Minutes of the Regular Meeting of the Board of Trustees

UPPER COUNTRY WATER IMPROVEMENT DISTRICT

Altamont, Utah
April 16, 2026

The Board of Directors of Upper Country Water Improvement District convened a Regular Meeting of the Board on April 16, 2026, 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

Excused:
Phillip Whiting – Director

Also, in attendance were:
Kirk Christensen and Cheyenne Reid, Upper Country Water Improvement District

Director Clyde Watkins gave the invocation.

ADMINISTRATIVE MATTERS

Call to Order

The meeting was called to order at 7:02 p.m. by Chairman 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.

Public Comment

No public comment was made

CONSENT AGENDA

Minutes from March 19, 2026, Regular Meeting of the Board.

The Board reviewed the minutes. Upon motion made by Director Stetson Christensen, seconded by Director Jimmy Brotherson, and upon vote, unanimously carried, the Board approved the meeting minutes as presented.

FINANCIAL MATTERS

Review of the unaudited March 2026 Financials

Ms. Reid reported revenues were consistent with prior year. Water revenue was down approximately $1,500, with increases in bulk water, sewer, and garbage. Utah Retirement payments were delayed due to a blackout period. A federal tax overpayment of $176 will be credited next quarter.
Upon motion made by Director Clyde Watkins, seconded by Director Donald Miles, and upon vote, unanimously carried, the Board approved the March 2026 financial statements.

Review of the unaudited 1st Quarter Review, ending: March 31st, 2026, Financials

Budget is generally on track. Office expenses are over due to equipment purchases. $8,169 in impact fees will be transferred. No action taken.

SYSTEM ISSUES:

System Update:

Mr. Christensen reported that the system is currently running smoothly.

NEW BUSINESS:

A. PHEP Insurance Renewal Approval:

The Board discussed employee eligibility timelines and termination provisions.

The Board agreed that insurance coverage will begin on the date of hire and terminate on the date of termination.

B. Proposed Base Rate Adjustment

Discussion was held regarding potential future rate adjustments. The Board determined that no action will be taken at this time pending further evaluation.

C. Master Plan Update Review

The Board discussed the need to update the District's master plan to address infrastructure and long-term system needs.

D. Fire Mitigation Plan

Discussion was held regarding the need for a fire mitigation plan to protect spring sources and water quality.

E. Office Manager Position Transition to Salary

Discussion was held regarding transitioning the Office Manager position to salary.
The item was tabled for further research.

F. Maternity Leave Policy Proposal

Discussion was held regarding implementing a maternity leave policy.

The item was tabled for further research.

OTHER BUSINESS:

A. Conservation Rates

Staff reported that a billing error related to conservation rates was identified and corrected, and affected customers were credited. The Board agreed to implement conservation rates effective May 1, 2026.

B. Board Member Term Review and Discussion

Discussion was held regarding missing documentation for prior elections and board appointments. Staff will coordinate with the County to correct records and ensure compliance moving forward.

C. Confirm Quorum for May 21, 2026 Meeting

A quorum was confirmed, Regular Meeting.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion made by Jimmy Brotherson, seconded by Clyde Watkins, and upon vote, unanimously carried, the meeting was adjourned at 8:41 p.m.

Read and approved the 18 day of June 2026.

Derek Herrera
Board Chairman

Charles Miles
Treasurer

Minutes of the meeting prepared by Cheyenne Reid