attempt has been made to notify all Trustees, and a majority of the Trustees contacted and polled agree to hold the special meeting.
- D. Meeting at a Place other than the Principal Place of Business. Notice of a meeting to be held at a place other than the principal place of business shall be given as provided by law.

### 3.5 NOTICE TO TRUSTEES

The Board Clerk or other designee shall send notice of all regular and, when possible, special meetings of the Board to all Trustees by ordinary mail, hand delivery or electronic mail at least five days in advance of each meeting. Such notice shall include the date, time, and place of the meeting as well as a copy of the previous meeting's minutes and the agenda for the present meeting.

### 3.6 CONDUCT OF MEETINGS

- A. All meetings of the Board shall be conducted according to Robert's Rules of Order when requested by a Trustee of the Board, and shall comply with Utah's Open and Public Meetings Act.
- B. The Board Chair is responsible for the content of each meeting of the board and will review and approve the agenda for each meeting. Any Trustee shall have the right to place any matter on the agenda if a reasonable notice of seven days is given. The meeting shall follow the agenda unless otherwise agreed.

### 3.7 QUORUM

A majority of the actual number of trustees shall constitute a quorum for the transaction of District business. A concurrence of a majority of the quorum, in any matter within the scope of their duties, shall be sufficient for the determination of such matter, except as required otherwise by statute or in this Manual.

### 3.8 PRESUMPTION OF ASSENT

A Trustee who is present at a meeting of the Board at which action on any matter is taken shall be presumed to have assented to the action taken unless the Trustee's dissent shall be entered into the minutes of the meeting or unless the Trustee shall file written dissent to such actions before the adjournment of the meeting. A written dissent shall not apply to a Trustee who voted in favor of such action.

### 3.9 NO PROXY

No Trustee may appoint another individual, by proxy or otherwise, to assume the Trustee's responsibilities as a Trustee.

### 3.10 OPEN AND CLOSED MEETINGS

- A. Open Meeting. All meetings of the Board, except closed meetings, shall be open to the public.
- B. Closed Meeting. Except as otherwise directed by the Board, closed meetings shall be open only to Board officers, members of the Board, and District staff. A closed meeting may be held upon the affirmative vote of two-thirds of the Trustees present at an open meeting for which notice is given, provided a quorum is present. A closed meeting may be held for any of the following purposes:
  - 1. Discussion of the character, professional competence, or physical or mental health of an individual.
  - 2. Strategy sessions to discuss collective bargaining.
  - 3. Strategy sessions to discuss pending or reasonably imminent litigation.
  - 4. Strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the District from completing the transaction on the best possible terms.
  - 5. Strategy sessions to discuss the sale of real property, including any form



of water right or water shares, when: (a) public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the District from completing the transaction on the best possible terms; (b) the District previously gave public notice that the property would be offered for sale; (c) the terms of the sale are publicly disclosed before the District approves the sale.

6. Discussion about deployment of security personnel, devices or systems.
  7. Investigative proceedings regarding allegations of criminal misconduct.
- C. Actions Taken. No ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting.

### 3.11 MINUTES OF MEETINGS TO BE KEPT

- A. Open Meeting. Written minutes shall be kept of all open meetings. Such minutes shall include:
1. The date, time, and place of the meeting.
  2. The names of members present and absent.
  3. The substance of all matters proposed, discussed, or decided by the Board, which may include a summary of comments made by Trustees, and a record, by individual member, of votes taken.
  4. The name of all each person who is not a Trustee but, after being recognized by the Chair, provided testimony or comments to the Board, and the substance in brief of their remarks.
  5. Any other information that any Trustee requests be entered in the minutes.

Minutes shall not be “final” or “official” until the Board has formally approved them. Notes and/or draft minutes prepared by or at the direction of the Clerk shall contain a clear indication that they have not yet been approved by the Board and are subject to change until approved.

- B. Closed Meeting. Unless the closed meeting is called for purposes specified in Section 3.10.B.1 or 3.10.B.6, in which case the presiding officer shall sign a sworn statement affirming the purpose of the meeting, a recording shall be kept of the closed portion of the meeting. Written minutes also may be kept. If minutes are kept, they shall include:

1. The date, time, and place of the meeting.
2. The names of members present and absent.
3. The names of all others present.
4. The content of the meeting.

Recordings and written minutes of the closed meeting are protected records under the Governmental Records Access and Management Act (“GRAMA”), section 63-2-801 *et seq.* of the Utah Code, and any person who violates the provisions GRAMA is subject to the criminal penalties contained in GRAMA. Recordings and written minutes of closed meetings may be disclosed pursuant to a Court order only as provided in section 52-4-304 of the Utah Code.

### 3.12 PUBLIC HEARING PROCEDURES

A. Public hearings before the Board shall follow these procedural steps:

1. Declaration that the public hearing is open.
2. Verification that legal notification requirements have been met.
3. Staff presentation.
4. Questions by Trustees..
5. Motion to open public comment session.
6. Call upon individuals who have completed and submitted registration cards (see section 3.12.B.1 below).
7. Motion to close public comment session.
8. Staff response.
9. Questions by Trustees.
10. Board discussion.
11. Board vote.

12. Motion to adjourn/close public hearing.

B. The following rules shall be observed during public hearings before the Board:

1. Members of the public who desire to speak shall each first complete a registration card indicating the speaker's name, address and affiliations to the agenda item(s) (or whom the person represents).
2. The Chair shall determine who will speak after reviewing the registration cards. Each speaker shall be called by the Chair and at the discretion of the Board.
3. Speakers shall state their names, addresses and affiliations to the agenda items (or whom they represent) before beginning their comments.
4. Speakers shall address their comments to the Chair, and they shall not debate with other meeting attendees or make personal attacks.
5. A predetermined time limit shall be placed on speakers. A speaker cannot combine his time with another (e.g., Speaker "X" cannot give his time to Speaker "Y" so that Speaker "Y" has double the time), and the Chair will not recognize redundant speakers/comments.
6. To permit everyone the opportunity to hear the proceedings, attendees shall be as quiet as possible.
7. The hearing is designed for civil discussion. Therefore, attendees shall not jeer, cheer, yell out comments, or clap.
8. Attendees shall not display any signs or distribute any handouts or flyers in the hearing room.
9. After the close of the public comment period, discussion shall be limited to Trustees and staff.

C. The Chair of the public hearing shall enforce the procedures and rules set forth above in subsections A and B. At the Chair's discretion and consistent with this Manual, the Chair may take such additional actions as will promote an orderly and efficient public hearing.

### 3.13 ELECTRONIC MEETINGS

A. In accordance with the Act, the Board may convene and conduct any meeting in

which one or more Trustees participate electronically, provided:

1. The notice for and procedures of the meeting shall conform to the Act and to all applicable provisions of this Manual; and,
  2. After making reasonable effort to do so, the Board is unable to hold the meeting with all Trustees physically present in the anchor location.
- B. Trustees unable to be physically present but who wish to participate electronically in a meeting shall be connected to the anchor location by means of a conference using electronic communications, subject to the following conditions:
1. At the appointed time, the Board shall initiate contact with those Trustees who indicated they will attend electronically.
  2. Trustees participating electronically shall use a secure, encrypted Internet line or a secure, ~~hard~~ telephone line that prevents unauthorized parties from listening. ~~A cellular or mobile telephone shall not be used.~~
  3. Trustees participating electronically shall not use speaker phones or other communication equipment that may allow unauthorized parties to overhear the meeting.
- C. Applicable procedures of this Manual shall govern an electronic meeting with the following additions:
1. Trustees who wish to participate electronically shall notify the Board at least twenty-four (24) hours before the scheduled start of the meeting and shall provide contact information to allow their participation.
  2. Minutes of the meeting shall note that the meeting was conducted electronically in accordance with the Act and this Manual. The minutes shall identify those Trustees participating electronically.
  3. All parties participating electronically should be able to hear and to speak with each other and all present in the anchor location.
  4. Trustees and parties in the anchor location should be able to hear and to speak with those participating electronically.
  5. Electronic participation in a meeting shall constitute presence at that meeting for all purposes, including the determination of a quorum and voting.

6. If visual aids or documents are to be presented or used at the meeting, the Board shall make reasonable efforts to provide copies to each person participating electronically.
  7. At the conclusion of the meeting, persons attending electronically shall verbally certify that they participated in good faith in the entire meeting.
- D. An anchor location for all electronic meetings shall be the Board Room of the District's Administration Building, 2888 South 3600 West, West Valley City, Utah. At its discretion, the Board may select alternative and/or additional anchor location(s).
- F. Inasmuch as confidentiality may be intentionally or inadvertently compromised, the following shall not be part of any electronic meeting:
1. Communication among the Board, staff and the District's legal counsel, such that the attorney-client privilege may arise.
  2. An interview or discussion by the Board of an employee or a candidate for employment.
  3. Topics required or allowed to be kept confidential, private or secret by state or federal law.
  4. Any other topic which the Board determines must remain confidential, private or secret.

CHAPTER 4  
DISTRICT ADMINISTRATION

4.1 STRUCTURE OF DISTRICT ADMINISTRATION

- A. The District Administration consists of the General Manager and subordinate officers.
- B. Each officer shall have such authority as is necessary to enable the officer to carry out duties and responsibilities assigned by this Manual or by direction of the General Manager.
- C. The General Manager may direct any department to furnish another department with service, labor, and/or materials.

4.2 FIDELITY BONDS

Before assuming the duties of office, all appointed officers as designated in this chapter, shall be bonded with corporate sureties for the faithful performance of the duties of their offices and the payment of all monies received by such officers. A blanket bond or separate bonds may be obtained. The District shall pay the bond premiums.

4.3 GENERAL MANAGER

- A. Administrative Powers Vested in General Manager. The General Manager shall be the chief executive officer of the District. The administrative powers of the District are vested in and exercised by the General Manager and the subordinate officers.
- B. Appointment of General Manager. By a majority vote of its full membership, the Board shall appoint the General Manager solely on the basis of his or her ability, integrity and prior experience relating to the duties of the office, including but not limited to, abilities of public administration, leadership and managerial capabilities.
- C. Compensation of General Manager. The Board shall determine the General Manager's compensation and shall review such compensation annually.
- D. Power & Duties.

The General Manager shall:

1. Execute and enforce faithfully all applicable laws, rules and regulations, and ensure that all franchises, leases, permits, contracts, licenses and privileges granted by the District are observed.
2. Carry out the policies and programs established by the Board.
3. With the advice and consent of the Board, appoint a qualified person to each of the offices of Assistant General Manager(s), Engineer and Chief Financial Officer (CFO) or Controller, recommend the creation of any other offices as may be deemed necessary for the good governance of the District, and regulate and prescribe the powers and duties of all officers of the District except as otherwise provided by law.
4. Examine and inspect the books, records, and official papers of any office, department, agency, board or commission of the District, and make investigations and require reports from personnel.
5. Make such appointments, suspensions, removals or terminations as authorized by law or by the policies and procedures establish by the Board.
6. Establish standards, qualifications, criteria and procedures to govern the appointments, by directors or by other authorized officers, assistants, and employees within their respective organizational units, subject to any applicable provisions of the District's Personnel Rules and Regulations Manual and this Manual.
7. Submit to the Board plans and programs relating to the development and needs of the District and annual or special reports concerning the financial, administrative and operational activities of the District.
8. Attend the meetings of the Board and take part in its discussions and deliberations.
9. With approval by a majority vote of the full membership of the Board, appoint Assistant General Manager(s).
10. Recommend to the Board for adoption such measures as the General Manager deems necessary or expedient.
11. Prepare a financial estimate of the annual budget and advise the Board of

the financial condition and needs of the District.

12. Notify the Board of any emergency existing in any department.
13. Coordinate all District departments.
14. Schedule and cause notice to be published of public hearings before the Board, as required by law, including, but not limited to:
  - a. Tax rate and fee increase hearings.
  - b. Adoption of or amendment to District budget.
15. Execute such contracts as are necessary for the good order and functioning of the District, provided the expenditures pursuant to such contracts are within the appropriations contained within the appropriate budget, as adopted by the Board, and excepting those contracts specified in Section 2.12.B.
16. Implement and administer a plan, as approved by the Board, for the compensation of District employees.
17. Approve expenditures made for official District business, provided such expenditures are within the appropriations contained within the appropriate budget as adopted by the District.
18. Discharge any other duties specified by statute or designated by the Board.
19. Develop, implement, and administer personnel rules and regulations as approved by the Board.

E. Supplemental Powers and Duties. In addition to the powers and duties enumerated in Section 4.3.D, the General Manager may:

1. Authorize a director or officer responsible to the General Manager to appoint and remove employees serving under that director or officer.
2. Designate another officer or employee to perform the duties of any office or position under the General Manager's control which is vacant or which lacks administration due to the absence or disability of the incumbent.
3. Assign any employee of the District to any department or branch requiring services appropriate to the personnel system classification of the



employees so assigned.

4. Investigate, examine or inquire into the affairs or operation of any department, division, or office, and when so authorized by the Board, the General Manager shall have power to employ consultants and professional counsel to aid in such investigations, examinations or inquiries.
  5. Examine all proposed contracts to which the District may be party.
  6. Authorize any employee to exercise any power or duty granted the General Manager.
  7. Execute contracts between the District and another governmental entity in which the parties have standardized the terms and conditions.
- F. Working Time. The General Manager shall devote his or her full attention to the performance of these duties and shall not engage in other employment without the consent of the Board.
- G. Removal of the General Manager. The General Manager serves at the pleasure of the Board. The Board may, at its pleasure, remove the General Manager by majority vote. Except in the case of removal for proven malfeasance in office, the General Manager, upon removal, shall be paid the unpaid balance of salary due to the date of removal together with salary at the same rate for three months following the date of removal, and any accrued vacation and sick leave at the same salary rate. At its sole discretion, the Board may negotiate other terms as it deems appropriate and within the policies established by the District or as provided in an employment contract negotiated between the District and the General Manager.

#### 4.4 ASSISTANT GENERAL MANAGER(S)

- A. Appointment of Assistant General Manager(s). With the advice and consent of the Board, the General Manager shall appoint qualified Assistant General Manager(s).
- B. Duties of Assistant General Manager(s). Assistant General Manager(s) shall serve in the absence or incapacity of the General Manager and shall assume those powers and duties granted the General Manager.
- C. In the event more than one Assistant General Manager is appointed, the Assistant General Manager with the greatest seniority in that position shall serve first under section 4.4(B), above.

4.5 ENGINEER

- A. Appointment of Engineer. With the advice and consent of the Board, the General Manager shall designate and appoint a qualified professional engineer, licensed under the laws of the State of Utah, to be the District Engineer.
- B. Duties of the Engineer. The District Engineer shall act as the engineer and perform those duties as required by law and perform engineering work and such other duties as assigned by the General Manager.

4.6 CONTROLLER/CHIEF FINANCIAL OFFICER (CFO)

- A. Appointment of Controller/CFO. With the advice and consent of the Board, the General Manager shall appoint a qualified person to be the Controller and/or CFO.
- B. Duties of Controller/CFO. The Controller/CFO shall act as the primary financial officer of the District and perform such other duties as assigned by the General Manager.

## CHAPTER 5

### BUDGET, AUDITS AND CHECKS

#### 5.1 BUDGET OFFICER

The General Manager shall function as the budget officer, as designated in the Utah Uniform Fiscal Procedures Act for Local Districts. The General Manager is authorized to make expenditures for:

- A. Payroll.
- B. Repetitive contractual obligations (utility bills, for example).
- C. All items approved by the Board in the annual budget or by specific Board action.

#### 5.2 PREPARATION OF BUDGET

- A. On or before the first regularly scheduled meeting of the Board in November, the budget officer shall prepare for the upcoming fiscal year, and file with the Board, tentative revenue, operating and capital budgets, together with specific work programs and any other supporting data required by the Board.
- B. The Board shall review and consider the tentative budget at any regular meeting or special meeting called for that purpose. The Board may make any changes considered advisable in the tentative budget, pursuant to statute.
- C. The Board shall adopt operating and capital budgets for the ensuing fiscal year before the beginning of each fiscal year. A copy of the budget is filed with the Utah State Auditor within thirty days after adoption.
- D. Upon final adoption, the operating and capital budgets shall be in effect for the budget year, subject to amendment. During the budget year the Board may review the operating and capital budget and adopt changes to the budget, in any regular meeting or special meeting called for that purpose.
- F. The Board may reopen the budget at any time during the fiscal year by properly noticing the meeting in accordance with statute.
- G. The budget may contain a District contingency to pay for any unanticipated expenses or to cover budget line item overruns. The contingency may be used only upon approval of the Board.

- H. Funds designated for a particular department's use within a budget line item may be utilized by a different department with the approval of the General Manager.
- I. When a total line item appropriation is exceeded, the overrun may be covered by a transfer from another line item in the same department budget with the approval of the General Manager or the overrun may be covered by a transfer from the District contingency, as approved by the Board.

### 5.3 COMPLIANCE REPORTING

- A. The Controller/CFO shall prepare and present to the Board monthly summaries and detailed financial reports, showing the financial position and operations of the District for that month and the year-to-date status.
- B. Within 180 days after the close of each fiscal year, the Controller/CFO shall present to the Board an annual financial report prepared in conformity with generally accepted accounting principles. This requirement may be satisfied by presentation of the audit report furnished by the independent auditor, if the financial statements included therein are appropriately prepared and reviewed with the Board.
- C. The General Manager is responsible for the compliance with applicable state laws requiring the reporting of information to the state auditor, public notice website and the public notice finance website (transparency). The General Manager, or designee, will report compliance with these laws to the Board, as applicable.

### 5.4 INDEPENDENT AUDITOR

- A. The independent auditor has the responsibility of reporting whether the District's financial statements are prepared in conformity with generally accepted accounting principles. The Board is responsible for the retention of an auditor and directing the audit function. Copies of the annual financial report or the audit report furnished by the independent auditor shall be given to each Trustee, filed with the Utah State Auditor's Office and shall be filed as a public document in the office of the District.
- B. The District shall select its auditor by a competitive request for proposal process. Requests for proposals shall be issued as the District deems necessary. The audit term will be three years with an option to renew the agreement for two additional years. No agreement for independent auditor services will exceed five (5) years. At the expiration of an agreement for independent auditor services, the District will issue a RFP to select an independent auditor. If an independent auditor is selected who is currently providing independent auditor services to the District, the audit

manager and partner will be different than before.

## 5.5 CHECKS

- A. District checks shall be issued by one of the following procedures:
  - 1. The District may utilize an electronic format containing check and signature fonts for preparation of checks. The Treasurer or alternate designated by the General Manager shall have access to the signature fonts. All printed checks shall have facsimiles of the Board Chair's and District Treasurer's signatures. All checks shall contain appropriate security measures. A voucher copy of each check shall be printed or photocopied and attached to the invoice being paid. A pre-check register shall be made available to the Controller/CFO, and the Treasurer, or alternate designated by the General Manager, and shall be reviewed and initialed for approval.
  - 2. All other checks shall be signed by both the Board Chair and the District Treasurer. If the Chair of the Board is unavailable, the check may be signed by either of the other Trustees, together with the Treasurer or Assistant Treasurer.
- B. Payroll checks and checks for budgeted items in the operation and maintenance fund, together with all other disbursements approved by the Board, may be processed through any of the District's check printing systems.

## 5.6 CREDIT CARDS

- A. The General Manager may acquire credit cards to be used in the purchase of goods and services for the District. The same policies apply when purchasing goods and services with a District credit card as outlined in the procurement policy. Any award points accumulated on a District credit card are the property of the District and will be used for District purposes only.

## 5.7 APPROVAL OF DISTRICT EXPENDITURES

- A. The General Manager, or his designee, may approve payroll checks and routine expenditures, such as utility bills, payroll-related expenses, supplies, and materials.
- B. Except as provided in subsection A., above, the Board shall approve all expenditures and purchases of the District in excess of \$50,000 in the Operation and Maintenance Budget, wherein a competitive bid process was initiated, and in excess of \$50,000 in the Capital Projects Budget. All expenditures and purchases below these threshold amounts may be approved by the General Manager or his designee. The General Manager may approve any construction change orders of \$50,000 or less or as provided in Section XI (C) of the Procurement Policy. Each approval shall be reported to the Board at its next regular Board meeting. Change Orders exceeding the above amounts shall be submitted to the Board for approval.
- C. For any purchase above the threshold amounts described in 5.7(B) above, where it is determined that time is of the essence, the General Manager will consult with a majority of the Board to receive approval to move forward with the purchase. Any expenditure under this provision will be ratified by the Board at the next regularly scheduled Board meeting.
- D. At least quarterly, the Board shall review all expenditures authorized by the financial officer under subsection A., above, and those authorized by the General Manager or designee under subsection B. and C., above.
- E. Notwithstanding subsection B., above, the following expenditures and purchases may be approved by the budget officer:
  - a. Those approved by the budget officer under subsection A., above;
  - b. Progress or periodic payments for any contract formally approved by the Board;
  - c. Periodic payments for any indebtedness formally approved by the Board; and,
  - d. Payments for any employee compensation plan or policy adopted by the Board and formally approved by the Board in the then-current budget, including but not limited to the tuition assistance program, service awards, and other post-employment benefits
- F. Notwithstanding subsection B., above, the General Manager, or a designee, may approve (I) expenditures and purchases for emergency procurement as permitted in District's Procurement Policy; and, (ii) payments from the self-insurance retention, not to exceed the Fund balance approved by the Board in the then-current budget, to pay for damages sustained by the District in an effort to maintain operations or security or to satisfy claims for damages sustained by a third party for which the District allegedly is responsible.

CHAPTER 6  
PROCUREMENT POLICY

PART 1: GENERAL PROVISIONS

6.1.1 SCOPE

The Utah Association of Special Districts (UASD) has prepared a comprehensive document entitled “Purchasing Policy and Procedures” (the “UASD Purchasing Policy”), which will be updated from time-to-time and is located on the UASD website. The UASD Purchasing Policy, as constituted from time-to-time, shall be and is the official Purchasing Policy of the District, automatically including future amendments and modifications made by UASD to the UASD Purchasing Policy and that, subject to the exceptions listed in this chapter, the entire UASD Purchasing Policy is adopted by reference as the District’s rules respecting procurements of every type and description.

6.1.2 BUDGET EXPENDITURES - BOARD OF TRUSTEES APPROVAL

No purchase shall be made and no encumbrance shall be incurred unless funds sufficient to cover the purchase or encumbrance have been budgeted and are available within the approved budget or unless the Board approves the purchase or encumbrance.

6.1.3 RESPONSIBILITY FOR BUDGETARY COMPLIANCE

The General Manager is the authorized officer charged with the responsibility of staying within the department budgets and authorizing no expenditures in excess of those budgets as required by the Utah Fiscal Procedures Act for Special Districts.

6.1.4 STATE CODE PROVISIONS

The District is a Local Public Procurement Unit as defined under the Utah Procurement Code, and as such, District purchases shall be made in accordance with applicable sections of the Procurement Code, the UASD Purchasing Policy and this chapter.

6.1.5 EXCEPTIONS TO THE UASD PURCHASING POLICY

The UASD Purchasing Policy, as the official rules of the District, shall be and hereby is modified as follows:

- A. I. A. Policy: This shall be known as the Granger-Hunter Improvement District (the “District”) Purchasing Policy.

- B. II.C. Procurement Officer: The General Manager shall be the District's Procurement Officer and other employees of the District may act as procurement Officers as authorized and delegated by the Board and/or the Procurement Officer.
- C. III.G.1. Disposal of Surplus Property: Surplus property having a salvage value estimated to be \$50,000 or less may be disposed of in a commercially reasonable manner as the procurement officer sees fit, with all proceeds of the disposal to be the property of the District. Surplus property with a salvage value estimated to be in excess of \$50,000 may not be disposed of until the Board has declared the property to be surplus, after which it may be disposed of for the benefit of the District in a commercially reasonable manner as directed by the Board. This requirement shall not apply when the surplus property, such as a vehicle or equipment, is being "traded in" on the purchase of substitute property, provided that the acquisition of the substitute property is in conformance with the requirements of this Policy.
- D. V.A.2. Small Purchase Thresholds: Small Purchase thresholds are as follows:
- a. The "Individual Procurement Threshold" is a maximum amount of \$2,000 for a procurement item.
  - b. The "Single Procurement Aggregate Threshold" is a maximum of \$10,000 for multiple procurement items purchased from one source at one time; and
  - c. The annual cumulative threshold from the same source is a maximum amount of \$100,000.
- E. V.D. Quotes for Small Purchases between \$2,001 and \$50,000
- 1. From \$2,001 to \$10,000: For procurement items(s) other than architectural and engineering services, other professional or consulting services, or construction, where the cost is greater than \$2,000 up to a maximum of \$10,000, the District will obtain at least two price quotations based on minimum specifications and may purchase the procurement item from the vendor offering the lowest quote or best value that meets the specifications.
  - 2. Above \$10,000 to \$50,000: For such procurement item(s) costing more than \$10,000, up to a maximum of \$50,000, the District will obtain at least two competitive quotes that include minimum specifications and may purchase the procurement item(s) from the responsible vendor offering the lowest quote that meets the specifications.



3. Above \$50,000: For procurement item(s) costing more than \$50,000, the District will conduct an invitation for bids or other procurement process outlined in the Procurement Code.

#### 6.1.6 CAPITALIZATION VERSUS EXPENSE

The purchase of fixed assets for \$105,000 or more will be capitalized and included on the District's balance sheet. These purchases will include, but are not limited to:

LAND: Including acquisition costs.

BUILDINGS: Permanent structures to house persons and property.

IMPROVEMENTS OTHER THAN BUILDINGS: Permanent improvements, other than buildings, which add value to the land

OTHER ASSETS such as:

- Office Furniture and Equipment.
- Machinery and Equipment.
- Automobiles and Trucks.
- Construction Work in Progress.

The purchase of fixed assets for less than \$105,000 shall be expended from the District's Operation and Maintenance budget.

Other expenditures, for \$105,000 or more, which provide a significant increase in future service potential of a fixed asset shall also be capitalized as part of the existing asset. To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service provided by an asset.

Capital expenditures may include the following:

- Additions - enlargements, expansions or extensions of existing assets.
- Replacements and Improvements.

- Rearrangement and Relocation.

Expenditures for normal repairs and maintenance shall not be considered capital expenditures.

## CHAPTER 7

### PERSONNEL

#### 7.1 EMPLOYEE PERSONNEL SYSTEM

The General Manager shall:

- A. Administer the personnel program of the District.
- B. Formulate personnel principles and programs designed to:
  - 1. Assure that employment in the District is based upon open competition and merit, and is free from personal and political considerations.
  - 2. Provide a just, equitable and market-based compensation plan to promote high morale, efficiency and economy in the operation of the District.
- C. Prepare and revise classification plans and job descriptions.
- D. Recommend salary schedules for approval by the Board.
- E. Establish and maintain a roster of all employees, setting forth each officer and employee, class, title of position, salary, any changes in class, title or status, and such other data as may be deemed desirable or useful.
- F. Maintain an accurate organizational chart.
- G. Develop, acquire, and administer such recruiting and examining programs as may be necessary to obtain competent applicants to meet the needs of the District.
- H. Propose, develop, or otherwise acquire and coordinate training and educational programs for District employees.
- I. Search for and inquire about ways and means of improving personnel procedures.
- J. Develop a workable performance evaluation system.
- K. Prepare a document or table of organization as part of the budget to be approved by the Board.

#### 7.2 ADOPTION OF PERSONNEL RULES AND REGULATIONS MANUAL

The General Manager shall prepare and present to the Board such personnel rules and regulations in the form of an employee manual as the General Manager deems appropriate. The employee manual shall be adopted and from time to time amended by resolution of the Board.

- 7.3 Notwithstanding any other provision of this Manual to the contrary, the General Manager may administratively reorganize job positions in the District by assigning an employee to another position without first posting the vacancy in that position. The reassignment may result in an adjustment in the employee's compensation and financial benefits.

## CHAPTER 8

### RISK MANAGEMENT

#### 8.1 INSURANCE

The District shall purchase property, general liability, automobile and other insurance to protect the District's assets and employees. The District is self-insured for the amount of the deductible(s) on all potential insurance claims. A separate fund has been established to pay claim expenses and deductibles.

#### 8.2 PROCEDURE FOR FILING AND PROCESSING OF CLAIMS

- A. The procedures for filing and settling claims shall conform with the statutory guidelines contained in the Utah Governmental Immunity Act.
- B. The General Manager may prescribe the use of forms and promulgate administrative procedures not inconsistent with the Utah Governmental Immunity Act to expedite the claims-processing procedures of the District.
- C. The General Manager shall periodically advise the Board concerning claims that have been filed against the District.

#### 8.3 CLAIMS AGAINST THE DISTRICT NOT COVERED BY INSURANCE

- A. Claims for property damage caused by a water line break or sewer back-up filed against the District that are not covered by insurance will be settled in a manner consistent with this chapter. The intent of this chapter is to provide clean-up of any property damage to the claimant and a reasonable amount to be considered as restoration of lost property.
- B. The District will pay for the initial clean-up of the premises affected by water or sewer entering the premises.
- C. The District will provide restoration or replacement of damaged furnishings and/or structure based on the current fair market value. The General Manager or an Assistant General Manager is authorized to settle claims for restoration and replacement up to \$20,000 per occurrence. Any claim in excess of \$20,000 must be authorized by the Board.
- D. After conferring with legal counsel or the insurance agent, the General Manager or an Assistant General Manager may compromise and settle any legal claim if the payment in compromise is \$20,000 or less. All claims settled by the General

Manager or Assistant General Manager must be reported to the Board at its next regularly scheduled meeting. The Board must authorize the settlement and compromise of claims in an amount exceeding \$20,000.

#### 8.4 INDEMNIFICATION OF EMPLOYEES

Trustees, officers, and employees of the District shall be indemnified for acts or omissions occurring during the performance of their duties, within the scope of employment, or under color of authority, pursuant to the provisions of the Utah Governmental Immunity Act.

#### 8.5 SAFETY, HEALTH AND RISK MANAGEMENT POLICY STATEMENT

- A. The District's Safety and Risk Management Policy is to protect the District against accidental losses which, in the aggregate, during any financial period, would significantly affect personnel, property, the budget, or the ability of the District to fulfill its responsibilities to its customers, employees, taxpayers, and the public.
- B. District staff is directed to implement a risk management process which shall include: systematic risk identification; risk and hazard evaluation; safety, training and loss control activities; claims processing; and program monitoring.
- C. All employees shall promptly report all accidents, claims and injuries; when requested, cooperate and assist the District in investigating all accidents and injuries; be aware of all department safety rules and procedures; properly use all safety equipment and devices; and be safety conscious.
- D. Staff shall prepare a budget recommendation to the Board to fund selected methods and procedures for reducing the identified risks and to implement safety training activities. At least annually, the General Manager shall prepare a report to the Board summarizing the losses incurred by the District, their causes, and risk and loss prevention activities implemented by the District.
- E. The District safety coordinator will maintain an Employee Safety Manual that outlines the objectives of carrying out this policy.
- F. Each employee of the District is considered to work in a safety sensitive position and should carry out his/her duties in such a manner. Any employee who does not follow this policy may be subject to discipline up to and including termination.

#### 8.6 EMERGENCY RESPONSE POLICY

- A. The district will develop emergency response plans and procedures to address expectations for employee response during emergency situations. In addition, the District will develop security procedures to provide for protection of its water supply, its customers, its facilities, its property and its employees from criminal acts.
- B. The District has a responsibility to the public to maintain 24-hour emergency response in case of a disaster. All employees should be available to report to designated emergency response location as soon as possible after securing the safety of their families.
- C. All employees are required to be familiar with and comply with the District's emergency response plans and procedures and security procedures. The District will provide training to all employees regarding emergency response and security procedures. Disregard or violation of emergency response and security procedures in the performance of duties or work will result in disciplinary action, up to and including termination.

## CHAPTER 9

### INVESTMENT/DEBT MANAGEMENT POLICY

#### 9.1 INVESTMENT POLICY

The District shall invest its cash assets in such a manner as to comply with the requirements of the Utah State Money Management Act (the “Act”) to maintain the integrity of the corpus of all investments and to provide for necessary liquidity. Within those restrictions, the District shall attempt to obtain the highest return possible.

- A. Scope: The investment policy of the District shall include all cash balances that may exist periodically in all accounts of the District. Also, if it is in the best interest of the District to acquire investments in larger blocks than there are monies in any particular fund, the District Treasurer may elect to consolidate certain accounts to maximize investment earnings.
- B. Objectives: The objectives of the investment policy include the following:
- a. To provide for the safety of principal, preservation of capital and the mitigation of risk.
  - b. To provide for the liquidity necessary to match the District’s cash requirements.
  - c. To increase earnings through higher yielding investments.
- C. Policy: The following shall be the investment policies of the District:
- a. Prudence: All investment activities shall be conducted with the same degree of judgment and care, under circumstances then prevailing, which persons of ordinary prudence, discretion and intelligence exercise in the management of their own affairs. District trustees, officers, employees and professionals retained by the District that act in the capacity of investment officers as defined in the Act, so long as they are acting in accordance with written procedures and this investment policy, and while exercising due diligence, shall be relieved of personal responsibility for credit or market price changes of any investment security, provided that deviations from expectations are reported in a timely fashion and appropriate action, if necessary, is taken to control adverse developments.
  - b. Ethics and Conflicts of Interest: District trustees, officers and employees and retained professionals involved in the investment process, shall refrain from personal business activity that could conflict with proper execution of this investment policy, or which could impair their ability to make impartial



investment decisions. Any conflict of interest with this investment policy shall be reported to the General Manager or to the Board of Trustees.

- c. Delegation to the Treasurer: The Treasurer shall be responsible for all investment activities and shall establish procedures for conducting investment activities consistent with this policy. The Treasurer shall maintain a system of checks and balances and internal controls so that District funds will at all times be protected from loss, theft and fraud. The Treasurer may invest funds without prior Board approval, provided the investments (I) are similar to other investments previously made by or on behalf of the District; (ii) do not expose the District to unreasonable risk or expense; (iii) comply with the Act and the provisions of this policy; and, (iv) do not use an interest rate swap, a forward delivery agreement, or similar instrument.
- d. Reporting: The Treasurer shall report the status of investments at least quarterly to the Board of Trustees.

## 9.2 DEBT MANAGEMENT POLICY

- A. Purpose: The purpose of this policy is to establish a set of parameters by which debt obligations will be undertaken by the District. This policy reinforces the commitment of the District and its officials to manage the financial affairs of the District so as to minimize risk, avoid conflicts of interest and ensure transparency while still meeting the capital needs. A debt management policy signals to the public and the rating agencies that the District is using a disciplined and defined approach to financing capital needs and fulfills the requirements of the State of Utah regarding the adoption of a debt management policy.
- B. Goal: The goal of this policy is to assist decision makers in planning, issuing, and managing debt obligations by providing clear direction as to the steps, substance and outcomes desired. In addition, great stability over the long-term will be generated by the use of consistent guidelines in issuing debt.
- C. Objective: This policy will assist in the capital planning funding decision to determine the amount and type of debt to be issued, in the debt issuance process (including the determination of the acceptable level of risk for a debt transaction), and in the management of debt and to provide limits:
  - On the amount of debt outstanding and on the amount of annual debt service
  - On the use of and justification for variable-rate debt
  - On the use of and justification for debt structures other than level principal or level debt service

- On the maximum maturities of debt
- On the timing of principal and interest payments
- On the use of credit enhancements
- On the use of debt related derivatives

D. Definition of Debt: All obligations of the District to repay, with or without interest, in installments and/or at a later date, some amount of money utilized for the purchase, construction, or operation of District resources. This includes but is not limited to notes, bond issues, capital leases, and loans of any type (*whether from an outside source such as a bond or from another internal fund*).

E. Transparency: The District shall comply with legal requirements for notice and for public meetings related to debt issuance. All notices shall be posted in the customary and required posting locations, including as required local newspapers, bulletin boards, and websites. All costs (including principal, interest, issuance, continuing, and one-time) shall be clearly presented and disclosed to the citizens, Board, and other stakeholders in a timely manner. The terms and life of each debt issue shall be clearly presented and disclosed in a timely manner. A debt service schedule outlining the rate of retirement for the principal amount shall be clearly presented and disclosed in a timely manner.

F. Debt Management Strategies: To achieve its financing objectives above, the District will adopt the following debt management strategies and procedures:

1. Role of Debt: Long-term debt shall not be used to finance current operations. Long-term debt may be used for capital purchases or construction identified through the capital improvement, regional development, or master plan. Short-term debt may be used for certain projects and equipment financing as well as for operational borrowing; however, the District will minimize the use of short-term cash flow borrowings by maintaining adequate working capital and close budget management.
2. In accordance with Generally Accepted Accounting Principles and state law,
  - a. The maturity of the underlying debt will not be more than the useful life of the assets purchased or built with the debt, not to exceed 30 years; however, an exception may be made with respect to federally sponsored loans, provided such an exception is consistent with law and accepted practices.
  - b. Debt issued for operating expenses must be repaid within the same fiscal year of issuance or incurrence.

- G. Types and Limits of Debt: The District will seek to limit total outstanding debt obligations based on the need and circumstances of the District as determined by the Board. The limitations on total outstanding debt must be reviewed prior to the issuance of any new debt. The District will seek to structure debt with *level* or *declining* debt service payments over the life of each individual bond issue or loan. The District may use capital leases to finance short-term projects.
- H. Use of Variable Rate Debt: The District recognizes the value of variable rate debt obligations and that issuers have greatly benefitted from the use of variable rate debt in the financing of needed infrastructure and capital improvements. However, the District also recognizes there are inherent risks associated with the use of variable rate debt and will implement steps to mitigate these risks; including:
1. The District will annually include in its budget an interest rate assumption for any outstanding variable rate debt that takes market fluctuations affecting the rate of interest into consideration.
  2. Prior to entering into any variable rate debt obligation that is backed by insurance and secured by a liquidity provider, the District's Board shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the insurance fail.
  3. Prior to entering into any variable rate debt obligation that is backed by a letter of credit provider, the District's Board shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the letter of credit fail.
  4. Prior to entering into any variable rate debt obligation, the Board will be informed of any terms, conditions, fees, or other costs associated with the prepayment of variable rate debt obligations.
  5. The District shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any variable rate debt obligation.
- I. Use of Derivatives: The District chooses not to use derivative or other exotic financial structures in the management of the District's debt portfolio. An exception to this policy may occur if:
1. A written report outlining the potential benefits and consequences of utilizing these structures is submitted to the Board; and
  2. The Board adopts a specific amendment to this policy concerning the use of derivatives or interest rate agreements that complies with State statutes.

J. Costs of Debt: All costs associated with the initial issuance or incurrence of debt, management and repayment of debt (including interest, principal, and fees or charges) shall be disclosed prior to action by the Board in accordance with the notice requirements stated above. In cases of variable interest or non-specified costs, detailed explanation of the assumptions shall be provided along with the complete estimate of total costs anticipated to be incurred as part of the debt issue. Costs related to the repayment of debt, including liabilities for future years, shall be provided in context of the annual budgets from which such payments will be funded.

K. Refinancing Outstanding Debt: The District will refund debt when it is in the best financial interest of the District to do so. The decision to refinance must be explicitly approved by the Board, and all plans for current or advance refunding of debt must be in compliance with state laws and regulations. The District will consider the following issues when analyzing possible refunding opportunities:

1. Onerous Restrictions – Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents, or to take advantage of changing financial conditions or interest rates.
2. Restructuring for Economic Purposes – The District will refund debt when it is in the best financial interest of the District to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered if the refunding generates positive present value savings.
3. Term of Refunding Issues – The District will refund bonds within the term of the originally issued debt. However, the District may consider maturity extension, when necessary to achieve a desired outcome, provided such extension is legally permissible. The District may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
4. Escrow Structuring – The District shall utilize the least costly securities available in structuring refunding escrows. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the District from its own account.
5. Arbitrage – The District shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any refunding.

L. Risk Assessment: Risk assessment on the effect of the outstanding debt portfolio shall be performed annually and presented to the Board as part of the annual budget approval process or a debt management report. Risk assessment is done to determine the impact of the debt portfolio on current and future operations.

M. Financial Services. The District may retain a financial advisor on a continuing basis to provide on-going advice pertaining to proposed and existing bond issues, investment of District funds and related matters. The District's financial advisor shall be prepared to provide certain services that shall include, but will not necessarily be limited to, the preparation and presentation of information to rating agencies and bond insurance companies, bond issue structuring, official statement preparation, recommendations pertaining to the selection of underwriter(s), coordination of the particulars of issuing bonds, interface with bond counsel, investment of reserves and funds and related matters. The District desires to maintain continuity in the provision of financial services so long as the quality and cost of such services are maintained at a level acceptable to the District.

CHAPTER 10  
PUBLIC RECORDS POLICY

10.1 GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT

The District is subject to, and complies with the Government Records Access and Management Act (“GRAMA”). GRAMA provides the basis for the District’s information practices including classification, designation, access, denials, segregation, appeals, management, retention and amendment of records. The District adopts GRAMA’s standards for classification and designation of its records as public, private, controlled or protected.

10.2 EXECUTIVE/CHIEF ADMINISTRATIVE OFFICER

For all purposes under GRAMA, the General Manager shall be considered to be the District’s executive officer and its chief administrative officer.

10.3 FEES

The District shall charge and collect those costs and fees allowed by GRAMA for responding to a request for a record, specifically including but not limited to those in GRAMA. The General Manager may waive any cost or fee in accordance with GRAMA.

- A. Fees are payable to the District at the time the record is provided. However, an estimate of the cost to fulfill a GRAMA request will be provided before beginning to process the request if the total fees are expected to exceed \$50.00.
- B. Fees for copies are based on the number of sources to be copied and are as follows (no fees for copies if documents are provided in an electronic format):
  - 1. Paper: \$0.15 per sheet for black and white or \$0.25 for color copies
  - 2. Maps or drawings (up to 24” X 36”): \$2.00 per sheet plus an additional \$1.00 per square foot for larger records.
  - 3. Compact disk or another portable device: \$10.00 per disk or device.
- C. Fees for personnel time are charged in fifteen (15) minute increments. There is no fee for personnel time for responding to a GRAMA request if it takes less than fifteen (15) minutes. The fee for personnel time is charged at the hourly rate, plus benefits, of the person who is capable of providing the records at the lowest hourly wage.
- D. If a record is converted from one medium to another, the fee is the actual cost of the personnel time, as outlined in Section 10.3.C above.
- E. Other fees, such as postage or other materials, will be billed at the actual cost.
- F. Records will typically be provided at a time and in a manner that does not interfere with the regular business of the District.

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#### 10.4 REQUESTS FOR RECORDS

Pursuant to GRAMA, a request for a District record shall be directed to the District's General Manager at 2888 South 3600 West, P. O. Box 701110, West Valley City, UT 84170-1110.

CHAPTER 11  
MISCELLANEOUS POLICIES

11.1 WASTEWATER CONTROL RULES AND REGULATIONS

The District has adopted rules and regulations to set forth uniform requirements for users of the public-owned collection lines, pump stations and appurtenant facilities. These rules and regulations are set forth in the “Granger-Hunter Improvement District and Central Valley Water Reclamation Facility Wastewater Control Rules and Regulations” adopted December 16, 1981.

11.2 UNIFORM RULES AND REGULATIONS FOR MUNICIPAL WATER AND SANITARY SEWER SERVICE

The District has also adopted Uniform Rules and Regulations for Municipal Water and Sanitary Sewer Service. This policy is included in Appendix B of this policy manual.

11.3 USE OF DISTRICT ASSETS FOR CHARITABLE CAUSES, ELECTIONS AND EMERGENCIES

~~A.~~ A. District facilities, finances, water rights, materials, labor, equipment or property shall not be used for charitable causes or activities that do not directly enhance the purposes or the mission of the District.

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~~B.~~ B. No political signs may be located on any District facility, property or equipment. Signs located on any District facility, property or equipment are subject to immediate removal and confiscation and may be disposed of after 5 business days from removal.

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~~C.~~ C. The General Manager may make District facilities, equipment or properties available to other stakeholders, including but not limited to Federal, State or local government entities, on an emergency basis, or on a temporary basis, upon a finding by the General Manager that it is in the best interest of the District to do so.

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CHAPTER 12  
FUND BALANCE POLICY

*These policies relating to the establishment and appropriate management of Fund Balances are intended to be consistent with the Utah Code, applicable portions of the Uniform Fiscal Procedures for Special Districts Act (“Uniform Fiscal Procedures Act”), applicable portions of the State Money Management Act (“Money Management Act”), Rules of the State Money Management Council, and applicable portions of the Municipal Bond Act (“Municipal Bond Act”).*

12.1 INTENT

The District’s Reserves are intended to be used as a risk-management and solvency tool that is designed to grow with the risks and exposure of the District and allow the District to have cash on hand in the event of an unbudgeted demand for cash. The following guidelines are intended to provide the District with a strong reserve policy to strengthen the District’s financial situation through the maintenance of funds to handle cost overruns in the annual operations and maintenance expenses, ongoing and major capital repair and replacement and by maintaining cash to cover immediate cash needs resulting from emergencies or for unforeseen costs.

12.2 PURPOSE OF POLICY

In order to insure fiscal integrity, the District maintains a high credit rating, provides for adequate planning, and will target the maintenance of certain fund balances as discussed below.

12.3 LIMITATION TO TOTAL OF FUND BALANCES

Regardless of the target fund balance amounts set forth in this policy, the total of the fund balance outlined herein (exclusive of any bond proceeds or designated reserves) shall not exceed the limitation as outlined in the Utah Code.

12.4 FUND BALANCE CLASSIFICATIONS AND TARGET BALANCES

Fund balance classification hierarchy is based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which the amounts may be spent. The classifications and respective funds are as follows:

*ASSIGNED – Amounts intended to be used for a specific purpose*

- A. Operations & Maintenance (O&M) Reserve. The O&M Reserve is established to hold funds sufficient to offset normal fluctuations in revenues collected or annual operations and maintenance expenses. The amount in this fund should be the equivalent of twelve months operational and maintenance expenses. The target fund balance shall be set by the Board as a part of the budget process and shall be included in the periodic financial reporting of the District. It is recommended that these reserves be invested in highly-liquid instruments such as the Utah Public Treasurer’s Investment Fund (“UPTIF”), short-term Government or Agency bills, commercial paper or repurchase agreements.
- B. Repair & Replacement (R&R) Reserve. The R&R Reserve is established to pay for unforeseen system repairs or replacements. Total funding to the R&R Reserve is calculated to be \$5,200,000. R&R Reserves are most appropriately held in instruments that are somewhat liquid but seek a slightly higher yield. These instruments can include those listed for the O&M Reserves, but can include longer term maturities, so long as the final maturity of any investment does not exceed the projected potential use of the fund balance.

*COMMITTED – Amounts constrained by District for particular purposes*

- C. Capital Projects Reserve. A Capital Project Reserve is held to maintain funds to hedge against any unforeseen construction cost change orders or overruns associated with capital projects. The balances maintained should be directly proportionate to the annual construction costs to be undertaken in the following three to five years. The balances held in this reserve will likely be the most volatile of the three reserves as the amount of construction planned for each year may vary significantly. It is recommended that a minimum balance of 15% to 25% of the total of the following five years of annual expenses be held at any given time to provide a minimum level of coverage. Capital Reserves are most appropriately held in instruments that are somewhat liquid but seek a slightly higher yield. These instruments can include those listed for the O&M Reserves, but can include longer term maturities, so long as the final maturity of any investment does not exceed the projected potential use of the fund balance. The expenditure of any amount over \$25,000 from the Capital Projects fund shall require Board Action.
- D. Self-Insurance/Contingency Reserve. The Self-Insurance/Contingency Reserves, intended to offset costs or delay in insurance payments resulting from an unforeseen major catastrophe or legal action, should maintain unrestricted fund balances at a level that will provide sufficient funds to protect the District against significant unforeseen costs not covered by any other reserves maintained by the District. This calculation shall exclude liability reserves (by policy, not law), capital trust account

funds, bond funds, and general trust accounts (i.e. customer security deposits).

- E. Other Post-Employment Benefits (OPEB) Reserve. The OPEB reserve has been established to help offset the cost for continuing benefits of retired employees. The balance in this fund should approximate the OPEB liability, as funding is available.

*RESTRICTED – Amounts constrained by others for a particular purpose*

- F. Impact Fee Reserve. The Impact Fee Reserve is established to accumulate funds received from the collection of impact fees and must be expended in accordance with state law. Minimum funding for this reserve fund is calculated to be \$2,820,000, but will fluctuate from time to time based on growth within the District.

Other Funds Named by Agreement. The District may, from time to time, enter into agreements which require that the District to maintain certain agreement-specific reserve funds. To the extent that such may be required in the future, the District's staff shall make recommendations to the District's Board of Trustees as to the implementation and accounting of those funds.

Interest Rate Stabilization Fund. The District's Board of Trustees reserves the right to create an interest rate stabilization fund as a means of mitigating variable interest rate risk.

## CHAPTER 13

### WATER SERVICE & SEWER LATERAL MAINTENANCE POLICY

#### 13.1 PURPOSE

The purpose of this policy is to establish rules relating to the ownership, responsibility, and maintenance of culinary water, fire, and sanitary sewer lines.

#### 13.2 DEFINITIONS

- A. Private-complex – Private property developed with private structures such as apartments, townhomes, condominiums, private unit developments, business center, etc.
- B. Single-use – One parcel receives one bill for a maximum of two culinary water lines and meters, two landscape water lines and meters, two fire lines, and one sanitary sewer line.
- C. Shared-use – More than one parcel receives one bill for a maximum of two culinary water lines and two meters, two landscape water lines and meters, two fire lines and one sanitary sewer line.

#### 13.3 PUBLICLY-OWNED INFRASTRUCTURE

Part of the District's infrastructure includes culinary water transmission and distribution lines, and sanitary sewer lines located within the public roadway, or right-of-way. This infrastructure provides culinary water and sanitary sewer service to the District's Customers that have been connected to these lines. It is the District's responsibility to maintain, repair, and/or replace these lines as necessary to provide continued service to its customers. The following definitions shall apply:

- A. Public Culinary Waterline - Owned, maintained, repaired, and replaced by the District. Lines and appurtenances which are located within a public right-of-way. The District will maintain, repair, and/or replace the culinary water service line from the connection to the culinary water main line up to and including the public yoke assembly, water meter and meter box. A maximum of two culinary water meters and two landscape meters will be allowed per parcel or master-metered private complex.
- B. Public Fire Lines and Hydrants - Owned, maintained, repaired, and replaced by the District. Lines and appurtenances which are located within a public right-of-way and do not cross the centerline of road. Hydrants which connect to a public water main line and are located within the public right-of-way, such as a park strip, or directly

behind public curbs or sidewalks. A maximum of two private fire lines will be allowed per parcel or master-metered private complex.

- C. Public Sanitary Sewer Lines - Owned, maintained, repaired, and replaced by the District. Lines and appurtenances which are located within a public right-of-way, or perpetual sanitary sewer line easement accepted and approved by the District. One sanitary sewer line will be allowed per parcel or master-metered private complex.
- D. Private complexes are either master-metered shared-use or single use for culinary water lines, landscape water lines, fire lines and sanitary sewer lines. Single-use private complexes shall not be allowed to share culinary water lines, landscape water lines, fire lines or sanitary sewer lines with other parcels or complexes. Master-metered shared-use private complexes may be allowed to share culinary water lines, landscape water lines, fire lines and sanitary sewer lines with parcels within the master-metered private complex when an agreement between all owners is accepted by the District

#### 13.4 PRIVATELY-OWNED FACILITIES

Privately-owned facilities, including but not limited to culinary water service, fire, and sanitary sewer lines are not owned by the District. The responsibility to maintain, repair and/or replace these facilities is the responsibility of each individual parcel owner. The following definitions shall apply:

- A. Private Culinary Water Lines - Owned, maintained, repaired, and replaced by individual parcel owners. All lines and appurtenances which are downstream of public culinary water meter yoke assemblies. Lines and appurtenances which cross the centerline of road, leave the public right-of-way, and/or are located within private property. Any maintenance, repair, or replacement of culinary waterlines and appurtenances downstream of the public culinary water yoke assembly is the responsibility of the parcel owner. The District is not responsible for utility line locating, or any damage to private waterlines caused by others.
- B. Private Fire Lines and Hydrants - Owned, maintained, repaired, and replaced by individual parcel owners. Lines and appurtenances which cross the centerline of road, leave the public right-of-way, and/or are located within private property. Hydrants and appurtenances which are connected to private fire lines and/or are located within private property. Private ownership and maintenance responsibility begins at the point of connection to the public water system, in the public right-of-way. The District is not responsible for utility line locating, or any damage to private fire lines and hydrants caused by others.

- C. Private Sanitary Sewer Lines - Owned, maintained, repaired, and replaced by individual parcel owners. Lines and appurtenances which are located within private property. The parcel owner is responsible for the entire sanitary sewer line and appurtenances from the connection at the sanitary sewer main line to the building. However, if a problem exists in the sanitary sewer line between the parcel owner's property line and the connection to the sanitary sewer main line, the District will assess the problem and may, at its sole discretion, work with the parcel owner to correct it. The District is not responsible for utility line locating, or any damage to or blockage of private sanitary sewer lines caused by others. The District assumes no responsibility for damage to, or blockage of the private sanitary sewer lateral caused by tree roots or other plants.

### 13.5 SEWER LATERAL TV INSPECTION

In the event of sanitary sewer lateral damage or blockage the District, at its sole discretion, may provide record of a TV inspection to parcel owners. This service is to assist the parcel owner in identifying the possible cause of damage to, or blockage of the sanitary sewer lateral. District inspections do not obligate the District to correct any problems. It is the responsibility of the parcel owner to locate and make accessible to the District the sanitary sewer lateral clean-out before the TV inspection. It is also the responsibility of the parcel owner to clean the sanitary sewer lateral of any and all debris before the TV inspection so the TV camera will be unobstructed.

### 13.6 SINGLE-USE SERVICE CONNECTION REQUIREMENTS

Each separately owned single-use parcel or lot and attached facilities shall be served with separate culinary water, fire, and sanitary sewer service lines. Each separate culinary waterline, fire line, and sanitary sewer service line shall be connected to the District's mainlines. A maximum of one sanitary sewer line connection will be allowed to serve one parcel or lot. A maximum of two culinary waterline connections will be allowed to serve one parcel or lot. A maximum of two landscape waterline connections will be allowed to serve one parcel or lot. A maximum of two private fire line connections will be allowed to serve one parcel or lot. All private culinary waterline, landscape waterline, and fire service lines shall be installed within the service lines owners parcel or lot. Private culinary waterline, landscape waterline, and fire lines may not cross through the property of any separate parcel or lot. Local conditions, elevation, grade, slope, existing structures, or public mainline availability may create circumstances where there is no alternative but to install private sanitary sewer lines that cross adjacent parcel(s) or lot(s). The District may allow private sanitary sewer lines to cross through the property of separately owned parcel(s) or lot(s) if it can be shown that the granting of such an exception will not conflict with the best interest of the District. If the District allows a private sanitary sewer line to

cross separate parcel(s) or lot(s), the developer or owner shall provide the District with a copy of a lawful and recorded with the Salt Lake County Surveyors Office, ten-foot wide (minimum), perpetual sanitary sewer line easement in favor of the parcel or lot number the private sanitary sewer line will serve.

*Service Connections Requirements Exception:*

Existing Common-Wall Facilities - An owner of a common-wall facility may propose to serve two or more parcels with a maximum of two culinary waterlines, two landscape waterlines, two fire lines, and one sanitary sewer service line. The District may grant an exception to the District's Service Connections Requirements policy for existing common-wall facilities if it can be shown that the granting of such an exception will not conflict with the best interests of the District. If such an exception is allowed, this will be considered a master-metered private-complex service arrangement. All master-metered private-complex service arrangements shall be required to submit to the District a contractually binding and lawful Home or Business Owners Association Agreement that shall perpetually run with the land. The Home or Business Owners Association Agreement shall outline all owners' responsibilities pertaining to culinary waterlines, fire lines, and the sanitary sewer line rates payment, ownership, maintenance, repair, replacement, etc. It shall be the owners' sole responsibility to ensure the legality, maintenance of, and adherence to the Home or Business Owners Association Agreement.

## CHAPTER 14

### AMERICANS WITH DISABILITIES POLICY

#### 14.1 BACKGROUND

Title I of the Americans with Disabilities Act (ADA) prohibits an employer from discriminating against qualified individuals with disabilities in their recruitment, hiring, promotion, training, lay-off, pay, firing, job assignments, leave, benefits, and all other employment-related activities. The ADA also makes it unlawful for an employer to discriminate against an applicant or an employee, whether disabled or not, because of the individual's family, business, social or other relationship or association with an individual with a disability. Additionally, the ADA prohibits an employer from retaliating against an applicant or employee for asserting his or her rights under the ADA.

#### 14.2 PURPOSE

The purpose of this policy is to comply with the provisions of the "Americans with Disabilities Act" and to provide reasonable accommodations to the known physical and mental limitations of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship. Another policy purpose is to provide guidance in determining types of reasonable accommodations that qualified individuals with a disability, as defined by the ADA, may require, and to implement a procedure to document inability to provide an accommodation due to undue hardship.

#### 14.3 DEFINITIONS

**ADMINISTRATORS:** The General Manager, Assistant General Managers, and Directors

**DISABLED INDIVIDUAL:** A person having a physical or mental impairment that substantially limits a major life activity; a person having a record of such impairment; or a person being regarded as having such an impairment.

**ESSENTIAL FUNCTIONS:** The basic job duties that an employee must be able to perform, with or without reasonable accommodation. Fundamental job tasks as opposed to marginal, not critical and not frequently performed job functions.

**LIGHT OR RESTRICTED DUTY:** A temporary adjustment of job tasks or duties which an employee is physically or mentally unable to perform due to a temporary disability.

**MAJOR LIFE ACTIVITY:** Activities that an average person can perform with little or no difficulty such as walking, hearing, seeing, speaking, breathing, performing manual



tasks, learning, caring for oneself, standing and working.

**MENTAL IMPAIRMENT:** Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**PHYSICAL IMPAIRMENT:** Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin and endocrine.

**QUALIFIED INDIVIDUAL WITH A DISABILITY:** A person who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position held or desired and who, with or without reasonable accommodation, can perform the essential functions of the position.

**REASONABLE ACCOMMODATION:** Any change in the work environment or in the way things are customarily done that would enable an individual with a disability to perform the essential functions of the position sought.

**SUBSTANTIAL LIMITS:** A physical or mental impairment that affects the duration, extent and manner in which a major life activity is performed.

**UNDUE HARDSHIP:** An accommodation that would be unduly costly, extensive, substantial or disruptive, or one that would fundamentally alter the nature or operation of business when considered in the light of factors such as employer's size, financial resources, and the nature and structure of its operation.

#### 14.4 HIRING PROCEDURE

- A. The Assistant General Manager of Administration and all others responsible for hiring shall provide reasonable accommodations to applicants with a disability in the application, interview, and examination process. These accommodations may include providing assistance in filling out the employment application, rescheduling the examination or interview, moving the examination or interview to an alternate District facility location, reading the test to the applicant, providing interpreters, visual aids, enlarged print, extended time limits, etc.
  - a. Requests for reasonable accommodations must be received by the Assistant General Manager of Administration at least two working days prior to the examination or interview.

- b. All requests will be reviewed on a case-by-case basis, and decisions will be based on the type of request, the applicant's disability, and the nature of the job.
- B. The District shall not ask whether an applicant has a disability or inquire as to the severity of the disability.
- C. The Assistant General Manager of Administration shall have a current job description on file which identifies the essential functions of a position before a vacancy is advertised or filled.
- D. Administrators may inquire whether the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodations.
- E. After a job offer is made and prior to the commencement of the employee's duties, the District requires that, as with all prospective employees, the disabled employee obtain a medical examination and drug and alcohol screen test. The employee's job offer is conditioned on the results of the medical examination, however, the employee will be excluded because of the existence of a disability only if there is no reasonable accommodation that makes it possible for the applicant to perform his or her essential job functions. The results of the medical examination will be kept confidential and will be maintained in a separate medical file.

#### 14.5 REASONABLE ACCOMODATIONS IN THE WORKPLACE

Reasonable accommodations shall be provided to an employee with a disability who can perform the essential functions of the position held, unless the District can demonstrate undue hardship. Reasonable accommodations are required to ensure equal employment opportunity and to enable the disabled employee to perform the essential functions of the job, and to enable the disabled employee to enjoy benefits and privileges equal to that of non-disabled employees. The Assistant General Manager of Administration may inform the employee of the availability of accommodations and provide the individual with the opportunity to voluntarily suggest reasonable accommodations. It shall be the responsibility of the applicant or employee with a disability to request the type of accommodations necessary to perform the essential functions of the job. Reasonable accommodations may include:

- A. Restructuring the job (elimination of non-essential tasks, reassignment of work among co-workers, designing additional procedures for task accomplishment, etc.).
- B. Part-time or modified work schedule.
- C. Making facilities used by employees accessible to and usable by people with

disabilities (for example, removing architectural barriers).

- D. Acquiring or modifying equipment or devices.
- E. Reassigning or transferring an employee to a vacant position.
- F. Adjusting or modifying examinations, training materials, or policies.
- G. Providing readers or interpreters.
- H. Job restructuring
- I. Providing additional unpaid leave.

Notwithstanding the foregoing, administrators are not required to lower performance standards to make an accommodation. Disabled employees are required to follow rules, policies, procedures, and standards others are required to adhere to in the work environment. Any accommodation that would pose a significant health or safety risk to the applicant, employee or others in the workplace is not reasonable.

#### 14.6 TRANSFERS/REASSIGNMENTS

In cases where an employee is unable to continue performing the essential job functions even with accommodations, due to a permanent disability, Administrators may have thirty (30) days in which to attempt to transfer or reassign the employee to a vacant position.

- A. The employee may be placed on a leave of absence without pay while the department attempts to place the employee in another position.
- B. Directors who are unable to reassign or transfer a disabled employee shall notify the Assistant General Manager of Administration immediately. The Assistant General Manager of Administration may take an additional sixty (60) days to evaluate the vacancies available in the District in an effort to identify a position for which the employee may qualify and where the disability can be reasonably accommodated. During this period of time, the employee shall continue to be on leave without pay.
- C. If, in the judgment of the Assistant General Manager of Administration, a position is available for which the employee qualifies, the Assistant General Manager of Administration, in consultation and with the consent of the General Manager and the Director wherein the vacancy exists, will effectuate a transfer.
- D. If a position is not found within the District, the employee will be terminated. The

Assistant General Manager of Administration shall notify the terminated employee of any job openings that become available within the next thirty (30) days following the termination of employment.

#### 14.7 COSTS

- A. The cost of reasonable accommodation shall be borne by the District.
- B. Applicants or employees with a disability who voluntarily offer to contribute toward the expense of an accommodation may be allowed to do so.
- C. Applicants or employees with a disability who wish to bring to the work environment equipment or devices that facilitate performing the essential job functions may be allowed to do so, unless the equipment or device is unreasonably or extraordinarily disruptive.

#### 14.8 UNDUE HARDSHIP

Before an applicant or an employee is denied an employment opportunity because the accommodation required would pose an undue hardship, the District must consider the following:

- A. The nature and cost of the accommodation.
- B. The impact of the accommodation on the facility.
- C. The impact of the accommodation on other employees' abilities to perform their duties.
- D. The impact of the accommodation on the District's ability to conduct business or provide services.
- E. The financial resources of the District.
- F. The effect on expenses and resources.
- G. The District's operation, function and structure.

If cost causes the undue hardship, the District will consider whether funding for an accommodation is available from an outside source, such as a vocational rehabilitation agency, and if the cost of providing the accommodation can be offset by state or federal tax credits or deductions. The District will also give the applicant or the employee with a disability the opportunity to provide the accommodation or pay for the portion of the

accommodation that constitutes an undue hardship. If a particular accommodation would be an undue hardship, the District will try to identify another accommodation that will not pose such a hardship.

#### 14.9 UNDUE HARDSHIP DOCUMENTATION

When the District is unable to provide an accommodation, the Director and Assistant General Manager of Administration shall document the District's inability to provide the accommodation.

- A. A letter/memorandum which follows the considerations outlined in Section 14.7 shall be submitted to the General Manager within five (5) working days of having informed the applicant or employee of the District's inability to provide the accommodation.
  - a. Directors shall document that they provided consultation with the individual requesting an accommodation. Directors shall consult with the General Manager before a request for an accommodation is rejected in order to assess the reasonableness of the denial and verify that resources available to the District have been explored.
  - b. A copy of the documentation shall be retained by the Director and the Assistant General Manager of Administration and shall be made available to the applicant or employee for review.
- B. Upon notifying an applicant or employee of the District's inability to provide the requested accommodation, the applicant or employee shall be provided a copy of the complaint procedure set forth in Section 14.10.

#### 14.10 COMPLAINT PROCEDURE

- A. Public Complaints. Any member of the public can file a complaint regarding accessibility to buildings, employment, programs, services, or activities of the District with any Director or Division Manager in the department where the complaint arises. A copy shall be provided to the General Manager.
- B. Employee and Job Applicant Complaints. Employees and job applicants may file a complaint with the Assistant General Manager of Administration. Upon receipt of a written or oral complaint, the Assistant General Manager of Administration shall immediately notify the General Manager and Director of the department where the complaint originated.
- C. Reasonable Efforts. Reasonable efforts shall be made to internally resolve complaints

at the Director level. Complaint not resolved at the Director level shall be referred to the General Manager.

- D. Inquiry. In cases where a complaint is not resolved at the Director level or the complaint is not in agreement with the proposed resolution, the Assistant General Manager of Administration shall conduct an inquiry into the issues raised.
- a. The Assistant General Manager of Administration will have thirty (30) calendar days in which to conduct and inquiry and prepare a report.
  - b. Confidentiality shall be protected to the extent possible under the law.
  - c. Copies of the report shall be forwarded to the complainant, the Director and the General Manager.
  - d. The complainant may appeal the Assistant General Manager of Administration's report to the General Manager, who may conduct a hearing or otherwise attempt to resolve the matter.
- E. No person filing a complaint under this policy, no person named in the complaint, and no person who legitimately assists another in the prosecution of such a complaint shall be subjected to retribution of any kind for doing so. Retaliation may consist of but is not limited to: open hostility, exclusion or ostracism, special or more closely monitored work performance, demotion, suspension, or assignment to demeaning duties not otherwise performed during the regular course of the employee's duties. Any employee engaging in prohibited retaliatory activities shall be subject to disciplinary action.