

**MINUTES OF THE MEETING OF THE
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES
HELD DECEMBER 12, 2023 AT THE DISTRICT OFFICE
LOCATED AT 5350 WEST 5400 SOUTH, KEARNS, UTAH**

Trustees Present:

Cheryle A. Hatch
Jeff Monson
Gregory R. Christensen

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
Austin Byrne, System Operator I
Eric Reid, System Operator III
Jeremiah Paxman, System Operator I
Stephen Scopesi, System Operator I
Mike Jacquez, System Operator I

Others Present:

Marie Owens, AE2S (Advanced Engineering and Environmental Services, LLC)

Call to Order:

Chair Hatch called the meeting to order at 5:30 p.m. and welcomed all those present. The invocation was offered by Greg Anderson and the pledge of allegiance was led by Cheryle Hatch.

Public Comments:

Chair Hatch expressed a desire to commend Eric Reid, Jeremiah Paxman, Stephen Scopesi and Mike Jacquez for passing their Sewer Collections test and Austin Byrne for passing his Grade I Water Distribution test. After receiving congratulations from the Trustees, all five employees left the Board room.

Approval of Minutes (Regular Meeting, November 14, 2023):

None of the Trustees having any questions or comments regarding the minutes, it was moved by Trustee Christensen and seconded by Trustee Monson as follows:

That the minutes of the November 14, 2023 Board meeting be approved as presented.

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

Board Training “New Electronic Board Packet & Tablet Training”:

Jamie Banh presented the monthly “snippet” training by demonstrating and explaining how the Trustees will receive their monthly Board Books and other pertinent information electronically, using tablets provided by the District. Her presentation was very “hands on”, with the Trustees manipulating their tablets as Ms. Banh provided instructions and examples.

Discuss the General Manager’s Report:

A copy of Greg Anderson’s December, 2023 General Manager Report was included in the Board Book. The Report included details regarding the District’s activities in general and Mr. Anderson’s activities and efforts in particular. In response to a question from Trustee Christensen, Greg Anderson explained that small drinking water systems tend to be stressed financially. Consequently, some smaller systems are looking for opportunities to work together in meeting applicable regulations, etc. There was a brief discussion regarding a trailer park located within KID that operates its own “retail” system using water provided by KID. During the conversation, Marie Owens provided background information regarding water system regionalization, including examples. Among other points, Greg Anderson reviewed the resolution of a long-term unmetered water situation with Reynolds Excavation; KID employee meetings and evaluations; new door hangers and KID business cards; and water conservation efforts.

Discuss the Public Works Report:

A copy of James Woodruff’s monthly Public Works Report was included in the Board Book. Among other things, Mr. Woodruff discussed the status of the illegal dumping of a toxic substance at the Hexcel/Northrup Grumman sewer metering station, for which a notice of violation has been issued. Mr. Woodruff used photographs to illustrate the situation. Issues include concerns such as a reduction in carrying capacity in the sewer line caused by the discharge. Greg Anderson noted that new buildings have been constructed on the Hexcel/Northrup Gumman site without any notification to KID. Some of the new buildings are located outside KID’s boundary but nevertheless are discharging wastewater into KID’s system. No impact fees have been paid for the growth evidenced by those buildings and no will serve letter or other commitment has been issued by KID respecting servicing the buildings. Marie Owens mentioned regulatory avenues that could be pursued by KID and the Central Valley Water Reclamation Facility, if necessary.

Mr. Woodruff discussed KID’s GIS (Geographic Information System) Story Board and the status of KID’s ongoing construction and maintenance projects. Trustee Monson, who also serves on the Board of Trustees of the Oquirrh Recreation and Parks District, which operates the Kearns

Oquirrh Park Fitness Center (KOPFC), mentioned how “very impressed” KOPFC is with KID’s work crew. Mr. Woodruff noted a reduction in Blue Stakes tickets due to significantly reduced fiber optic installation activities.

Discuss the Administrative and Financial Reports:

Riley Astill’s monthly Administrative and Financial Reports were included in the Board Book. Mr. Astill noted that, for the month of October, both operating expenses and operating revenues were lower than budgeted, but they effectively offset each other. To date, through October, KID’s financials continue to perform well. Mr. Astill highlighted the high rates of return being realized on KID’s reserve accounts. While discussing KID’s favorable water conservation numbers, Trustee Christensen pointed out that the numbers have been achieved in spite of the large volume of water that is used by Frito Lay. Greg Anderson noted that Hexcel has exceeded 120% of its Jordan Valley Water Conservancy District water purchase commitment and, consequently, is now receiving water through KID. Mr. Astill praised the KID crew that replaced 464 water meters in one month. Even though the Executive Safety Report reflected two minor injuries, Mr. Astill reported that no workers compensation claims were filed and no time off was taken due to the minor incidents.

Consider the Check Register:

The October 2023 Check Register, which is a list of all payments made during the month, was included in the Board Book. None of the Trustees having any questions concerning the payments, it was moved by Trustee Christensen and seconded by Trustee Monson as follows:

That the October 2023 Check Register be ratified and approved as presented.

The motion carried with Trustees Hatch, Christensen and Monson 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:

Application for Payment No. 12 from Whitaker Construction Company, Inc. for work on the 4700 South Outfall Sewer Phase 1 Project, together with backup documentation, including a Memorandum from Mr. Woodruff, was included in the Board Book. Mr. Woodruff recommended approval of a payment of \$568,540.80 (\$598,464.00 less a 5% retention of \$29,923.20) to Whitaker Construction. None of the Trustees having any questions, it was moved by Trustee Christensen and seconded by Trustee Monson as follows:

That the Invoice from Whitaker Construction Company, Inc. be approved for payment in the amount of \$568,540.80.

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

Consider Bond Releases/Reductions:

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

Consider Resolution Adopting 2024 Budget and Rate Increase:

Resolution 2023-12-01, approving the District's 2024 Budget and the fee and rate increases that were reflected in the Budget, was included in the Board Book. All statutory requirements having been satisfied, and none of the Trustees having any questions or comments, it was moved by Trustee Monson and seconded by Trustee Christensen as follows:

That Resolution 2023-12-01, Resolution Approving 2024 Budget and Fee Increases, be adopted.

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

Consider Approval of Kearns Improvement District Tablet Use Agreement:

A Tablet Use Agreement between KID and each of the Trustees was included in the Board Book. The Agreement stated the terms and conditions pursuant to which each Trustee will be issued a District owned tablet as discussed earlier during the Board meeting.

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

That the Kearns Improvement District Tablet Use Agreement be approved as presented.

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

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

During the November Board meeting, the Trustees and staff reviewed and made edits and corrections to the first portion of the District's Personnel Policy. A redline of the Policy was included in the Board Book, including edits that were made based upon last month's review. The Trustees and staff picked up the review where it left off last month, continuing to make corrections, edits, and refinements as they went through the Policy. A few questions were identified to be addressed by Rachel Anderson. Once her input has been received, and the changes discussed during the meeting have been incorporated into the Policy, it will be brought back to the Trustees for further consideration.

Central Valley Water Reclamation Facility:

A copy of the agenda for the November 16, 2023 Central Valley Water Reclamation Facility Board meeting was included in the Board Book. Trustee Monson, who is KID’s representative on the Central Valley Board, reviewed a number of the agenda items and reported concerning current Central Valley activities. Among other things, Trustee Monson noted how expensive natural gas has become; reported concerning a nutrient compliance permit extension/variance request; mentioned new facilities that are coming online; noted the “amazing amount” of concrete that is being poured in connection with Central Valley capital projects; and reported that processes are coming online “better than anticipated”.

Jordan Valley Water Conservancy District:

The December Jordan Valley Water Conservancy District Board meeting was cancelled.

Utah Association of Special Districts:

The most recent Utah Association of Special Districts Board meeting agenda was included in the Board Book. Greg Anderson, who serves on the UASD Board of Trustees, reported on and reviewed a few legislative issues that are expected to be addressed during the 2024 General Session of the Utah Legislature, including a number of water Bills.

Kearns Metro Township Council:

The December Kearns Metro Township Council meeting was cancelled.

Kearns Community Council:

The December Kearns Community Council meeting was cancelled.

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

A copy of the December 7, 2023 ChamberWest Legislative Affairs Committee agenda was included in the Board Book. Greg Anderson, who serves on the ChamberWest Board, stated that assignments have been issued regarding the preparation of position papers. One anticipated legislative issue may involve the imposition of utility fees to help pay for transportation projects.

Trustee Per Diem Report:

There was a brief discussion of the December 2023 KID Trustee Per Diem Report, which was included in the Board Book.

Adjourn:

There being no further business to come before the Board, Chair Hatch declared the meeting to be adjourned at 8:33 p.m.

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

Dated: January 9, 2024 by /s/ Cheryle A. Hatch, Chair

Dated: January 9, 2024 by /s/ Gregory R. Christensen, Vice-Chair

Dated: January 9, 2024 by /s/ Jeff Monson, Board Clerk