

**MINUTES OF THE TRUSTEES MEETING
OF THE KEARNS IMPROVEMENT DISTRICT (KID)
HELD JANUARY 12, 2021 AT THE DISTRICT OFFICE
LOCATED AT 5350 WEST 5400 SOUTH, KEARNS, UTAH¹**

Trustees Present:

Jeff Monson
Cheryle A. Hatch
Gregory R. Christensen

Staff Present:

Pamela Gill	General Manager/CEO
Greg Anderson	Public Works Director/Engineer
Riley Astill	Finance Director/Controller
Mark H. Anderson	Attorney (Electronically)
Jamie Banh	Executive Administrative Assistant

Others Present:

Linda Townes Jordan Valley Water Conservancy District (Electronically)

Call to Order:

Chair Monson 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 Greg Anderson.

Public Comments:

There were no public comments.

Approval of Minutes (Regular Meeting, December 8, 2020):

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

That the minutes of the KID Board meeting held on December 8, 2020 be approved as presented.

The motion carried with Trustees Monson, Hatch and Christensen each voting “aye”.

¹ Due to COVID-19 pandemic conditions, masks were required to be worn and in person attendance at the anchor location was limited to 10 individuals, including Trustees and staff. In addition, individuals were able to join electronically, via computer, tablet or phone, and were provided a dial in number and access code.

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

Ms. Gill reviewed her written report, a copy of which was included in the Board Book. In particular, she reviewed efforts to include essential culinary water and wastewater workers on an early prioritization list for the COVID-19 vaccine; the status of the potential annexation of a relatively small area in West Jordan City into the District; and various webinars, meetings and discussions that took place over the past month.

Riley Astill then reviewed his January, 2021, Financial Administration Report, a copy of which was included in the Board Book. He reported that, through November, year-to-date operating revenue was \$1,164,649 better than budgeted; year to date expenses were \$1,152,753 lower than budgeted; and net income through November was \$3,675,257, which was \$3,483,692 better than the budgeted amount. Mr. Astill reviewed highlights from his report and responded to questions from Trustees Christensen and Hatch.

Greg Anderson also reviewed highlights from his Public Works Report, a copy of which was included in the Board Book. In particular, he reviewed the status of each of the District’s ongoing capital projects.

Consider Check Register:

After Mr. Astill responded to questions regarding particular checks, it was moved by Trustee Christensen and seconded by Trustee Hatch as follows:

That the November, 2020 Check Register (which is a list of all checks and direct deposits issued during the month) be ratified and approved as presented.

The motion carried with Trustees Monson, Hatch and Christensen each voting “aye”.

Consider Financial Report:

The Financial Report, which consists of a series of reports including the Statement of Net Position, the Statement of Revenues & Expenses, the Connection & Population Report and the Executive Safety Report, was included in the Board Book. Mr. Astill provided a brief overview of the Reports and there was a general discussion among the Trustees and staff respecting the individual Reports.

Consider Training Requests:

Ms. Gill explained that the Rural Water Association of Utah is holding an in-person conference in St. George, Utah during the first week of March. In light of the District’s general “no travel” policy, to minimize the spread of COVID-19, Ms. Gill did not request approval for any staff members to attend the conference. The Trustees confirmed that they did not plan to attend the conference. Ms. Gill also mentioned, in passing, an upcoming WEAU activity.

Consider Purchases/Costs Over \$50,000:

Greg Anderson reviewed two payment requests that, due to their size, required Board approval prior to payment.

The first payment request was submitted by FX Construction, for work on the Zone E Booster Pump Station and the Zone D Booster Pump Station renovation that was completed and inspected for the month of December, 2020, in the amount of \$111,680.64, less a 5% retention of \$5,581.04 on the Zone D Booster Pump Station portion of the work, leaving a net amount due of \$106,096.60, which Mr. Anderson recommended be approved for payment. None of the Trustees having any questions, it was moved by Trustee Hatch and seconded by Trustee Christensen as follows:

That the payment request submitted by FX Construction for work on the Zone E Booster Pump Station and the Zone D Booster Pump Station renovation be approved for payment in the amount of \$106,096.60.

The motion carried with Trustees Monson, Hatch and Christensen each voting “aye”.

Greg Anderson then reviewed a payment request from Whitaker Construction for work on the Cougar Lane Sewer By-pass & Lift Station installation that was completed and inspected for the month of December, 2020 in the amount of \$117,661.84, less a 5% retention of \$5,883.09, leaving a net amount due of \$111,778.75, which Mr. Anderson recommended be approved for payment. None of the Trustees having any questions about the requested payment, it was moved by Trustee Hatch and seconded by Trustee Christensen as follows:

That the Whitaker Construction payment request for work on the Cougar Lane Bypass & Lift Station installation be approved for payment in the net amount of \$111,778.75.

The motion carried with Trustees Monson, Hatch and Christensen each voting “aye”.

Consider Bond Releases/Reductions:

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

Quarterly & Annual Blue Stakes Report:

The quarterly and annually Blue Stakes Report was included in the Board Book. Ms. Gill explained that no Board action was required. Trustee Christensen commented that the Blue Stakes process needs to speed up and be more precise citing, as an example, the home of a neighbor where work was taking place in the back yard but utilities were marked in the front yard. Trustee Hatch also provided comments relative to Blue Stakes.

Elect and Appoint KID Officers:

A list of the Kearns Improvement District officers was included in the Board Book. Ms. Gill asked the Trustees to consider any changes they might want to make in the assignments. Both

Trustee Hatch and Chair Monson expressed an interest in serving on the Central Valley Water Reclamation Facility Board. Trustee Christensen recommended that KID's representative on the Central Valley Board serve at least a two-year term. He had the same opinion respecting service as KID Chair, Vice-Chair and Board Clerk. Following further discussion, it was moved by Trustee Christensen and seconded by Trustee Hatch as follows:

That the Kearns Improvement District officers be approved and continue to serve as currently constituted.

The motion carried with Trustees Monson, Hatch and Christensen each voting "aye".

Present General Manager 2021 Vision & Goals:

After acknowledging that 2020 has been an unprecedented, challenging year, Ms. Gill reviewed her goals for 2021, including the following: ensure financial stability; improve emergency response capabilities; implement a new metering system; develop a comprehensive social media program; continue to manage the District's COVID-19 pandemic response; implement practices to help employees succeed and increase their job satisfaction; provide support, guidance and direction in areas such as public works, financial/administration, information technology, insurance; invest in needed infrastructure; emphasize water conservation; review and update the District's rate study; and carry out continuous planning through review of KID Master Plan and stay informed of industry and regulation changes, monitor ongoing risks, and plan for emergencies; and continue to communicate and work well with the Board of Trustees. She concluded that, even faced with the challenges of COVID-19, KID's employees have remained highly motivated and have exemplified the KID values of determination, dedication and service. She expressed gratitude for the support, understanding and leadership of the Board. She concluded with "Energized by our purpose, we will continue to focus on our mission and build and maintain an even brighter and positive future into 2021 with a sense of pride, accomplishment, and confidence".

Ratify Rate Increase Approval:

Ms. Gill explained that, out of an abundance of caution, management recommended that the Board ratify the rate increases that were included as part of the 2021 Budget approval agenda item for the December, 2020 Board meeting. It was moved by Trustee Christensen and seconded by Trustee Hatch as follows:

That the fee increases that were approved by the Board in December (as reflected in the minutes of the December 8, 2020 Board meeting) be ratified and approved.

The motion carried with Trustees Monson, Hatch and Christensen each voting "aye".

Confirm and Schedule 2020 Audit:

A Memorandum from Mr. Astill dealing with the schedule for the independent audit of KID's 2020 financial statements was included in the Board Book. Mr. Astill reviewed the audit schedule with the Trustees and responded to questions.

Discuss Records Request (GRAMA) Report:

Ms. Gill reviewed a Memorandum from Dana Timothy, KID's Records Officer, that summarized all three GRAMA requests that were received by the District during 2020, and the District's response to those requests. A copy of the Memorandum was included in the Board Book.

Central Valley Water Reclamation Facility:

The December 17, 2020 Central Valley Board meeting agenda was included in the Board Book. Trustee Hatch, who represents KID on the Central Valley Board, briefly reviewed current Central Valley activities, noting that the Granger Hunter Improvement District discovered two sandbags that somehow found their way into a Granger Hunter sewer outfall line.

Jordan Valley Water Conservancy District:

A copy of the agenda for the upcoming January 13, 2021 meeting of the Board of Trustees of the Jordan Valley Water Conservancy District was included in the Board Book. Trustee Christensen, who also serves on the Jordan Valley Board, provided information concerning current Jordan Valley activities, including a recent meeting of Jordan Valley's Conservation Committee and subjects that will be considered in upcoming Jordan Valley Board meetings. In particular, Trustee Christensen noted that Jordan Valley is considering revamping its retail water rates for the approximately 8,500 residential connections that receive retail water service directly from Jordan Valley; and outlined difficulties that have been encountered in an effort to annex approximately 10 acres into Jordan Valley. Due to objections by the Salt Lake County Recorder, Jordan Valley is now in the midst of its third effort to finalize the annexation. Trustee Christensen noted that a majority of the Jordan Valley Board members prefer electronic meetings in response to the COVID-19 pandemic. Finally, Trustee Christensen explained that, due to increased demand, projects to increase Jordan Valley's water supplies are being moved up by four to five years.

Utah Association of Special Districts:

A copy of the agenda for the December 4, 2020 UASD Board of Trustees meeting was included in the Board Book. Ms. Gill, and Mark Anderson provided information concerning the upcoming session of the Utah State Legislature, which will be conducted very differently from prior sessions, with very limited in-person contact with lobbyists and citizens. However, the Association's lobbying team and representatives will be active and vigilant.

Kearns Metro Township Council:

A copy of the agenda for the December 28, 2020 Kearns Metro Township Council meeting was included in the Board Book. The meeting centered on a legislative effort to empower Metro Townships to impose franchise taxes. Trustee Hatch reported that Kevin Schmidt is the new Executive Director of the Kearns Oquirrh Park Fitness Center. The Fitness Center experienced a 40% usage decline due to the pandemic. The Fitness Center went from its best year ever in 2019 to its worst year ever in 2020. Trustee Hatch shared that an opportunity for a new community center in Kearns is being explored.

Kearns Community Council:

The December Kearns Community Council meeting was canceled.

Trustee Per Diem Report:

The Trustee Per Diem Report was included in the Board Book.

Discuss Personnel Survey:

Trustee Hatch discussed performing a Personnel Survey, noting that she desires more input for the General Manager evaluation through a survey. Riley Astill discussed supervisor/employee relationships and Trustee Hatch responded to his comments. A discussion among the Trustees and staff followed. Chair Monson stated that he would like the Board to think about the Personnel Survey and revisit it during next month's Board meeting.

Discuss the Character and Professional Competence of an Individual(s) - Possible Closed Meeting - Evaluation of General Manager:

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

That the meeting be closed to discuss and evaluate the General Manager (discuss the character, professional competence, or physical or mental health of an individual).

The motion carried with Trustees Monson, Hatch and Christensen each voting "aye", and Chair Monson declared the meeting to be closed at 7:28 p.m. All three Trustees remained in the closed meeting, as did Ms. Gill for a short time.

Chair Monson declared the meeting to again be open at 8:15 p.m. No action was taken during the closed portion of the meeting, other than the approval of a motion to end the closed session and return to the open meeting.

Chair Monson praised Ms. Gill for her work in managing the District, declaring that the District "is in good hands." He went on to say that Ms. Gill has set very good, lofty goals for 2021, and accomplished all of her 2020 goals. He remarked on the positive effect her commitment and work at KID has had on the community and expressed appreciation for her proactive efforts in addressing COVID-19 to keep both employees and customers safe. He stated that the Trustees are all very pleased to have Ms. Gill as KID's General Manager/CEO. Ms. Gill expressed her appreciation for Chair Monson's comments.

Trustee Hatch said the Board is grateful to have Ms. Gill at the District and in the community. She stated that Ms. Gill's performance has never been in question. Trustee Hatch commented however, that she has to consider what the residents would think as far as compensation is concerned. She expressed appreciation for Ms. Gill and all of her work.

Chair Monson commented on the financial challenges that required a rate increase, and stated that the Board would like to grant a higher wage increase, but the Board must be fiscally responsible.

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

That a 2.5% compensation increase be approved for the General Manager.

The motion passed with Trustees Monson and Christensen each voting "aye" and Trustee Hatch voting "nay".

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

That an appreciation/longevity payment be approved for the General Manager in the amount of \$3,000.00.

The motion carried with Trustees Monson, Hatch and Christensen each voting "aye". Chair Monson reiterated that the Board would like to be in a position to give more, and that the Trustees want Ms. Gill to know that they truly appreciate her. Trustee Hatch added that she appreciates Ms. Gill, but is trying to appropriately manage compensation.

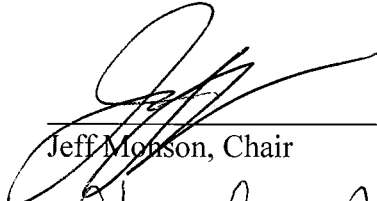
After noting that KID is unique in light of the District's growth demands, Chair Monson requested that Ms. Gill provide salary comparisons of other district managers before next year's General Manager evaluation.

Adjourn:

There being no further business to come before the Trustees, Chair Monson declared the meeting to be adjourned at 8:23 p.m.

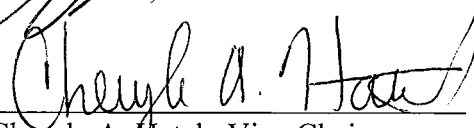
Approved by the Board of Trustees of the Kearns Improvement District on the 9th day of February, 2021.

Date: 9 February 2021



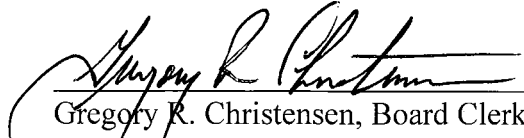
Jeff Monson, Chair

Date: Feb. 9, 2021



Cheryl A. Hatch, Vice Chair

Date: 9 FEB 2021



Gregory R. Christensen, Board Clerk