

**MINUTES OF THE MEETING OF THE
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES
HELD MARCH 10, 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
Elizabeth Martinez, Customer Service Supervisor

Others Present:

Paula Larsen, Kearns Community Council Chair

Call to Order:

Chair Hatch called the meeting to order at 4:30 p.m. and welcomed all those present. The invocation was offered by James “Woody” Woodruff and the pledge of allegiance was led by Robert Lutz.

Public Comments:

Paula Larsen, a longtime Kearns resident and Chair of the Kearns Community Council, expressed her and the Community Council’s appreciation for the Kearns Improvement District. She described now as being a time of transition for the Community Council as it is poised to become a committee under the Kearns City Council, which may open up funding opportunities for events planned by the Community Council. In response to a question from Chair Hatch, Ms. Larsen stated that the return of the Miss Kearns Pageant is a possibility.

Approval of Minutes – February 10, 2026:

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

That the February 10, 2026 Board meeting minutes be approved as presented.

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

Board Snippet Training:

Kara Lutz discussed the subject “Billing Format and Equal Pay”, explaining the process, including the use of Caselle government accounting software, the collection process, billings, notices and liens that may be placed against real property when water and sewer service payments are delinquent. She explained that, before a lien is established, a customer will have received the original billing statement and three additional notices. The District stopped using door hanger shut off notices some time ago due to employee safety concerns. The District continues to provide essential water and sewer services to delinquent customers, relying upon the District’s authority to place a lien against the property being served that ultimately will be collected in the same manner that delinquent property taxes are collected. That policy change has minimized conflicts with District customers.

Discuss the General Manager’s Report:

Greg Anderson reviewed highlights from his written monthly report, a copy of which was included in the Board Book. He discussed his involvement with the legislative process, the filing of a 2026 Congressional Grant Application through Congressman Burgess Owen’s office for funding to upgrade the water system around the Olympic Oval and Kearns High School; meetings with the Taylorsville City Redevelopment Coordinator and City Engineer, the Taylorsville Bennion Improvement District (“Tay-Ben”) General Manager and Engineer, and Bowen Collins & Associates’ Project Manager to discuss a proposed redevelopment project on 5400 South and 4000 West to which KID has the capacity to provide sewer services that Tay-Ben is not able to provide (there was a back and forth discussion between the Trustees and staff regarding this matter); the award of the 2026 AWWA Public Communications Award for an organization serving between five thousand and twenty-five thousand service connections that will be presented to KID during the 2026 American Water Works Association Annual Conference & Exposition (Mr. Anderson read aloud a letter from United States Senator John Curtis expressing his encouragement and congratulations to the District); and a leak detection video.

Discuss the Communications and Marketing Report:

Ms. Banh reviewed her monthly Communications/Public Outreach Highlight Report, a copy of which was included in the Board Book, including reporting regarding a Central Valley Water Reclamation Facility tour; trainings and conferences; community and school outreach and events; the upcoming 2026 KID Water Conservation Art Contest; and other matters. Kara Lutz provided additional information.

Discuss the Public Works Report:

Mr. Woodruff covered two items from his monthly Public Works Report, a copy which was included in the Board Book. In particular, he stated that the contractor, Cody Ekker Construction, has been doing an “exceptional job” on Phase 2 of the 5400 South Water Line Replacement Project and

that the District has received EPA authorization to award a contract for the Water Supply Repair and Resiliency Project after which a notice of award was issued to Spade Excavating. The EPA's Categorical Exclusion (CAT Ex) determination is pending completion of a required environmental site visit and bird study related to the Water Supply Repair and Resiliency Project.

Discuss the Operations & Maintenance Report:

Mr. Lutz reviewed Executive Summary Highlights from his monthly Operations and Maintenance Report, a copy of which was included in the Board Book. During February, The O & M staff proactively replaced 25 saddles and addressed 5 leaks. He noted that the soil in Kearns “eats up” steel saddles. The replacement saddles are made of brass, which is much more durable in KID’s soil conditions. He also discussed the installation of an ATS (automatic transfer switch) at the Cougar Pump Station, the installation of dash cams in all KID owned vehicles, and the recent WWETT Conference that he attended along with Linson Terrell, during which they visited with eleven different manufacturers and narrowed the field to four manufacturers for a new hydro excavating truck to be purchased in 2027. Three of the manufacturers are local dealers and one is a Canadian firm. During his presentation, Mr. Lutz responded to questions from all three Trustees. Frank deJong was recognized for twenty-five years of service with the District, starting with the Backyard Sewer Line Replacement Project.

Discuss the Administrative Report:

Ms. Lutz reviewed highlights from the Executive Summary of her monthly Administrative/Customer Service Report, a copy of which was included in the Board Book. Among other things, Ms. Lutz referenced the “snippet training” from earlier during the Board meeting, stressing that water service isn’t disconnected for a customer’s non-payment. She stated that the Fix-A-Leak campaign was presented to approximately 220 3rd and 4th grade students during February. Trustee Giles offered to go to one of the March Fix-A-Leak school presentations. Ms. Lutz responded to questions and comments from all three Trustees.

Discuss the Financial Report:

Mr. Astill reviewed a Summary/Highlights page from his January 2026 Financial Report, a copy of which was included in the Board Book. Specifically, January’s net income of a negative \$213,252 was \$671,804 better than the budgeted amount; the independent auditors have completed a majority of their audit field work and a final report should be ready by the May Board meeting; the required annual payment on the 2019 State Bond has been made (the 1.25% interest rate on the \$20M bond will save the District hundreds of thousands of dollars over the life of the bond); and residential water usage was up while commercial, industrial and institutional water use was down (overall, January 2026 water purchases from the Jordan Valley Water Conservancy District were 8% below January 2025 water purchases).

Consider the Check Register:

A copy of the January 2026 Check Register, which is a list of all expenditures made during the month, was included in the Board Book. None of the Trustees having questions, it was moved by Trustee Christensen and seconded by Trustee Giles as follows:

That the January 2026 Check Register be ratified and approved as presented.

The motion carried with Trustees Hatch, Christensen, and Giles 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. Woodruff reviewed Contractor's Application for Payment No. 1 from Cody Ekker Construction for work on the 5400 South Phase 2 Water Line Replacement Project that was completed and inspected for the month of February, 2026 in the amount of \$463,123.50, less a 5% retention of \$23,156.18, for a net payment due of \$439,967.32. The Application for Payment, Invoice #2818, and a Memorandum from Mr. Woodruff recommending payment, were included in the Board Book.

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

Progress Payment No. 1 be approved for Cody Ekker Construction for work on the 5400 South Phase 2 Water Line Replacement Project in the amount of \$439,967.32.

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

Consider Bond Releases/Reductions:

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

Consider the Division of Water Quality Municipal Waste Planning Project (MWPP) Survey:

Mr. Woodruff summarized the 2026 MWPP Survey, a copy of which was included in the Board Book, which is an annual self-assessment that is required by the Division of Water Quality to ensure that water systems are financially sound, are satisfying rules and regulations, are replacing infrastructure as needed, and have certified operators, etc. Mr. Woodruff responded to questions and Greg Anderson provided additional information, after which it was moved by Trustee Giles and seconded by Trustee Christensen as follows:

That the Utah Department of Environmental Quality Water Quality MWPP Survey for 2026 be approved as presented.

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

Consider the Consultant Services Contract Task No. 1 Hansen Allen & Luce, Inc. – District Drinking Water Wells 2026 Source Protection Plan:

Mr. Woodruff reviewed his Memorandum regarding Task Order No. 1 to the Master Engineering Services Agreement between the District and Hansen Allen & Luce, Inc. to update the District’s Water Source Protection Plan at a not to exceed cost of \$16,300. Mr. Woodruff explained that the goal is to protect the water quality in each of KID's wells. He recommended that the Board of Trustees authorize the General Manager to sign Task Order No. 1 and authorize KID’s staff to issue a notice to proceed to Hansen Allen Luce, Inc. as outlined in Task Order No. 1. Mr. Woodruff and Greg Anderson responded to a question from Trustee Christensen, after which it was moved by Trustee Christensen and seconded by Trustee Giles as follows:

That the General Manager be authorized to sign Exhibit B (Task Order No. 1) to the Master Engineering Services Agreement and KID staff be authorized to issue a notice to proceed to Hansen Allen & Luce, Inc. for Task Order No. 1.

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

Consider the Consultant Services Contract Task No. 1 Horrocks Engineers – 4700 South (5600 West to 6400 West) Sewer Replacement Project:

Mr. Woodruff reviewed his Memorandum regarding the issuance of Task Order No. 1 pursuant to a Master Engineering Services Agreement between the District and Horrocks Engineers to provide engineering services for the 4700 South (5600 West to 6400 West) Project to upsize the sewer main from an 8-inch to an 18-inch diameter pipe. The work will include project management and overall coordination, surveying and sub-surface utility engineering (SUE), engineering design drawings and specifications, permitting, and bidding assistance, at a not to exceed cost of \$163,954. A copy of the Task Order, including a detailed scope of services, was included in the Board Book. During the discussion, Greg Anderson provided information regarding the “blast zone” ground swap that which will enable Kennecott Copper to develop approximately 200 acres to be served by KID.

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

That Task Order No. 1 with Horrocks Engineers for the 4700 South (5600 West to 6400 West) Sewer Replacement Project be approved, that the General Manager be authorized to sign the Task Order, and that KID staff be authorized to issue a notice to proceed to Horrocks Engineers for Task Order No. 1.

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

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

A copy of the District’s 52 page Personnel Policy, which must be reviewed annually, was included in the Board Book. Edits suggested by KID staff were highlighted in red. Greg Anderson reviewed the Policy with the Trustees, page by page, responding to questions from the Trustees and noting additional corrections and changes that were identified by the Trustees.

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

That Title 2, Chapter 1, Administrative Policies and Procedures, Personnel, be approved with the changes that were discussed by the Trustees.

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

Review of 2026 Legislative Bills:

A copy of the March 2, 2026 General Legislative Session Summary prepared by the Utah Association of Special Districts was included in the Board Book. Greg Anderson reviewed several Bills relating to water and other issues of particular interest to KID that were approved by the Legislature, and Mark Anderson provided additional information.

Central Valley Water Reclamation Facility:

A copy of the agenda for the February 19, 2026 Central Valley Board meeting was included in the Board Book. Chair Hatch, who is KID’s representative on the Central Valley Board, stated that the meeting included a strategy session to bring new board members up to speed.

Jordan Valley Water Conservancy District:

A copy of the agenda for the March 11, 2026 Jordan Valley Board meeting was included in the Board Book. Trustee Christensen noted that a grant to KID was approved by the Jordan Valley Board and Greg Anderson provided a brief Jordan Valley update.

Utah Association of Special Districts:

A copy of the agenda for the February 13, 2026 UASD Board of Trustees meeting was included in the Board Book. During, February, UASD activities centered on the 2026 Legislative Session.

Kearns City Council:

A copy of the agenda for the March 9, 2026 Kearns City Council meeting was included in the Board Book. The City is working on increased security, and may hire a full or part-time City Administrator. Also, a Content Brand Manager may be retained as a contract position.

Trustee Giles noted that service provider reports that currently are provided monthly may be changed to quarterly.

Kearns Community Council:

Trustee Giles noted that, as explained by Paula Larsen at the beginning of the KID Board Meeting, the Kearns Community Council is being transitioned into the City of Kearns.

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

Copies of the agendas for the February 19, 2026 Chamber West Board of Directors meeting and of the March 2, 2026 Legislative Affairs Committee meeting were included in the Board Book, as was a Board of Directors & Board of Governors 2026 meeting schedule.

Trustee Per Diem Report:

A copy of the February 2026 Trustee Per Diem Report, which reflected no activity, was included in the Board Book.

Adjourn:

There being no further business to come before the Board, the meeting was declared to be adjourned at 7:21 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 14th day of April, 2026.

Dated: April 7, 2026 by /s/ Cheryle A. Hatch, Chair

Dated: April 7, 2026 by /s/ Gregory R. Christensen, Vice Chair

Dated: April 7, 2026 by /s/ Miranda Giles, Board Clerk