

**MINUTES OF THE MEETING OF THE
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES
HELD FEBRUARY 18, 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

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 Jeff Monson and the pledge of allegiance was led by Kara Lutz.

Public Comments:

There were no public comments.

Approval of Minutes (January 14, 2025):

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 January 14, 2025 Board meeting minutes be approved as presented.

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

Board Training - “Conservation Program Update”:

Kara Lutz presented the monthly Trustee’s “snippet” training, an update regarding KID’s Water Conservation Program. Among other things, Ms. Lutz noted that “Mulch

Madness” classes are available to the public; discussed “Fix A Leak Week” and the Earth Day Celebration (on April 19); responded to questions from the Trustees and from Frank deJong; and mentioned KID’s participation in community events to explain and stress the importance of water conservation. There was an in depth, lively conversation among the Trustees and staff.

Discuss the General Manager’s Report:

Greg Anderson’s written monthly Report, including Jamie Banh’s written Communications/Public Outreach Report, was included in the Board Book. Mr. Anderson discussed highpoints from his Report, including efforts to collect impact fees from Hexcel Corporation; an application for a \$200,000 FEMA BRIC Grant to study alternative power generation to reduce water system risks associated with natural hazards, and an application for a \$100,000 State Revolving Fund Grant that will supplement the FEMA BRIC Grant; personnel changes; cybersecurity activities; ongoing efforts lead by Jamie Banh to ensure that KID’s website material will be fully ADA compliant by July of this year; and meetings with outside agencies, including the Jordan Valley Water Conservancy District. He also discussed the WaterSense Promotional Partner of the Year Award entry, water conservation efforts and other District activities.

Jamie Banh reviewed her Communications/Public Outreach Report, including efforts to promote the LocalScapes classes on the KID website and Facebook; updated online title assessment forms; plans for the employee summer and holiday parties; communications with Thomas Reese, the Election Director at the Salt Lake County Clerk’s Office, regarding the upcoming KID Board member election; publicity for the upcoming Water Conservation Art Contest; and other events and activities.

Discuss the Public Works Report:

James Woodruff’s written monthly Public Works Report was included in the Board Book. Mr. Woodruff provided an update on ongoing Projects, including the 5400 South Water Line Replacement Project, and other Public Works Department activities including: water quality testing/cross connection prevention efforts; the rehabilitation of Well No. 10; etc. During his presentation, Mr. Woodruff responded to questions from the Trustees, and additional information was provided by Robert Lutz.

Discuss the Operations & Maintenance Report:

A copy of the monthly Operations & Maintenance Report prepared by Robert Lutz was included in the Board Book. Mr. Lutz reviewed a number of the O&M Department’s activities including sewer line cleaning and inspections; saddle leaks and replacements; mainline valve replacements and the exercise of mainline valves; fire hydrant inspections, repairs and replacements; the replacement of commercial water meters, yokes, valves and setters; the sixteen inch Cougar Lane Valve Vault Project (which has been completed, except for asphalt restoration to be finished during warmer Spring weather); the installation of additional water sampling stations; and annual maintenance services performed on the pumps

and motors by KID's staff at a cost saving, on average, of roughly \$2,000 per year. During his presentation, Mr. Lutz responded to questions from the Trustees, and Frank deJong provided additional information in response to a question from Chair Christensen.

Discuss the Administrative Report:

A copy of the monthly Administrative Report prepared by Kara Lutz was included in the Board Book. Among other things, Ms. Lutz reported that 247 applications were received for an open Customer Service I position, and ten of the applicants were interviewed. Ms. Lutz also discussed current staffing needs and activities. She reported that staff has calculated equal payment options for each billing cycle and notified KID's customers that they may enroll for the equal payment option during February. She also discussed customer feedback and reviewed individual reports, including the Investment/Reserves Report and the Executive Safety Report.

Discuss the Financial Report:

Riley Astill's monthly Administrative/Financial Report was included in the Board Book. He reviewed both the December and year to date through December Financial Summaries, noting that the District's finances look good. He briefly discussed a boundary review of the District as part of an effort to determine whether any extraterritorial properties are being served. He praised Craig Fjelstrom for identifying seven parcels that are served by KID but are not within KID's boundary. The properties should have been part of KID since the 2021 annexation of portions of West Jordan was completed; which oversight has been corrected. There was a back and forth discussion with the Trustees regarding the Water Usage Summary and water purchases from the Jordan Valley Water Conservancy District, along with the written Water Loss Summary. KID enjoys a very low water loss percentage, compared to most other water suppliers. During this presentation, Mr. Astill responded to questions from the Trustees and Greg Anderson provided additional information. Chair Christensen noted that the Jordan Valley Water Conservancy District intends to study the inclusion of a water conservation element in Jordan Valley's billings. There was also a brief discussion of the written Connection & Population Report.

Consider the Check Register:

The December 2024 Check Register, which is a list of all expenditures made during the month, was included in the Board Book.

Mr. Astill responded to questions from all three Trustees regarding specific expenditures and missing check numbers, with Mr. Woodruff providing additional information. In the future, voided checks will be included in the Check Register to account for any missing check numbers. At the end of the discussion, it was moved by Trustee Monson and seconded by Trustee Hatch as follows:

That the December 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 explained that there were three training requests to be considered by the Board.

First, he recommended that a staff member be authorized to attend the NAGARA (record officers) Annual Conference in Oklahoma City, Oklahoma from July 15 through July 18, 2025. Mr. Anderson explained that KID's records officer goes to this training every other year. It was moved by Trustee Hatch and seconded by Trustee Monson as follows:

That one staff member be authorized to attend the 2025 NAGARA Annual Conference in Oklahoma City, Oklahoma from July 15 through July 18, 2025, at District expense.

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

Greg Anderson then presented a brief overview of the WaterSmart Conference to be held in Reno, Nevada from October 7 through October 9, 2025, and recommended that three staff members and three Trustees be authorized to attend the event, at which KID may receive an award. It was moved by Trustee Hatch and seconded by Trustee Monson that as follows:

That three staff members and three Trustees be authorized to attend the WaterSmart Conference from October 7 through October 9, 2025 in Reno, Nevada at District expense.

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

Finally, Greg Anderson referred to the Caselle 2025 Annual Conference, which will be held in Salt Lake City on October 7 and October 8, 2025. He recommended that two staff members be authorized to attend this Conference at District expense. In response to a question from Trustee Hatch, Kara Lutz reviewed the training that will be received at the Conference, noting that Caselle provides KID's accounting software. It was moved by Trustee Hatch and seconded by Trustee Monson as follows:

That two staff members be authorized to attend the Caselle 2025 Annual Conference in Salt Lake City on October 7 and October 8, 2025, at District expense.

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

Consider Purchases/Costs Over \$50,000:

Robert Lutz presented the only purchase that required Board approval. He reviewed an invoice and other documents requesting a payment to Noland & Son Construction for work on the Cougar Lane 16 Inch Vault Rehab Project, which has been completed and accepted by KID staff. The Cougar Lane Vault was placed back into service on January 30, 2025. Mr. Lutz recommended the approval of a payment of \$93,450, less a five percent retention of \$4,672.50 to be withheld until the final asphalt patch can be completed in the Spring.

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

That a payment to Noland & Son Construction be approved for work on the Cougar Lane Vault Rehab Project in the amount of \$88,777.50.

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.

Declaration of Equipment as Surplus:

A Memorandum from Robert Lutz recommending that the District's 2006 Broce Broom, having an estimated value of \$3,000, be declared to be surplus because a new Broce Broom will be purchased under a State contract for use in conjunction with the District's construction projects. The 2006 Broce Broom is a carry over from KID's Backyard Sewer Line Replacement Project. Mr. Lutz recommended that the Broce Broom be disposed of through Public Surplus, or another commercially reasonable means.

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

That the District's 2006 Broce Broom be declared to be surplus and that it be disposed of through Public Surplus or another means.

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

Discuss and Consider Title 2 Chapter 1 Administrative Policies and Procedures - Personnel:

Trustee Monson requested that this agenda item be tabled until the next Board meeting. Chair Christensen agreed with the request, noting that he identified several points in the Personnel Policy that he would like to discuss at that time.

Review of 2025 Legislative Bills of Interest:

A copy of the February 3, 2025 General Legislative Session Summary issued by the Utah Association of Special Districts was included in the Board Book. Greg Anderson selected a few critical Bills and discussed them with the Trustees. During the discussion, Mark Anderson provided additional information.

Central Valley Water Reclamation Facility:

A copy of the agenda for the January 22, 2025 Central Valley Water Reclamation Facility Board meeting was included in the Board Book. Trustee Hatch, who is KID's representative on the Central Valley Board, reviewed the agenda and commented on a number of items, including Central Valley's GRAMA Request Annual Report; the award of a contract to construct new digesters; the approval of Memorandums of Understanding with member entities regarding collection system ownership boundaries; and a capitol projects update.

Jordan Valley Water Conservancy District:

A copy of the agenda for the February 12, 2025 Jordan Valley Water Conservancy District Board meeting was included in the Board Book. Chair Christensen noted that Jordan Valley is preparing a new fiscal year budget and that not much new is going on, other than fiscal matters.

Utah Association of Special Districts:

Greg Anderson covered this subject when he reviewed a few Bills earlier during the meeting. A copy of the agenda for the January 16, 2025 meeting of the Utah Association of Special Districts Board of Trustees was included in the Board Book.

Kearns City Council:

An agenda was not available for inclusion in the Board Book, but Trustee Hatch presented an overview of the most recent Kearns City Council meeting. Among other things, compensation for the Mayor, City Manager, and Planning Commissioners was considered. During the meeting, the Unified Police Department (UPD) honored some of its officers. The meeting included reports from Unified Fire, particularly regarding the fire station located near Walmart; the Wasatch Front Waste and Recycling District; the Kearns Library; and the Kearns Community Council. There was also a discussion about leasing the vacant Oquirrh Shadows Elementary School for use as a community center, which included a closed meeting. Chair Christensen added insights concerning current City activities.

Kearns Community Council:

A Kearns Community Council agenda was not available in time to be included in the Board Book, but Trustee Monson discussed the most recent Community Council meeting. The Pointe Church no longer operates a food bank, but there are other food banks in the Kearns community. The Unified Police Department reported on homicides that took place in January, and immigration challenges. Legislation was identified that may impact UPD's activities. UPD reported regarding an arrest made in connection with the killing of two brothers in 2020. There was a discussion regarding how community events will be managed going forward, including a possible skateboard competition event.

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

A copy of the agenda for the January 15, 2025 ChamberWest Legislative Affairs Committee meeting was included in the Board Book, as was a copy of the agenda for the January 16, 2025 Board of Governors meeting. Greg Anderson, who serves on the ChamberWest Board, stated that ChamberWest activities currently are focused on legislation, with the 2025 General Session of the Utah Legislature being in full swing.

Trustee Per Diem Report:

A copy of the February 2025 Trustee Per Diem Report, which reflects no activity, 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 8:05 p.m.

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

Dated: March 20, 2025 by /s/ Gregory R. Christensen, Chair

Dated: March 20, 2025 by /s/ Jeff Monson, Vice-Chair

Dated: March 20, 2025 by /s/ Cheryle A. Hatch, Board Clerk