

**MINUTES OF THE MEETING OF THE  
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES  
HELD NOVEMBER 15, 2022 AT THE DISTRICT OFFICE  
LOCATED AT 5350 WEST 5400 SOUTH, KEARNS, UTAH**

**Trustees Present:**

Cheryle A. Hatch  
Gregory R. Christensen  
Jeff Monson

**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
Michelle Baker	Customer Service 1 and Safety Committee Member

**Others Present:**

Bruce Hicken (electronically)	Director of Finance and Information - Taylorsville-Bennion Improvement District
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**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 Jeff Monson and the pledge of allegiance was led by James Woodruff.

**Public Comments:**

There were no public comments.

**Approval of Minutes (Regular Meeting, October 18, 2022):**

None of the Trustees having any questions regarding the October 18, 2022 Board meeting minutes, a copy of which was included in the Board Book, it was moved by Trustee Monson and seconded by Trustee Christensen as follows:

**That the minutes of the October 18, 2022 regular Board meeting be approved as presented.**

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

**Board Training – KID Safety:**

Michelle Baker, who serves on the KID Safety Committee, discussed employee safety with the Trustees. The Trustees appreciated her informative report.

**Consider General Manager’s Report (including the Administrative/Financial Report and the Public Works Report):**

Greg Anderson discussed high points from his written Report, a copy of which was included in the Board Book, including providing information regarding a private waterline leak within the Shadow Ridge Estates Mobile Home Park.

**Public Hearing – Budget; Public Hearing – Fee Increase:**

It being 6:00 p.m., the time certain advertised for the joint public hearing, Chair Hatch declared that agenda items IV and V would be taken out of order. She then declared the Budget public hearing and the fee increase public hearing to be open, and turned the time over to Greg Anderson, who asked Riley Astill to review the District’s 2023 Tentative Budget and the proposed fee increases that are included in the Budget. Mr. Astill declared that no changes had been made to the Tentative Budget since last month, when the Board Tentatively adopted the Tentative Budget. Mr. Astill then provided a short overview of the proposed Budget, a copy of which was included in the Board Book, and responded to questions from and engaged in a back-and-forth discussion with the Trustees. Among other things, they discussed the anticipated water sales reflected in the Budget and Mr. Astill explained that the Budget was balanced using reserves since expenditures, particularly for the planned capital infrastructure projects, will exceed anticipated revenues.

After Mr. Astill completed his review of the 2023 Tentative Budget, Chair Hatch called for public comments. There being none, she then asked Mr. Astill to review the proposed fee increases. Mr. Astill explained the independent rate study that was conducted for the District. Combined, the sewer fee increase and water fee increase will cost a typical KID customer approximately \$5.00 per month, or \$60.00 per year, more than the customer would pay if there wasn’t a rate increase.

Following Mr. Astill’s review, Chair Hatch again called for public comments. Bruce Hicken, who was monitoring the public hearing electronically, expressed his appreciation for the diligent efforts of the District’s staff and Trustees. Mr. Hicken formerly was the District’s Finance Director and now holds the same position with the District’s neighbor to the immediate East, the Taylorsville-Bennion Improvement District.

Chair Hatch then invited additional public comments. There being none, she declared the joint public hearing to be closed at 6:23 p.m. Action will be taken on the District’s 2023 Budget during the December Board meeting.

Chair Hatch returned to agenda item III B for the Administrative/Financial Report and the Public Works Report.

**Consider General Manager's Report (including the Administrative/Financial Report and the Public Works Report):**

Riley Astill reviewed the monthly Financial Summary, a copy of which was included in the Board Book, noting trends in revenues and expenses and net income; with Greg Anderson adding information regarding impact fee receipts and trends. Mr. Astill also discussed the District's cycled billing, which divides the District into four areas for billing purposes, with one area being billed each week on a four week cycle.

James Woodruff then presented the October, 2022 Public Works Report, a copy of which was included in the Board Book. In particular, he discussed peak water use times and corrected the Rocky Mountain Power peak time period that was reported erroneously in a graph. In response to a question from Trustee Christensen, Mr. Woodruff stated that Jordan Valley's peak usage periods are based on a three year moving average, which means that KID's efforts to reduce peaking factor charges will not be fully realized until the third year after their implementation. Mr. Woodruff also reviewed the status of the District's ongoing infrastructure projects including the Zone D 5MG (million gallon) Tank (which has been completed); the 6200 South Zone C Pump Station; the Zone E 15 Inch Sewer Main (which should be completed within a month); the Zone D Water Loop (which is on hiatus until required parts and materials are delivered -- a supply chain issue); and the 4700 South Sewer Main (which will kick off with the Jordan River crossing). He highlighted a Zone E Tank stair rail that was installed by KID staff and a 12 inch water line break, which has been repaired. He also briefly reviewed plans for the Wood Ranch Phase I Development, noting that natural vegetation is to be used in the open spaces.

**Consider Check Register:**

Riley Astill asked the Trustees if they had any questions concerning the September 2022 Check Register, which is a list of all payments made by the District during the month. In response, the Trustees raised a number of questions regarding specific payments, to which Mr. Astill and Greg Anderson responded. At the end of the discussion, it was moved by Trustee Christensen and seconded by Trustee Monson as follows:

**That the September 2022 Check Register be ratified and approved as presented.**

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

**Consider Financial Report:**

The September 2022 Financial Report, which consists of a number of Reports including the Statement of Net Position, the Investment/Reserves Report and the Customer Service Report, was included in the Board Book. In response to a question from Trustee Christensen, Mr. Astill explained that the Public Treasurers Investment Fund (PTIF) account currently is earning a higher interest rate than the Moreton Asset Investment account because funds in the PTIF account are invested in 90 day or shorter term bonds. Over the long haul, the Moreton Asset Investment account has outperformed PTIF, and is expected to continue doing so. There also was a discussion

of the Customer Service Report, focusing upon concerns expressed by a customer whose account was in default, which have been resolved.

**Consider Training Requests:**

There were no training requests to be considered by the Board.

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

A Memorandum from Mr. Astill detailing the purchase of 3,550 replacement residential water meters from MeterWorks was distributed to the Trustees. Mr. Astill explained that the meters were ordered before the manufacturer, Neptune, increased the price of the meters, which saved the District almost \$90,000. The meters are expected to arrive during the week of November 14. Since MeterWorks will require payment before the next Board meeting, Mr. Astill requested approval to pay the invoice when it is due.

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

**That a payment to MeterWorks of \$861,230 for replacement residential water meters be approved.**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative. A copy of the Invoice from MeterWorks was attached to Mr. Astill's Memorandum.

Mr. Woodruff then reviewed a payment request (Application for Payment No. 1) from Whitaker Construction Co., Inc. for work completed on the 4700 South Outfall Sewer Line in the amount of \$103,300, less a five percent retention of \$5,165, for a net payment due of \$98,135, a copy of which was included in the Board Book. Mr. Woodruff recommended approval of the payment. In response to a question from Trustee Christensen, Mr. Woodruff explained that Whitaker Construction is buying materials that will be needed for the project. It was then moved by Trustee Christensen and seconded by Trustee Monson as follows:

**That a payment to Whitaker Construction Co., Inc. be approved in the amount of \$98,135 as a progress payment on the 4700 South Outfall Sewer Line.**

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

Mr. Woodruff then reviewed a payment request from Bowen Collins & Associates (Invoice No. 29622), a copy of which, along with a Memorandum from Mr. Woodruff, was included in the Board Book. There being no questions from the Trustees, it was moved by Trustee Monson and seconded by Trustee Christensen as follows:

**That a progress payment be authorized to Bowen Collins & Associates in the amount of \$81,828.49.**

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

A final payment request was submitted by Gerber Construction Inc. (Application for Payment No. 19) for work on the Zone D 5 MG (million gallon) Water Tank that was completed and inspected for the month of October in the amount of \$116,626.50. Since this final payment is to include a release of all previously retained funds (\$326,808.14), Mr. Woodruff recommended a close out payment of \$443,234.64 to the contractor. A copy of the Application for Payment and of a Memorandum from Mr. Woodruff regarding the payment request were included in the Board Book. Greg Anderson and Mark Anderson provided information in response to a question from Trustee Christensen, after which it was moved by Trustee Christensen and seconded by Trustee Monson as follows:

**That a close out payment for all work on the Zone D5 MG Tank be approved to Gerber Construction Inc. in the amount of \$443,234.64.**

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 Approval of 2023 Board of Trustees Meeting Calendar:**

A proposed 2023 Board meeting schedule was included in the Board Book, with all Board meetings to commence at 5:30 p.m. in the Board room at the District office on the following 2023 dates: January 10, February 14, March 14, April 11, May 9, June 6, July 11, August 8, September 12, October 10, November 14, and December 12. After reviewing the schedule, it was moved by Trustee Monson and seconded by Trustee Christensen as follows:

**That the 2023 regular Board meeting schedule be approved as presented.**

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

**Discuss/Consider November 2022 Sanitary Sewer Management Plan:**

A copy of the Kearns Improvement District Sanitary Sewer Management Plan was included in the Board Book. Greg Anderson provided information regarding the Plan and stated that Board approval is required. It was then moved by Trustee Monson and seconded by Trustee Christensen as follows:

**That the Kearns Improvement District Sanitary Sewer Management Plan dated November 2022 be approved and adopted as presented.**

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

**Discuss/Consider Title 1 Chapter 1 – Administrative Policies and Procedures Organization and Management:**

A red lined copy of Title 1 Chapter 1 of the District’s Administrative Policies and Procedures Manual, entitled “Organization and Management”, was included in the Board Book. Greg Anderson explained that the language has been revised to match actual District practices. Trustee Monson had a number of comments and suggestions. A number of possible improvements to the language were discussed, after which it was determined that the Chapter would be reworked and brought back to the Board in January.

**Discuss/Consider Title 2 Chapter 8 – Administrative Policies and Procedures Ethical Behavior:**

The proposed new Ethical Behavior Policy was modified based on a discussion during the October Board meeting. One red-line version of the Policy was included in the Board Book and Greg Anderson distributed to the Trustees a second version of the Ethical Behavior Policy that included edits suggested by Mark Anderson. Greg Anderson recommended that the version with Mark Anderson’s edits be considered by the Board.

Following a discussion, it was moved by Trustee Monson and seconded by Trustee Christensen as follows:

**That new Title 2, Chapter 8, of the District’s Administrative Policies and Procedures Manual, entitled “Ethical Behavior Policy”, be adopted with the changes presented by legal counsel.**

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

**Central Valley Water Reclamation Facility:**

Trustee Monson, who is KID’s representative on the Central Valley Board, reviewed the agenda for the October 26, 2022 Central Valley Board meeting, a copy of which was included in the Board Book. He stated that Central Valley is moving forward with capital projects and provided detailed information regarding efforts to find a developer for the Central Valley Golf Course, which is expected to generate at least a \$2,000,000 benefit for Central Valley but will involve a great deal of work. Trustee Monson also provided an overview of Central Valley’s Budget, noting that Central Valley is experiencing the same supply chain issues as everyone else. Greg Anderson stated that information has been provided to Central Valley regarding seeking grants to offset some of Central Valley’s costs. He also noted that, with no golf course, millions of gallons of treated effluent water will enter the Great Salt Lake.

**Jordan Valley Water Conservancy District:**

A copy of the November 9, 2022 Jordan Valley Board meeting agenda was included in the Board Book. It was noted that Bart Forsyth, Jordan Valley’s General Manager, will retire in

January. Allan Packard will be promoted to the General Manager position and Jacob Young, an engineer with Brown & Caldwell, will be hired to serve as the Deputy General Manager.

**Utah Association of Special Districts:**

Greg Anderson, who serves on the UASD Board of Trustees, declared that Jamie Banh did a fabulous job as Chair of the Convention Committee, but that the 2023 UASD Convention will be her final performance in that role. Mr. Anderson has plans for Ms. Banh to take on more duties and responsibilities for KID.

**Kearns Metro Township Council:**

A copy of the November 14, 2022 Kearns Metro Township Council meeting agenda was included in the Board Book. Chair Hatch reported concerning current Kearns Metro Township activities, including a financial contribution from the Metro Township to enable a UPD police officer who serves the Kearns Community to be promoted to Sergeant. UPD will soon have an unmarked truck in service in the community. As she reviewed the agenda, Chair Hatch reported on a number of items, including a proposed property tax increase for the Kearns Oquirrh Park Fitness Center and the replacement of a trailer for the Kearns Community Council, the original trailer having been stolen.

**Kearns Community Council:**

A copy of the November 1, 2022 Kearns Community Council meeting agenda was distributed to the Trustees. Trustee Monson reported on a number of Community Council agenda items noting, among other things, that the Kearns Fire Station roof has been replaced and a new fire truck has been ordered for Kearns, the delivery of which may take years.

**Chamber West – Legislative Committee:**

A copy of the agenda for the November 3, 2022 meeting of the Chamber West Legislative Affairs Committee was included in the Board Book. Greg Anderson, who serves on the Committee, reported on a number of agenda items, particularly noting the attendance of legislators who discussed issues such as affordable housing and transportation. He also mentioned a presentation regarding water issues and Franklin Covey leadership training.

**Trustee Per Diem Report:**

A copy of the October 2022 Trustee Per Diem Report was included in the Board Book. Jamie Banh stated that the Report will be updated to reflect the Trustees' attendance at the annual UASD Convention.

**Adjourn:**

There being no further business to come before the Board, Chair Hatch declared the meeting to be adjourned at 8:19 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 13<sup>th</sup> day of December 2022.

Date: 13 December 2022

Cheryle A. Hatch  
Cheryle A. Hatch, Chair

Date: 13 Dec 2022

Gregory R. Christensen  
Gregory R. Christensen, Vice Chair

Date: 13 December 2022

Jeff Monson  
Jeff Monson, Board Clerk