Minutes of the Regular Meeting of the Board of Trustees

UPPER COUNTRY WATER IMPROVEMENT DISTRICT

Altamont, Utah

November 21st, 2024

Chairman Derek Herrera called the meeting to order at 6:57 p.m. The following Board Members were present:

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

Also present were Chasity McKinnon and Kirk Christensen. Brock Harrison with Jones & DeMille Engineering and Bryn Myer with Sunrise Engineering.

The invocation was given by Donald Miles

BUDGET HEARING

Chairmen Derek Herrera closed the Public Meeting for the Regular Meeting of the Board and opened the 2026 Budget Hearing.

A Motion was made by Curtis Miles to close the Public Meeting of the Regular Meeting of the Board and open the Budget Hearing for 2026. Motion seconded by Clyde Watkins. The motion was carried unanimously with the other attending board members, Jimmy Brotherson, Charles Miles, Derek Herrera, Stetson Christensen, and Donald Miles.

BUDGET HEARING

A Motion was made by Charles Miles to approve and adopt the 2026 budget proposal. Motion seconded by Stetson Christensen. The motion was carried unanimously with the rest of the attending board members, Donald Miles, Curtis Miles, Derek Herrera, Clyde Watkins and Jimmy Brotherson.

Chairman Derek Herrera closed the Budget Hearing and reopened the Regular Meeting of the Board.

MINUTES APPROVED

A Motion was made by Donald Miles to approve the minutes of October 17th, 2024. Motion seconded by Curtis Miles. The motion was carried unanimously with the rest of the attending board members, Clyde Watkins, Charles Miles, Derek Herrera, Stetson Christensen and Jimmy Brotherson.

FINANCIALS: October 2024

Chasity reported that the Water Revenue for October 2024 is within $500 compared to the previous October. Bulk water increased by $1,000 from the previous year. Chasity went on to report that there were 2 new water connections purchased in October 2024, which increased the overall revenue by $12,200.00.

Chasity went on to report that the expenses for October 2024 are lower in comparison to the previous October. She did want to note that the Fall 2024 Dry Gulch Irrigation Water Assessment was received and paid. A payment was also made to Horrocks Engineering, along with Pipe Ranch and Straight Shot Oilfield Services, and still, with those expenses in the month of October, Upper Country Water Expenses were lower by $13,400.

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

NEW BUSINESS:

Brock Harrison with Jones & Demille Engineering wanted to update the board on the progress with the Duchesne County School District relocating the pipelines. The Board stated that pipelines for Upper Country Water could not be moved until easements needed for Upper Country Water had been signed.

Bryan Myers with Sunrise Engineering wanted to check in with the Board to make sure that all the information had been received in order to complete the inventory requirements for the Lead & Copper Report. Kirk assured them it had been received, and he had started the process of completing that report.

Chasity proposed to have a stipend increase for the Board Members. The board members all agreed that the stipend they currently receive is a good amount already and do not feel that stipends need to be raised. The board asked that the monthly stipend checks be picked up at next month's board meeting instead of being mailed out. Chasity said she would make the changes.

Curtis Miles proposed to start the process of looking for a full-time or part-time employee to join Upper Country Water as an assistant to the System Manager. The board wants to have another employee to start learning the system from Kirk. Kirk stated that he is looking to stay on with Upper Country Water until he is the age of 70. The board and Kirk all agreed that the process of finding the right employee could take some time. The board asked to table this matter until after the first of the year 2025. At that time, there will be a more in-depth discussion about the wage and if the position is a full-time or part-time job opening.

Kirk proposed to have a cap date on New Water Connection sales towards the end of the year due to being the only system manager. A heavy year of new water connections purchased has caused a delay in getting meters installed and put a strain on the system manager from customers' constant contact for meters to be installed. The board discussed this issue and made a motion to only sell New Water Connections from April 15th through October 15th of the year, and any new water connections that need to be purchased outside of that time frame will need to be approved by the board.

A Motion was made by Curtis Miles to approve that New Water Connections can only be purchased from April 15th – October 15th of each year and that any new connection that needs to be purchased outside of that date be approved by the board. Motion seconded by Stetson Christensen. A Motion was carried unanimously with the other attending board members, Charles Miles, Jimmy Brotherson, Derek Herrera, Clyde Watkins, Donald Miles, and Curtis Miles.

<u>SYSTEM ISSUES:</u>

Kirk reported that he did go check the Yellowstone springs to make sure all was good before the winter hit. He had to walk two miles to the springs. To the best of Kirks's knowledge, the springs should winter just fine.

Kirk reported that all the new water connections purchased in 2024 have been installed.

Kirk also wanted to note that a couple of water leaks needed to be taken care of. Outside of the few water leaks, the rest of the system has been running well.

Jimmy Brotherson made a motion to adjourn at 8:12 p.m.

Read and approved the 11th day of December 2024.

Derek Herrera
Board Chairman

Charles Miles
Treasurer

Minutes of the meeting prepared by Chasity McKinnon