

**MINUTES OF THE MEETING OF THE  
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES  
HELD AUGUST 13, 2024 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
Brenda Alonso	Customer Service 1

**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 Jeff Monson.

**Public Comments:**

There were no public comments.

**Approval of Minutes (Regular Meeting, July 9, 2024):**

None of the Trustees having any corrections or additions for the minutes, it was moved by Trustee Monson and seconded by Trustee Hatch as follows:

**That the minutes of the July 9, 2024 Board meeting be approved as presented.**

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

**Board Training - “Lien Letters & Return Checks”:**

Using a PowerPoint presentation for emphasis, Brenda Alonso walked the Trustees through the District’s returned check process and the statutory lien process, which is used as

a last resort when a customer falls too far behind in making water and sewer service payments to the District. The District no longer shuts off service for nonpayment, but water service may, on occasion, be disconnected if a customer, after having been given ample opportunities, fails or refuses to sign up for service (such as when the title ownership data maintained by the County and the District's Application for Service for the property don't match), and for some other violations of the District's rules and regulations. Ms. Alonso responded to questions from the Trustees, and Riley Astill added helpful information. At the conclusion of her presentation, the Trustees expressed their appreciation to Ms. Alonso.

**Discuss the General Manager's Report:**

A copy of Greg Anderson's monthly Report was included in the Board Book. Mr. Anderson presented an extensive overview of a number of issues, including a report that has been prepared for the Senate Bill 76 Study Group, which may be an item of discussion during an Interim Legislative Committee meeting that will take place in September (Mr. Anderson noted that the regionalization of water service providers won't be an easy process); the Senate Bill 34 Study Group that is looking into the possible elimination of property taxes as a revenue source for water and sanitary sewer service providers (a draft report has been prepared by David Robertson with LRB Public Finance Advisors at the request of the Study Group); remedial efforts related to an illegal discharge of toxic substances at the Hexcel/Northrup Grumman sewer meter station (a copy of a letter dated July 29, 2024 from Mr. Anderson to Hexcel was included in the Board Book); KID's cyber security protocol; coordination with the Taylorsville Bennion Improvement District and the Granger Hunter Improvement District General Managers regarding such matters as cyber security issues and representation on the Jordan Valley Water Conservancy District Board of Trustees (a letter dated July 22, 2024 from Greg Anderson to the General Manager of the Jordan Valley Water Conservancy District, dealing with a potential reorganization of the Jordan Valley Board of Trustees, was included in the KID Board Book); job openings at the District; recognition awards from Congressman Burgess Owens' office for each of the 2024 KID water conservation art contest winners; and a number of other matters.

Jamie Banh presented information regarding her Communications/Public Outreach Report that was included with the General Manager's Report in the Board Book, particularly regarding KID's participation in the Kearns Hometown Days parade with many of the water conservation art contest winners and their family members; and also discussed safety protocol matters.

**Discuss the Public Works Report:**

A copy of Mr. Woodruff's July 2024 Public Works Report was included in the Board Book. Among other things, Mr. Woodruff explained why and how the two Zone C Gibbons Tanks, with a total capacity of 5.5 million gallons of water, were cleaned on a five year rotating schedule with the District's other water tanks in compliance with American Water Works Association guidelines and standards for water storage tanks. The tanks are professionally cleaned by certified potable divers who follow strict disinfection protocols before entering and cleaning five years of accumulated sediment (approximately 1/8 of an

inch thick) from the floor of each tank. Mr. Woodruff's Report also covered yoke valves and saddles that were replaced during the month; fire hydrant and large meter replacements; facility maintenance and improvements; and the filing of the "Non-Lead Submittal Form" with the Division of Drinking Water prior to the July 30, 2024 deadline; among other subjects.

**Discuss the Administrative Report:**

A copy of Ms. Lutz's monthly Administrative Report, including the Administrative Service Report, the Investment/Reserves Report, the Customer Service Report, the Executive Safety Report, and other administrative reports, was included in the Board Book. Among other things, Ms. Lutz noted her efforts, in conjunction with Jamie Banh, to ensure that KID's communications with customers and others are straightforward and consistent. She reviewed highlights from the Report, including an effort to review and update sign up ("Application for Service) agreements with new customers to ensure compliance and minimize risks for the District; customer feedback regarding private property access when water meters are changed out; and positive customer feedback regarding the office staff. During her presentation, Ms. Lutz responded to questions from the Trustees, with Greg Anderson providing additional information.

**Discuss the Financial Report:**

A copy of Mr. Astill's monthly Financial Report was included in the Board Book. Chair Christensen expressed appreciation for the new page 1 monthly and year to date financial summary, and Trustee Monson praised the page 2 graphics. From a financial standpoint, the District is doing very well, with year-to-date net income being \$3,063,342 better than the 2024 Budget. During the discussion, Mr. Astill responded to questions from Trustee Hatch.

**Consider the Check Register:**

A copy of the June 2024 Check Register, which is a list of all District expenditures during the month, it was included in the Board Book. Trustees Monson and Hatch asked questions regarding specific expenditures, to which Mr. Astill responded, with additional information being provided by Greg Anderson and James Woodruff. At the end of the review, it was moved by Trustee Monson and seconded by Trustee Hatch as follows:

**That the June 2024 Check Register 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 presented a training request – for the Utah Association of Special District's annual Convention, which will be held early in November at the Davis Conference Center. A copy of a preliminary program for the Convention was included in the Board Book.

Mr. Anderson recommended that three Trustees and five staff members be authorized to attend the Convention at District expense. Following a brief discussion, it was moved by Trustee Hatch and seconded by Trustee Monson as follows:

**That three Board members and five staff members be authorized to attend the upcoming Utah Association of Special Districts annual Convention at District expense.**

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

**Consider Purchases/Costs Over \$50,000:**

There were no qualifying new purchases for the Board to consider.

**Consider Bond Releases/Reductions:**

A memorandum from Mr. Woodruff recommending that the remaining 10% bond for the Sky Ranch Single Family Phase 1 development be released in the amount of \$100,391.50, because the punch list items and required inspections had been completed and the one-year warranty period has ended, was included in the Board Book.

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

**That a final bond release of \$100,391.50 be approved for Sky Ranch Single Family Phase 1 as recommended by staff.**

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

**Consider Mountain America Credit Union – Credit Card Authorization Letter:**

A letter addressed to the Mountain America Credit Union, to be signed by Chair Christensen, was included in the Board Book. Kara Lutz explained that the Credit Union requested the letter, which authorizes the District's General Manager to set up secured credit cards for staff members to use when making purchases for the District, with a shared credit card limit of \$80,000. Following her explanation, it was moved by Trustee Hatch and seconded by Trustee Monson as follows:

**That secured credit cards for staff members to make purchases for the District be approved, with a credit limit of \$80,000, and that the Board Chair be authorized to sign the letter that will authorize the General Manager to set up the secured credit cards with Mountain America Credit Union.**

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

**Consider Memorandum of Understanding – Central Valley Water Reclamation Facility:**

A Memorandum of Understanding (“MOU”) between the Central Valley Water Reclamation Facility and KID, which is one of seven members/owners of Central Valley, was included in the Board Book. The Trustees and staff discussed the MOU, which is needed because KID’s new 4700 South Sewer Outfall Line resulted in the relocation of a sewage meter vault and other appurtenances. The MOU addresses KID’s and Central Valley’s respective ownership interests and maintenance responsibilities. Mark Anderson reviewed the legal aspects of the MOU.

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

**That the Memorandum of Understanding between Central Valley Water Reclamation Facility and KID be approved and that the General Manager be authorized to execute the Memorandum of Understanding, including possible minor edits.**

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

**Consider Administrative Policies and Procedures Title 3, Chapter 2, Extraterritorial Service:**

A redlined (to highlight proposed edits) copy of the District’s Extraterritorial Service Policies and Procedures was included in the Board Book. Greg Anderson provided a brief overview, noting the potential need for a policy regarding annexing an area as a condition of providing or continuing to provide service. It was agreed that staff, particularly legal, will work on the Policy, and that the Policy would be tabled for further consideration during a later Board meeting.

**Central Valley Water Reclamation Facility:**

Trustee Hatch, who represents KID on the Central Valley Board, explained that a scheduled tour of Central Valley facilities has been postponed until August 28. She then reviewed highlights from the July 18, 2024 Central Valley Board meeting agenda, a copy of which was included in the Board Book. Among other things, she mentioned the need to add a travel policy to Central Valley’s Employee Handbook; noted that required concessions may result in the rejection by Central Valley of a \$40,000 Forestry Grant; and reviewed the status of Central Valley’s capital projects. She noted that it was a relatively short meeting. Greg Anderson added that the meeting included a closed session to discuss the disposal of land.

**Jordan Valley Water Conservancy District.**

A copy of the August 14, 2024 Jordan Valley Water Conservancy District Board meeting agenda was included in the Board Book. Greg Anderson mentioned that a parental leave policy failed on a 4 to 4 vote, with one Board member absent, so the matter was tabled.

**Utah Association of Special Districts:**

A copy of the agenda for the August 8, 2024 UASD Board meeting was included in the Board Book. Greg Anderson, who serves on the UASD Board, briefly reviewed a few highlights from the meeting, noting that Convention materials will be available online during the UASD Convention later this year; explaining that a UASD records retention schedule is being discussed; and mentioning a dispute that has arisen, including threatened litigation, regarding a district's water rate structure (specifically, a fee that is charged when a customer uses more than the allocated one acre foot of water).

**Kearns City Council:**

A copy of the agenda for the August 12, 2024 Kearns City Council meeting was included in the Board Book. Trustee Hatch reviewed highlights from the meeting, including an emotional presentation of a plaque recognizing her late husband, Joe's, service as a Kearns Planning Commissioner. She also discussed the possible repurposing of the Oquirrh Hills Elementary School as a community center; the City's possible imposition of impact fees on new development; the resolution of issues regarding abandoned houses; Greg Anderson's presentation of a video dealing with water quality issues and water use data; and reports from other service providers such as the Kearns Library, the Wasatch Front Waste & Recycling District, the Unified Fire Authority, and the Unified Police Department.

**Kearns Community Council:**

Trustee Monson noted that the Community Council meeting was cancelled, but it was a very busy month for the Community Council, primarily due to Kearns Hometown Days activities.

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

Greg Anderson, who serves on the ChamberWest Board of Directors, mentioned a Wasatch Front Regional Council review and report dealing with projects and plans, and efforts to connect the valley-wide trail system. He noted that the ChamberWest Legislative Affairs Committee will add utilities in general to its purview. Previously, the Committee had been limited to water issues.

**Trustee Per Diem Report:**

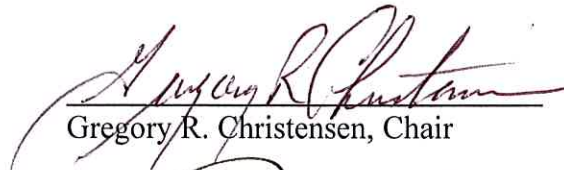
A copy of the July 2024 Trustee Per Diem Report was included in the Board Book.

**Adjourn:**

There being no further business to come before the Board, Chair Christensen declared the meeting to be adjourned at 8:00 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 17th day of September, 2024.

Date: 17 Sept 2024

  
Gregory R. Christensen, Chair

Date: 17 September 2024

  
Jeff Monson, Vice Chair

Date: Sept. 17, 2024

  
Cheryle A. Hatch, Board Clerk