

WASSD minutes 10.15.2026

Present: Jim Kopp, Eric Linscheid, Craig Simpson, Mark Stephans

The board meeting focused on reviewing the preliminary budget and discussing the annexation of Wilson Arch Fire District.

Craig presented a detailed budget breakdown showing current fees, reserves, and projected costs, including the addition of a facilities maintainer position at \$750 per month to handle building maintenance, pest control, and inspections. Jim provided an update on the annexation meeting he attended, where representatives from Moab and LaSalle discussed emergency response capabilities, with LaSalle potentially responding first followed by Moab, and the board noted that annexation would provide better fire protection and potentially lower insurance costs for residents. The board also discussed the Moonrise development confirmation letter and will serve letter, with Craig clarifying that the new homes would no longer be required to have fire sprinkler systems due to their classification.

Next steps

BOD

- Send the insurance agency contact information to jimkopp
- Send the confirmation letter from Ricardo (Moonrise Development) to the board for review and decision.
- Send the recording of the meeting to Craig .

Valerie

- Take over the posting of late fees and liens, using the template provided by Craig.
- Follow up with Sam (water operator) to determine the required lab tests for the year.
- Correct the budget to properly categorize the water impact fee for commercial lots (Moonrise Development).
- Finalize the preliminary budget for board approval at the next meeting (November 26th).
- Call Olympic insurance agency to inquire about adding a handyman/facility maintainer to the district's insurance policy. Craig

Summary

Fire Annexation and Property Updates

Jim provided an update on the fire annexation meeting he attended in Moab with Lisa and their daughter Jayden, noting the presence of local community members and the fire marshal. The group discussed issues with a dumpster area that had sunk due to rain, with Craig suggesting a solution involving proper compaction and road base installation. The conversation also touched on Monique's meter returning to normal and Jim's work with Craig on tractor operations and monitoring the property.

Facility Maintainer Hiring Decision

The board discussed hiring a facility maintainer to handle building maintenance, pest control, and repairs at their facilities. They reviewed a job description prepared by Craig and decided to offer the position to Josh, with the board agreeing to determine his compensation method (hourly or monthly rate) after hiring him. The role would focus on regular inspections, maintenance tasks, and addressing issues like rodent infestations and building cleanliness, with work likely starting in January when the new budget begins.

Handyman Hiring and Insurance Discussion

The group discussed hiring a handyman for facilities maintenance at Wilson Arch, with concerns raised about insurance requirements. They agreed to vote conditionally on approving the position, pending verification from Olympic insurance about covering a handyman under their policy. Jim Kopp volunteered to contact the insurance agency for clarification, and the motion to approve the facilities manager position was passed with Jim's second. The meeting also covered updates on late fee posting responsibilities and Jim's report on the Wilson Arch Fire District annexation meeting, where he learned about emergency response procedures and power coordination with Rocky Mountain Power.

Annexation Process and Fire Equipment

The group discussed the annexation process, with Jim reporting positive feedback from residents about the proposal and explaining that the new tax of \$75 per \$330,000 appraised value would go to San Juan County, which would then forward it to

Moab. They explored the possibility of purchasing a water tender vehicle to help fight fires until Moab's arrival, with plans to empty it during winter and fill it with water during fire season. The conversation ended with updates about the Sunrise Master Agreement for Consulting, where it was clarified that any consulting costs would be passed on to the developer, Moonrise Development, rather than being borne by the SSD.

Deed Restrictions Confirmation Review

BOD discussed a confirmation letter written by Ricardo regarding deed restrictions for 15-16 family homes on lots H and I, which Ricardo wants to have in his portfolio. The board clarified that while they had previously sent a Will Serve letter addressing these issues, they need to review Ricardo's confirmation letter to ensure it aligns with their master plan and governing documents. BOD agreed to send the confirmation letter to the board for review before any decisions are made.

Preliminary Budget Review Meeting

The board reviewed a preliminary budget presented by Craig, which included updates to user and standby fees, with the user fee increasing to \$116.38 and standby fee to \$110.68. Craig explained that a change in Phil's lot status to standby fee should have been a board decision, and noted placeholder amounts for potential future development by Ricardo, including water impact fees for 16 ERCs. The discussion also covered connection fees, late fees (which generated \$613.76 in penalties), and utility costs, with Craig mentioning he was still awaiting information on required lab tests and would update the budget accordingly.

Emergency Reserves Management Discussion

Craig and Jimkopp discussed the management of emergency reserves and budget allocations for repairs. Craig explained that they currently pull from emergency reserves for unexpected repairs and replace the funds the following month through automatic transfers. He noted that this year's repairs, including the Austin Court issue and water break, resulted in significant costs, and the reserves are lower than desired. Craig assured that they maintain enough funds to cover one year of debt service payments to the state and aim to rebuild reserves over time, with a target of \$50,000–\$60,000 in reserves by the end of next year.

Water System Overhead Costs Review

Craig discussed the overhead costs of the water system, including utilities, maintenance, and administrative expenses. He explained that electricity costs have decreased significantly due to efficiency improvements and VFDs, now averaging around \$200 per month. Craig detailed various budget categories including sewer inspections, tank pumping, software costs, and insurance, noting that total overhead expenses amount to \$46,625 plus the \$25,000 loan payment. He also explained the reserve fund requirements set by the state, allowing up to 100% of overhead to be kept in reserves but requiring any excess to be allocated to specific projects within the next calendar year.

Budget and Rate Discussion

Craig presented the budget showing a net surplus of \$192.52 and discussed reserve funds, including the need to add \$15,000 to the Water Facility Reserve and Asset Replacement Fund to reach the target of \$110,000. The board discussed whether to increase the proposed 2% cost increase to account for higher inflation rates, with Craig noting they currently charge \$125 per connection compared to the state's recommended \$175. Jimkopp suggested considering a 3% increase to cover costs of a new facility manager, and Craig explained that any budget increases would require either raising rates or reducing reserve contributions.

Financial Reserves and Budget Review

The board discussed financial reserves and budget matters, with Craig explaining that while they didn't meet their reserve targets due to unexpected expenses including additional sampling stations, blow-offs, and radiological testing, they are still in good shape for the new year with adequate debt service coverage and emergency funds. The group reviewed a new combined reporting system that merges capital projects and debt service reserves into a single account to simplify state reporting requirements. The next board meeting was scheduled for November 26th after Thanksgiving, where they will review the draft budget.