

**MINUTES OF THE MEETING OF THE
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES
HELD JULY 9, 2024 AT THE DISTRICT OFFICE
LOCATED AT 5350 WEST 5400 SOUTH, KEARNS, UTAH**

Trustees Present:

Gregory R. Christensen
Cheryle A. Hatch

Trustee Excused:

Jeff Monson

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
Bracken Hansen, System Operator III

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 Riley Astill and the pledge of allegiance was led by Kara Lutz.

Public Comments:

There were no public comments.

Approval of Minutes: (Regular Meeting, June 18, 2024):

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

That the minutes of the July 9, 2024 Board meeting be approved as presented.

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

Board Training - “Sewer Manhole Piping & Collar Rehabilitation”:

Bracken Hansen used a PowerPoint presentation to illustrate his training session, dealing with sewer manhole piping and collar rehabilitation. Among other things, Mr. Hansen explained that PVC pipe, clay pipe, and reinforced concrete pipe comprise the District’s sanitary sewer collection system. His wide-ranging presentation included safety measures and wastewater meter installations. During his presentation, Mr. Hansen responded to questions from the Trustees, and Mr. Woodruff provided additional information, particularly regarding the accuracy of a flow/capacity computer model, and sources of infiltration into the District’s sewage collection system. He noted that computer upgrades are included in the District’s capital projects. The Trustees expressed their appreciation at the end of Mr. Hansen’s presentation.

Discuss the General Manager’s Report:

Greg Anderson’s written monthly report was included in the Board Book. Mr. Anderson reviewed highlights from his report, including an update regarding the Senate Bill 76 Study Group and the Senate Bill 34 Study Group (noting that a first draft of a study report that is being prepared by David Robertson, with LRB Public Finance Advisors, will be ready to be reviewed by the Utah Division of Water Resources next week.

Greg Anderson reported on the status of KID’s and Central Valley Water Reclamation Facility’s efforts to resolve the illegal discharge of toxic substances at the Hexcel/Northrup Grumman sewer metering station and a response to Hexcel regarding impact fees that is being prepared by Mark Anderson; noted that management is still looking for a qualified candidate to fill the open Assistant District Engineer position; reviewed an opportunity to possibly obtain a \$100,000 grant from the Division of Drinking Water for a study regarding the installation of solar panels on top of the District’s water tanks; and presented a video prepared by Le Debut that contains an excellent water conservation message. In response to a question from Chair Christensen, Greg Anderson reported that 2,000 water meters have yet to be installed, but the new meters are in stock.

Discuss the Public Works Report:

James Woodruff used a PowerPoint presentation to highlight portions of his monthly Public Works Report, a copy of which was included in the Board Book. He stated that 44 students and four adults toured the District’s facilities on June 26; progress is being made on the 4700 South Outfall Sewer, which is now substantially complete, including the paving of 4170 South, the Clinical Innovations parking area, and Clark & Son’s truck yard; and reported that the new water meter AMI towers are “working great”, with only one tower yet to be installed. During Mr. Woodruff’s presentation, he and Mr. Astill responded to questions from Chair Christensen. Mr. Woodruff concluded by playing a nine minute video regarding Unified Fire Authority (“UFA”) training that took place at KID’s facilities, noting that one of the benefits of the training activity is that UFA personnel will now be familiar with KID’s facilities.

Discuss the Administrative Report:

Using a PowerPoint presentation, Kara Lutz reviewed the status of the water meter change out effort, noting that it is approximately 80% complete. One of her slides showed a Google fiber cable that had been drilled and installed through one of the District’s water meter manholes. Ms. Lutz also showed a video dealing with a valve break, and responded to questions from the Trustees regarding her written Administrative Services Report and the lengthy list of customer service orders to which KID’s work crew responded during May. A copy of Ms. Lutz’s Administrative Report, including the Executive Safety Report and the Investment/Reserves Report, was included in the Board Book.

Discuss the Financial Report:

A copy of Riley Astill’s written monthly Financial Report was included in the Board Book. Mr. Astill pointed to a new month and year-to-date table on the first page of the Financial Summary, and responded to questions from Chair Christensen. Mr. Astill noted that, through the month of May, the District is \$2,500,000 “to the good”. He also reported that the District’s certified tax rate has been set at .000429, which is expected to generate property tax revenues of \$1,665,636, which is a \$10,921 increase over 2023. In response to questions from Chair Christensen, Greg Anderson stated that the District is projected to hit its 7,750 acre foot “take or pay” water purchase commitment to the Jordan Valley Water Conservancy District this year; and that KID commercial customers, but not residential customers, are using more water.

Consider the Check Register:

Neither Trustee having any questions regarding the May 2024 Check Register, which is a list of all expenditures made by the District during the month, it was moved by Chair Christensen and seconded by Trustee Hatch as follows:

That the May 2024 Check Register be ratified and approved as presented.

The motion carried with Trustees Christensen and Hatch each voting in the affirmative, and Trustee Monson being absent. A copy of the Check Register was included in the Board Book.

Consider Training Requests:

There were no new training requests to be considered by the Board, but there was a brief discussion of upcoming trainings that had already received Board approval.

Consider Purchases/Costs Over \$50,000:

Mr. Woodruff reviewed Application for Payment No. 19 from Whitaker Construction Co., Inc., in the total amount of \$438,305.29, less a 5% retention amount of \$21,915.26, yielding a net payment due of \$416,390.03, for work on the 4700 South Outfall Sewer that was completed and inspected for the month of June, 2024. A Memorandum from Mr. Woodruff, together with Application for Payment No. 19 and documentation from the project engineers, Hansen Allen & Luce, Inc. supporting the payment Application, were included in the Board Book. In response to a question from Chair Christensen, Mr. Woodruff stated that the project is now 98% complete.

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

That a payment to Whitaker Construction Co., Inc. for work on the 4700 South Outfall Sewer be approved in the amount of \$416,390.03.

The motion carried with Trustees Christensen and Hatch each voting in the affirmative and Trustee Monson being absent.

Consider Bond Releases/Reductions:

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

Discussion Kearns' Days Parade and Fire Water & Ice Booth Participation:

Jamie Banh explained that the Kearns' Days Parade and Fire Water & Ice celebrations will occur on August 2 and 3. She reviewed with the Trustees the Parade Entry Form and KID's float concept and booth presentation for the community celebration. During Ms. Banh's presentation, there was a back and forth discussion between the Trustees and management. Information regarding the celebration was included the Board Book.

Discussion JWCD Board of Trustees Reorganization Recommendations:

Preliminary recommendations for changes to the makeup of the Jordan Valley Water Conservancy District ("JWCD" or "Jordan Valley") Board of Trustees were included in the Board Book. The Trustees and staff discussed a proposal that would base representation on the volume of water purchased from Jordan Valley, with the retail water providers to nominate candidates for the Jordan Valley Board.

Following a lengthy, detailed discussion, it was moved by Trustee Hatch and seconded by Chair Christensen as follows:

That the concepts presented and the preliminary recommendations for changes to the makeup of the Jordan Valley Board of Trustees be recommended favorably, and that Greg Anderson and Mark Anderson be authorized to prepare and release a letter stating and explaining the recommendation.

The motion carried with Trustees Christensen and Hatch each voting in the affirmative and Trustee Monson being absent.

Consider MACU Credit Card Authorization Letter:

Ms. Lutz handled this agenda item. She explained that the Mountain America Credit Union (“MACU”) has requested a written authorization for the KID General Manager to set up credit cards for staff members to make District purchases and to adjust the spending limits on the credit cards from time-to-time. A letter to MACU Banking Services, to be signed by Chair Christensen, was included in the Board Book. It was moved by Chair Christensen and seconded by Trustee Hatch as follows:

That the letter authorizing Greg Anderson, the General Manager of the Kearns Improvement District, to set up credit cards for KID staff members to use when making purchases for the District, be approved and that Chair Christensen be authorized to sign the letter.

The motion carried with Trustees Christensen and Hatch each voting in the affirmative and Trustee Monson being absent.

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

A redlined copy of Title 2, Chapter 5 of the District’s Administrative Policies and Procedures Manual, dealing with Safety – Emergency Response, was included in the Board Book. Greg Anderson reported that, as instructed by the Board, Mark Anderson completed a review of the Safety – Emergency Response Policy and noted a number of corrections dealing with statutory citations. Greg Anderson then reviewed Mark Anderson’s recommended corrections. In addition, the words “a lift station failure,” were inserted into Subsection 2.5.8.C.2. At the end of the review and discussion, it was moved by Chair Christensen and seconded by Trustee Hatch as follows:

That the edits to Title 2, Chapter 5 of the District’s Administrative Policies and Procedures Manual dealing with Safety – Emergency Response be approved as recommended, reviewed and discussed.

The motion carried with Trustees Christensen and Hatch each voting in the affirmative and Trustee Monson being absent.

Central Valley Water Reclamation Facility:

A copy of the agenda for the June 26, 2024 Central Valley Water Reclamation Facility Board meeting was included in the Board Book. Trustee Hatch briefly reviewed highlights from the agenda, and reminded everyone of the Central Valley facility tour later this month. Much of the discussion centered on Central Valley’s egg shaped digesters that, as a result of age, are extremely fragile. Greg Anderson stated that KID’s share of the cost to replace the egg shaped digesters will be approximately \$2,500,000.

Jordan Valley Water Conservancy District:

A copy of the July 10, 2024 Jordan Valley Water Conservancy District Board meeting agenda was included in the Board Book. Greg Anderson will represent the District at that meeting. Chair Christensen noted that, during the Jordan Valley Executive meeting, there was a discussion regarding whether Jordan Valley’s wholesale customers would prefer conservation grant funding to be awarded to wholesale customers or lower wholesale water rates. The Trustees and staff agreed that KID would benefit more from lower wholesale rates than from water conservation grants.

Utah Association of Special Districts:

A copy of the June 20, 2024 UASD Board of Trustees meeting agenda was included in the Board Book. Greg Anderson, who is a member of the UASD Board, and Riley Astill, who serves as Treasurer of the Association, both attended the June 20 meeting. A highlight from that meeting was that there likely will be an increase in UASD membership fees in the 3% to 4% range.

City of Kearns:

A copy of the agenda for the July 8, 2024 City of Kearns Council meeting was included in the Board Book. Trustee Hatch reviewed the agenda, noting that, representing KID, Greg Anderson presented a detailed report to the City Council; the new Kearns Library librarian, Lee Whiting, discussed the Library’s summer programs; Unified Fire Authority Chief Russell reported regarding a generally uneventful July 4th weekend, and the likely reopening of a fire station in Kearns in response to growth on the west bench; Roger Snow, representing the Kearns Community Council, reported concerning the Kearns Hometown Night and Parade and the “guns versus hoses” challenge between the Unified Police Department and the Unified Fire Authority; and a report from Unified Police Department Chief Hughes regarding the separation of UPD from the Salt Lake County Sheriff’s office, which was consummated recently.

Kearns Community Council:

An agenda for the Kearns Community Council meeting was not available, and there was no report.

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

A copy of the June 6, 2024 Legislative Affairs Committee agenda and a copy of the June 20, 2024 Chamber West Board of Directors meeting agenda were included in the Board Book; as was a copy of the 2024 meeting schedule for the Chamber West Chamber of Commerce Board of Governors and Board of Directors meetings. Greg Anderson stated that there was nothing new to report regarding the Chamber West Chamber of Commerce.

Trustee Per Diem Report:

A copy of the June 2024 Trustee Per Diem Report was included in the Board Book. Trustee Hatch noted that she has e-credits that belong to the District that she may not be able to use for a District purpose before they expire. It may be possible to roll the e-credits over for another District traveler to use.

Adjourn:

There being no further business to come before the Board, Chair Christensen declared the meeting to be adjourned at 7:55 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 13th day of August, 2024.

Dated: August 13, 2024 by /s/ Gregory R. Christensen, Chair

Dated: August 13, 2024 by /s/ Jeff Monson, Vice-Chair

Dated: August 13, 2024 by /s/ Cheryle A. Hatch, Board Clerk