BOARD MEETING MINUTES

August 11, 2026 | 6:00 PM

DRAFT - PENDING BOARD APPROVAL

Draft status: These minutes were prepared from the supplied meeting summary and are not official until reviewed and approved by the Board. Any item marked for verification should be checked against the original recording/transcript before approval.

Date note: Meeting date inferred from the previously scheduled regular meeting date; confirm before final approval/signing.

Meeting Date	August 11, 2026
Start Time	6:00 PM
Location	37768 W 3750 N Tabiona, UT 84072

1. Call to Order and Attendance

The meeting was called to order at approximately 6:00 PM. Daniel Roberts joined after the meeting had begun.

Those reflected in the supplied summary as present or participating included Spencer Turnbow, Deb Evans, Dustin Simpson, Wendi Roberts, Hal Giles, Dax Lamb, Daniel Bowman, Daniel Roberts, Chuck Richins, and others participating in person or by phone.

2. Approval of July 21, 2026, Minutes

The Board reviewed the July 21, 2026, meeting minutes. Daniel Bowman corrected the term-date record so that his term is listed with Brent, Larry, and Ray as ending in 2027 rather than 2029. Other minor corrections were accepted.

Motion: Daniel Bowman moved to approve July 21, 2026 minutes as corrected. Deb Evans seconded the motion. The motion passed.

3. Water Project Update and Remaining Project Funds

Chuck, the project engineering representative, reported that the project walkthrough had been completed and that the remaining punch list was small. The Board discussed potential use of excess project funds for additional system improvements.

Potential uses discussed included the Blind Stream extension, pump station improvements, Stockmore pump station work, well improvements, SCADA, and cybersecurity upgrades. The Board directed that the state be asked whether remaining funds may be used for the Blind Stream extension and other eligible improvements. Chuck indicated that he would provide a plan exhibit and contact the state.

4. Blind Stream Road Extension

The Board discussed the proposed Blind Stream Road extension, including possible length, pipe size, future growth considerations, and estimated project cost. The estimated project cost discussed was approximately $350,000 including design and construction management.

No final construction authorization was recorded. The Board favored first determining whether the project would qualify for use of remaining state project funds.

5. East Duchesne and Central Utah Water Leases

The Board reviewed the timing of existing water leases and learned that the East Duchesne lease expired in 2025. The Board determined that the East Duchesne lease should be put on the September agenda to decide about advertising to place it back out to bid and the length of lease.

6. Oath of Office and Compliance Reporting

Wendi administered the oath of office to newly appointed board members. The Board also reviewed a list of overdue or due compliance reports.

Questions were raised regarding items shown in the compliance packet, including whether some requirements appear in the bylaws, signature requirements on the fraud risk assessment, and the status of the impact fee report. The Board agreed to review and redo reports as necessary and to keep compliance/reporting status as a standing agenda item.

7. Alan Poulsen 2-Inch Water Service Request

The Board discussed Alan Poulsen's request for a 2-inch water service at Wolf Creek, including the intended uses, system capacity and pressure, possible future subdivision concerns, and the lack of a clearly established rate for this type of residential service.

The Board agreed that a will-serve letter could be issued so the permitting process may continue. Final action on the requested 2-inch service and rate was tabled pending review of the District's rate structure and service policy. Rates for 3/4-inch, 1-inch, and 2-inch hookups are to be placed on the next agenda.

8. Rate Structure and Hookup Fees

The Board discussed inconsistencies in the existing rate structure, including usage tiers, residential versus commercial service, and hookup charges by meter/service size. The Board determined that code requirements, comparable systems, notice requirements, and any required public-hearing process should be researched before proposing changes.

9. Long-Term System and Well Strategy

The Board discussed long-term priorities including the Blind Stream extension, investment in existing wells, improvements to Giants and Stockmore wells, and grant opportunities for conservation, SCADA, cybersecurity, and system resiliency. No final capital authorization was recorded.

10. Farm Creek Renovation - Temporary Water Use

Dax reported that the Farm Creek renovation contractor had asked about temporary construction water use, estimated at approximately two million gallons over roughly one year. The Board discussed hydrant-meter and truck-fill approaches and agreed that a formal policy/rate should be developed for future temporary construction-water requests.

11. Financial Report and Bank Oversight

Wendi reviewed the District's banking structure, including the operating checking account, payment/deposit flows, and PTIF reserve/emergency account. The Board discussed adding Daniel Bowman as a secondary signer/check reviewer on the PTIF account.

The Board approved the financial report. The supplied summary does not identify the motion maker, seconder, or vote details for this approval. Wendi was also asked to provide a year-to-date budget report each month.

12. Billing Corrections and Purchasing Policy

The Board discussed whether obvious billing errors, such as incorrect late fees or standby charges, may be corrected administratively or should come before the Board. The Board favored creating a clear threshold and recordkeeping process so corrections are transparent and employees are protected. Credit/debit card use and purchasing policy were also identified for future review.

13. Open Meeting and Electronic Communication

Deb Evans raised concerns regarding board discussion of District business by email or text outside public meetings. The Board agreed to research applicable law and District rules and, pending clarification, to keep substantive discussion items in public meetings.

14. Clerk Appointment and Recusal

The Board revisited the clerk position following candidate interviews. The Board discussed advice that related applicants may be considered when appropriate recusal procedures are followed.

Motion: Daniel Bowman moved to extend an offer to Wendi Roberts to return as clerk for Hanna Water District. The supplied summary states that Deb Evans seconded the motion. Daniel Roberts recused himself because of the family relationship. The motion passed unanimously.

The Board agreed to create and retain a written recusal record.

15. Compliance Consultant

The Board revisited the previously discussed compliance-audit consultant. The Board determined that the consultant engagement should be tabled or canceled for the present because the Board now has greater visibility into the missing reports and available sources of assistance. The matter may be revisited if needed.

16. Board Vacancy

Brent Crouch indicated that he intended to step away from the Board and would provide a resignation letter. The Board discussed the resulting vacancy and whether a candidate from the prior applicant pool could be considered rather than reopening the full posting process. No final appointment action was recorded.

17. High Water Bills and Meter Reading Review

The Board discussed unusually high customer bills and possible causes including seasonal use, leaks, timing of multi-month billing, and occasional meter-reading error. The Board agreed to compare prior months and return to the issue at the next meeting, including review of any needed grace-period or multi-month billing policy.

18. Paid-But-Uninstalled Meters and Grandfathering

The Board discussed unresolved cases in which customers paid for meters in prior years but installation did not occur. Options discussed included grandfathering, charging the current rate after a defined period, or applying an upcharge. The Board agreed that a formal policy should be developed and placed on a future agenda.

19. Public Comment and Communications

Resident Garn Nibley commented that community members would benefit from clearer information about Board actions and project status. Suggestions included an email newsletter, website/Facebook updates, physical postings, cross-connection education, and periodic project updates. The Board was receptive to considering a communication strategy at a future meeting.

20. Adjournment

After completion of the agenda discussion, Spencer requested a motion to close the meeting. The supplied summary states that seconded the motion. The meeting concluded. The mover, seconder, and vote should be verified against the recording before approval.

ACTION ITEMS / FOLLOW-UP

Responsible	Action	Timing / Status
Chuck	Send the Blind Stream plan/exhibit and ask the state whether excess project funds may be used for the line expansion and other eligible improvements.	Open
Board / Wendi	Place the East Duchesne lease renewal/bid process on the next agenda and begin required bid steps.	Next meeting
Wendi	Bring compliance/report status to each meeting; send board-member training link and track completion certificates.	Recurring
Board Members	Research rate structures and notice/public-hearing requirements for 3/4-inch, 1-inch, and 2-inch hookups; place rate review on next agenda.	Due by next meeting
Wendi	Issue Alan Poulson a will-serve letter while rates are being reviewed.	Open
Dax	Provide a full meter-installation cost breakdown including materials, excavation, and impact-fee components.	Open
Wendi	Add Daniel Bowman as a secondary PTIF signer/check reviewer.	Open
Spencer	Submit a stop-payment request for five missing handwritten checks.	Open
Dax	Provide the June invoice for work hours.	Open
Board / Wendi	Develop a policy for late-fee waivers and small account corrections, including an administrative dollar threshold.	Next meeting
Board	Research open-meeting requirements for email/text communications among board members.	Open
Board	Consider a public communication/newsletter strategy and periodic project updates.	Future agenda
Wendi	Bring the high-bill issue back with prior-month comparisons.	Next meeting
Wendi / Board	Prepare a policy proposal for paid-but-uninstalled meters, grandfathering, and potential upcharges.	Future agenda
Wendi	Update the website contact email after receiving board-member CC approval.	Open
Wendi	Provide a year-to-date budget report to the Board each month.	Recurring

NEXT MEETING / FUTURE AGENDA TOPICS

- Rate structure and hookup-size review
- East Duchesne lease bid process
- Blind Stream extension and leftover project funding
- Well upgrades, SCADA, and cybersecurity priorities
- Paid-but-uninstalled meter policy
- Late-fee and billing-correction policy
- Board training and compliance report status
- Public communications/newsletter strategy
- High-bill review and multi-month billing policy

- Board vacancy/appointment process as applicable
- Acceptance of Conflict of Interest/Recusal Policy

APPROVAL AND CERTIFICATION

These minutes remain a draft until approved by the Board at a subsequent public meeting.

<table>
<tr>
<td>Authorized Board Representative

Signature: ______________________________ Date: ____________
Printed Name: ___________________________
Title: __________________________________</td>
<td rowspan="2">DISTRICT STAMP / SEAL

Press official district stamp here after the minutes are approved and signatures are completed.</td>
</tr>
<tr>
<td>Attesting Officer

Signature: ______________________________ Date: ____________
Printed Name: ___________________________
Title: __________________________________</td>
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