

Minutes of the Regular Meeting of the Board of Trustees  
**UPPER COUNTRY WATER IMPROVEMENT DISTRICT**  
Altamont, Utah  
October 16, 2025

The Board of Directors of Upper Country Water Improvement District convened a Regular Meeting of the Board on October 16, 2025, at 7:00 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	President
Clyde Watkins	Vice-Chairman
Charles Miles	Treasurer
Donald Miles	Director
Jimmy Brotherson	Director
Stetson Christensen	Director

Absent was Director Curtis Miles, whose absence was excused.

Also, in attendance were:

Chasity McKinnon, Upper Country Water Improvement District

Director Donald Miles gave the invocation.

ADMINISTRATIVE MATTERS

Call to Order

The meeting was called to order at 7:05 p.m. by Director Derek 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 September 25, 2025, Regular Meeting of the Board.

*The Board reviewed the minutes from the September 25, 2025, Special Meeting of the Board. Upon motion made by Director Watkins, seconded by Director Donald Miles, and, upon vote, unanimously carried, the Board approved the meeting minutes, as presented.*

## FINANCIAL MATTERS

### Review of the unaudited September 30, 2025, Financials

Ms. McKinnon provided an overview of the September 2025 Financials, reporting that water usage revenue is significantly higher due to the implementation of the conservation rates, along with bulk water usage being higher as well, noting that the overall revenue is higher by \$17,200. Ms. McKinnon reported \$10,400 was collected in interest for the month of September, adding that a combined Impact Fees of \$72,000 for the year 2024 and 2025 year-to-date were transferred to a PTIF account with the State of Utah.

Ms. McKinnon reported that expenses are higher by \$11,800 when compared to the previous September, explaining that the payment made to PEHP, was for four months of premiums, due to PEHP upgrading their billing structure, along with an inventory restock to Ferguson Waterworks. *Upon motion made by Director Donald Miles, seconded by Director Brotherson, and, upon vote, unanimously carried, the Board accepted the Financials for the September 2025 period.*

Ms. McKinnon provided an overview of the High-Water Usage for the month of September 2025. Discussion ensued.

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

Ms. McKinnon provided an overview of the financial review for the quarter ending September 30, 2025. Ms. McKinnon stated that the insurance premiums paid will be within the budget range by the end of December 31, 2025, noting that this 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 Charles Miles, seconded by Director Watkins, and, upon vote, unanimously carried, the Board accepted the unaudited Financials for the quarter ending September 30, 2025, as presented.*

### 2026 Budget Discussion

The Board discussed and drafted the proposed 2026 Budget.

## SYSTEM ISSUES

In Mr. Christensen's absence, Ms. McKinnon reported on the System issues.

System Update:

Ms. McKinnon reported that there have been no major issues to report, noting that the remaining new water connections purchased in 2025 are currently being installed, and the work is expected to be completed soon.

NEW BUSINESS:

Update on Upper County Water Website

Ms. McKinnon reported that the final items for the website are currently being addressed with the State of Utah.

Retirement Discussion – System Manager

After discussion of the upcoming retirement of the System Manager, the Board requested that an employment opportunity for the position be posted on the District Website.

Public Hearing – Proposed (2) Annexations into the District

Ms. McKinnon stated that two properties have requested to be annexed into the District. Discussion ensued.

December 18<sup>th</sup>, 2025, Upper Country Water Improvement District Christmas Party/Regular Meeting of the Board – Proposal

Ms. McKinnon proposed conducting the December 18<sup>th</sup>, 2025, Regular Meeting of the Board at the Mountain Home Resort in Mountain Home, Utah, beginning at 6:00 p.m., where a Christmas dinner will be served. Discussion ensued.

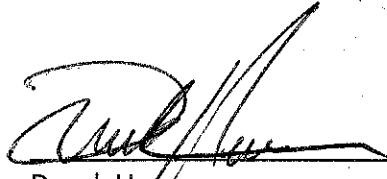
Confirm quorum for the November 20<sup>th</sup>, 2025


A quorum was confirmed for the November 20<sup>th</sup>, 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 8:20 p.m.

Read and approved on the 20th day of November 2025.

  
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Derek Herrera  
Board Chairman

  
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Charles Miles  
Treasurer

Minutes of the meeting prepared by Chasity McKinnon

  
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