

# WPR UTILITY DISTRICT

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

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

**DATE:** Tuesday, December 16, 2025

**TIME:** 6:00 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** Gary Derck  
**TRUSTEES:** 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 Tuesday, December 16, 2025, commencing at 6:00 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 6:-- P.M. on Tuesday, December 16, 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 November 25, 2025, regular meeting (enclosure).

## **II. FINANCIAL MATTERS**

- A. Approve and/or ratify approval of payment of claims (enclosure).
- B. Conduct public hearing on the Propane Fee Schedule and consider adoption of the same (enclosure).

## **III. MANAGER AND OPERATIONAL MATTERS**

- A. Update on Utility District operations.

## **IV. LEGAL MATTERS**

## **V. BOARD MEMBER MATTERS**

- A. Comments, reports, updates, and discussion of ongoing issues and future agenda topics.

## **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 November 25, 2025, Meeting Minutes**

MINUTES OF REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
WPR UTILITY DISTRICT (THE "DISTRICT")  
HELD  
November 25, 2025

A regular meeting of the Board of Directors of the WPR Utility District (referred to hereafter as the "Board") was convened on Tuesday, November 25, 2025, at 5:01 p.m., at 36 S. State St., Suite 500, Salt Lake City, Utah 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:

Carley Herrick, Evan Tufts, Suzanne Bennett, 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 5:01 p.m. by Trustee Derck, who recited the following:

*"As Chair of the Board of Trustees of the WPR Utility District, I hereby call this regular meeting of the Board to order at 5:01 P.M. on November 25, 2025, at 36 S. State St., Suite 500, Salt Lake City, Utah 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 October 28, 2025, Regular Meeting:**

The Board reviewed the minutes. Trustee Robinson made a motion to approve the minutes from the October 28, 2025, regular meeting. Trustee Schultz seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

FINANCIAL MATTERS

**Payment of Claims:**

The Board reviewed the payment of claims. Trustee Schultz made a motion to approve and/or ratify approval of the payment of claims. Trustee Robinson seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

**Propane Rates:**

The Board reviewed the proposed propane rate schedule. Trustee Schultz made a motion to set a public hearing for December 16, 2026, at 6:00 PM. Trustee Robinson seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

**MANAGER AND OPERATIONAL MATTERS**

Trustee Derck gave an update on the Districts' ongoing operations.

**LEGAL MATTERS**

**Propane Dedication**

Ms. Herrick reviewed the Propane Dedication Resolution and supporting documents with the Board. Following review and discussion, Trustee Robinson made a motion to approve the Propane Dedication Resolution and supporting documents. Trustee Schultz seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

**Privacy Notice:**

Ms. Herrick provided an update on recent revisions to the Public Notice on the Districts' website and updates to the District's records retention schedule.

**BOARD MEMBER MATTERS**

Trustee Derck gave an update on the Mile High Propane contract.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

There being no further business to come before the Board at this time, Trustee Schultz motioned to adjourn the meeting at 5:12 p.m. Trustee Robinson seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

Respectfully submitted,

By \_\_\_\_\_

District Chair

Attest:

By \_\_\_\_\_

District Clerk

DRAFT

# **Payment of Claims**

**WPR Utility District**  
**For the period 11/13/2025-12/5/2025**

**Paid Claims**

Date	Person/Description	Reference	Balance	Remarks
11/13/2025	ALL WEST COMMUNICATIONS (v0000357)	2104	(340.49)	November Billing
11/14/2025	CARLEY HERRICK - EMPLOYEE (v0000628)	9999111425	(325.00)	UASD Conference Fee - Carley Herrick
11/14/2025	HINTONBURDICK CPAS & ADVISORS (v0000711)	9999111425	(3,000.00)	Progress Billing, 2025 Audit
11/14/2025	MARK S SEITER (v0000785)	9999111425	(3,000.00)	District Proformas and Propane Study - October
11/17/2025	ROCKY MOUNTAIN POWER (v0000087)	9999111725	(3,783.87)	PS2
11/17/2025	ROCKY MOUNTAIN POWER (v0000087)	9999111725	(164.49)	Lift Station
11/17/2025	ROCKY MOUNTAIN POWER (v0000087)	9999111725	(102.47)	Tank 1
11/17/2025	ROCKY MOUNTAIN POWER (v0000087)	9999111725	(1,860.61)	PH3
11/17/2025	ROCKY MOUNTAIN POWER (v0000087)	9999111725	(35.58)	Intermediate Sewer Station
11/17/2025	ROCKY MOUNTAIN POWER (v0000087)	9999111725	(68.47)	Tank 4
11/17/2025	ROCKY MOUNTAIN POWER (v0000087)	9999111725	(2,480.27)	PS 1
11/17/2025	ROCKY MOUNTAIN POWER (v0000087)	9999111725	(5,307.19)	Wells A1 & A2
11/20/2025	WEBER BASIN WATER CONSERVANCY DISTRICT (v0000061)	2105	(12.00)	October Lab Billing
11/20/2025	TOM RANDALL DISTRIBUTING (v0000231)	2106	(1,900.94)	Arctic Clear Diesel & E-10 Unleaded
11/20/2025	METRON FARNIER LLC (v0000669)	2107	(14,891.14)	Meter + Register + Antenna Package
11/20/2025	WASATCH PEAKS RANCH CLUB LLC (v0000310)	9999112025	(145.00)	UASD Annual Convention - Kelli
11/21/2025	MOUNTAIN GREEN SEWER DISTRICT (v0000162)	9999112125	(5,304.00)	34 Connections Monthly Service
11/21/2025	MORTY'S CAR WASH LLC (v0000487)	9999112125	(58.27)	October Car Washes
11/21/2025	SKM ENGINEERING, LLC (v0000502)	9999112125	(998.45)	Services through 8/31/25
11/21/2025	SKM ENGINEERING, LLC (v0000502)	9999112125	(998.44)	Services through 8/31/25
11/21/2025	HAYES GODFREY BELL PC (v0000749)	9999112125	(368.00)	October Legal Services
11/21/2025	VERIZON WIRELESS (v0000011)	9999112125	(121.88)	Verizon Bill 11/4-12/3
11/21/2025	November Bank Fees		(21.25)	November Bank Fees
12/4/2025	WEBER BASIN WATER CONSERVANCY DISTRICT (v0000061)	2108	(1,194,031.98)	Annual Water Charges
12/4/2025	AQUA ENVIRONMENTAL SERVICES (v0000223)	2109	(1,649.00)	Services through 10/31/25
12/4/2025	WASATCH PEAKS RANCH CLUB LLC (v0000310)	9999120425	(2,500.00)	December Accounting Services
12/5/2025	BLUE LINE TECHNOLOGIES INC (v0000039)	9999120525	(113.26)	November Billing
12/5/2025	SKM ENGINEERING, LLC (v0000502)	9999120525	(1,517.17)	Services through 9/30/25
12/5/2025	SKM ENGINEERING, LLC (v0000502)	9999120525	(1,517.17)	Services through 9/30/25
12/5/2025	NAPA AUTO PARTS-BriandBry LLC (v0000739)	9999120525	(25.48)	Ground Clamp and Antifreeze Tester
12/5/2025	ARTUK INC (v0000787)	9999120525	(964.60)	Clockify invoice 2A North
12/5/2025	ARTUK INC (v0000787)	9999120525	(2,505.00)	Clockify invoice - Bill Devco
			(1,250,111.47)	

**Unpaid Claims**

Date	Vendor		Amount	
11/30/2025	WPR DEVELOPMENT COMPANY LLC	113025UD	27,773.00	December 2025 Management Fee
11/30/2025	WPR DEVELOPMENT COMPANY LLC	113025UD	3,000.00	December 2025 Administrative Fee
4/3/2025	MOUNTAINLAND SUPPLY COMPANY	S106748668.004CR	-559.39	CREDIT
11/30/2025	HAYES GODFREY BELL PC	12578	177.00	Services through 11/25/25
9/19/2025	MORGAN ACE HARDWARE	B50522	-87.34	Refund not applied to purchase
11/11/2025	MORGAN ACE HARDWARE	009735/1	28.48	Screws
			30,331.75	



# **Propane Fee Schedule**

Fee Schedule		
WPR Utility District		
Fee	2025-2026	Frequency
<b>Water</b>		
<b>Residential</b>		
<u>Water Service Fees</u>		
Water Standby Fee	\$10.00	Monthly (Billed Annually)
Water Utility Base Rate	\$100.00	Monthly
<u>Water Usage Fees Per 1,000 Gallons</u>		
Water Tier 1 Usage: <8000 Gallons	\$0.00	Monthly
Water Tier 2 Usage: 8,001-12,000 Gallons	\$5.00	Monthly
Water Tier 3 Usage: 12,001-16,000 Gallons	\$6.00	Monthly
Water Tier 4 Usage: 16,001+ Gallons	\$7.00	Monthly
<b>Commercial / Resort</b>		
<u>Water Service Fees</u>		
Water Standby Fee	\$10.00	Monthly
Water Utility Base Rate	\$100.00	Monthly
<u>Water Usage Fees Per 1,000 Gallons</u>		
Culinary:		
Small Commercial: <5,000 SF	\$5.50	Monthly
Large Commercial: >5,000 SF	\$5.50	Monthly
Non-Culinary:		
Irrigation, Snowmaking, & Golf	\$4.50	Monthly
<b>Construction</b>		
General Contractor	\$50.00	Daily
<b>Sewer</b>		
<u>Sewer Service Fee</u>		
Sewer Utility Base Rate	\$175.00	Per Month
<b>Connection Fees*</b>		
<b>Water</b>		
Irrigation	\$3,000.00	One-Time
<b>Water &amp; Sewer</b>		
Small: <= 2" Water Meter	\$20,000.00	One-Time
Medium: > 2", < 6" Water Meter	\$25,000.00	One-Time
Large: > 6" Water Meter	\$27,000.00	One-Time
Multi-Family Building Connection	\$75,000.00	One-Time
*Connection fees will be collected upon building permit application		
<b>Propane (per Gallon)</b>		
<b>Rate per Gallon</b>		
Cost (Wholesale)	Market Rate	Monthly
Operator	\$0.30	Monthly
Billing and Administration	\$0.20	Monthly
Repairs and Maintenance	\$0.25	Monthly
Capital Reserve	\$0.15	Monthly
<b>Total Rate per Gallon</b>	<b>Market + \$0.90</b>	
Connection (Meter & Gas Line)	\$1,500	One-Time