

WPR UTILITY DISTRICT

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

NOTICE OF REGULAR MEETING AND AGENDA

DATE: Tuesday, March 24, 2026

TIME: 5:00 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

BOARD OF TRUSTEES: Gary Derck
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, March 24, 2026, commencing at 5:00 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 5:-- P.M. on Tuesday, March 24, 2026, 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. Administer Oath of Office (enclosure).
- D. Review and consider approval of minutes from February 24, 2025, regular meeting (enclosure).

II. FINANCIAL MATTERS

- A. Approve and/or ratify approval of payment of claims (enclosure).
- B. Consider approval of proposed amendment to the General Fund of the budget for fiscal year 2025-2026 and set a public hearing to take public comment of the same (enclosure).
- C. Consider approval of District Late Fee Policy (enclosure).

III. MANAGER AND OPERATIONAL MATTERS

- A. Update on Utility District operations.

IV. LEGAL MATTERS

- A. Review and approval of Service Provider Rates (enclosure).
- B. 2026 Ethics Policy Acknowledgements.

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 24 hours prior to the meeting.]

Oath of Office

OATH OF OFFICE

WPR UTILITY DISTRICT BOARD OF TRUSTEES

Pursuant to Article IV, Section 10, of the Utah State Constitution:

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and Constitution of this State, and that I will discharge the duties of my office with fidelity.”

Draft February 24, 2026, Meeting Minutes

MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
WPR UTILITY DISTRICT (THE “DISTRICT”)
HELD
February 24, 2026

A regular meeting of the Board of Directors of the WPR Utility District (referred to hereafter as the “Board”) was convened on Tuesday, February 24, 2026, at 5:00 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, Matt Musil, Suzanne Bennett, Nate Bell 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 5:00 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 5:00 P.M. on February 24, 2026, 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 January 27, 2026, Regular Meeting:

The Board reviewed the minutes. Trustee Schultz made a motion to approve the minutes from the January 27, 2026, regular meeting. Trustee Robinson seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

FINANCIAL MATTERS

Payment of Claims:

Ms. Reid reviewed the payment of claims with the Board. 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.

December 2025 Financials:

Mr. Tufts reviewed the December 2025 Financials with the Board and discussed the upcoming budget amendment. Various questions were asked and answered and a discussion ensued. Trustee Derck requested a more detailed summary of the 2025-2026 budget amendment, the future 2026-2027 budget, and a summary of the AR at the next meeting. Trustee Robinson made a motion to approve the December 2025 Financials. Trustee Schultz seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

MANAGER AND OPERATIONAL MATTERS

Mr. Bell provided the Board with an update regarding the new Utility Manager and off season maintenance work.

LEGAL MATTERS

Records Retention Schedule:

Ms. Herrick reviewed the proposed Records Retention Schedule with the Board. Trustee Robinson made a motion to approve the Records Retention Schedule. Trustee Schultz seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

Pump Station 3 Lease:

Ms. Herrick reviewed the Pump Station 3 Lease with the Board. Trustee Schultz made a motion to approve the Pump Station 3 Lease. Trustee Robinson seconded the motion. The motion passed unanimously by Trustees Robinson, Schultz, and Derck.

BOARD MEMBER MATTERS

None.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, Trustee Robinson motioned to adjourn the meeting at 5:21 p.m. Trustee Schultz 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 2/13/2026-3/12/2026

Paid Claims

Date	Person/Description	Reference	Balance	Remarks
2/19/2026	WEBER BASIN WATER CONSERVANCY DISTRICT (v0000061)	2125	(12.00)	January Lab Billing
2/19/2026	YOUNG FORD OF OGDEN (v0000449)	2126	(50,230.94)	2023 F-150 1FTFW1E89PKG00625
2/20/2026	MOUNTAIN GREEN SEWER DISTRICT (v0000162)	9999022026	(6,708.00)	43 Connections Monthly Service
2/26/2026	TOM RANDALL DISTRIBUTING (v0000231)	2127	(1,575.48)	Diesel & gas
2/26/2026	ALL WEST COMMUNICATIONS (v0000357)	2128	(340.49)	February Billing
2/27/2026	MILE HIGH PROPANE (v0000666)	9999022726	(3,986.72)	Jan 2026 \$0.30/gal operator margin Propane Usage 13,289.07e
2/27/2026	MILE HIGH PROPANE (v0000666)	9999022726	(15,016.65)	Jan 2026 Propane Usage 13,289.07 gal.
2/27/2026	HAYES GODFREY BELL PC (v0000749)	9999022726	(102.00)	January Services
3/5/2026	TOM RANDALL DISTRIBUTING (v0000231)	2129	(297.45)	Powerdrive 10W 35#
3/5/2026	USA BLUE BOOK (v0000623)	2130	(10,258.11)	Membrane Replacement Kit - Pump Station
3/5/2026	USA BLUE BOOK (v0000623)	2130	(95.50)	High Security Padlocks
3/5/2026	ROCKY MOUNTAIN POWER (v0000087)	9999021826	(370.19)	Lift Station 1/5-2/3/26
3/5/2026	ROCKY MOUNTAIN POWER (v0000087)	9999021826	(105.96)	Tank 1 1/5-2/3/26
3/5/2026	ROCKY MOUNTAIN POWER (v0000087)	9999021826	(2,558.30)	Pump House 3 South 1/5-2/3/26
3/5/2026	ROCKY MOUNTAIN POWER (v0000087)	9999021826	(56.82)	Intermediate Sewer Station 1/5-2/3/26
3/5/2026	ROCKY MOUNTAIN POWER (v0000087)	9999021826	(70.33)	Tank 4 1/5-2/3/26
3/5/2026	ROCKY MOUNTAIN POWER (v0000087)	9999021826	(6,839.27)	Pump Station 1 1/5-2/3/26
3/5/2026	ROCKY MOUNTAIN POWER (v0000087)	9999021826	(9,178.58)	Wells A1 & A2 1/5-2/3/26
3/5/2026	ROCKY MOUNTAIN POWER (v0000087)	9999021826	(9,379.94)	Well 3 1/5-2/3/26
3/5/2026	ROCKY MOUNTAIN POWER (v0000087)	9999021826	(11,271.18)	Pump Station 2 1/5-2/3/26
3/6/2026	BLUE LINE TECHNOLOGIES INC (v0000039)	9999030626	(139.52)	February Billing
3/6/2026	MOUNTAIN GREEN SEWER DISTRICT (v0000162)	9999030626	(6,864.00)	44 Connections Monthly Service
3/6/2026	MILE HIGH PROPANE (v0000666)	9999030626	(18,000.00)	12 Propane Connections
3/6/2026	IHYDRANT (v0000794)	9999030626	(1,500.00)	Hydrant 4, 8, 28, 45, 32 1/1/26-12/31/26
3/13/2026	SKM ENGINEERING, LLC (v0000502)	9999031326	(4,631.48)	Services through 12/31/25
			(159,588.91)	

Unpaid Claims

Date	Vendor	Amount
4/3/2025	MOUNTAINLAND SUPPLY COMPANY	(559.39) CREDIT
		(559.39)

Proposed Amendment to the General Fund Budget for 2025-2026

Wasatch Peaks Ranch Utility District
General Fund
Fiscal Year 2026 Amended Budget (000's)

	FY2026 Budget	FY2026 Amended
Beginning Fund Balance	557	1,204
Revenues and Other Sources		
Water usage	961	749
Sewer - base rate	61	85
Utility connections	675	477
Utility standby	5	4
Property taxes	586	396
Propane	0	201
Developer debt proceeds	400	1,276
Infrastructure Contribution	15,295	12,328
Total Revenues and other sources	17,983	15,516
Total Funds Available	18,540	16,720
Expenses and Other Uses		
<u>Management</u>		
Fees	397	354
Education	8	6
Uniforms	1	1
Total management	407	361
<u>Professional Services</u>		
Accounting	30	25
Audit	12	13
Legal	18	18
Other	44	44
Consulting	60	60
Total Professional Services	163	158
<u>Mountain Green Sewer Improvement District (MGSID)</u>		
Impact fees	260	260
Base rate	54	74
Standby	21	21
Total MGSID	335	355
<u>Facilities</u>		
Electricity	265	250
Total facilities	265	250

**Wasatch Peaks Ranch Utility District
General Fund
Fiscal Year 2026 Amended Budget (000's)**

	FY2026 Budget	FY2026 Amended
<u>Corporate</u>		
Publications and notices	2	0
Bank charges	0	0
Office supplies	1	1
Dues and memberships	6	6
Software and subscriptions	5	6
Communications - radio, cell, and landline	2	3
Internet	5	6
Insurance	45	45
WBWCD water rights	1,194	1,178
Contingency	79	25
Total corporate	1,337	1,272
<u>Propane</u>		
Propane Wholesale	0	97
Propane Operator	0	26
Propane Admin & Billing	0	17
Propane R&M	0	21
Propane Reserves	0	13
Propane Connection	0	27
Propane total	0	201
<u>Transmission</u>		
Tanks	18	18
Pump stations	24	24
Wells	11	11
Piping, ARV, and valves	6	6
Treatment	34	34
SCADA	24	24
Total transmission	116	116
<u>Distribution</u>		
Piping, ARV, and valves	10	10
Fire hydrants	6	7
Pressure reducing valves	13	13
Clow I hydrant	30	21
Total distribution	59	51
<u>Sewer collection</u>		
Piping, ARV, and valves	6	6
Manholes	6	6
Lift stations	6	6
Total sewer collection	18	18

**Wasatch Peaks Ranch Utility District
General Fund
Fiscal Year 2026 Amended Budget (000's)**

	FY2026 Budget	FY2026 Amended
<u>Operations</u>		
Hand tools	30	30
Stock supplies	80	49
Water meters	44	64
Equipment rental	35	35
Fuel and lubricants	10	10
Vehicle maintenance	0	5
Security	1	1
Water sampling and testing	6	4
Emergency repairs	60	60
Total operations	266	258
<u>Fixed assets</u>		
Vehicles	94	88
Equipment	185	184
Infrastructure Acquisition	15,295	12,328
Total fixed assets	15,574	12,600
<u>Total Expenses & Other Uses</u>	18,540	15,639
Contribution to Fund Balance (7/1/2026)	0	1,081
Ending Fund Balances	0	0

Late Fee Policy



WPR UTILITY DISTRICT LATE FEE POLICY

Effective Date: March 24, 2026

1. Policy Overview

This Late Fee Policy (“**Policy**”) is adopted to establish uniform procedures for the assessment and collection of late fees on delinquent accounts of the WPR Utility District (“**District**”). This Policy is intended to ensure fair, consistent, and legally compliant billing practices in accordance with applicable Utah law, including Utah Code § 17B-1-904.

2. Scope

This Policy applies to all customers of the District and governs the payment of all fees, rates, charges, and assessments for services provided by the District. All accounts receiving services from the District are subject to the terms and conditions set forth herein unless otherwise expressly provided by formal action of the District’s Board of Trustees.

3. Billing Statements

The District shall issue regular billing statements to customers by mail, email, or other approved delivery method. Each billing statement shall clearly identify the amount due, the billing date, and the payment due date. Unless otherwise specified, all payments shall be due in accordance with the District’s standard net thirty (30) day billing cycle.

4. Late Payments

Accounts not paid within 31 days of the original billing date shall be deemed past due. On or about the 60th day following the original billing date, the District shall mail and email a written past due notice to the customer. The notice shall include the outstanding balance, the deadline to remit payment to avoid a late fee, the amount of the potential late fee, and contact information for billing assistance. If payment is not received by the 75th day following the original billing date, the District shall assess a late fee equal to one and one-half percent (1.5%) of the past-due balance as of that date, excluding any previously assessed late fees. The late fee shall be applied to the customer’s account and reflected on the next billing statement. If the Customer fails to pay the past due balance within 15 days of the past due notice, the District may put a lien on a customer’s property for the past due fees.

5. Exceptions

Exceptions to this Late Fee Policy may be granted in cases involving documented billing errors, one-time courtesy adjustments, or approved payment arrangements due to demonstrated financial hardship. All requests for exceptions must be approval by the District’s Board of Trustees in writing.

6. Amendments

This Policy may be amended at any time by formal action of the District’s Board of Trustees as necessary to ensure compliance with applicable law and to address operational needs.

Service Provider Rates



Utility District Service Provider Rates

Service	Provider	Rate
Professional Fees; Accounting	Wasatch Peaks Ranch Club, LLC	\$2,500 per month
District Administrative Management	WPR Development Company, LLC	\$3,000 per month
General Management Services	WPR Development Company, LLC	\$38,440 per month
Financial Modeling Services	Mark Sieter via contract with WPR Development Company	\$125 per hour