

**Wilson Arch Water and Sewer Special Service District**  
**Regular Board Meeting**  
**November 6, 2025**

**Draft Minutes**

Attendance: Craig Simpson(C), Eric Lindscheid(E), Doug Gorman (D),  
Association Accountant Valerie Gardner, and Jim Kopp

- I. Eric called the meeting to order at 6:01 pm MDT
- II. Craig, Eric, and Doug are present, so a quorum is met.
- III. Approval of Minutes for Meeting from 9-18-25
  - Craig made a motion to approve the minutes
  - Doug seconded the motion
  - Motion passed unanimously
- IV. Swearing in Jim Kopp
  - This needs to be done by a Notary, Judge, or County Official. C said this should have been done by the County Commissioners, and they will send a certificate.
- V. Financial Report
  - Valerie presented the September 2025 Income Statement as she is still reconciling October.
  - C brought up the line item of advertising and marketing. Valerie looked up the details, and after some discussion, it was decided to move the items to general and administrative costs to match where they are included in the budget.
  - After discussion of where a few other items are shown on the Income Statement, it was decided that D will work with Valerie to make sure the Income Statement matches the budget.
  - C discussed the reserves and said currently we have \$69,000 in our Reserves but we should have \$110,000. There is still a

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reimbursement due from HMH, and grant funds due, that need to be moved to our reserve bank accounts. Reserves need to be increased next year.

**VI. Discuss board position responsibilities.**

This is postponed for a future work session.

**VII. Projects**

-Replacement of well pump 3 due to failed water tests. The cost is Estimated to be \$12,354, to be paid for with HMH reimbursement and the balance from reserves.

-Sampling station and blowoff valves. This work needs to be done so, water samples can be done at points not connected to to homes, and to flush out old water in system. Cost estimated to be \$8,800 plus labor, which will be paid from grant funds.

-Austin Court upgrades. This cost is estimated at \$22,385 and be paid for from grant funds

-The replacement of the well pump will require Board action, the Sampling station and Austin Court will come from grant funds. C made a motion to approve the funds to replace the well pump, D seconded the motion, all proved motion passed.

-Sewer Smell near Lot C3/absorption trenches on South septic tanks near Lot C7. C recommended that we get somebody to scope the sewer lines, to see if there is a blockage in the lines. C will contact a contractor who has done this in the past for the SSD at minimal costs.

**VIII. Commercial Development of Lots H, I, and D.**

-These lots have been sold, and the buyer is planning a commercial development. A meeting is scheduled for November 11, with the Wilson Arch POA and SSD, and the developer and his representatives.

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**IX. Tentative 2026 Budget**

-C made a couple of comments. We probably should consider converting to monthly billings due to switching to metered water useage, and Rural Water Association of Utah, is assisting us with a rate study to help us set our rates.

**X. Board Comments**

None

**XI. Next Meeting**

Meeting on 11-20-25 to adopt draft budget.

Public Meeting on December 18 to present budget and adopt.

Meeting Adjourned 6:51

In the fee schedule and will consist of a base charge of \$1500 which includes inspection and administrative costs, and the actual cost of materials and labor required for installation of the service connection, including fittings such as saddles on the main water line, pipe, valves, water meter pits, and other components. He also was considering making a change to make the payment due within 30 days. D&C did not think the owners should be given 30 days to pay, and that the fees should be paid before the work is done to connect to the

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water system. A discussion of this followed and the Board unanimously agreed to have the payment made before commencement of the work.

-A motion by E was made to approve an amendment to the amendment that makes the change to remove 3 & 4 and make the connection fee due prior to the commencement of the work for the connection fee. Motion was seconded by C and passed.

-A motion by E was made to approve the original Resolution 010-2025 with the amendment. C seconded and the motion passed.

**VI. Board Comments**

-C wants everyone to remind members of the community that we are a voluntary Board and doing the best we can. E made some comments about the system and the operations, and the obstacles that are faced, as well as the additional costs of testing that is required.

**VII. Meeting Adjourned**

Meeting Adjourned

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