

Minutes of the Regular Meeting of the Board of Trustees
UPPER COUNTRY WATER IMPROVEMENT DISTRICT

Altamont, Utah
August 15th, 2024

Chairman, Derek Herrera called the meeting to order at 7:32 p.m. The following Board Members were present:

Clyde Watkins, Vice Chairman
Charles Miles, Treasurer
Jimmy Brotherson
Curtis Miles
Stetson Christensen
Donald Miles

Also present were Chasity McKinnon, Kirk Christensen and the Duchesne County Fire Warder – Brandon Peck.

Invocation was given by Curtis Miles

MINUTES APPROVED

A Motion was made by Donald Miles to approve the minutes of June 20th, 2024. Motion seconded by Curtis Miles. The motion was carried unanimously with the rest of the attending board members, Clyde Watkins, Stetson Christensen, Charles Miles, Derek Herrera and Jimmy Brotherson.

FINANCIALS: June 2024

Chasity reported that the Revenue for June 2024 in comparison to the previous June, is parallel in Water Usage sales and the bulk sales. She did want to note that the Security Deposits were not as high as the previous June, and for June 2024, Upper Country Water had two new connections, which made June \$12,500 higher in Revenue. She also noted that there was \$11,500 received in interest that month.

Chasity went on to report that the expenses have been very consistent and steady, so outside the normal monthly expenses, there was not much to report.

A Motion was made by Curtis Miles to approve the June's 2024 Financials. Motion seconded by Clyde Watkins. A Motion was carried unanimously with the rest of the attending board members, Donald Miles, Stetson Christensen, Charles Miles, Dererk Herrera and Jimmy Brotherson.

FINANCIALS: 2nd QTR Budget Review

Chasity reported that the Upper Country's Water Revenue is in line with the projected totals, except with the Bulk Sales. The Bulk Sales have increased significantly since 2023.

As far as expenses go, Upper Country Water's expenses are in line with budget projections as well. There were a few categories that needed to be addressed and that is the postage at 80% of the budget and the professional fees at 86%. The postage has been a steady increase of pricing from the USPS postal service and with even increasing the amount for the 2024 budget, we are still over the budget on the postage. For the professional fees, that is from a \$6,000 accountant fee for the 2023 audit. That fee continues to increase at a fast pace as well, and even with adjustments been made for 2024, it is still over the projected numbers. The board noted that those two categories will be adjusted for the upcoming 2025 budget review.

A Motion was made by Curtis Miles to approve the 2nd QTR 2024 Financial Review. Motion seconded by Clyde Watkins. A Motion was carried unanimously with the rest of the attending board members, Donald Miles, Stetson Christensen, Charles Miles, Dererk Herrera and Jimmy Brotherson.

FINANCIALS: July 2024

Chasity reported that the July Water Sales were higher than the previous July by \$7,900. With this summer being one of the hottest summers on record, water usage has increased significantly. Overall, the Revenue for July was \$10,000 higher than the average July. Chasity also noted that Upper Country Water received \$12,000 in interest for July 2024.

Chasity went on to report that expenses for July are higher by \$15,000. The higher amount is credited to Professional Services (2023 Audit Review), An office supply order of bill cards replenishment, purchase of more meters and an annual insurance policy of auto and general liability that was paid out.

A Motion was made by Charles Miles to approve July's 2024 Financials. Motion seconded by Jimmy Brotherson. A Motion was carried unanimously with the rest of the attending board members, Donald Miles, Stetson Christensen, Curtis Miles, Dererk Herrera and Clyde Watkins.

NEW BUSINESS:

The Duchesne County Fire Warden, Brandon Peck attended Upper Country Water's Board Meeting. He asked Upper Country Water questions about the Fire Flows and all the Fire Hydrant Locations in the District. This information is collected so it can be reported back to the County.

The Board had a discussion regarding the (continued) high postage issue and possible solutions. It was suggested that Upper Country Water pushes the users to enable paperless billing and if the current software can support it. Chasity stated that she will research these options and move forward with promoting paperless billing. The board also suggested that contact be made with a company that could help educate our customers on the importance of water conservation and give them the tools and resources needed to make some changes. It was also suggested that maybe a social media page be created so that updates can reach more people easier.

SYSTEM UPDATE

Kirk reported that there has been an abundance of water being used. Knowing that the summer has been unseasonably hot, it still has put some strain on the springs to keep up with the demand for water being used for personal watering. Kirk went on to suggest that Upper County Water should activate the Conservation Water Rates from here forward and a possible rate increase on the overage charges for high water usage. The board reviewed reports for the high usage, used over the last couple of months and agreed that there needs to be an increased overage charge in effect by 2025. They also went on to say that this rate increase needs to be made aware to our customers, starting at the beginning of the year. The board wanted to put this item back on the agenda again for next month's board meeting to have a further discussion on possible solutions.

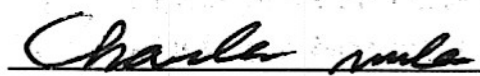
Kirk also wanted to report that the relocation of Main 8" pipelines for the Altamont High School New Shop Construction has been completed. All the proper testing from pressure and bacteria testing has passed the state's requirements and is currently in full operation.

Kirk also reported that the Duchesne County School District would like to sell back three water connections to Upper Country Water District. The board discussed this and their recommendation was to secure easements needed for Upper Country Water District for future projects to be able to relocate pipelines for the new elementary school and also the existing lines around the high school, before any water connections are purchased back from the School District.

A motion to adjourn was made by Jimmy Brotherson at 8:55 p.m.

Read and approved the 19th, day of September 2024.


Derek Herrera
Board Chairman


Charles Miles
Treasurer

Minutes of the meeting prepared by Chasity McKinnon

