MINUTES OF THE MEETING OF THE
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES
HELD JUNE 18, 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
Mark H. Anderson, Attorney
Jamie Banh, Executive Administrative Assistant
Gloria Rios, Customer Service II

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 Cheryle A. Hatch.

Public Comments:

There were no public comments.

Approval of Minutes: (Regular Meeting, May 14, 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 May 14, 2024 Board meeting be approved as presented.

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

Board Training - "New Customer Applications":

Gloria Rios viewed the application and installation process applicable to new KID customers and responded to questions from the Trustees. The Trustees expressed their appreciation to Ms. Rios.

Discuss the General Manager's Report:

Greg Anderson reviewed his monthly written Report, a copy of which was included in the Board Book. Among other subjects, he provided an update regarding the S.B. 76 Study Group dealing with the regionalization of water systems, and noted that the S.B. 34 Study Group, which is investigating eliminating property taxes that may "subsidize" water and sewer service rates, has not meet since the last KID Board meeting. Mr. Anderson received a personal call from Congressman Burgess Owens, during which they discussed issues of importance to KID, including the EPA. Mr. Anderson described Congressman Owens as a "good friend" to KID. Mr. Anderson discussed the new Manager of Communications, Marketing & Executive Assistant position, to which Jamie Bahn has been promoted, and efforts to fill an Assistant District Engineer position in the Public Works Department. Mr. Anderson informed the Trustees that he has joined the Utah Water Conservation Forum, and briefly reviewed the success of the 2024 KID Water Conservation Art Contest; public outreach activities; and the receipt of a $57,000 matching grant from the Jordan Valley Water Conservancy District for Automatic Metering Infrastructure (AMI) components and AMI messaging films that are being produced by Le Debut.

Discuss the Public Works Report:

A copy of Mr. Woodruff's monthly report was included in the Board Book. Using a PowerPoint presentation, Mr. Woodruff reviewed specifics regarding the installation of sewer pipe and manholes along 4170 South and sewer piping east of the Jordan River as part of the 4700 South Outfall Sewer construction project; the installation of AMI Water Meter Towers, noting that 12,000 meters are being read, with data now available hourly; the lead and copper service line inventory that has been conducted by KID staff, noting that no lead has been detected anywhere in KID's water system; and KID's offer to assist two local schools in completing their required testing. During his presentation, Mr. Woodruff responded to questions from the Trustees.

Discuss the Administrative and Financial Reports:

Copies of Mr. Astill's monthly Administrative and Financial Reports were included in the Board Book. Mr. Astill responded to questions from Chair Christensen regarding the graphic representation of the District's operating revenues and net income; noted that the 2023 Audit Report and the 2023 Impact Fee Report have been filed with the Utah State Auditor; noted that the 2024 Fraud Risk Assessment has been completed; reported that a $10,252 rebate has been received from PEHP (Public Employees Health Plan); noted that five AMI towers are now "up and running," reading water meters; provided additional information regarding the various Reports; and responded to questions from the Trustees.

Consider the Check Register:

A copy of the April 2024 Check Register, which is a list of all expenditures made during the month, was included in the Board Book. After Mr. Astill responded to a series of questions from Trustee Monson regarding particular expenditures, it was moved by Trustee Hatch and seconded by Trustee Monson as follows:

That the April 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:

Information regarding the WaterSmart Innovation 2024 Conference, sponsored by the American Water Works Association (AWWA) in Las Vegas, Nevada from September 24 through September 26, was included in the Board Book. Greg Anderson stated that the WaterSmart Innovations Conference provides "great classes" and recommended that three Trustees and six staff members be authorized to attend. Chair Christensen requested a copy of the class schedule, which will be provided. Greg Anderson noted that KID has applied for awards that will be awarded during the Conference. Following a general discussion, it was moved by Trustee Monson and seconded by Trustee Hatch as follows:

That the training request for WaterSmart Innovations 2024 be approved, including three Board members and six staff members to attend the Conference, from September 24 through September 26 in Las Vegas, Nevada at District expense.

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

Preliminary information regarding the 2024 IMS-AWWA Annual Conference to be held in Kanab, Utah from September 10 through September 12 was also included in the Board Book. Greg Anderson recommended that three Board members and five staff members be authorized to attend the Conference at District expense. Trustee Hatch stated that she could not participate in both September trainings. It was then moved by Trustee Monson and seconded by Trustee Hatch as follows:

That training be approved for two Board members and five staff members to attend the 2024 IMS-AWWA Annual Conference at District expense.

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative. Additional information regarding the Conference will be provided as it becomes available.

Consider Purchases/Costs Over $50,000:

Application for payment No. 18 from Whitaker Construction Co., Inc. will work on the 4700 South Outfall Sewer Project, together with back-up documentation and a memorandum from Mr. Woodruff, was included in the Board Book. Mr. Woodruff recommended payment for work completed and inspected for the month of May in the amount of $464,460.60, less a 5% retention ($23,208.03) as provided in the contract for a net payment amount of $440,952.57.

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

That a payment to Whitaker Construction be approved in the amount of $440,952.57 for work on the 4700 South Outfall Sewer.

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

Mr. Woodruff then reviewed an Invoice from Nickerson Company, Inc. and his Memorandum in which he recommended a payment of $89,710, both of which were included in the Board Book.

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

That a payment to Nickerson Company, Inc. be approved for work on KID's Well No. 12 in the amount of $89,710.

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

Mr. Woodruff then presented an $80,590 invoice from Miller Paving, Inc. for asphalt paving that will be part of KID's 4320 West Water Line Project, along with his Memorandum, both of which were included in the Board Book. In response to a question from Chair Christensen, Greg Anderson explained that Miller Paving submitted the low bid for the asphalt work, which the Board was being asked to approve, but the actual payment will not be made before the work has been completed and accepted by the District.

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

That the invoice and a contract be approved for Miller Paving, Inc. for water line trench asphalt paving work, in the amount of $80,590, to be paid once the work has been completed and accepted by the District.

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

Consider Resolution 24-06-01 Setting Certified Property Tax Rate:

Mr. Astill explained that, by adopting Resolution 24-06-01, the Trustees will approve the District's certified property tax rate, as determined by Salt Lake County, as the District's 2024 property tax rate. Following Mr. Astill's explanation, it was moved by Trustee Monson and seconded by Trustee Hatch as follows:

That Resolution 24-06-01 be adopted, thereby determining and fixing the Kearns Improvement District's property tax rate for 2024.

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

Consider 2024 Fraud/Risk Assessment:

A copy of the District's Fraud Risk Assessment was included in the Board Book. Mr. Astill explained that a new Assessment is required to be filed with the Utah State Auditor every year. The District received a score of 355 out of a possible 395, which puts the District in the "low risk" category. Mark Anderson mentioned that one of his special district clients has established an internal audit committee that performs a formal internal audit, thereby gaining an additional 20 points on the Fraud Risk Assessment. Mark Andersson will provide information to Mr. Astill but, if it would entail more work, Greg Anderson expressed concern about the workload.

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

That the District's 2024 Fraud Risk Assessment be approved as presented.

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

Consider Administrative Policies and Procedures Title 2, Chapter 5, Safety - Emergency Response:

The Trustees and Staff reviewed, page by page, a copy of the Policy that was included in the Board Book. Greg Anderson explained that the Policy was last updated in 2009. Mark Anderson noted that the statutes referenced in the Policy might have changed over the past 15 years. Consequently, he will double check all of the statutory references in the Policy. In response to a question from Trustee Monson regarding how the Policy is distributed to KID's employees, Greg Aderson stated that the Policy is included in a red book located in the shop, and the employees take a safety exam every month. Mr. Woodruff provided additional information. It was noted that there is a Worker's Compensation UOSHA inspection at least every year. Trustee Monson posed a number of questions regarding the Policy, to which staff responded. The discussion included training that is received by the employees; inspections that are conducted; the chain of command; the value of cameras regarding safety; the monthly safety discussion and quiz; UOSHA reporting requirements; and mapping. Trustee Monson stated that he likes the Policy, which will be brought back to the Board for further consideration.

Central Valley Water Reclamation Facility:

A copy of the May 22, 2024 Central Valley Board meeting agenda was included in the Board Book. Trustee Hatch noted the Central Valley Operations Challenge Team has been recognized by the Water Environment Association of Utah, and will now advance to nationals. She mentioned that Central Valley has approved a "honey bucket" septic hauler rate increase; mentioned Rocky Mountain Power Contract negotiations; and noted that a construction project site tour will take place on July 18 at approximately 4 p.m., immediately after the Central Valley Board meeting.

Jordan Valley Water Conservancy District:

A copy of the agenda for the June 5, 2024 meeting of the Jordan Valley Board of Trustees was included in the Board Book. Chair Christensen described the meeting as "business as usual", and Greg Anderson noted that the Jordan Valley Board approved a grant to KID. Greg Anderson discussed a proposal to reorganize the Jordan Valley Board, to balance representation based on the quantity of water purchased from Jordan Valley. The Trustees agreed that a discussion of a statutory change regarding the makeup of the Jordan Valley Board should be a future KID Board meeting agenda item.

Utah Association of Special Districts:

Mark Anderson mentioned that the Association is actively monitoring Interim Committee meetings of the Utah Legislature.

City of Kearns Council:

The AWWA (American Water Works Association) Conference conflicted with the Kearns City Council meeting. It was noted that Greg Anderson typically reports to the City Council each month and Trustee Hatch normally attends each City Council meeting.

Kearns Community Council:

A flyer advertising "Kearns Night Against Crime," which was sponsored by the Kearns Community Council, was included in the Board Book.

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

A copy of the agenda for the May 16, 2024 Chamber West Board of Governors meeting, in which Greg Anderson participated, was included in the Board Book. Mr. Anderson noted that the Chamber West Board of Governors discussed upcoming legislation, including legislation dealing with child day care. There was also a brief discussion of home ownership versus rentals.

Trustee Per Diem Report:

A copy of the June 2024 Trustee Per Diem Report was included in the Board Book. Trustee Monson provided information for his portion of the Report to be updated.

Adjourn:

There being no further business to come before the Board, Chair Christensen declared the meeting to be adjourned at 7:50 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 9th day of July, 2024.

Dated: July 9, 2024 by /s/ Gregory R. Christensen, Chair
Dated: July 22, 2024 by /s/ Jeff Monson, Vice-Chair
Dated: July 9, 2024 by /s/ Cheryle A. Hatch, Board Clerk