

# WPR UTILITY DISTRICT

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

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

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

**TIME:** 5:00 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\\_MDM5MmUyZTkODZiNi00MzU3LWEwNDEtZDM3N2IwZGQ2ZjY2%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_MDM5MmUyZTkODZiNi00MzU3LWEwNDEtZDM3N2IwZGQ2ZjY2%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 TRUSTEES:** Gary Derck  
Ed Schultz  
Jenny Robinson

PUBLIC NOTICE is hereby given that the Board of Trustees (the “Board”), of the WPR Utility District (the “District”), will hold a meeting of the Board on Monday, August 25, 2025, commencing at 5:00 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 Utility 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**

- a. Propane RFP Update

**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 UTILITY DISTRICT (THE “DISTRICT”)  
JULY 22, 2025

A regular meeting of the Board of Directors of the WPR Utility District (referred to hereafter as the “Board”) was convened on Tuesday, July 22, 2025, at 5:00 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, Matt Musil 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 5:02 p.m. by Trustee Derck, who recited the following:

*“As a Trustee of the Board of Trustees of the WPR Utility District, I hereby call this regular meeting of the Board to order at 5:02 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 Robinson made a motion to approve the minutes from the June 24, 2025, regular meeting. Trustee Schultz seconded the motion. The motion passed unanimously.

FINANCIAL MATTERS

**Payment of Claims:**

Mr. Tufts reviewed the claims with the Board. Following review, Trustee Robinson made a motion to approve the claims in the amount of \$29,178.96. Trustee Schultz 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 10:00 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 well A2 pump failure has been repaired and spare parts have been ordered.

**LEGAL MATTERS**

**Public Hearing on the Addition of Propane as a District Service and Adoption of a Resolution Regarding the Same:**

The Board opened the public hearing at 5:14 p.m. to consider the addition of propane as a District service. Ms. Herrick reviewed the resolution with the Board. No public comments were received. The Board closed the public hearing at 5:15 p.m.

Following discussion, Trustee Schultz made a motion to adopt Resolution No. 2025-01 Authorizing the District to Provide the Operation of a Propane System Within the Boundaries of the District. Trustee Robinson seconded the motion. The motion passed unanimously.

**Propane Service Proposals:**

Mr. Bell provided an update for the Board, noting that he is soliciting propane service proposals. Attorney Godfrey noted that the procurement code requires a formal process to be followed and a Request for Proposals be posted with the State of Utah. No action was taken.

TRUSTEES' MATTERS

None.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, Trustee Schultz made a motion to adjourn the meeting at 5:20 p.m. Trustee Robinson seconded the motion. The motion passed unanimously.

Respectfully submitted,

By \_\_\_\_\_

District Chair

Attest:

By \_\_\_\_\_

District Clerk

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

MINUTES OF SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
WPR UTILITY DISTRICT (THE “DISTRICT”)  
AUGUST 5, 2025

A special meeting of the Board of Directors of the WPR Utility District (referred to hereafter as the “Board”) was convened on Tuesday, August 5, 2025, at 10:00 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  
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 10:02 a.m. by Trustee Derck, who recited the following:

*“As a Trustee of the Board of Trustees of the WPR Utility District, I hereby call this special meeting of the Board to order at 10:02 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 with the Board, noting that property tax revenue has been updated, tax rates were finalized and expenses were updated. Discussion ensued. Trustee Robinson noted several property owners are appealing the payment of property taxes which may impact District revenue.

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 5:00 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 Robinson made a motion to adjourn the meeting at 10:20 a.m. Trustee Derck seconded the motion. The motion passed unanimously.

Respectfully submitted,

By \_\_\_\_\_

District Chair

Attest:

By \_\_\_\_\_

District Clerk

# **Payment of Claims**

# WPR Utility District

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

## Paid Claims

Date	Person/Description	Reference	Balance	Remarks
7/21/2025	July 2025 Bank Fee		(10.55)	July 2025 Bank Fee
7/24/2025	WEBER BASIN WATER CONSERVANCY DISTRICT (v0000061)	2065	(12.00)	June Lab Billing
7/24/2025	AQUA ENVIRONMENTAL SERVICES (v0000223)	2066	(787.50)	Services through 5/31/25
7/24/2025	ALL WEST COMMUNICATIONS (v0000357)	2067	(456.93)	7/1/25-7/31/25
7/24/2025	UTAH LOCAL GOVERNMENT TRUST (v0000427)	2068	(2777.05)	Annual Billing 7/1/25-6/30/26
7/24/2025	UTAH LOCAL GOVERNMENT TRUST (v0000427)	2068	(1220.68)	Add F-250 VIN-50578 to auto policy
7/24/2025	UTAH LOCAL GOVERNMENT TRUST (v0000427)	2068	(21026.35)	Annual Buildings Endorsement 7/1/25-6/30/26
7/24/2025	USA BLUE BOOK (v0000623)	2069	(55.44)	Brush Set
7/24/2025	BLUE STAKES OF UTAH 811 (v0000728)	2070	(8.75)	March 2025 XMLE Notifications
7/24/2025	BLUE STAKES OF UTAH 811 (v0000728)	2070	(121.25)	Annual Membership & XMLE Notifications
7/25/2025	BLUE LINE TECHNOLOGIES INC (v0000039)	9999072525	(112.00)	Microsoft June 2025 Agreement
7/25/2025	STREAMLINE SOFTWARE INC. (v0000670)	9999072525	(1150.00)	Streamline Flex 5/1/25-5/1/26
7/25/2025	HINTONBURDICK CPAS & ADVISORS (v0000711)	9999072525	(3500.00)	FY 24 Audit
7/31/2025	BLUE LINE TECHNOLOGIES INC (v0000039)	9999080125	(112.00)	July 2025 Billing
7/31/2025	MOUNTAIN GREEN SEWER DISTRICT (v0000162)	9999080125	(3588.00)	23 Connections Monthly Service
7/31/2025	WATERFORD SERVICES, LLC (v0000665)	9999080125	(794.40)	Accutab (60 lb pail)
7/31/2025	TOM RANDALL DISTRIBUTING (v0000231)	2071	(3641.65)	Dyed Diesel Delivery Generator
7/31/2025	USA BLUE BOOK (v0000623)	2072	(140.74)	Rust-Oleum 3800 Acrylic Enamel Paint
7/31/2025	USA BLUE BOOK (v0000623)	2072	(27.72)	Brushes
7/31/2025	METRON FARNIER LLC (v0000669)	2073	(3540.37)	2 Voyager w-i8VNLZ-EXT-STUBBY
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(25.98)	Working Lunch
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(569.83)	Pump Shaft Measuring Gauge & Weed Eater
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(83.90)	June Verizon Bill
7/31/2025	WPR DEVELOPMENT COMPANY LLC (v0000069)	9999073125	(357.01)	20% of Tire Purchase
7/31/2025	WPR ROAD & FIRE DISTRICT (v0000708)	9999073125	(192.29)	15% of Tom Randall Invoice 0400003
8/7/2025	CLIFTONLARSONALLEN LLP (v0000514)	2074	(437.85)	District MGMT Services through 6/25/25
			<u>(44,750.24)</u>	

## Unpaid Claims

	Vendor		Amount	
8/1/2025	Mountain Green Sewer District	2023-43027	3744.00	24 Connections Monthly Service
7/16/2025	Mountain Green Sewer District	2023-41652	259782.93	Current Impact Fees - 23
8/1/2025	All West Communications	080125 5591900	347.34	Internet 8/1-8/31/25
8/1/2025	Morty's Car Wash LLC	1179	43.75	July 2025 Car Washes
4/3/2025	Mountainland Supply Company	06748668.004C	(559.39)	Credit on account
7/29/2025	Delco Western	25-01417	30979.00	Well A2 Pump Rebuild
			<u>294,337.63</u>	

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

WPR Utility District  
 General Fund  
 Fiscal Year 2026 Final Budget  
 8/14/2025

	FINAL BUDGET FY2026	AMENDED FY2025
<b>Beginning Fund Balance</b>	556,685	103,151
<b>Revenues and other sources</b>		
Water usage	961,330	835,939
Sewer usage	60,900	29,750
Utility connections	675,000	281,000
Utility standby	4,920	180
Property taxes	586,173	205,170
Contribution from Fund Balance		1,190,820
Proceeds from the Issuance of Debt	400,212	228,942
<b>Total revenues and other sources</b>	<b>2,688,535</b>	<b>2,771,802</b>
Asset contribution	15,294,769	21,592,619
<b>Total Funds Available</b>	<b>18,539,990</b>	<b>24,467,571</b>
<b>Expenses and other uses</b>		
Equipment Rental	35,250	21,500
Water meters	43,500	31,528
Management fee	397,280	114,534
Dues and Subscriptions	6,200	3,869
Education and training	8,400	7,060
Uniforms	1,000	841
Construction water equipment	0	(4,342)
Sewer base rate	54,288	26,052
Utilities - general	269,772	245,248
Utilities - water rights	1,194,032	1,150,907
Sewer standby fees	21,190	20,000
Impact fees	259,783	565,936
Office supplies	1,000	1,000
Publications and Notices	1,500	0
Fuel and Lubricants	10,000	3,178
Repairs and maintenance	0	(15,464)
Repairs/Maintenance/Operating Costs - Transmission	116,400	
Repairs/Maintenance/Operating Costs - Distribution	29,200	
Repairs/Maintenance/Operating Costs - Sewer Collection	18,000	
Emergency Repair Contingency	60,000	
Supplies - Parts	62,400	11,263
Supplies - water treatment	0	1,075
Small tools	30,000	3,343
Other operating supplies	0	9,507
Sampling and testing	6,000	6,000
Bank fees	300	107
Software and subscriptions	4,500	3,545
Professional Fees - Legal	17,500	14,862
Professional Fees - Accounting	30,000	14,390
Professional Fees - Assurance	12,000	12,000
Consulting Fees	59,500	51,530
District Management	43,500	23,000
SCADA fees and maintenance		21,165
Cell and landline communications	1,500	830
Insurance	45,000	30,000
Security	1,000	10,000
Expenditures - budget contingency	78,725	0
<b>Total Operating Expenses</b>	<b>2,918,720</b>	<b>2,384,461</b>
Fixed Assets - Vehicles	94,000	0
Fixed Assets - PP&E	17,500	6,623
Capital Cost - Water Distribution & Treatment	215,000	
<b>Total Fixed Assets &amp; Capital Costs</b>	<b>326,500</b>	<b>6,623</b>
Fixed Assets - Infrastructure	15,294,769	21,592,619
Contribution to fund balance		483,868
Total expenses and other uses	18,539,990	24,467,571
Total expenditures and transfers out requiring appropriation	18,539,990	24,467,571
<b>Ending Fund Balances</b>	<b>0</b>	<b>0</b>