

**MINUTES OF THE TRUSTEES MEETING  
OF THE KEARNS IMPROVEMENT DISTRICT (KID)  
HELD DECEMBER 8, 2020 AT THE DISTRICT OFFICE  
LOCATED AT 5350 WEST 5400 SOUTH, KEARNS, UTAH<sup>1</sup>**

**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)
Bryon Elwell	Elwell Consulting (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 Greg Christensen and the pledge of allegiance was led by Riley Astill.

**Public Comments:**

There were no public comments.

**Approval of Minutes (Regular Meeting/Public Hearing, November 10, 2020):**

None of the Trustees having any additions or 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 November 10, 2020 be approved as presented.**

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

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<sup>1</sup> 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, and responded to questions from the Trustees. In particular, she noted that information on how District customers might access Salt Lake County CARES Water Assistance Benefit funds was posted on the District’s Facebook page and website; praised the District sewer line cleaning crew; discussed water conservation efforts; and noted that Ying-Ying Macauley temporarily came out of retirement to act as interim director of the Division of Drinking Water while a new permanent Director is selected.

Riley Astill then reviewed the Financial Administration Report, a copy of which was included in the Board Book, noting that the District is doing very well financially, and responded to questions from the Trustees, including questions about customer water usage and benefits provided to the District’s employees.

Greg Anderson then reviewed the Public Works Report, a copy of which was also included in the Board Book. In particular, Mr. Anderson reviewed the District’s ongoing capital projects, discussed the current bidding environment, and responded to a question from Trustee Christensen.

**Consider Check Register:**

Riley Astill reviewed the Check Register, which is a list of all checks issued and direct deposits made during the month of October, 2020, and responded to questions from each of the Trustees respecting individual checks. Both Greg Anderson and Pamela Gill provided additional information. At the end of the discussion, it was moved by Trustee Christensen and seconded by Trustee Hatch as follows:

**That the October, 2020 Check Register 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 Investment Reserve Report, the Executive Safety Report and the Connection & Population Report, was included in the Board Book. Mr. Astill reviewed highlights from the written reports and responded to a question from Chair Monson respecting property taxes.

**Consider Training Requests:**

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

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

Greg Anderson reviewed three bids that were received, ranging from a high of \$93,680 to a low bid of \$35,082 per year, for landscape maintenance services at KID’s various properties. Bids were presented by Simplified Landscaping, Total Landscaping, and Prosecutive Landscaping. The contract will cover three years, from 2021 through 2023, but KID will have the

right to terminate the contract if the services being provided are not acceptable. Mr. Anderson recommended that the General Manager be authorized to sign the contract documents and issue a notice to proceed to Prosecutive Landscaping, the lowest cost bidder. During the presentation, Mr. Anderson responded to a question from Chair Monson.

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

**That the landscape maintenance contract between KID and Prosecutive Landscaping be approved at a yearly cost of \$35,082, and that the General Manager be authorized to sign the contract documents and issue a notice to proceed.**

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

An invoice and purchase request from Gerber Construction for work on the Zone E 1.5 Million Gallon (MG) tank was included in the Board Book. The work now being complete, Greg Anderson recommended that the final payment request, in the total amount of \$260,806.48, including the release of all retention amounts, be approved by the Board.

After Greg Anderson responded to a series of questions from Trustee Christensen, it was moved by Trustee Christensen and seconded by Trustee Hatch as follows:

**That the final payment request from Gerber Construction for work on the Zone E 1.5 MG Tank, including the release of all retention funds, be approved for payment in the total amount of \$260,806.48.**

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

Greg Anderson next reviewed a final payment request from Noland & Son Construction Co., Inc. for work on the Zone D U-111 Water Main Extension, including the release of all retention amounts, in the total amount of \$170,373.85. Mr. Anderson noted that, due to a change order that adjusted the scope of the work, the project was completed for \$120,333 less than the contract bid amount.

There being no questions, it was moved by Trustee Hatch and seconded by Trustee Christensen as follows:

**That the final payment request from Noland & Son Construction Co., Inc. for work on the Zone D U-111 Water Main Extension be approved for payment in the total amount of \$170,373.85.**

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

The last payment request reviewed by Greg Anderson was submitted by Dakota Pump for work on the Cougar Lane Dry Lift Station in the total amount of \$344,638. Mr. Anderson confirmed that the work has been completed and inspected, and recommended payment of the invoice in full, with no retention amount.

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

**That the invoice submitted by Dakota Pump in the amount of \$344,638 for work on the Cougar Lane Dry Lift Station be approved for payment.**

The motion carried with Trustees Monson, Hatch and Christensen each voting “aye”, after which there was a brief discussion between the Trustees and staff concerning the Lift Station.

**Consider Bond Releases/Reductions:**

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

**Present/Discuss Risk and Resilience Assessment – Consider Closed Meeting – Discussion regarding deployment of security personnel, devices or systems:**

Ms. Gill recommended that the Board go into a closed meeting to discuss the deployment of security personnel, devices or systems; specifically, to allow Bryon Elwell to present the findings and recommendations of the Risk and Resilience Assessment conducted by Elwell Consulting. It was then moved by Trustee Christensen and seconded by Trustee Hatch as follows:

**That the Board go into a closed session to discuss the deployment of security personnel, devices or systems.**

The motion carried with Trustees Monson, Hatch and Christensen each voting “aye”. Chair Monson declared the meeting to be closed at 6:17 p.m. Trustees Monson, Hatch and Christensen, along with Bryon Elwell and staff members Pamela Gill, Greg Anderson, Riley Astill, Mark Anderson and Jamie Bahn, remained in the closed portion of the meeting.

Chair Monson declared the meeting to again be open at 6:54 p.m. No action was taken during the closed portion of the meeting other than the approval of a motion made by Trustee Christensen and seconded by Trustee Hatch to end the closed meeting and return to open session. Mr. Elwell left the meeting after his presentation.

**Consider Personnel Matters – Consider Closed Meeting – Discussion of the character, professional competence, or physical or mental health of an individual:**

Ms. Gill recommended that the meeting be closed for the purpose of discussing the character, professional competence, or physical or mental health of an individual. It was then moved by Trustee Christensen and seconded by Trustee Hatch as follows:

**That the Board go into a closed session to 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”. Chair Monson declared the meeting to be closed at 6:56 p.m. Trustees Monson, Hatch and Christensen, along with staff members Pamela Gill, Greg Anderson, Riley Astill and Mark Anderson, remained in the closed meeting.

Chair Monson declared the meeting to again be open at 7:07 p.m. No action was taken during the closed portion of the meeting other than approval of a motion made by Trustee Hatch

and seconded by Trustee Christensen to end the closed meeting and return to open session. Jamie Bahn rejoined the meeting at that time.

Ms. Gill praised the District's staff members, particularly their ability and willingness to address and overcome issues related to the COVID pandemic. She requested Board approval of \$300.00 for each employee in recognition of that effort and, since the pandemic has precluded most vacations, that the Board approve a one time policy waiver that will allow unused 2020 vacation time to be rolled over into 2021.

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

**That, in recognition of their exemplary service during the COVID pandemic, each District employee be awarded a payment of \$300.00 and that a one time policy waiver be approved to allow unused 2020 vacation time to roll over into 2021.**

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

**Consider Resolution Adopting 2021 Budget:**

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

**That Resolution 2020-12-1 be adopted.**

The Board of Trustees having held a public hearing to consider the District's Tentative 2021 Budget and a public hearing to consider certain fee increases that are reflected in the Budget, Ms. Gill explained that Resolution 2020-12-1 specifically approves both the fee increases and the 2021 Budget. Ms. Gill then pointed out the rate increases and specific adjustments that were incorporated into the 2021 Budget since the public hearing, and suggested that the fee increases also be ratified by the Board as a specific agenda item in January.

Chair Monson called the question on the motion, which passed unanimously with Trustees Monson, Hatch and Christensen each voting "aye".

**Central Valley Water Reclamation Facility:**

The agenda for the November 19, 2020 meeting of the Central Valley Water Reclamation Facility Board was included in the Board Book. Trustee Hatch, who represents KID on the Central Valley Board, briefly reviewed current Central Valley activities, particularly Central Valley's excavation activities.

**Jordan Valley Water Conservancy District:**

Trustee Christensen, who also serves on the Jordan Valley Board of Trustees, stated that the December Jordan Valley Water Conservancy District Board of Trustees meeting was cancelled.

**Utah Association of Special Districts:**

Pamela Gill, who serves on the UASD Board of Trustees, reported on the upcoming 2021 General Session of the Utah State Legislature, which will be unlike any previous General Session of the Legislature. The preliminary plan for the Utah State Capitol is to have the Legislators meet at the Capitol, but with limited personal contact with staff or constituents. As a consequence, the Association’s lobbying efforts may largely be remote, using electronic technology. In addition, the Legislature may not consider as many Bills as in recent years.

**Kearns Metro Township Council:**

Trustee Hatch reported difficulty in locating meeting notices for the Kearns Metro Township Council. As a result, she had nothing to report.

**Kearns Community Council:**

Chair Monson stated that there has not been a recent meeting of the Kearns Community Council due to COVID concerns.

**Trustee Per Diem Report:**

The Trustee Per Diem Report was included in the Board Book, with no recent activities reflected in the Report.

**Adjourn:**

There being no further business to come before the Trustees, Chair Monson declared the meeting to be adjourned at 7:21 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 12<sup>th</sup> day of January, 2021.

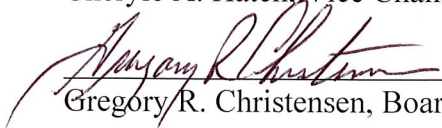
Date: 12 January 2021

  
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Jeff Monson, Chair

Date: 12 Jan 2021

  
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Cheryle A. Hatch, Vice Chair

Date: 12 JAN 2021

  
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Gregory R. Christensen, Board Clerk