

**MINUTES OF THE MEETING OF THE  
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES  
HELD MARCH 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

**Others Present:**

Gregory Robins, Resident

**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 Chair Christensen and the pledge of allegiance was led by Trustee Monson.

**Public Comments:**

Gregory Robins, a 39-year Kearns resident, asked a series of questions, including: How are water and sewer rates determined? What is the purpose of the special water fund? And whether fixed income residents are taken into consideration in the rate setting process? He stated that he is on a fixed income and his bill “shocked” him. His prior monthly bill was \$73 but jumped to \$90 the following month. Chair Christensen noted that he, too, is on a fixed income, and that his bill also jumped. Greg Anderson explained federal and state mandates that have caused KID’s operating and capital expenses to increase dramatically, such as nitrogen and phosphorus limitations for wastewater effluent that have substantially increased KID’s payments to the Central Valley Water Reclamation Facility, which is responsible for the treatment and disposal of wastewater collected by KID. On the culinary water side, KID’s wholesale water supplier, the Jordan Valley Water Conservancy District, is subject to risk and resiliency mandates that have required Jordan Valley to spend hundreds of millions of dollars and increase KID’s wholesale water rate by 6.2%. He also discussed

expenditures to satisfy cyber security needs. Mr. Anderson referred to a written outline as he reviewed some of the elements that go into KID's retail water and sewer rates. Mr. Robins was given a copy of the outline and was invited to be part of the budgeting process. Mr. Anderson mentioned a pass-through water fee that is being imposed on retail water suppliers like KID by the Utah Legislature, to be passed on to their customers.

**Approval of Minutes (February 18, 2025):**

A correction was noted on page 7 of the minutes, at the beginning of the second sentence under the "Kearns Community Council" agenda item. "The Whole Church" should instead read "The Pointe Church".

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

**That the February 18, 2025 Board meeting minutes be approved with one correction as noted.**

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

**Board Training - "Fluoride":**

Greg Anderson presented the monthly Trustee's "snippet" training, regarding "fluoride" and a Bill before the Legislature that will prohibit fluoride from being added to any public water system in the state. Mr. Anderson used a PowerPoint presentation to review the history and dangers of fluoride. As explained by Mr. Anderson, fluoride is a by-product of industrial activities in the state of Florida. Rather than having to deal with the disposal of the toxic substance, at least some of the fluoride is being sold to water suppliers across the nation, to be added to water in public water systems. Among other things, he noted that adding fluoride to public water systems is an inefficient way to deliver it to children and others to promote their dental health. Years ago, many communities in Utah voted to add fluoride to their community water systems. H.B. 81 will override those voter approvals and prohibit the supplemental use of fluoride in water systems.

**Discuss the General Manager's Report:**

A copy of Greg Anderson's written monthly Report, including Jamie Banh's written Communications/Public Outreach Report, was included in the Board Book. Highpoints from Mr. Anderson's Report included updating the Trustees regarding outstanding Hexcel issues, reporting on the submittal of a Grant Application (after removing all references to Kearns being a disadvantaged community), and S.B. 50, which will remove the statutory cap on Trustee compensation but will require a public notice and a public hearing before the Trustees can increase their compensation.

Following Mr. Anderson's report, Jamie Banh briefly reviewed her Communications/Public Outreach Report, including her attendance at a 2025 Salt Lake

County elections meeting; the issuance of a notice regarding the KID Board member candidate filing period being from June 1 through June 9, 2025; and praising the quality of submittals that have been received for the 2025 KID Water Conservation Art Contest. She noted that the submittal deadline was only two days away.

**Discuss the Public Works Report:**

Mr. Woodruff's February 2025 written monthly Public Works Report was included in the Board Book. Mr. Woodruff reviewed the report, including the status of Projects, facility maintenance efforts, water quality, etc.

**Discuss the Operations & Maintenance Report:**

Mr. Lutz reviewed his written monthly Operations & Maintenance Report, a copy of which was included in the Board Book. His Report included an update regarding sewer cleaning and inspection activities and the inspection, repair and replacement of main line valves, fire hydrants, and saddles. He also discussed the installation of additional water sampling stations throughout the District; and noted that KID's new water system operators, Mkenzye Meade and Edward Tate, both passed their Distribution I Water Examinations.

**Discuss the Administrative Report:**

Kara Lutz reviewed her monthly Administrative Report, a copy of which was included in the Board Book. Ms. Lutz praised the front office staff and noted that, in response to a concern from a customer regarding the clarity of KID's website information regarding the equal payment option for KID's customers, Jamie Banh took action and updated the website to better explain that the equal payment amount may not reflect the cost of a customer's actual water usage in the current year and that the customer will be responsible to pay for all of the water that is delivered. Ms. Lutz responded to questions from the Trustees dealing with water use and billing issues; and presented a detailed water conservation report.

**Discuss the Financial Report:**

Riley Astill reviewed his written Administrative/Financial Report, a copy of which was included in the Board Book. Among other things, he reported that the 2024 Workers Compensation Fund Payroll Audit has been completed and that internal controls to safeguard KID's financial assets have been implemented and are being followed. Mr. Astill reviewed each of the primary internal controls. He also reviewed the "fraud triangle" of "opportunity, rationalization, and pressure/motivation" and the Statement of Revenues and Expenses and the Connection & Population Report.

**Consider the Check Register:**

A copy of the January 2025 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 Trustee Hatch regarding specific checks that were listed in the Check Register, after which it was moved by Trustee Monson and seconded by Trustee Hatch as follows:

**That the January 2025 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 recommended that two staff members be authorized to attend the 2025 Neptune Connect User Conference in Scottsdale, Arizona on August 18, 19, and 20. After a brief discussion, it was moved by Trustee Hatch and seconded by Trustee Monson as follows:

**That two staff members be authorized to attend the 2025 Neptune Connect Users Conference in Scottsdale, Arizona from August 18 through August 20, 2025, at District expense.**

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

**Consider Purchases/Costs Over \$50,000:**

There were no purchases or costs requiring Board approval.

**Consider Bond Releases/Reductions:**

A Memorandum from Mr. Woodruff recommending that the final 10% of the water and sewer infrastructure Bond for Sky Ranch Single Townhomes Phase II be released in the amount of \$64,326.10 because all punch list items and required inspections have been completed and the one-year warranty period has ended.

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

**That the remaining 10% Bond for Sky Ranch Single Townhomes Phase II be released in the amount of \$64,326.10.**

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

**Consider the Engineering Services Agreement with Elwell Consulting Group for 2025 KID’s Risk and Resiliency Update:**

Greg Anderson explained that the America’s Water Infrastructure Act (AWIA) requires that KID prepare, revise and update its Risk and Resilience Assessment (RRA) and Emergency Response Plans (ERPs) and certify to the United States Environmental Protection Agency that the work has been completed. An update is required every five years. Staff recommended approval of a contract with Elwell Consulting Group, PLLC to revise and update KID’s 2025 Risk and Resilience Assessment and review KID’s Emergency Response Plans at a cost of not to exceed \$99,763 and that the General Manager be authorized to approve the form and execute the contract.

At the end of the discussion, it was moved by Trustee Monson and seconded by Trustee Hatch as follows:

**That KID’s General Manager be authorized to negotiate the scope of services, the contract, and the fee, in accordance with KID’s standard terms and conditions, for Elwell Consulting Group to provide the described service at a cost of not to exceed \$99,763.**

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

**Consider the Utah Division of Water Quality’s Municipal Wastewater Planning Program (MWPP) Survey:**

Greg Anderson explained that the Utah Division of Water Quality (DWQ) requires each sewer service provider to submit its responses to DWQ’s Municipal Wastewater Planning Program (MWPP) Survey and that the governing board of the service provider approve the submission. A copy of KID’s completed MWPP Survey – 2025 was included in the Board Book. As the MWPP Survey was reviewed, page by page, management staff responded to questions from the Trustees. At the end of the discussion, it was moved by Trustee Hatch and seconded by Trustee Monson as follows:

**That the MWPP Survey – 2025 for the Kearns Improvement District be approved with the correction of one answer from “Yes” to “No” as discussed.**

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:**

A redlined (to highlight staff's recommended insertions and deletions) copy of the District's Personnel Policies and Procedures was included in the Board Book. State law mandates that the Personnel Policies and Procedures be reviewed annually. The Trustees and staff went through the 53-page Policy page by page, raising and answering questions, noting additional edits and making follow-up assignments. In particular, Trustee Monson, who has a human resources background, raised questions and suggested edits. At the end of the lengthy discussion, it was moved by Trustee Hatch and seconded by Trustee Monson as follows:

**That the updated Title 2 Chapter 1 of KID's Administrative Policies and Procedures Manual, Personnel, be approved with corrections and changes as noted during the discussion.**

The motion carried with Trustees Christensen, Monson and Hatch each voting in the affirmative. Should the follow-up assignments result in additional recommended changes to the Policy, they will be presented to the Board for consideration.

Due to the length of the meeting and the lateness of the hour, with the concurrence of the other Trustees, Chair Christensen declared that the remaining agenda items would not be discussed.

**Adjourn:**

Chair Christensen declared the meeting to be adjourned at 9:03 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 15th day of April, 2025.

Dated: April 17, 2025 by /s/ Gregory R. Christensen, Chair

Dated: April 23, 2025 by /s/ Jeff Monson, Vice-Chair

Dated: April 23, 2025 by /s/ Cheryle A. Hatch, Board Clerk