

JENSEN WATER IMPROVEMENT DISTRICT

BOARD MEETING
APPROVED MINUTES

JANUARY 15, 2026 6:00 P.M.

JWID OFFICE

5950 S. 8500 E.
JENSEN, UT 84035

MEETING CALLED BY	Randan Vincent
TYPE OF MEETING	Regular Scheduled Board Meeting
FACILITATOR	Randan Vincent
NOTE TAKER	Trudy Wheeler
ATTENDEES	Board Members: Randan Vincent, Russell Tomlinson, Monty Pratt, Jake Wilkins, Lorn Ruppe Employees: Trudy Wheeler, Travis Ruppe Community Participants: Brooks Jones (Jones and Demille Engineering), Bryan Meier (Sunrise Engineering), Rick Buist

Agenda topics

TOPIC: REVIEW PUBLIC HEARING & BOARD MEETING MINUTES 12/18/2025

DISCUSSION			
CONCLUSIONS	Jake made a motion to approve the meeting minutes, Russell 2nd the motion. All board members voted: Randan Vincent-For, Russell Tomlinson-For, Monty Pratt-For, Jake Wilkins-For, Lorn Ruppe-For. Motion passed; board approved.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC: SUNRISE ENGINEERING

DISCUSSION	Bryan finished the CASI went through it tab by tab. Culinary Water shows all our lines the feet and the cost to replace with it increased to 8". Community building for this main building and Bryan will add in the lot of the Naples tank. Vehicles and life and when to replace them. Other for items valued over \$2,000 or more, Manual is from the master plan on our 1-year list and the 2-5-year list. Rough capital shows the estimate and what the cost would be if split 50-50.		
CONCLUSIONS	Trudy will review it send it to UBAOG for comments and we will present it next month for approval.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC: AWARD OF BID FOR REDWASH ROAD WATERLINE PROJECT

DISCUSSION	Brooks presented the bid tabulations for the 6 bids that were presented. TSJ got dropped as they didn't fill out the addendums. Low bid for both projects is Staker and Parson Companies/Burdick.		
CONCLUSIONS	Russell Tomlinson made a motion to accept Burdick/Staker Parson for the low bid. Lorn Ruppe 2 nd the motion. All board members voted: Randan Vincent-For, Russell Tomlinson-For, Monty Pratt-For, Jake Wilkins-For, Lorn Ruppe-For. Motion passed; board approved. Lorn feels it is better with contractor here than far away if there is an emergency. Randan feels it's better with 1 contractor than 2 who might not get along.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC: OPEN & PUBLIC MEETING ACT

DISCUSSION	All board members watched the You Tube Open and public meeting act video and signed there were in attendance.		
CONCLUSIONS	Randan recommended we do a resolution next month for electronic meetings.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC: ETHICS PLEDGE

DISCUSSION	The pledge was read: I, Name am the duly elected Board of Trustee of Jensen Water Improvement District. I pledge to adhere to the code of ethics as approved by the board of Trustees. These topics include but are not limited to improper use of official position, accepting gifts or loans, disclosing privileged information, retaining a financial or beneficial interest in a transaction, nepotism, misuse of public resources or property, outside employment, political activity, fair and equal treatment, and conduct after leaving office or employment. Additionally, I pledge to disclose all conflicts of interest. I understand that Jensen Water Improvement District may provide penalties for violation of specific unethical behavior.		
CONCLUSIONS	All board members and employees signed the pledge.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC: URS SERVICE AGREEMENT

DISCUSSION	Trudy presented 2 agreements for URS. They are updating their system and have rolled out 2 new savings options for employees. Roth 401(k) and Roth 457(b) which allow employees the option to invest more at their own discretion. Nothing will cost Jensen Water just gives more options. There is also an option for new hires to auto enroll in retirement at percent per year and it auto escalates every year by another 1 percent.		
CONCLUSIONS	Russell made a motion to offer the Roth 401(k) and 457(b). Jake 2 nd the motion. All board members voted: Randan Vincent-For, Russell Tomlinson-For, Monty Pratt-For, Jake Wilkins-For, Lorn Ruppe-For. Motion passed; board approved. Move forward without auto escalation.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC: OFFICE REPORT:

DISCUSSION	Discussed the RWAU conference coming end of February 24-26, RWAU meeting Feb 3 rd in Roosevelt for leak detection and asset management, All Q4 reports are submitted and working on the W-2's and 1099's.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC: MAINTENANCE REPORT:

DISCUSSION	Tri county samples have passed, air vac by Brush Creek tank has been fixed as cows were rubbing against it. Outlaw trail part has a lot of leaks they are still trying to find. Strata finished boring by the Brush Creek Tank and everything went well they didn't find anything. A few more tie-ins then they will start on Lower Brush Creek. When the road project starts they will move there. Stearns Construction meter was installed and the meter was raised.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC: FINANCIAL REPORT – MONTY PRATT

DISCUSSION	Review current budget <ul style="list-style-type: none">• Bank Statement - Board Review and Initial• A/P Register - Board Review and Initial• PTIF Accounts - Board Review and Initial• Past Due and Shut off Notice List - Board Review and Initial• 2025 Budget Worksheet Report - Board Review and Initial• 2025 Ashley Valley Water Statement of Water Used Report - Board Review and Initial• G/L Account – Board Review and Initial		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC: OPERATION DISCUSSIONS

DISCUSSION	Put meters on next month's agenda to motion to revise BOR agreement. Via Ferrata is adding more routes, Add Lease of Burns Bench Shares. Also we need to discuss water conservation and encourage the public to start thinking about water conservation. Discussed new pricing, tiers and minimums.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ADJOURN

Russell made a motion to adjourn the meeting, Jake Wilkins 2nd the motion.

APPROVED MINUTES