

**MINUTES OF THE MEETING OF THE
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES
HELD JANUARY 13, 2026 AT THE DISTRICT OFFICE
LOCATED AT 5350 WEST 5400 SOUTH, KEARNS, UTAH**

Trustees Present:

Cheryle A. Hatch
Gregory R. Christensen
Miranda Giles

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
Robert Lutz, Director of Operations
Mark H. Anderson, Attorney
Jamie Banh, Manager of Communications, Marketing, & Executive Assistance
Frank deJong, Facilities Manager

Others Present:

Jackie Martin, Resident
Carter Giles, Resident
Diana Giles

Call to Order:

Chair Christensen called the meeting to order at 5:30 p.m. and welcomed all those in attendance. The invocation was offered by Gregory R. Christensen and the pledge of allegiance was led by Miranda Giles.

Public Comments:

There were no public comments.

Administer the Oath of Office for Newly Elected Board Trustees:

Riley Astill, acting as the KID Clerk, administered the oath of office to newly elected Trustee Miranda Giles and newly re-elected Trustee Cheryle A. Hatch.

Approval of Minutes - December 9, 2025:

A question was raised regarding the spelling of the name “Amanda Stoudt” under the

heading “Central Valley Water Reclamation Facility” on page 6 of the minutes. It was then moved by Trustee Hatch and seconded by Trustee Giles as follows:

That the December 9, 2025 Board meeting minutes be approved subject to verification of the accuracy of the spelling of a name on page 6.

The motion carried with Trustees Christensen, Hatch and Giles each voting “aye”.

Board Snippet Training – “Legislative Affairs & District Involvement”:

Greg Anderson discussed the District’s involvement with the Utah Legislative Session, stressing the importance of the Utah Association of Special Districts and of Chamber West. Mr. Anderson is a Board Member for both organizations. Bills passed by the Utah Legislature have had, and in the future will continue to have, a significant impact on KID and its ability transparently and economically to provide high quality culinary water and sanitary sewer services within KID’s service area. Mark Anderson provided additional information during the discussion.

Discuss the General Manager’s Report:

Greg Anderson’s monthly written Report, including a one-page Highlight section, was included in the Board Book. Mr. Anderson reviewed the Highlight page with the Trustees. He expressed his appreciation to the Trustees for attending a breakfast and tour of KID’s facilities to which Kearns City Council members, the Community Council and local state legislators were invited.

Discuss the Communications and Marketing Report:

Ms. Banh briefly reviewed highlights from her Communications/Public Outreach Highlight Report, a copy of which was included in the Board Book, including a one-page summary. Ms. Banh reported that December was a very busy month for KID’s Facebook site.

Discuss the Public Works Report:

Mr. Woodruff’s written Report was included in the Board Book. He briefly reviewed a Summary of his Report, including an engineering staff update that included a progress report on the 5400 South Waterline Replacement Phase II Project and the 2026 KID Water Supply and Resiliency Project (the Kearns Junior High School-Sams Boulevard Water Line). In particular, Mr. Woodruff noted that staff is still waiting for a final EPA Grant authorization before officially awarding the 2026 KID Water Supply Repair and Resiliency Project to Spade Excavating, and reported the hiring of Development Engineer Abraham Lopez, a licensed professional engineer with 13 years of experience, and of Derrick McMichael, who has 7 years of utility operations experience and holds advanced distribution and collection certifications, as a Water and Sewer Inspector. During his presentation, Mr. Woodruff responded to questions from Trustees Christensen and Hatch, with Kara Lutz and Greg Anderson providing additional information.

Discuss the Operations & Maintenance Report:

A copy of the monthly Operations and Maintenance Report was included in the Board Book. Robert Lutz reviewed highlights from the Executive Summary, including information about saddle replacements, fire hydrants, the response to a water main break, and recognition of Jordan Dall for passing his Grade IV Sewer Collections examination and Mkenzye Meade for passing his Grade II Sewer Collections exam. Mr. Lutz responded to questions from Trustee Hatch, with additional information provided by Frank deJong and Chair Christensen.

Discuss the Administrative Report:

Kara Lutz reviewed highlights from her monthly written Report, a copy of which was included in the Board Book, including the promotion of Gloria Rios to the Data Administrator Coordinator position and the hiring of Gaiden Jones as a Meter System/Blue Stakes Operator I. In response to a question from Chair Christensen, Ms. Lutz confirmed that, as more KID customers convert to paperless billing, KID's costs will be reduced.

Discuss the Financial Report:

Mr. Astill reviewed his written monthly Report, including a Summary/Highlights attachment, which was included in the Board Book. He noted that the District's year-to-date (through November) net income was \$5,722,979, which is \$3,091,986 better than the amount projected in the 2025 Budget. Trustees Christensen and Hatch made comments regarding the Report and Mr. Astill responded to questions from Chair Christensen concerning growth and any anticipated impact on customers' water use due to the change to a single billing cycle.

Consider the Check Register:

A copy of the November 2025 Check Register, which is a list of all expenditures made during the month, was included in the Board Book. After a series of questions posed by Trustee Hatch were answered, it was moved by Trustee Hatch and seconded by Trustee Giles as follows:

That the November 2025 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:

There were no training requests to be considered by the Board.

Consider Purchases/Costs over \$50,000:

Mr. Lutz presented four purchases for consideration and approval by the Board. A Memorandum for each purchase, including an explanation of the purchasing process and the basis for each purchase recommendation, was included in the Board Book. As each proposed

purchase was presented and discussed, Mr. Lutz responded to questions from all three Trustees.

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

That the purchase of a new 2026 Komatsu PC220 excavator be approved at a net cost, after deducting the value of the trade-in, of \$205,659.24.

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

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

That a model WA-270 front-end loader be purchased from Komatsu Equipment at a net cost, after a credit for the District's trade-in, of \$156,106.92.

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

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

That a new 2024 Ram 5500 chassis be purchased from West Valley Chrysler Dodge Jeep Ram under state contract number MA3789 at a cost of \$90,000 (which does not include upfitting with a new service bed).

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

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

That a new 2025 Ram 5500 chassis be purchased from West Valley Chrysler Dodge Jeep Ram under state contract number MA3789 at a cost of \$110,000 (which does not include upfitting with a new service bed).

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

Consider Bond Releases/Reductions:

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

Elect and Appoint KID Officers:

The Trustees reviewed a list of current KID officers and discussed their preferences concerning changes, particularly in response to Jeff Monson no longer being on the Board. It was noted that, due to a new state law, the Records Officer can no longer be appointed by the Board but,

instead, is to be appointed by the Chief Administrative Officer. Greg Anderson explained the history behind and the intended purpose of the Sick Bank.

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

That the Kearns Improvement District officers be as discussed, namely: Board Chair, Cheryle A. Hatch; Board Vice Chair, Gregory R. Christensen; Board Clerk, Miranda Giles; District Clerk, Riley Astill; Treasurer, F. Greg Anderson; Secretary to the Board, Mark H. Anderson; Chief Administrative Officer (CAO), F. Greg Anderson; Central Valley Water Reclamation Facility Board Member, Cheryle A. Hatch; Central Valley Water Reclamation Facility Board Alternate, F. Greg Anderson; Utah Association of Special Districts Representative, F. Greg Anderson; Utah Association of Special Districts Alternate Representative, Gregory R. Christensen; City of Kearns Liaison, Miranda Giles; and Sick Bank Committee Chair, Miranda Giles.

The motion carried with Trustees Christensen, Hatch and Giles each voting in the affirmative. There will no longer be a Kearns Community Council Liaison position.

At Chair Hatch's request, Trustee Christensen continued to chair the Board meeting.

Confirm and Schedule 2025 Audit:

Mr. Astill recommended that the independent auditing firm Hansen, Bradshaw, Malmrose and Erickson (HBME) be authorized to conduct the 2025 financial audit of the District and the federally mandated single audit as required by law.

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

That the 2025 financial audit of the District and the federally mandated single audit be scheduled with and conducted by HBME.

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

Review of Conflict-of-Interest Policy and Signing of Disclosure Form.

Greg Anderson reviewed Title 2, Chapter 7 of the District's Administrative Policies and Procedures, the District's Conflict-of-Interest Policy, with the Trustees and requested that each Trustee fill out and sign the Conflict of Interest Disclosure Form that was included in the Board Book. The Conflict of Interest Disclosure Form must be completed and filed each year by no later than January 31.

Review of Ethical Behavior Policy and Signing of Pledge Form:

Greg Anderson reviewed the District’s Conflict-of-Interest Policy, found in Title 2, Chapter 7 of KID’s Administrative Policies and Procedures Manual, a copy of which, along with the Ethical Behavior Pledge Form, was included in Board Book. Mr. Anderson asked each Trustee to review and sign the Ethical Behavior Pledge Form before a notary public, which each Trustee did before the end of the meeting.

Consider Bowen Collins and Associates Proposal and Contract to Update the KID Water Master Plan, Impact Fee Facilities Plan, and Impact Fee Analysis:

Greg Anderson explained that impact fees are assessed and collected by the District to ensure that new development in the District will pay its fair share of the cost of the infrastructure that is required to serve the development. Mr. Woodruff referred to a Memorandum regarding the 2026 Water Master Plan, IFFP (Impact Fee Facilities Plan) and IFA (Impact Fee Analysis) to be provided by Bowen Collins and Associates (BC&A), an engineering firm that previously was awarded a Master Agreement in compliance with requirements of the Utah Procurement Code and KID’s purchasing rules. Mark Anderson confirmed that the \$78,088 cost mentioned in the Memorandum is a not-to-exceed cost. A Scope of Services to be performed by BC&A was also included in the Board Book.

After the discussion, it was moved by Chair Hatch and seconded by Trustee Giles as follows:

That Bowen Collins and Associates be authorized to provide professional consulting services respecting the 2026 Water Master Plan, IFFP and IFA as outlined in the Scope of Services at a not-to exceed cost of \$78,088 and that the General Manager be authorized to sign the contract documents and authorize BC&A to proceed.

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

Consider Bowen Collins and Associates Proposal and Contract to Update the KID Sewer Master Plan, Impact Fee Facilities Plan, and Impact Fee Analysis:

As was the case with the Water System Master Plan, IFFP and IFA, Mr. Woodruff provided a written Memorandum and Scope of Services for the 2026 Sewer Master Plan, IFFP and IFA, a copy of which was included in the Board Book. Greg Anderson explained that a new impact fee cannot be effective until 90 days after its adoption by the Board (*See Utah Code § 11-36a-401(2)*).

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

That KID enter into a contract with Bowen Collins and Associates, in the not to exceed amount of \$78,793, to prepare a Sewer Master Plan, IFFP and IFA as provided in the Scope of Services.

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

Following a brief recess, the Board was called back into session at 6:36 p.m.

Discuss and Consider Title 1 Chapter 7 Administrative Policies and Procedures – Privacy Policy:

A copy of the Privacy Policy, which must be adopted to comply with a new state law, was included in the Board Book. A Privacy Program Report signed by Greg Anderson was also included in the Board Book. Greg Anderson explained that the first draft of the Privacy Policy was developed using a template prepared by the Office of the State Auditor which was edited by KID staff. Mark Anderson explained that a Utah Code provision cited several times in the template couldn't be found in the Utah Code, that several other Utah Code citations weren't accurate, and that some provisions in the template should apply only to state agencies. He noted, however, that the Utah Code citations might have been accurate years ago when the original Policy was developed. Mark Anderson reviewed and explained the Privacy Policy, particularly the provisions that differ from the template.

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

That the new Privacy Policy, Title 1, Chapter 7 of KID's Administrative Policies and Procedures, be adopted as recommended by staff.

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

Present General Manager's 2025 Kearns Improvement District's – "A Year in Review" and "2026 Goals":

Greg Anderson stated that KID had a great year in 2025 and is, in his view, the greatest special district in the state. A copy of Mr. Anderson's 32 page "2025 Year in Review" report was included in the Board Book. In the interest of time, Mr. Anderson did not go through the 2025 Year In Review but invited the Trustees to ask questions. There being none, Mr. Anderson then turned to his seven-page list of "2026 Goals", a copy of which was also included in the Board Book. Other than the correction of one goal under the "Association & Professional Outreach" heading, none of the Trustees expressed any questions or concerns regarding the direction and goals of the District.

Central Valley Water Reclamation Facility:

A copy of the agenda for the December 18, 2025 Central Valley Board meeting was included in the Board Book. Chair Hatch briefly touched on high points from the meeting, reporting that Central Valley’s capital projects are “up and running” and that the Central Valley Board is very pleased with the numbers being generated by the new system.

Jordan Valley Water Conservancy District:

A copy of the January 14, 2026 Jordan Valley Board meeting agenda was included in the Board Book. Trustee Christensen stated that all of the Jordan Valley “executive meetings” are being held virtually, and noted an upcoming retirement party for Alan Packard, Jordan Valley’s General Manager.

Utah Association of Special Districts:

Greg Anderson stated that UASD’s focus is, and for the next two months will be, on the General Session of the Utah Legislature.

Kearns City Council:

The agenda for the January 12, 2026 City Council meeting was included in the Board Book. Cheryle Hatch and Greg Anderson provided information regarding a recent extremely well-attended (approximately 200) Kearns City Council meeting. The new Mayor and newly elected City Council members were introduced and board assignments were considered. Greg Anderson reported to the City Council concerning KID’s activities, as did other service providers.

Kearns Community Council:

There was no Community Council meeting on which to report.

Chamber West – Board of Directors, Board of Governors & Legislative Affairs:

The agenda for the December 18, 2025 Chamber West Board of Directors meeting was included in the Board Book, along with a schedule of the Board of Governors and Board of Directors meetings to be held in 2026.

Trustee Per Diem Report:

A copy of the January 2026 Trustee Per Diem Report was included the Board Book.

Possible Closed Meeting-Evaluation of General Manager:

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

That the Board go into closed session to discuss the character, professional competence or physical or mental health of an individual.

The motion carried with Trustees Hatch, Christensen and Giles each voting in the affirmative. The Board meeting was declared to be closed at 7:10 p.m. with only Trustees Hatch, Christensen and Giles in attendance.

Consider Evaluation of General Manager:

The Board meeting was declared to again be in session at 7:28 p.m. No action was taken during the closed portion of the meeting other than the approval of a motion made by Trustee Christensen and seconded by Chair Hatch to end the closed session and return to open meeting.

It was moved by Trustee Giles and seconded by Trustee Christensen as follows:

That the General Manager receive full COLA (3%) and merit (2%) increases in his 2026 salary, that his car allowance be rolled into his compensation, and that the General Manager's car allowance no longer be a separate benefit item.

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

Chair Hatch declared that Greg Anderson has been doing a "great job" and has done much to highlight the strengths and value of KID. All three Trustees expressed their appreciation to Mr. Anderson who, in turn, expressed his appreciation for their trust and support.

Adjourn:

There being no further business to come before the Board, the meeting was declared to be adjourned at 7:33 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 10th day of February, 2026.

Dated: February 10, 2026 by /s/ Cheryle A. Hatch, Chair

Dated: February 10, 2026 by /s/ Gregory R. Christensen, Vice Chair

Dated: February 10, 2026 by /s/ Miranda Giles, Board Clerk