Minutes of the Regular Meeting of the Board of Trustees

UPPER COUNTRY WATER IMPROVEMENT DISTRICT

Altamont, Utah
July 16, 2026

The Board of Directors of Upper Country Water Improvement District convened a Regular Meeting of the Board on July 16, 2026, at 7:30 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
Phillip Whiting – Director

Absent was Director Stetson Christensen, whose absence was excused.

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

Director Phillip Whiting gave the invocation.

ADMINISTRATIVE MATTERS

Call to Order

The meeting was called to order at 7:37 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 June 18, 2026, Regular Meeting of the Board.

The Board reviewed the minutes. Upon motion made by Director Donald Miles, seconded by Director Clyde Watkins, and upon vote, unanimously carried, the Board approved the meeting minutes as presented.

FINANCIAL MATTERS

Review of the unaudited June 2026 Financials

Ms. Reid presented the June 2026 financial statements and reviewed revenue, payment distributions, payroll adjustments, and other financial activity. Ms. Reid reported that revenue was lower than the same period during the previous year, primarily due to water revenue, delinquent accounts, and delayed customer payments. Several voided checks and payroll adjustments appearing on the financial reports were reviewed and explained. The Board reviewed high water usage accounts and discussed recent customer usage trends. Ms. Reid provided an update regarding tribal account billing and recent collection issues. The Board discussed current billing practices and the importance of maintaining appropriate documentation regarding existing agreements. Staff will continue reviewing the accounts and related records.

Upon motion made by Director Donald Miles, seconded by Director Jimmy Brotherson, and upon vote, unanimously carried, the Board approved the June 2026 financial statements.

Review of the unaudited 2nd QTR Financials

Ms. Reid presented the quarterly financial information. Overall revenues and expenditures were reviewed and were generally consistent with budget projections. Discussion was held regarding professional services expenses, audit costs, and the appropriate classification of certain expenditures. Ms. Reid reported that journal voucher adjustments had been completed to properly classify certain office equipment purchases within the capital budget. Potential future expenses associated with annexation inquiries were also discussed.

SYSTEM ISSUES:

System Update:

System Update

Mr. Christensen provided an update regarding discussions with the Utah Division of Drinking Water concerning trailer park developments within the District. The Board discussed potential requirements for future expansions and related water system concerns.

Sanitary Survey and Spring Mitigation
Chairman Herrera reported on coordination with the U.S. Forest Service regarding vegetation and wildfire mitigation near the District's spring sources. Mr. Christensen reported that the District's sanitary survey is scheduled for August 4, 2026. The Board discussed coordinating the site visit with the Forest Service and potential mitigation work.

New Water Connections
The Board discussed recent water connection inquiries and installation requirements. Discussion was also held regarding current connection fees and whether they adequately cover the District's costs for materials and installation. No action was taken.

System Mapping and Hydraulic Model
Staff reported continued progress in collecting location information for District services and connections. Once completed, the updated information will be used to assist with updates to the District's hydraulic model and master plan.

<u>NEW BUSINESS</u>
A. PLT Policy
The Board reviewed the proposed PLT policy. Further discussion was tabled until District employees were excused.

B. Pay Period/Pay Day, Time Sheet Policy
The Board reviewed proposed updates to the Pay Period/Pay Day and Time Sheet Policy. The proposed changes included updating the policy to accurately reflect the District's biweekly payroll schedule.

Upon motion made by Director Donald Miles, seconded by Director Charles Miles, and upon vote, unanimously carried, the Board approved the updated policy.

C. Town of Altamont Sewer Billing Update
The Board was informed that the Town of Altamont is increasing its sewer rates by $2. The Board was also informed of the Town's new policy requiring trailer parks to report the number of occupied units by the fifth day of each month. If the required occupancy information is not provided, billing will revert to full occupancy. No action was taken.

<u>OTHER BUSINESS</u>
A. RWAU Fall Conference – August 30 to September 2
The Board discussed the upcoming Rural Water Association of Utah Fall Conference scheduled for August 30 through September 2, 2026. Board members and staff interested in attending were asked to notify the office.

B. Maternity Leave Policy Discussion
The Board reviewed the proposed maternity leave policy. Further discussion was tabled until District employees were excused. No action was taken.

C. Confirm Quorum for August 20, 2026 Board Meeting
The Board discussed attendance for the August 20, 2026 Regular Board Meeting and confirmed that a quorum is anticipated.

ADJOURNMENT
There being no further business to come before the Board at this time, upon a motion made by Director Jimmy Brotherson, and upon vote, unanimously carried, the meeting was adjourned at 8:35 p.m.

District employees were excused for further Board discussion.

Read and approved the 20 day of August 2026.

Derek Herrera
Board Chairman

Charles Miles
Treasurer

Minutes of the meeting prepared by Cheyenne Reid