

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

Altamont, Utah  
July 15, 2025

The Board of Directors of Upper Country Water Improvement District convened a Regular Meeting of the Board on July 15, 2025, at 7:30 p.m., at the Upper Country Water Improvement District's Office, 4132 North 15675 West, Altamont, Utah 84001. The meeting was open to the public.

**ATTENDANCE**

Directors in attendance were:

Derek Herrera	Chairman
Clyde Watkins	Vice-Chairman
Charles Miles	Treasurer
Curtis Miles	Director
Jimmy Brotherson	Director
Stetson Christensen	Director

Absent was Director Donald Miles, whose absence was excused.

Also, in attendance were:

Kirk Christensen and Chasity McKinnon, Upper Country Water Improvement District

Director Herrera gave the invocation.

**ADMINISTRATIVE MATTERS**

**Call to Order**

The meeting was called to order at 7:31 p.m. by Director Herrera

**Quorum, Location of Meeting, Posting of Meeting Notice**

A quorum was confirmed, and the meeting and location were approved and noticed as required.

**CONSENT AGENDA**

**Minutes from June 19, 2025, Regular Meeting of the Board.**

*The Board reviewed the minutes from June 19, 2025, the Regular Meeting of the Board. Upon motion made by Director Curtis Miles, seconded by Director Charles Miles, and, upon vote, unanimously carried, the Board approved the meeting minutes as presented.*

## FINANCIAL MATTERS

### Review of the unaudited June 2025 Financials

Ms. McKinnon provided an overview of the June 2025 Financials, reporting that water usage revenue is higher by \$12,600, along with bulk water being higher by \$1,500. Ms. McKinnon reported that there was 1 new water connection in June. Ms. McKinnon reported that overall revenue is higher by \$7,500, stating there were 2 new water connections purchased the previous June.

Ms. McKinnon reported that expenses are higher by \$155,105 when compared to the previous June, noting that expenses were paid for upfront for the Mountain Road Pipeline Project. Ms. McKinnon reported that apart from the pipeline project, expenses are routine and current.

*Upon motion made by Director Christensen, seconded by Director Watkins, and, upon vote, unanimously carried, the Board accepted the Financials for the June 2025 period.*

### Review and consider acceptance of the unaudited Financials for the quarter ending June 30, 2025.

Ms. McKinnon provided an overview of the financial review for the quarter ending June 30, 2025. Ms. McKinnon stated that insurance premiums paid will be within the budget range at the end of December 31, 2025, noting that it is an annual payment. Ms. McKinnon stated payment had been received from the Special Service District #2 for the Mountain Home Road Pipeline Project. *Upon motion made by Director Curtis Miles, seconded by Director Watkins, and, upon vote, unanimously carried, the Board accepted the Financials for the June 2025 period.*

Ms. McKinnon reported that changes have been made to the Impact Fee reporting system. Ms. McKinnon stated that to be in compliance with the new regulations pertaining to reporting Impact Fees, beginning with the Impact Fees collected in 2024, those funds need to be applied to System Maintenance Repairs in the itemized deductions for the District, noting that funds collected have a 6-year period to be applied to System Maintenance. Ms. McKinnon stated that a bank account with PTIF will need to be created to hold the funds collected each year for Impact Fees.

## SYSTEM ISSUES

System Update:

Mr. Christensen reported that he had to lower the pressure on PRV #1 and PRV #2 to get more flow from the spring. Mr. Christensen stated that when the irrigation water is no longer available to residents, it will increase the stress on the system, and with already high water usage, this does create some concerns. After further discussion, Mr. Christensen recommended implementing the Conservation Rate, noting that it is of high importance to activate. Director Herrera inquired about researching other possible water sources. Discussion ensued.

Duchesne County School District Project:

Director Curtis Miles inquired about the District buying back the water connections from Duchesne County School District, which came with the purchase of the property for the new school project. Mr. Christensen recommended that the School District sign an easement to the Upper Country Water District for future line installation. Mr. Christensen stated that there could be a proposed trade with the School District. Discussion ensued.

NEW BUSINESS:

Review and consider implementing Conservation Rates

Mr. Christensen continued his recommendation of implementing the Conservation Rates, beginning August 1<sup>st</sup>, 2025, noting that residents would need to be made aware of the activation on the next billing cards set to be distributed for the July 2025 billing. After further discussion and *upon motion made by Director Charles Miles, seconded by Director Christensen, and, upon vote, unanimously carried, the Board approved the implementation of the Conservation Rates effective August 1<sup>st</sup>, 2025, with the addition of bulk water rates raised to \$10, per 1,000 gal and usage of over 100,000 gals to \$7 per 1,000 gal.*

Director Herrera recommended that the Conservation Rates be enforced indefinitely from April to October. After further discussion and *upon motion made by Director Curtis Miles, seconded by Director Watkins, and, upon vote, unanimously carried, the Board approved the Conservation Rate to be enforced indefinitely.*

The closing down of a Yellowstone Water Connection

Director Charles Miles informed the Board of the phone call he had received from a resident regarding a water connection that had been purchased years ago, but the resident was unable to use the water. Mr. Christensen stated that when that specific water connection is used, it contaminates the entire system. Mr. Christensen proposed closing the water connection permanently and refunding the cost of the new water connection at the rate of 1.5%, due to

the connection being located outside of the District boundary, and to refund all payments made to Upper County Water District for the life of billing on the connection that could not be used. After further discussion and *upon motion made by Director Charles Miles, seconded by Director Curtis Miles, and, upon vote, unanimously carried, the Board approved to refund the cost of the water connection and the life of billing back to the resident and to permanently close the connection.*

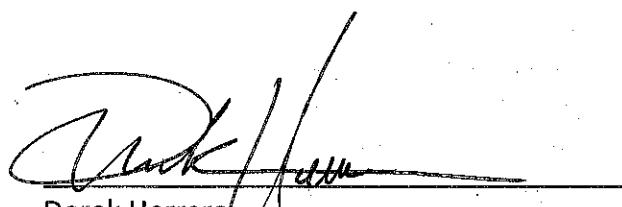
**OTHER BUSINESS:**

A quorum was confirmed for the August 21st, 2025, Regular Meeting of the Board.

**ADJOURNMENT**

There being no further business to come before the Board at this time, upon a motion made by Jimmy Brotherson, seconded by Director Herrera, and upon vote, unanimously carried, the meeting was adjourned at 8:36 p.m.

Read and approved on the 21st day of August 2025.



Derek Herrera  
Board Chairman



Charles Miles  
Treasurer

Minutes of the meeting prepared by Chasity McKinnon

