

**MINUTES OF THE MEETING OF THE
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES
HELD JANUARY 14, 2025 AT THE DISTRICT OFFICE
LOCATED AT 5350 WEST 5400 SOUTH, KEARNS, UTAH**

Trustees Present:

Gregory R. Christensen
Jeff Monson
Cheryle A. Hatch

Staff Present:

Greg Anderson, General Manager/CEO
Riley Astill, Finance Director/Controller
James “Woody” Woodruff, Public Works Director/Engineer
Kara Lutz, Director of Administrative Services
Mark H. Anderson, Attorney
Jamie Banh, Manager of Communications, Marketing, & Executive Assistance
Robert Lutz, Director of Operations
Frank deJong, Facilities Manager
Timm Dixon, Assistant District Engineer

Call to Order:

Chair Christensen called the meeting to order at 5:30 p.m. and welcomed all those present. The invocation was offered by James Woodruff and the pledge of allegiance was led by Cheryle Hatch.

Public Comments:

There were no public comments.

Approval of Minutes (December 10, 2024):

Trustee Hatch requested that the last half of the second sentence under the “Kearns City Council” agenda item be deleted, so the sentence will end with the words “Department activities.” It was then moved by Trustee Monson and seconded by Trustee Hatch as follows:

That the December 10, 2024 Board meeting minutes be approved with one change as noted.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative.

Board Training - “Pumping Station Function and Maintenance”:

Timm Dixon presented the monthly “snippet” training on the subject “Pumping Station Function and Maintenance”. Mr. Dixon presented a detailed overview using a PowerPoint, he reviewed the history and the present status of pumping stations owned and operated by the District, discussing both the pumps and the tanks. At the end of his presentation, the Trustees expressed how happy they are that Mr. Dixon has joined the KID team and their appreciation for the presentation, after which Mr. Dixon left the Board room.

Discuss the General Manager’s Report:

A copy of Greg Anderson’s written monthly Report, including a Memorandum from Jamie Banh containing the Communications/Public Outreach Report, was included in the Board Book. Mr. Anderson reviewed highlights from his written report, including the status of two outstanding grant applications; the negotiation of a reduction in escalating insurance coverage premiums, which saved the District \$10,000 with only a minor change in the deductible amount; water conservation activities; and community outreach projects including WaterSense blended with the winning Water Conservation Art Contest drawings; among other subjects.

Ms. Banh then reviewed her Memorandum, touching briefly on high points such as coordinating with Greg Anderson and Kara Lutz to ensure that all new marketing and communication materials are updated and translated; the creation of the 2025 KID conferences spreadsheet; planning for 2025 KID employee events (planning for the summer party is still in the works, the holiday party will be held at TopGolf); work on KID’s website to ensure ADA compliance (167 files originally needing work are now down to 8 files); presenting new information regarding the creation of a KID mascot; the finalization of projects with Le Debut; and other matters.

Greg Anderson briefly reviewed a water Bill and a power Bill that will be considered by the Utah Legislature, noting that H.B. 87, if it becomes law, will prohibit the intentional addition of fluoride to drinking water in Utah.

Discuss the Public Works Report:

Mr. Woodruff’s monthly written Report was included in the Board Book. He reviewed the status of the District’s capital projects, including the Terraine development (fka “Wood Ranch”) sewer lift station, which is scheduled to be commissioned on February 4, 2025; and the Trenchless Sanitary Sewer Rehabilitation Project along 4015 West between 5400 and 5616 South, noting that the Project was completed within a week with very impressive results. He also provided an update on the 5400 South Waterline Replacement Project, water quality testing/cross connection prevention efforts, and facility maintenance improvements.

Discuss the Operations & Maintenance Report:

Using a PowerPoint, Robert Lutz reviewed the Operations & Maintenance Report, including sewer cleaning and inspections; saddle leaks/replacements, noting that KID staff has been proactive looking for “hotspots” where the acidic ground is eating the metal bands on the saddles – somewhere between 50% and 60% of the saddles in the Oquirrh Hills area have been replaced; twelve water system mainline breaks occurred during 2024; the replacement, exercising and leak detection of the District’s mainline valves; the replacement of old fire hydrants; the replacement of commercial meters, yokes, valves and setters with new Neptune meters (he expects 100% of the commercial meters to be replaced within the next two years); the replacement of 186 yoke valves as part of an extensive meter change-out in cycle one, which was significantly fewer than the expected number; and the 16 inch Cougar Pump Station Valve Vault Project. During his presentation, Mr. Lutz responded to questions from Trustee Hatch.

Discuss the Administrative Report:

Kara Lutz reviewed her written monthly Report, a copy of which was included in the Board Book. Among other things, she mentioned the installation of four additional cameras in the front office to provide better coverage of all transactions taking place and of anyone in the lobby; and noted that 61 people have already accessed the new Neptune My 360 Xpress portal. Chair Christensen stated that he was one of the people who accessed the portal, noting that it was not totally intuitive. Greg Anderson explained that KID is the first in the nation to use the single step portal. Ms. Lutz noted, in the Administrative Report, that more accounts were certified for nonpayment during December than is usual (132 certifications in November compared to 260 certifications in December). As she reviewed the various individual reports, Ms. Lutz responded to questions from all three Trustees. In particular, there was a discussion of a customer who became agitated about noise that was generated when KID’s crew replaced a hydrant along the side of her corner lot.

Discuss the Financial Report:

Riley Astill reviewed his written monthly Report, a copy of which was included in the Board Book, and responded to questions from the Trustees. In particular, there was a discussion, in response to a question from Chair Christensen, regarding no Executech representatives being on site at KID. Mr. Astill explained that a 24 hour support line has been set up, which allows the District to access the entire Executech team. There was also a discussion of cybersecurity. Greg Anderson stated that KID is receiving better service and better cybersecurity protection through Executech, without having to pay a great deal more money than the cost of the prior service.

During the discussion of the Connection & Population Report, Chair Christensen briefly left the Board room and Vice Chair Monson assumed the Chair.

Consider the Check Register:

Mr. Astill responded to questions from Trustees Hatch and Monson regarding specific expenditures, with Robert Lutz providing additional information. Chair Christensen returned to the Board room during this discussion, but asked Vice Chair Monson to continue to chair the meeting for a time.

It was moved by Trustee Hatch and seconded by Trustee Monson as follows:

That the November 2024 Check Register (which is a list of all expenditures made during the month) be ratified and approved as presented.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative.

Consider Training Requests:

Greg Anderson stated that there were four new training requests to be considered by the Trustees. He then reviewed each request in turn.

A schedule for the upcoming Esri User Conference, to be held in San Diego, California during mid-July, was included in the Board Book. Greg Anderson recommended that one staff member be authorized to attend the Esri User Conference, which is advertised as being the “world’s largest GIS Conference”. The Trustees not having any questions, it was moved by Trustee Hatch and seconded by Chair Christensen as follows:

That one staff member be authorized to attend the Esri User Conference in San Diego, California, to take place during the week of July 14, 2025, at District expense.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative.

A schedule for the annual RWAU (Rural Water Association of Utah) Conference was included in the Board Book. Greg Anderson explained that John Lawson needs to recertify, which he can do by attending this Conference. Mr. Anderson requested that one staff member be authorized to attend the RWAU Annual Conference 2025. Chair Christensen asked why the recommendation wasn’t for more than one staff member to attend. Greg Anderson replied that the primary reason is budgetary. It was then moved by Chair Christensen and seconded by Trustee Hatch that as follows:

That one staff member be authorized to attend the RWAU Annual Conference 2025, to be held during the week of February 24, 2025, at District expense.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative.

Greg Anderson explained that Riley Astill and Craig Fjelstrom need to recertify, and recommended that they be authorized to attend the Utah Governmental Finance Officers Association (UGFOA) Annual Spring Conference between April 1 and April 3, 2025 at the Dixie Convention Center in St. George, Utah, for that purpose. It was moved by Chair Christensen and seconded by Trustee Hatch as follows:

That two staff members be authorized to attend the UGFOA Annual Spring Conference, in April at the Dixie Convention Center in St. George Utah, at District expense.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative.

Finally, Greg Anderson explained that the ACE25 (the Annual Conference & Exposition of the American Water Works Association) will take place between June 8 and June 11, 2025 at the Colorado Convention Center in Denver, Colorado. A copy of the schedule for ACE25 was included in the Board Book. Greg Anderson recommended that two staff members be authorized to attend. It was then moved by Chairman Christensen and seconded by Trustee Hatch as follows:

That two staff members be authorized to attend ACE25 in Denver, Colorado at District expense.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative.

Consider Purchases/Costs Over \$50,000:

A Memorandum from Mr. Woodruff regarding the final invoice issued by Insituform Technologies, LLC for the completion of the 2024 Trenchless Sanitary Sewer Rehabilitation Project, together with a copy of the invoice, was included in the Board Book. Mr. Woodruff recommended approval of the full invoice amount of \$195,665, with no retainage to be withheld. The Project involved the rehabilitation of almost 2,000 feet of sewer pipe.

It was moved by Chair Christensen and seconded by Trustee Hatch as follows:

That the final invoice from Insituform Technologies, LLC for the 2024 Trenchless Sanitary Sewer Rehabilitation Project be approved for payment in the amount of \$195,665.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative.

Riley Astill presented Invoice No. 17103 from Olympus Insurance Agency for KID's 2025 property and liability insurance, at a premium of \$164,521. A Memorandum from Mr.

Astill, explaining that the invoice is for the entire calendar year and it covers KID's property, liability, auto and cyber insurance. In response to a question from Trustee Monson, Mr. Astill stated that the insurance premium came in under the budgeted amount of \$173,000 and, in response to a question from Trustee Hatch, he explained that the increased premium is, in part, due to the District having more property to insure now than in prior years.

It was moved by Chair Christensen and seconded by Trustee Hatch as follows:

That the invoice from Olympus Insurance for the premium on the District's annual property, liability, auto and cyber insurance be approved for payment in the amount of \$164,521.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative.

Consider Bond Releases/Reductions:

There were no bond releases or reductions to be considered by the Board.

Elect & Appoint KID Officers:

A list of the District's current officers was included in the Board Book. In response to a question from Chair Christensen, there was a brief discussion regarding the General Manager serving as the District Treasurer. Due to Dana Timothy's retirement, it was recommended that Elizabeth Martinez be named as the District's Records Officer. Finally, it was noted that the "Kearns Metro Township Liaison" position should be changed to "Kearns City Liaison". It was then moved by Trustee Hatch and seconded by Trustee Monson (Chair Christensen having reassumed the chair) as follows:

That the Kearns Improvement District's officers for 2025, and until they are replaced, be as discussed and listed.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative. The District officers are as follows: Board Chair, Gregory R. Christensen; Board Vice-Chair Jeff Monson; Board Clerk, Cheryle Hatch; District Clerk, Riley Astill; Treasurer, Greg Anderson; Secretary to the Board, Mark H. Anderson; Records Officer, Elizabeth Martinez; CVWRF Board Member, Cheryle Hatch; CVWRF Board Alternate, Greg Anderson; UASD Representative, Greg Anderson; UASD Alternate Representative, Gregory R. Christensen; Kearns City Liaison, Cheryle Hatch; Kearns Community Council Liaison, Jeff Monson; and Sick Bank Committee Chairman, Jeff Monson.

Confirm & Schedule 2024 Audit:

Greg Anderson requested Board authority to move forward with the independent accounting and auditing firm Hansen, Bradshaw, Malmrose, Erickson (HBME) to conduct the

District's 2024 audit. It was moved by Trustee Monson and seconded by Trustee Hatch as follows:

That KID staff be authorized to schedule HBME to proceed with the 2024 financial audit of the District and the federally mandated single audit as required.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative.

Review of Conflict of Interest Policy and Signing of Disclosure Form:

A copy of Title 2, Chapter 7 of the District's Administrative Policies and Procedures Manual, Conflict of Interest Policy, which was approved by the Board on October 18, 2022, including a Conflict of Interest Disclosure Form, was included in the Board Book. Greg Anderson briefly reviewed the Policy and Mark Anderson explained that, due to a change in the law that became effective last May, the Conflict of Interest Disclosure Form that is mandated by the Policy no longer satisfies the requirements of state of law. As a consequence, to satisfy both the Policy and the law, the Trustees will be required to fill out and sign both forms by no later than January 31, 2025. A form that satisfies the requirements of the law that was prepared for the Utah Association of Special Districts was made available to the Trustees.

Review of Ethical Behavior Policy and Signing of Pledge Form:

Title 2, Chapter 8 of KID's Administrative Policies and Procedures Manual, Ethical Behavior Policy, together with KID's Ethical Behavior Pledge Form, was included in the Board Book. Greg Anderson briefly reviewed the Policy, which requires the Trustees and KID staff members to review the Policy and sign the Pledge Form every year.

Consider Revision to the 2025 Board of Trustees Meeting Schedule:

Greg Anderson recommended that the October Board meeting be changed from October 14 to October 21, 2025 due to the scheduling of the IMS AWWA (American Water Works Association) Conference and the WaterSmart Innovations Conference in the first half of October, which will not allow staff the time necessary to prepare the Board Packet Information for a Board meeting on October 14. A revised Board meeting schedule and calendar were included in the Board Book.

At the end of the discussion, it was moved by Trustee Monson and seconded by Trustee Hatch as follows:

That the revised 2025 Kearns Improvement District Board meeting scheduled be approved as presented.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative. The 2025 Board meeting schedule is as follows: January 14, February 18,

March 18, April 15, May 13, June 17, July 8, August 12, September 9, October 21, November 18 and December 9, 2025.

Discuss 2025 Fee Schedule:

A copy of the District’s Rates and Fee Schedule was included in the Board Book. Greg Anderson noted that, during the December Board meeting, there was a discussion regarding the impact on the 2025 Budget of going from a fixed fee for a late payment to an 8% late payment charge. Staff has determined that there won’t be a major financial impact on the District.

Present General Manager’s 2024 Review of the Kearns Improvement District:

Using a PowerPoint, Greg Anderson presented a 2024 retrospective review of the Kearns Improvement District. Among other things, he noted that there were six new hires during the year; praised Kara Lutz for her service, which has enabled the management staff to maintain an appropriate separation of duties, and reviewed her positive Customer Service accomplishments; acknowledged that 2024 was a “difficult budget year” that required many cuts, and praised Riley Astill for helping the District meet regulatory requirements in spite of the budget cuts; reviewed construction activities and milestones; praised Mr. Woodruff and his staff for obtaining the approval of KID’s new Standards by the Utah Division of Water Quality; mentioned that KID’s water system is lead free; played videos dealing with such subjects as a lead free system, water quality, smart meters, and AMI (Advanced Metering Infrastructure) web applications; discussed the potential realignment of the Jordan Valley Water Conservancy District Board, with the Mayors of West Jordan and Kearns being able to participate in the nomination process; discussed his part in Legislative Working Groups; declared that Congressman Burgess Owens has been a “great friend to the District”, especially regarding obtaining federal grants; discussed other grants and grant opportunities; mentioned the Resiliency Study; reviewed the Employee Succession Organizational Chart; and reviewed the District’s goals. At the end of his presentation, speaking for the entire Board, Trustee Monson thanked Mr. Anderson and his staff for all that they do for the District’s customers.

Central Valley Water Reclamation Facility:

Trustee Hatch reviewed the agenda for the December 19, 2024 Central Valley Water Reclamation Facility Board meeting, a copy of which was included in the Board Book. Among other things, she discussed the need for a new biosolids land application site; noted that the Central Valley Board meeting schedule has been changed to start at 3:30 p.m., rather than 3:00 p.m., and two meeting dates were changed at Trustee Hatch’s request; and stated that KID will save approximately \$200,000 because bids on the new Central Valley Digesters came in lower than expected.

Jordan Valley Water Conservancy District:

The agenda for the January 8, 2025 Jordan Valley Board meeting was included in the Board Book. Chair Christensen reported that the Jordan Valley Board is discussing a 5% to 6% increase in wholesale water rates, and expressed concerns regarding the cost of the Jordan Valley Conservation Garden compared to benefits provided by the Garden.

Utah Association of Special Districts:

Greg Anderson explained that the last UASD Board meeting was held in December at KID, and that meeting was discussed during the December KID Board meeting. The next UASD Board meeting is scheduled to be held on January 16, 2025.

Kearns City Council:

Trustee Hatch reported that the City Council meeting that was held the previous night had a “big agenda” that included two public hearings. She noted the change in City governance which will result in four City Council members being elected from districts and the Mayor will be elected at large. Currently, the City is divided into five districts, with the Mayor being the elected representative of one of those districts. An audit of the City reflects that the City is healthy financially. The Kearns Oquirrh Park Fitness Center (KOPFC) will no longer sponsor the Fire Water & Ice Festival, which is being taken over by the City as more of a community event. Trustee Monson, who also serves on the KOPFC Board, provided additional information from the Fitness Center’s perspective. The Fitness Center may sponsor smaller events throughout the year. The City is budgeting \$25,000 for the purchase of fireworks.

Kearns Community Council:

Trustee Monson reported concerning Community Council activities and issues involving the Kearns community. Sadly, one homicide was reported in December, but the Unified Police Department made a quick arrest. He noted that a number of crime statistics are trending downward, which is good news. He praised the neighborhood policing model as being at least partially responsible for the trends. Finally, he reported that Fire Station 107 has reopened and that approximately 60 Unified Fire Authority firefighters are in California helping with the horrific wildfires in Los Angeles County.

ChamberWest – Board of Directors, Board of Governors & Legislative Affairs:

Greg Anderson reported that ChamberWest has established legislative priorities for the upcoming General Session of the Utah Legislature, noting that the organization has a “great voice”.

Trustee Per Diem Report:

A copy of the January 2025 year to date Trustee Per Diem Report was included in the Board Book.

Possible Closed Meeting-Evaluation of General Manager (Character and Professional Competence of an Individual):

It was moved by Trustee Monson and seconded by Trustee Hatch as follows:

That the Board meeting be closed to discuss the character and professional competence of an individual as allowed by law.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative. Chair Christensen read a statement declaring that the closed portion of the meeting would be held in the Board room and that all three Trustees, Greg Anderson and Mark Anderson would attend the closed meeting. The meeting was declared to be closed at 7:59 p.m.

The meeting was declared to again be open at 8:17 p.m. No action was taken during the closed portion of the meeting other than the approval of a motion to end the closed meeting and return to open session.

Consider Evaluation of General Manager:

Following a brief discussion, it was moved by Trustee Monson and seconded by Trustee Hatch as follows:

That the General Manager receive the same 4.6% annual salary increase as is available to other District employees.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative. The Trustees expressed their appreciation to Greg Anderson for everything he has done to make KID a truly first-class organization, a sentiment that was echoed by Mark Anderson. Greg Anderson expressed his appreciation for the Board's unwavering support.

Adjourn:

There being no further business to come before the Board, Chair Christensen declared the meeting to be adjourned at 8:22 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 18th day of February, 2025.

Dated: February 18, 2025 by /s/ Gregory R. Christensen, Chair

Dated: February 18, 2025 by /s/ Jeff Monson, Vice-Chair

Dated: February 18, 2025 by /s/ Cheryle A. Hatch, Board Clerk

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