

# WPR ROAD AND FIRE DISTRICT

36 S. State Street  
Suite 500  
Salt Lake City, UT 84111

## **NOTICE OF REGULAR MEETING AND AGENDA**

**DATE:** Monday, August 25, 2025

**TIME:** 5:15 p.m.

**LOCATION:** 36 S. State St., Suite 500  
Salt Lake City, UT 84111  
And Via Microsoft Teams

**ACCESS:** To attend via Microsoft Teams Videoconference, use the below link:  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MDM5MmUyZTktODZiNi00MzU3LWEwNDEtZDM3N2IwZGQ2ZjY2%40thread.v2/0?context=%7b%22Tid%22%3a%223e95e77c-c839-42d7-a767-aac8531785ff%22%2c%22Oid%22%3a%228d48df21-9763-40d0-ba52-983e5a92dcea%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDM5MmUyZTktODZiNi00MzU3LWEwNDEtZDM3N2IwZGQ2ZjY2%40thread.v2/0?context=%7b%22Tid%22%3a%223e95e77c-c839-42d7-a767-aac8531785ff%22%2c%22Oid%22%3a%228d48df21-9763-40d0-ba52-983e5a92dcea%22%7d)

**BOARD OF** Gary Derck

**TRUSTEES:** Ed Schultz  
Jenny Robinson

PUBLIC NOTICE is hereby given that the Board of Trustees (the “Board”), of the WPR Road and Fire District (the “District”), will hold a meeting of the Board on Monday, August 25, 2025, commencing at 5:15 p.m., at 36 S. State St., Ste. 500, Salt Lake City, Utah, 84111 and via Microsoft Teams, at which time the Board shall proceed according to the following agenda:

*[FOR REFERENCE] “As the Chair of the Board of Trustees of the WPR Road and Fire District, I hereby call this regular meeting of the Board to order at 5:-- P.M. on Monday, August 25, 2025, at 36 S State Street, Suite 500, Salt Lake City, UT 84111. In compliance with the requirements of Utah’s Open and Public Meetings Law: (i) notice of this meeting has been duly posted and published, and (ii) this meeting is being recorded and minutes of the meeting, in its entirety, are being kept.”*

### **I. ADMINISTRATIVE MATTERS**

- A. Call to order.
- B. Public Comment. Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

- C. Review and consider approval of minutes from July 22, 2025 regular meeting and August 5, 2025 special meeting (enclosure).

**II. FINANCIAL MATTERS**

- A. Approve and/or ratify approval of payment of claims (enclosure).
- B. Conduct public hearing on the Operating and Capital Budget for fiscal year 2025-2026 and consider adoption of the same (enclosure).
- C. District audit updates.

**III. MANAGER AND OPERATIONAL MATTERS**

**IV. LEGAL MATTERS**

**V. BOARD MEMBER MATTERS**

**VI. OTHER BUSINESS**

**VII. ADJOURNMENT**

**[This notice to be published on the Utah Public Notice Website, at least 7 days prior to the meeting.]**

# **Draft July 22, 2025, Meeting Minutes**

MINUTES OF REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
WPR ROAD AND FIRE DISTRICT (THE “DISTRICT”)  
HELD  
JULY 22, 2025

A regular meeting of the Board of Directors of the WPR Road and Fire District (referred to hereafter as the “Board”) was convened on Tuesday, July 22, 2025, at 5:15 p.m., at 36 S. State St., Ste. 500, Salt Lake City, UT 84111 and via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Trustees in attendance were:  
Gary Derck  
Ed Schultz  
Jenny Robinson

Also, In Attendance Were:  
Nic Carlson, CliftonLarsonAllen LLP (“CLA”)  
Carley Herrick, Evan Tufts, Suzanne Bennett, Nathan Bell and Kelli Reid; Wasatch Peaks Ranch  
Todd Godfrey; Hayes Godfrey Bell, P.C.

ADMINISTRATIVE MATTERS

Call to Order:

The meeting was called to order at 5:21 p.m. by Trustee Derck, who recited the following:

*“As Chair of the Board of Trustees of the WPR Road and Fire District, I hereby call this regular meeting of the Board to order at 5:21 P.M. on July 22, 2025, at 36 S. State St., Ste. 500, Salt Lake City, UT 84111. In compliance with the requirements of Utah’s Open and Public Meetings Law: (i) notice of this meeting has been duly posted and published, and (ii) this meeting is being recorded and minutes of the meeting, in its entirety, are being kept.*

Public Comment:

None.

Minutes from June 24, 2025 Regular Meeting:

Trustee Derck reviewed the minutes with the Board. Following discussion, Trustee Schultz made a motion to approve the minutes from the June 24, 2025 regular meeting. Trustee Robinson seconded the motion. The motion passed unanimously.

FINANCIAL MATTERS

**Payment of Claims:**

Mr. Tufts reviewed the claims with the Board. Following discussion, Trustee Schultz made a motion to approve the claims in the amount of \$98,646.22, as presented. Trustee Robinson seconded the motion. The motion passed unanimously.

**Tentative Budget for Fiscal Year 2025–2026 and Scheduling a Special Meeting to Amend Prior to Public Hearing:**

Mr. Tufts provided an update for the Board, noting that a special meeting needs to be held on August 5, 2025, at 10:15 a.m. to adopt the amended tentative budget.

**District Budget Officer (Evan Tufts):**

Trustee Derck provided an update for the Board regarding the appointment of a District Budget Officer. Trustee Schultz made a motion to appoint Evan Tufts as District Budget Officer. Trustee Robinson seconded the motion. The motion passed unanimously.

**Engagement Letter with Hinton Burdick:**

Trustee Derck reviewed the engagement letter with the Board. Trustee Robinson made a motion to approve the engagement letter with Hinton Burdick. Trustee Schultz seconded the motion. The motion passed unanimously.

**MANAGER AND OPERATIONAL MATTERS**

Mr. Bell provided an update for the Board, noting that the District offices are complete and Morgan County has started moving into the fire station. Work is tentatively scheduled for August 13, 2025 for a slurry coat on District roads.

**LEGAL MATTERS**

None.

**TRUSTEES' MATTERS**

None.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

There being no further business to come before the Board at this time, Trustee Schultz motioned to adjourn the meeting. Trustee Robinson seconded the motion. The motion passed unanimously.

Respectfully submitted,

By \_\_\_\_\_

District Chair

Attest:

By \_\_\_\_\_

District Clerk

DRAFT

# **Draft August 5, 2025, Meeting Minutes**

MINUTES OF SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
WPR ROAD AND FIRE DISTRICT (THE “DISTRICT”)  
HELD  
AUGUST 5, 2025

A special meeting of the Board of Directors of the WPR Road and Fire District (referred to hereafter as the “Board”) was convened on Tuesday, August 5, 2025, at 10:10 a.m., at 36 S. State St., Ste. 500, Salt Lake City, UT 84111 and via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Trustees in attendance were:

Gary Derck

Ed Schultz

Jenny Robinson

Also, In Attendance Were:

Nic Carlson, CliftonLarsonAllen LLP (“CLA”)

Carley Herrick, Evan Tufts, Nathan Bell, Matt Musil, Alex Gagnon and Kelli Reid;  
Wasatch Peaks Ranch

Todd Godfrey; Hayes Godfrey Bell, P.C.

ADMINISTRATIVE MATTERS

Call to Order:

The meeting was called to order at 10:22 a.m. by Trustee Derck, who recited the following:

*“As Chair of the Board of Trustees of the WPR Road and Fire District, I hereby call this regular meeting of the Board to order at 10:22 A.M. on August 5, 2025, at 36 S. State St., Ste. 500, Salt Lake City, UT 84111. In compliance with the requirements of Utah’s Open and Public Meetings Law: (i) notice of this meeting has been duly posted and published, and (ii) this meeting is being recorded and minutes of the meeting, in its entirety, are being kept.*

Public Comment:

None.

FINANCIAL MATTERS

Tentative Budget for Fiscal Year 2025–2026:

Trustee Derck and Mr. Tufts reviewed the tentative budget and related updates with the Board. Following discussion, Trustee Robinson made a motion to adopt the amended Tentative Budget for Fiscal Year 2025-2026. Trustee Derck seconded the motion. The

motion passed unanimously.

**Public Hearing on August 25, 2025, at 5:00 PM for Approval of the Final Budget for Fiscal Year 2025-2026:**

Following discussion, Trustee Robinson made a motion to schedule a Public Hearing on August 25, 2025 at 5:15 p.m. for approval of the Final Budget for Fiscal Year 2025-2026. Trustee Derck seconded the motion. The motion passed unanimously.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

There being no further business to come before the Board at this time, Trustee Schultz motioned to adjourn the meeting at 10:33 a.m. Trustee Robinson seconded the motion. The motion passed unanimously.

Respectfully submitted,

By \_\_\_\_\_

District Chair

Attest:

By \_\_\_\_\_

District Clerk

# **Payment of Claims**

## WPR R&F District

For the period 7/17/2025-8/12/2025

### Paid Claims

Date	Person/Description	Reference	Amount	Remarks
7/21/2025	July 2025 Bank Fee		(15.35)	July 2025 Bank Fee
7/24/2025	CLYDE SNOW & SESSIONS P.C. (v0000027)	2043	(368.50)	June 2025 Services
7/24/2025	UTAH LOCAL GOVERNMENT TRUST (v0000427)	2044	(3,613.20)	Annual Billing 7/1/25-6/30/26
7/24/2025	UTAH LOCAL GOVERNMENT TRUST (v0000427)	2044	(8,689.44)	Add 6 trucks to Automobile Liability/Damage Endorsement
7/24/2025	WHITE CAP LP (v0000722)	2045	(2,900.08)	11 HP Honda 20" Guard Walk Behind Saw
7/25/2025	BLUE LINE TECHNOLOGIES INC (v0000039)	9999072525	(72.96)	Microsoft June 2025 Agreement
7/25/2025	PETERSON PIPELINE ASSOCIATION (v0000629)	9999072525	(53.00)	Water Read Date 7.8.25
7/25/2025	STREAMLINE SOFTWARE INC. (v0000670)	9999072525	(1,100.00)	Streamline Flex 5/1/25-5/1/26
7/25/2025	HINTONBURDICK CPAS & ADVISORS (v0000711)	9999072525	(2,000.00)	Fy 24 Audit - Progress Billing
7/25/2025	HAYES GODFREY BELL PC (v0000749)	9999072525	(102.00)	June 2025 Services
7/25/2025	HAYES GODFREY BELL PC (v0000749)	9999072525	(1,716.00)	June 2025 Services
7/25/2025	June 2025 Interco Reimbursement 7.25.25	7.25.25 ETL	(184.43)	June 2025 Interco Reimbursement 7.25.25
7/31/2025	BLUE LINE TECHNOLOGIES INC (v0000039)	9999080125	(72.96)	July 2025 Billing
7/31/2025	TOM RANDALL DISTRIBUTING (v0000231)	2046	(1,956.10)	Clear Diesel delivery
7/31/2025	ALPHA COMMUNICATIONS SITES INC (v0000278)	2047	(108.00)	6 Radios - Connect Plus System
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(542.09)	
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(1,106.75)	
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(81.95)	Clockify Subscription
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(62.84)	AMEX pass through purchases
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(2,123.48)	District CapEx Shelving and tool boxes
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(357.01)	25% of Tire purchase
7/31/2025	ENBRIDGE GAS (v0000695)	9999073125	(19.47)	July 2025
7/31/2025	ENBRIDGE GAS (v0000695)	9999073125	(21.84)	June 2025 Usage
7/31/2025		:InterCo	(3,565.90)	
7/31/2025		:InterCo	(2,042.19)	
8/7/2025	CLIFTONLARSONALLEN LLP (v0000514)	2048	(437.85)	Management Services through 6/24/25
			<u><u>(33,313.39)</u></u>	

### Unpaid Claims

Date	Vendor	Amount
2/20/2025	Enbridge Gas	(115.24) Credit on account
7/29/2025	Tom Randall Distributing	1,355.17 Clear Diesel #2
7/30/2025	Tom Randall Distributing	204.15 Multiplex 220 #2 Tube
<u><u>1,444.08</u></u>		

# **Operating and Capital Budget for Fiscal Year 2025-2026**

**WPR Road & Fire District**

**General Fund**

**Fiscal Year 2026 Final Budget**

**8/14/2025**

**Beginning Fund Balance**

**Revenues and other sources**

	<b>FINAL BUDGET</b>	<b>AMENDED</b>
	<b>FY2026</b>	<b>FY2025</b>
Beginning Fund Balance	<b>289,711</b>	<b>70,478</b>
Property taxes	586,173	202,558
Fire usage	0	0
Road usage	0	0
Storm usage	0	0
Developer advance	1,610,596	977,703
Contribution from Fund Balance		
Other income	400,000	72,612
Total revenues and other sources	<b>2,596,769</b>	<b>1,252,873</b>
Asset contribution	<b>83,196,284</b>	<b>7,247,131</b>
Total Funds Available	<b>86,082,763</b>	<b>8,570,482</b>

**Expenses and other uses**

Equipment Rental	174,450	64,500
Management Fee	357,600	175,334
Utilities	6,000	1,313
R&M - Roads	220,000	171,358
R&M - Guardrails	6,000	
R&M - Stormways	53,000	
R&M - Bridges/Walls	47,000	
R&M - Vehicles	67,000	
Other operating supplies	51,000	3,011
Snow removal	98,000	79,858
Small Equipment	12,000	0
Small tools	30,000	38,490
Fuel and lubricants	55,000	9,327
Safety and traffic signage	2,400	15,000
Publications and notices	1,500	2,683
Bank fees	300	257
Software and subscriptions	106,000	101,872
Insurance	25,000	10,858
Professional Fees - accounting	24,000	12,553
Professional Fees - assurance	12,000	12,000
Professional Fees - legal	17,500	9,082
District management	43,500	23,526
Education and training	18,000	87
Uniforms	2,000	2,271
Radio communications	1,296	6,938
Consulting fees	1,500	840
Expenditures - budget contingency	52,547	0
Fire Station Services Agreement - One time	325,500	0
Fire Station Services Agreement - Monthly	406,562	0
Total operating expenses	<b>2,216,655</b>	<b>741,157</b>
Fixed Assets - Vehicles	470,525	318,497
Fixed Assets - Equipment	181,800	6,623
Fixed Assets - PP&E	17,500	7,074
Total Capital Expenses	<b>669,825</b>	<b>332,194</b>
Fixed Assets - Infrastructure	<b>83,196,284</b>	<b>7,247,131</b>
Contribution to fund balance	0	250,000
Total Expenditures and transfers out requiring appropriation	<b>86,082,763</b>	<b>8,570,482</b>
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>