

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

Altamont, Utah
August 21, 2025

The Board of Directors of Upper Country Water Improvement District convened a Regular Meeting of the Board on August 21, 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:

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

Absent was Chairman Derek Herrera, whose absence was excused.

Also, in attendance were:

Kirk Christensen and Chasity McKinnon, Upper Country Water Improvement District
Mike Miles, Aycock, Miles & Associates
John Rodríguez, PCL Contracting – via telephone

Director Charles Miles gave the invocation.

ADMINISTRATIVE MATTERS

Call to Order

The meeting was called to order at 7:30 p.m. by Director Clyde Watkins

Quorum, Location of Meeting, Posting of Meeting Notice

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

Public Comment

Mr. Rodriguez introduced himself and the company that he represents and informed the Board that his company would be moving to Utah to complete some complex projects for Special Service Districts. Mr. Rodriguez invited the Board to attend a conference being held in Vernal, Utah, at the end of September.

CONSENT AGENDA

Minutes from July 15, 2025, Regular Meeting of the Board.

The Board reviewed the minutes from July 15, 2025, the Regular Meeting of the Board. Upon motion made by Director Curtis Miles, seconded by Director Jimmy Brotherson, and, upon vote, unanimously carried, the Board approved the meeting minutes as presented.

FINANCIAL MATTERS

Review of the unaudited July 2025 Financials

Ms. McKinnon provided an overview of the July 2025 Financials, reporting that water usage revenue is higher by \$3,000, along with bulk water being higher by \$1,200. Additionally, there were 3 new water connections in July, reporting the overall revenue is higher by \$20,700, noting there were no new water connections purchased in the previous July. Ms. McKinnon reported \$10,843 was collected in interest for the month of July.

Ms. McKinnon reported that expenses are higher by \$24,600 when compared to the previous July, explaining that the annual liability insurance was paid, along with the reimbursement payment back to a resident for a water connection that could not be used, inventory replacement, and a supply refill of 15 rolls of stamps. *Upon motion made by Director Curtis Miles, seconded by Director Charles Miles, and, upon vote, unanimously carried, the Board accepted the Financials for the July 2025 period.*

2024 Audit Review: Presented by Mike Miles, Aycock, Miles & Associates.

Mr. Miles reported that the cash on hand is double the amount of debt, which puts Upper Country Water District in excellent financial strength. Additionally, the only out-of-pocket expense regarding the water system is the annual loan payment. Mr. Miles reported that has been \$53,000 collected in impact fees, stating there was a positive net income. Mr. Miles reported there was a net increase in cash of \$246,000, mentioning there is 10 years of operating cash surplus. *Upon motion made by Director Donalds Miles, seconded by Director Curtis Miles, and, upon vote, unanimously carried, the Board accepted the 2024 Audit Review, as presented.*

SYSTEM ISSUES

System Update:

Mr. Christensen reported that the Duchesne County School District broke a water line that he had to repair. Discussion ensued.

Mr. Christensen reported that this is the most demand there has been on the system, with 30 million gallons of water sold in the month of July. Ms. McKinnon confirmed the Conservation Rate has been implemented permanently for months April – September, starting August 1, 2025, until September 30, 2025, stating the website has been updated with the implementation, and was presented on July's bill cards as well. Discussion ensued.

NEW BUSINESS:

Consider the acceptance of updating Upper Country Water's website

Ms. McKinnon recommended updating the current website to be compliant with ADA regulations by working with the company Streamline, which specializes in Special Service District Websites. Ms. McKinnon stated that updating a website can be very costly; however, with Upper County Water in good standing with the State of Utah, there would be a significant discount for the transition and updating of the website to be in compliance. After further discussion and *upon motion made by Director Curtis Miles, seconded by Director Charles Miles, and, upon vote, unanimously carried, the Board approved using Streamline to update the current website, only if the 50% discount rate was in perpetuity.*


OTHER BUSINESS:


A quorum was confirmed for September 18th, 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 Watkins, and upon vote, unanimously carried, the meeting was adjourned at 8:39 p.m.

Read and approved on the 25th day of September 2025.


Derek Herrera
Board Chairman


Charles Miles
Treasurer

Minutes of the meeting prepared by Chasity McKinnon

