



**TOWN OF MANILA REGULAR MEETING
SENIOR-COMMUNITY CENTER
165 E HWY 43
APRIL 9, 2026, AT 5:30 P.M.**

REGULAR MEETING CALLED TO ORDER: Mayor Kathi Knight called the meeting to order at 5:30pm.

PRESENT: Mayor Kathi Knight, Town Council members Sarah Mraz, Gretchen Northcott, Bill Rylander, Deb Brown, and Deputy Clerk Kourtney Hawks

GUESTS: Ron Alexander, Joleen Alexander, Bryann Meier, Todd Hurd and Gareth Powell with Forsgren, Karen England, and Greg Scott with Scott's Trailer Haven

EXCUSED:

CONSENT CALENDAR: Councilmember Northcott moved to approve the consent calendar consisting of payroll hours, the budget worksheet, invoice register, transaction register, revenue analysis, aging report, and previous minutes. Councilmember Mraz-Ealy seconded the motion.

Vote: All were in favor. The motion carried.

RESULTS: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN

SCOTT'S TRAILER HAVEN: Mayor Kathi reported on follow-up from the prior month's issue regarding Scott's Trailer Haven. She met with Gret Scott and discussed clean-up of the trailer area and installation of a chain-link fence. Greg is working on cleaning up the property and installing the fence. Greg has requested speed limit signs in the area. Mayor Kathi contacted the Sheriff's Office to explore a 20-mph sign but noted this would require State of Utah approval and likely be slow. The Town Council discussed placing additional 25 mph signs, which the town can install without state approval.

The mayor and Town Council both agreed to place another 25-mph speed limit sign (and additional 25-mph signs as needed) to help address speeding near Scott's Trailer Haven.

WATER CONSERVATION: Mayor Kathi raise the need to plan for summer water conservation, including potential limits on water hours. She noted that while each residence has 7,000 gallons under the basic water plan, conservation is still critical.

Councilmember Northcott recalled an older water conservation ordinance that limited water to evening/night hours (e.g., approximately 7-8 p.m. to 6 a.m.).

The Town Council discussed:

- watering during cooler hours to reduce evaporation.
- Encouraging residents to use the online water usage portal to monitor use and detect leaks.
- The Town's newsletter has been including state water conservation information and links to resources on low-water vegetation and efficient watering.



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Mayor Kathi explained the Town's leak alert functionality (e.g., email alerts when usage exceeds a user-set threshold) and emphasized its success in detecting leaks.

Mayor Kathi and office staff will locate and review the old water conservation ordinance, resurrect and/or update it as appropriate, and reiterate watering-hour restrictions and leak-monitoring tools to residents (e.g., via newsletter and the Town's website).

SHARED METERS: Mayor Kathi reviewed the longstanding issue of shared water meters, there are three properties with shared meters currently. The Town's current connection fee is \$2,690. Mayor Kathi and the Town Council members proposed:

- The Town pays half of the connection fee (\$1,345).
- The property owner pay the other half (\$1,345).
- Property owners will have two (2) years from the date of council approval to split the shared meters.
- During this two-year window, the Town will:
 - Share the cost as described.
 - Allow payment plans so homeowners can pay over-time.
- After two years, if the owner has not completed the split:
 - The full then-current connection fee will be the homeowner's responsibility (no cost share).

Mayor Kathi emphasized that the Town historically allowed shared meters, so it is fair for the Town to share the cost to correct the situation.

Motion: Councilmember Mraz motioned to accept the Town's proposal for splitting the shared water meters, including the 50/50 cost split and two-year timeline. Councilmember Rylander seconded the motion. Councilmember Northcott recused from the motion due to a conflict (as one of the affected property owners).

Vote: All in favor (with Councilmember Northcott abstaining). Motion carried.

RESULTS: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, AND BROWN

WATER SUPPLY EVALUATION: Mayor Kathi presented a proposal from Forsgren Associates/Forsgren Engineering Services to preform a water supply evaluation. The evaluation will; analyze current water system capacity. Consider whether the town needs to drill a new well. Investigate potential to re-use old wells previously abandoned and see ways to increase water supply and resolve unknowns.



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Mayor Kathi noted that Sunrise Engineering previously indicated the Town has sufficient water capacity for approximately 300 additional units. However, she and the Town Council expressed concern regarding that conclusion due to the number of proposed developments currently being considered, including 155 units planned for one development, an additional 40 units requested by another developer, and another 30 units requested by a separate developer. The cost of the analysis was noted to be \$35,360.

Mayor Kathi and Town Council compared the evaluation to seeing a second medical opinion before major surgery and recommended proceeding.

Motion: Councilmember Northcott motioned to accept the agreement with Forsgren and Associated for a second-opinion water supply evaluation. Councilmember Rylander seconded the motion.

Vote: All in favor. Motion carried unanimously.

RESULTS: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN

EPA FUNDING AND ACCOUNT BALANCE NEEDED: Mayor Kathi explained the handling of the EPA grant for the Ylinchetta sewer line:

- Grant amount: \$3.4 million (federal grant).
- Requirement: Funds must be kept separate from the Town's General Fund.
- A new EPA Public Funds Checking account was opened.
- Initially, the town was being charged \$20/month in fees, which would reduce grant funds.
- The bank agreed to waive fees if a \$3,500 minimum balance is maintained.
- The Town transferred \$4,000 into the EPA public funds checking account to satisfy the balance requirement.
- When the grant work is complete and all funds are disbursed, the remaining \$4,000 will be returned to the Town upon closing the account.

Motion: Councilmember Northcott motioned to accept and ratify the arrangement to maintain a \$4,000 balance in the EPA Public Funds Checking account at the bank to avoid monthly fees. Councilmember Mraz seconded the motion.



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Vote: All in favor. Motion carried.

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UINTAH COUNTY LIBRARY-KAREN ENGLAND: Karen England provided a report on the Little Library Express/bookmobile services in Manila. Through March, the Little Library Express had completed 55 total visits with 221 total visitors, averaging approximately four visitors per visit. Karen noted that services provided include library cards, item checkouts, crafts and Kids Café for children under 18, event information, free resources, and general library services. She also stated the program serves as a social gathering point for the community.

Karen proposed adding a second stop in Manila while maintaining the current stop at the park behind the county building. The proposed schedule would include a stop at the Town Office building on the first Thursday of each month and the county building/park stop on the third Monday. Karen explained the Town Office stop would likely occur from approximately 1:00 p.m. to 3:00 p.m., overlapping with the senior card activities held at the Town building.

Mayor Kathi offered the Town building as a location for the additional stop and noted the seniors' card room could be closed off if needed, with another vacant room also available. Mayor Kathi also stated the Town would assist with advertising the service.

Karen reported that the current minivan is at capacity and that a larger bookmobile is needed. She stated she is working with the Uinta County Commission to secure funding for a full bookmobile, with an estimated delivery timeline of one year to eighteen months after purchase. Karen explained the goal is to continue providing service through next winter with expanded capacity and additional stops.

Karen also discussed a proposed cost-share arrangement related to the future bookmobile. She stated Daggett County Commission approved the proposal in concept, contingent upon securing funding, and requested that the information be shared with Manila. Karen stated she would provide the written proposal electronically.

Mayor Kathi requested a flyer regarding the Little Library Express and proposed bookmobile services for inclusion in the Town newsletter and posting within the senior activity area. Karen confirmed residents may apply online for library cards and library staff can deliver the cards during a future visit upon presentation of identification. She also stated flyers and additional information would be sent electronically to the Town Office.



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The Council thanked Karen for the report and expressed appreciation for the services being provided to the community.

TRONA VALLEY CREDIT UNION: Mayor Kathi reported that a meeting had been scheduled with representatives from Trona Valley Federal Credit Union to discuss the possibility of establishing a small credit union branch in Manila. The proposed branch would potentially operate several days per week for limited hours.

Those expected to attend the meeting included representatives from Trona Valley Credit Union, Mayor Kathi, Ashley from the local store and her CFO, Commissioner Tippetts, and Daggett County Treasurer Breanne Carter.

Discussion included potential locations for the branch, including possible space at the local store and space within the health clinic facility. Mayor Kathi invited council members and interested community members to attend the meeting and provide input regarding the proposal.

PINNACLE UPDATE: Mayor Kathi provided an update regarding the Pinnacle development and the status of the developer's agreement. She stated that the Town's proposed developer's agreement had previously been sent to Jeremy Barker of Pinnacle Development, and a revised draft was later returned by Pinnacle's attorney, Amy Walker.

Mayor Kathi reported that the Town's land use attorneys reviewed the revisions and expressed concerns that there may be misunderstandings regarding the Town's requirements within the agreement. The land use attorneys requested a meeting with Mayor Kathi and Aaron, the Town engineer/planner, upon Aaron's return from vacation to further discuss the matter.

Mayor Kathi noted that the developer's agreement remains unresolved at this time and that no work on the Pinnacle project will proceed until the agreement has been finalized and formally accepted.

WELL IMPROVEMENT UPDATE: Mayor Kathi and Councilmember Northcott discussed ongoing concerns regarding the Town's recently refurbished wells. It was noted that approximately \$700,000 had been invested in refurbishing all three wells; however, concerns remain that the wells are currently producing less water than prior to the refurbishment work.

Discussion included issues related to Well #3, including a hole discovered in the casing that was subsequently patched. Despite the repair, concerns remain regarding lower-than-expected drawdown and water production.



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Councilmember Northcott expressed concern regarding the lack of clear explanations related to the reduced well performance following the significant investment made by the Town. Additional discussion included whether there may be any recourse available to the Town and concerns about accepting the reduced performance levels without further review and explanation.

Mayor Kathi stated she would discuss the concerns with Aaron and consider inviting Widdison and/or Roger Witthouse to a future Town Council meeting to provide additional information regarding the refurbishment work, review available data, and discuss potential options moving forward.

SUNRISE ENGINEERING UPDATE: Mayor Kathi read an update provided by Sunrise Engineering regarding the sewer lagoon improvement project. The update stated that construction at the sewer lagoons is progressing well and that MJM plans to install and connect the splitter boxes on Monday. Estimated completion of the lagoon project was reported to be approximately four weeks.

Mayor Kathi also reported that once sufficient progress has been made on the lagoon improvements, work will shift to the proposed RV dump station near the airport. She explained that the Conditional Use Permit (CUP) application is scheduled to be reviewed by Daggett County Planning and Zoning on April 21 and by the County Commission on April 28.

Discussion included the proposed site plan for the RV dump station, which would allow RVs to enter from Airport Road, loop through the site for dumping, and exit back onto Airport Road. Signage would be installed on Bear Paw limiting the roadway to local traffic only. Mayor Kathi noted that a block wall would be constructed at the request of the county and that a spill response plan had been developed and included with the CUP application to address potential hazardous spills.

Additional discussion included the proposed operating hours for lighting at the site, which would run from 6:00 a.m. to 10:00 p.m. The site would otherwise remain closed unless Town personnel were specifically contacted. Mayor Kathi also noted that the previous dump station and water tap near the Town building had been closed in an effort to prevent unauthorized dumping and water use.

Mayor Kathi updated the Council regarding the EPA sewer line project associated with the Green Acres/Ylinchetta area. She stated the Town has been working with Land Runner for a few months to secure the necessary easements from a couple of property owners. After extended negotiations, the Town provided the property owners with a two-week deadline to accept the current easement proposal.

Mayor Kathi explained that if the easements are not obtained, the EPA sewer line project in its current form will likely not proceed, and the Town may instead need to explore alternative options,



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including a lift station and revised routing. She further noted the Town currently has an EPA grant totaling approximately \$3.4 million for the project and expressed concern that similar funding may not be available again in the near future if the project does not move forward.

Mayor Kathi also reported ongoing discussions with the USDA regarding the SEARCH grant application process. She stated USDA representatives have raised questions concerning the Town's Public Treasurers' Investment Fund (PTIF) and are seeking clarification regarding the nature of those funds. Mayor Kathi explained that the PTIF consists of restricted and reserved funds accumulated over time to maintain the Town's long-term financial stability and are not considered unrestricted operating funds. Town staff continue working with USDA representatives to clarify the restrictions associated with the PTIF funds and to demonstrate the Town's financial need for grant assistance.

BUILDING UPGRADE UPDATE: Mayor Kathi provided an update regarding ongoing improvements to the Town building. She reported that upgrades to the ADA restroom have been completed, including installation of handicap grab bars and painting. Mayor Kathi also noted that tile flooring has been installed in the front entryway and that renovations within the office areas are continuing and nearing completion.

Mayor Kathi further discussed a furniture proposal for the renovated building spaces. The proposal includes furniture for the new conference room/Town Council room, new desks and chairs for Town offices, and seating for the council table area. The estimated cost of the proposal, based on a quote received earlier that day, was reported to be \$28,974.

Mayor Kathi stated she plans to host a public open house once the interior upgrades are complete. After July 1, the Town will begin exterior improvements, including building exterior upgrades and roof work.

Motion: Councilmember Northcott motioned to approve purchasing town office and council room furniture per the proposal, up to a not-to-exceed amount of \$30,000, to allow for minor adjustments or price changes. Councilmember Rylander seconded the motion.

Vote: All in favor. The motion carried unanimously.

RESULTS: APPROVED

AYES: MAYOR KNIGHT, COUNCIL MEMBERS RYLANDER, MRAZ-EALY, NORTHCOTT, AND BROWN



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PUBLIC WORKS UPDATE:

ROAD IMPROVEMENTS: Mayor Kathi commended the Public Works Department for ongoing road improvement efforts throughout Town, including work being completed on Second North. She explained that the roads are being resurfaced using milled asphalt hauled in by contracted trucks.

Mayor Kathi noted that UDOT allowed the Town to utilize a grader operator to assist with spreading and smoothing the material.

Discussion included the process being used following placement of the asphalt millings. The Town's new vac truck will be used to water the roads, after which the roads will be graded and watered again before a roller is rented to compact the surface. Mayor Kathi stated the goal of the project is to provide improved road surfaces that will last for several years.

Mayor Kathi also noted that Public Works employees have been working extended hours from approximately 7:00 a.m. to 4:00 p.m. to complete the project, and she expressed appreciation for their efforts.

MAYOR'S UPDATE:

SEWER IMPACT ANALYSIS AND CONSOLIDATED FEE SCHEDULE: Mayor Kathi discussed the Town's required sewer impact fee analysis and the upcoming consolidated fee schedule hearing. She explained that the Town is required to complete a sewer impact fee analysis every five years and noted that the most recent sewer analysis was completed in 2018.

Mayor Kathi reported that the updated sewer impact fee analysis is currently being prepared by Sunrise Engineering and is expected to be completed sometime in May. She also noted that a water impact fee analysis was previously completed in 2022 and that the revised water impact fees have already been incorporated into the Town's draft consolidated fee schedule.

PUBLIC HEARING-CONSOLIDATED FEE SCHEDULE: Mayor Kathi announced that a public hearing regarding the updated consolidated fee schedule, including impact fees, will be held on April 22, 2026, at 6:00 p.m. at the Town Office.

She noted that the updated sewer impact fee analysis is still in progress and that the results will be incorporated into the consolidated fee schedule once the analysis has been completed, which is anticipated to occur sometime after May.



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OTHER BUSINESS: Mayor Kathi briefly reiterated information previously discussed regarding the EPA account arrangement. She also noted that the seniors' monthly lunches are generally held around noon on either the second or third Wednesday of each month and stated that all community members are welcome to attend.

PUBLIC COMMENT: There was no public comment.

EXECUTIVE SESSION: There was no correspondence.

ADJOURNMENT: Councilmember Northcott motioned to adjourn the regular town council meeting. Councilmember Brown seconded the motion. All were in favor. The motion carried. Mayor Kathi adjourned the regular meeting at 6:16pm.


Kathi Knight, Mayor


Jennifer Allphin, Town Clerk



