# JENSEN WATER IMPROVEMENT DISTRICT

**MEETING APPROVED MINUTES** JULY 16, 2026 6:00 P.M. JWID OFFICE

5950 S. 8500 E.
JENSEN, UT 84035

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| **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<br>**Employees:** Trudy Wheeler, Travis Ruppe<br>**Community Participants:** Rich Mahoney (Crossroads Accounting), Nick Henline, Clegg Batty (Aycock Miles and Associates), Bryan Meier (Sunrise Engineering), Cheryl Meier (Special Service District 1), Wayne Simper (Ashley Valley Water Users), rooks Jones (Jones & Demille Engineering), Rick Buist |

## Agenda topics

### TOPIC: **REVIEW BOARD MEETING MINUTES 6-18-2026**

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| **DISCUSSION** | |
| **CONCLUSIONS** | Russell made a motion to approve the meeting minutes, Jake 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 |
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### TOPIC: **REVIEW CONSTRUCTION WORK MEETING MINUTES 6-23-2026**

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| **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 |
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### TOPIC: **REVIEW CONSTRUCTION WORK MEETING MINUTES 7-7-2026**

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| **DISCUSSION** | |
| **CONCLUSIONS** | Lorn made a motion to approve the meeting minutes, Jake 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 |
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## TOPIC: **CHERYL MEIER/UINTAH SPECIAL SERVICE DISTRICT 1 – LEASE WATER**

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| **DISCUSSION** | Cheryl came today to ask for 100 acft of water to use on the parks. They used to get the water from the county, but the new commission has used it in other places, Jensen Water got the 44 acft for buckskin hills. They had the 75 acft but it was decided to use it in other places. They asked us for the central water which was given to them for assessments plus and admin fee, but that is only 4 acft. They are now requesting Red Fleet water. Currently if they don't get any water the grass will have detrimental damage and may not be saved. The board stated that our irrigation only received 20% and we would have loved to use it for ourselves in Jensen.<br>If we are to offer some water, it would be used in the parks and baseball fields. They have cancelled the fall baseball. These parks are for the community to use. The board and Cheryl discussed our acft and how we always have extra at the end of the year. How much does the rec center uses and if they can cut back more than they already have. Cheryl has been working on a grant for artificial turf which will save water in the long term. Discussed the price for the assessments for Central Canal and the 4 acft. The board discussed $600 for the lease for 2026. Cheryl is okay with that. None of this water would be used on the golf course, that is a different lateral.<br>Randan proposed a motion for the 4 acft of central water. Then we can discuss this water and get back to her within a week.<br><br>Discussed the water further providing the water can also help Jensen Park for our local community. Discussed how the water left in Red Fleet doesn't get saved for just Jensen, it just keeps water in the reservoir and starts over with next year's water; any amount we save we only get 20% of that water. No shares will be sold it would be a one-time lease offer for this year. Discussed 40, 50, 60 acft at $600/acft. The water would just stay there we still pay for it. It would drive a little more income to help with meters this year. |
| **CONCLUSIONS** | Monty made a motion for the 4 acft of Central Irrigation for $600 and we will follow up with an answer on Red fleet. Jake 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.<br><br>Lorn made a motion to offer 60 acft at $600/acft which would be $36,000 in revenue. As a one-time deal to be used on ball diamonds and some for Jensen Park. Jake 2nd the motion. With 5 acft to Jensen Park and 55 to ball diamonds. All board members voted: Randan Vincent-For, Russell Tomlinson-Against, Monty Pratt-For, Jake Wilkins-For, Lorn Ruppe-For. Motion passed; board approved. Will write up a contract, have a lawyer review it and submit to Cheryl. |

| **ACTION ITEMS** | **PERSON RESPONSIBLE** | **DEADLINE** |
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## TOPIC: **AYCOCK MILES AND ASSOCIATES 2025 AUDIT**

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| **DISCUSSION** | Clegg presented the audit and went through it detailed with the board. Monty asked if we are doing okay but the interest is helping us to stay in the positive. If interest rates drop, we may go back to even. We are bringing enough cash to operate but without PTIF interest we could show a loss. Clegg recommends keeping reserves at the end of the year is always good.<br>Our 3 years is up and to double check and look into 2 more bids for the future years. |
| **CONCLUSIONS** | Russ made a motion to accept the audit from Aycock Miles and Associates, Monty 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** |
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## TOPIC: **NICK HENLINE – WATER AVAILABLITY LETTER 10802 S REDWASH ROAD**

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| **DISCUSSION** | He is looking to build a home on this land. For the survey to be done he will need a letter of water availability. The board agreed to provide a letter for 60 days and if he needs an extension to call and will give him another 60 days. He can also purchase his connection in this timeframe. |
| **CONCLUSIONS** | Russell made a motion to approve a water connection and to get everything done. If need 60-day extension call prior. Jake 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** |
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## TOPIC: **SUNRISE ENGINEERING**

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| **DISCUSSION** | Bryan has been working on lead and copper the next date is 2034 for all the connectors. Working on the asset management plan and will need to meet with Travis and Trudy to go over some things. | |
| **CONCLUSIONS** | | |
| **ACTION ITEMS** | **PERSON RESPONSIBLE** | **DEADLINE** |
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## TOPIC: **JONES & DEMILLE ENGINEERING**

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| **DISCUSSION** | Discussing the project we are past Rock X, talking about the 4 hits to the line and who pays for them, Brooks mentioned that CIB would add to the reimbursement, but we would be paying for it for the next 30 years. Burdick did some potholes and Cody did fill grade, by the boat ramp north the culvert will need to be dug up and put deeper. If we stay on the east side, we will be in the middle of the road a lot longer. That is why we are moving to the west side. Strata did buy replacement Romac's when they hit the water line. Burdick hired a 3rd party to pothole and verify the depths. Some areas will be okay, some won't.<br>Asked to get a price together on what it has been to repair each line break and submit and up to date cost. | |
| **CONCLUSIONS** | | |
| **ACTION ITEMS** | **PERSON RESPONSIBLE** | **DEADLINE** |
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## TOPIC: **OPEN 2026 BUDGET RESOLUTION NO. 7162026**

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| **DISCUSSION** | Trudy discussed we need to open the budget to increase income, expense and the capital budget.<br>Add $75,000 to 5211 Fire Hydrant Sales changing the income from $1,424,710 to $1,499,710. For expenses add $2,000 to Salaries and wages, move $12,000 from 6353 Lead and Copper to 6452 Maintenance and repairs, Add and additional $7,000 to maintenance and repairs. Add $3,000 to engineering so now there will be enough to cover the assets management plan. Maintenance and repairs need more with the hits we have had on the Redwash line we have gone through our budget. Total Operating Expense was $1,036,683 and revised to $1,048,683. On Capital Budget under machinery and equipment add $65,000 for the Vac Trailer. Total Capital budget was $1,722,000 now $1,787,000. | |
| **CONCLUSIONS** | Russell made a motion to accept the budget and resolution 7162026. Jake 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** |
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## TOPIC: **ADMINISTRATIVE CODE - POLICY HOURS CHANGE**

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| **DISCUSSION** | Monty addressed that he has been going through the admin code and there are a few areas on this admin code and employee handbook that we are going to look through and update. Job descriptions, procurement, Text messaging and work hours. We will look at creating a summer hour schedule and a winter hour schedule. Summer 7-3:30 and Winter 8-4:30 with an allowable unpaid 30-minute lunch. Will review it over the next month and we can finalize in August board meeting. | |
| **CONCLUSIONS** | | |
| **ACTION ITEMS** | **PERSON RESPONSIBLE** | **DEADLINE** |
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## TOPIC: **OFFICE REPORT:**

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| **DISCUSSION** | Travis and Trudy have been working on cleaning out the meters and getting them marked. Meterworks will be coming 1st week of October, do we want them to do all the installs once our last 100 are off back order? The board agreed to have them install all and get the project done. Fall Conference August 31st – September 2nd Regular conference is $325. Travis is going and Lorn might he will get back with Trudy. Trudy has been working with Uintah Water on the stock numbers and working on the Q2 government reports. | |
| **CONCLUSIONS** | | |
| **ACTION ITEMS** | **PERSON RESPONSIBLE** | **DEADLINE** |
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TOPIC: **MAINTENANCE REPORT:**

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| **DISCUSSION** | Dispatch called on July 12th that the MG tank was overflowing. It was due to the line being hit on Friday and the tank filling and a rock must have got stuck in it preventing the flap from closing. When we have a water leak it sets off a chain event. |
| **CONCLUSIONS** | |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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TOPIC: **FINANCIAL REPORT – MONTY PRATT**

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| **DISCUSSION** | Review current budget<br>• Bank Statement - **Board Review and Initial**<br>• A/P Register - **Board Review and Initial**<br>• PTIF Accounts - **Board Review and Initial**<br>• Past Due and Shut off Notice List - **Board Review and Initial**<br>• 2026 Budget Worksheet Report - **Board Review and Initial**<br>• 2026 Ashley Valley Water Statement of Water Used Report - **Board Review and Initial**<br>• G/L Account – **Board Review and Initial** |
| **CONCLUSIONS** | Nothing further |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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TOPIC: **CLOSED MEETING TO DISCUSSION OF THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUALS**

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| **DISCUSSION** | Moved into closed session. |
| **CONCLUSIONS** | |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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## ADJOURN

Jake made a motion to adjourn and move into a closed session. Lorn 2nd the motion. All board members individually voted: Randan Vincent-Yes, Russell Tomlinson-Yes, Monty Pratt-Yes, Jake Wilkins-Yes, Lorn Ruppe-Yes.