BOARD MEETING MINUTES

September 8, 2026 | Start Time: 6:00PM

BOARD APPROVED MINUTES

1.Call to Order and Roll Call

Spencer Turnbow
Hal Giles
Deb Evans
Dustin Simpson
Daniel Roberts
Daniel Bowman
Also in Attendance, Wendi Roberts, Lewis Rhoades and Dax Lamb arrived approximately 30 minutes into the meeting

2.Approval of Prior Minutes

The board agreed to approve the August 11th and 18th, 2026 meeting minutes. Deb Evans made a motion and Dustin Simpson seconded, all board members in favor, and the motion passed.

Add in - Blind Stream Expansion - Informational Update

Before beginning the rate agenda item, Daniel Bowman provided a brief informational update on the Blind Stream expansion. The project was described as moving forward, with routing/easement work being coordinated so the road can remain open during hunting season. The anticipated goal discussed was construction during the fall. No formal action was taken under this update.

3. Hookup Fees, Meter Sizes, and Rate Structure Review

The Board reviewed rate and hookup information from neighboring water systems and discussed the District's current monthly rates, connection costs, impact fees, meter-size differences, and the rate-study expectations associated with state funding. The discussion emphasized the need for a simpler, defensible rate structure and periodic re-evaluation rather than leaving rates unchanged for long periods.

The Board discussed the need for a defensible impact-fee analysis tied to qualifying public-facility costs rather than ordinary operations. Debt repayment associated with system infrastructure was identified as an item requiring clarification with the impact-fee consultant. The Clerk was directed to obtain guidance and compile supporting historical information on usage revenue, debt repayment, and hookup activity.

The Board also reviewed the District's existing two-inch meters and the need to distinguish higher-capacity service from standard residential service. Future subdivision and multi-connection development policy was identified as a priority for a subsequent meeting.

The Board also discussed the existing standby/low-use tier, noting administrative problems when meters are not read during winter months and usage is averaged across several billing periods. The Board favored a simpler standby rate and meter-size-based service structure. The board then decided to remove the low-tier monthly usage rate and update the monthly fees as follows,

Standby monthly fee for a meter that is turned off is $40

3/4" meter that is on and in use will be billed at 0-8000 for $60 with any additional usage billed at the previous rate of $3.50 per 1000 gallons extra.

1” meter will be charged at 0-10,000 gallons for $80 per month

2” meter will be billed at 0-20,000 gallons for $160.

Daniel Bowman made a motion to approve the new rate structure and Daniel Roberts seconded, all board members were in favor and the motion carries.

The board also decided to do away with a new construction vs conversion hookup rate and adopt the following hookup fees:

¾” or 1” meter hookup will be $7500

2” Meter Hookup will be $15,000

Board Action 2026-020: Set rates going forward at $40 standby, $60 for 3/4-inch service up to 8000 gallons, $80 for 1-inch service up to 10,000 gallons, and $160 for 2-inch service up to 20,000 gallons. Daniel Bowman made a motion to approve the new hookup rates, Deb Evans seconded. All board members are in favor and the motion carries.

The impact-fee methodology will remain a recurring discussion item while the Clerk obtains guidance regarding debt-repayment treatment and prepares supporting comparisons.

4. Previously Purchased but Uninstalled Meter Hookups

The Board reviewed older hookups purchased in prior years, including purchases made when the District was being established. Because the original purchase documents did not establish an installation deadline, members expressed that earlier purchasers should not be penalized retroactively. The Board also discussed establishing a clear rule for future purchases.

> Board Action 2026-017: Newly purchased meters have 1 year after purchase to install them and begin paying the monthly fees, or if not installed, they will still be responsible for and charged a monthly standby fee. Made by Hal Giles; seconded by Daniel and board members in favor, motion carried.

> Board Action 2026-018: “I motion to grandfather any that have purchased previous to this board meeting.” Made by Deb Evans [verify speaker identity]; seconded by multiple board members (per Motion Register); motion carried.

The new one-year requirement is to be incorporated into the District’s application/customer process. Purchases made before September 8, 2026 are treated as grandfathered under the prior terms, subject to verification of the underlying purchase record.

5. Excess Water Lease - Bid and Term Length

The Board discussed the expired East Duchesne excess-water lease, current water values, and the appropriate lease/change-application term. Members favored a shorter cycle so market value can be reassessed more frequently. The advertised process is expected to include newspaper/public bidding and a formal bid opening.

> Board Action 2026-019: Daniel Bowman made a motion for a 2-year change app and put it out for advertisement and bidding, seconded by Dusty Simpson; all board members in favor, motion carried.

The District will move forward with a two-year change app/bid cycle for the excess-water lease. The Clerk will confirm whether the District may reject bids that are considered too low before advertisement is finalized.

6. Conflict-of-Interest and Recusal Policy

The Board reviewed the conflict-of-interest and recusal policy previously prepared for Board use, including the recusal documentation associated with Daniel Roberts and Wendi Roberts.

> Board Action 2026-022: Accept the conflict-of-interest and recusal policy for Board members and officials. Motion Made by Hal Giles and Dusty Simpson seconded, all board members in favor, motion carries

7. Delinquent Account Protocol

The Board reviewed the District’s delinquent-account process, including timing of notices, shutoff procedures, inactive/standby accounts, payment plans, rental accounts, and collection risk. The discussion emphasized consistent treatment of all customers and clear written documentation.

> Board Action 2026-023: Adopt the delinquent-account protocol with the discussed amendments: formal review and notification at 60 days; notice of enforcement at 90 days; a 3-day shutoff notice at 90 days for active accounts and lien notices on Standby Accounts; and elimination of rental billing agreements effective January 1, 2027, with responsibility transferred to the property owner. Motion made by Daniel Bowman, seconded by Hal Giles, all board members in favor; motion carried.

The protocol also retains the $56 shutoff and $56 restoration fees discussed by the Board. Inactive/standby accounts may proceed toward lien remedies rather than shutoff, and payment arrangements are to remain subject to Board oversight. The existing $300 unauthorized-meter-access fee was discussed as an enforcement tool but was not separately stated in the adopted motion.

8. Purchase of Water for Non-Customer Use

The Board reached the agenda item concerning a policy for sale/purchase of water for non-customer use and determined that the matter was not time sensitive and should be returned at a future meeting.

> Board Action Procedural: "I motion we table it." Made by Daniel Bowman and seconded by Deb Evans; passed unanimously.

9. Compliance Services - Dan Sanderson

The Board revisited the prior decision to use Dan Sanderson for compliance services. Members noted that the District now has a clearer understanding of outstanding compliance work and other available sources of assistance.

> Board Action 2026-024: Daniel Bowman made a motion that we rescind the decision to use Dan Sanderson for his compliance services, seconded by Dusty Simpson; motion carried.

10. Compliance Reporting and Large Financial Survey

Compliance-report status will remain a standing item at each meeting. The Clerk reported that grant/pass-through activity places the District in the revenue range requiring the large financial survey rather than the small survey for the applicable reporting year. The Clerk may prepare the financial report, but an outside CPA must perform the required agreed-upon procedures review. Pricing from qualified CPA firms will be researched and brought back to the Board.

11. Billing Adjustments, Late Fees, and Clerk Authority

The Board discussed how the Clerk should correct provable District/system billing errors and when a correction should require specific Board approval. The Board also addressed late fees that had been waived during the recent billing disruption and when regular late-fee assessment should resume.

> Board Action 2026-025: Authorize the Clerk to correct provable District/system billing errors when reported at the next Board meeting; require Board notification and approval before any adjustment exceeding $120 or approximately two months of base service; ratify waived late fees from May through August 25, 2026; and resume regular late fees with the September 25, 2026 billing. Motion made by Daniel Bowman and seconded by Daniel Roberts; motion carried.

12. Doug Palmer Approach / Trench Settlement

The Board discussed settlement of a District-related trench at Doug Palmer's approach/driveway. The affected approach was described as having settled sufficiently to create a dip near the highway. Contractor work was estimated at approximately $5,000 total. Mr. Palmer was willing to split the repair cost, and the Board considered that arrangement reasonable given the trench settlement.

> Board Action 2026-026: Casper's to repair the trench damage at Doug Palmer's approach and Hanna Water to pay one-half of the repair cost. Motion made by Hal Giles; seconded by Deb Evans; motion carried.

The contractor may bill the District directly for the District's share of the repair.

13. Meter Reading

The Board discussed whether meter reading should be placed out to bid and the possibilty of rather than putting it out to bid, bringing back the previous operator, Brent Bingham, to do the meter reading with his existing/previous knowledge. With Brent not having been terminated, the board decided to reach out to Brent and ask if he would like to read meters for Hanna Water. Radio-read meter and winter reading issues at remote locations were also discussed.

14. Pump Station Operational Issues

The Board reviewed a recent operational event at the Tabby Mountain pump station. The discussion described a suspected power surge affecting pressure transducers, operation of the 100-horsepower fire-suppression pump under adverse conditions, a lateral break, and concerns regarding possible seal/pump damage.

15. Discussion of clean up of Warehouse Lot/Disposal of Trailer – Board discussed and decided that all that are available will meet at the Hanna Water lot at 9AM on September 12th to do as much cleanup and move the conex and get the trailer inventoried.

16. Open Public Discussion – No Public in Attendance

17. Financials were provided for Review and Checks were signed

18. Adjournment

After the remaining business was concluded, the Board adjourned the meeting.

ACTION ITEMS / FOLLOW-UP

Responsible	Action	Timing / Status
Wendi Roberts	Email the Board the state impact-fee study file.	Complete
Wendi Roberts	Research pricing from CPA firms for the required large financial survey / agreed-upon procedures review and report back.	Next meeting
Wendi Roberts	Prepare the amended delinquent-account protocol in written form and circulate it for review/publication.	Open
Wendi Roberts	Confirm whether a no-sell/reject-bid provision may be used before advertising the excess-water lease.	Before bid advertisement
Wendi Roberts	Contact impact-fee consultant regarding acceptable methodology, including treatment of infrastructure debt repayment.	Open
Wendi Roberts	Notify the Board by email before applying any billing adjustment over $120 / approximately two months of base service.	As needed
Wendi Roberts	Implement the adopted meter-size rate changes in the application and billing system and prepare customer notice.	Open
Wendi Roberts	Contact Alan Poulsen's assistant regarding the current two-inch hookup rate.	Complete
Wendi Roberts	Research the history of the existing two-inch meters and consult Brent Bingham as needed.	Complete
Wendi Roberts	Bring impact-fee research, debt-repayment calculations, and related usage/hookup comparisons back to the Board.	Next meeting
Board	Develop/consider a policy for future subdivisions and multi-connection developments.	Future agenda
Board	Return the non-customer water-purchase policy for consideration.	Future agenda
Board / Staff	Continue compliance-report status as a standing agenda item.	Recurring
Board / Staff	Continue review of meter-reading process and pump station repair/operational needs.	Open

NEXT MEETING / FUTURE AGENDA TOPICS

- Impact-fee methodology and infrastructure debt-repayment analysis

- Subdivision and multi-connection development policy
- Two-inch / commercial-style service classification and billing
- Excess-water lease bid process and bid-rejection authority
- Purchase of water for non-customer use
- Large financial survey / CPA selection
- Compliance report status
- Meter-reading process and radio-read inventory
- Pump station repairs / operational follow-up

APPROVAL AND CERTIFICATION

These minutes remain a draft until reviewed and approved by the Board at a subsequent public meeting. Any bracketed verification note should be resolved before final signatures.

Authorized Board Representative Signature: _____ Date: _____ Printed Name: _____ Title: _____	DISTRICT STAMP / SEAL Press official district stamp here after the minutes are approved and signatures are completed.
Attesting Officer Signature: _____ Date: _____ Printed Name: _____ Title: _____	DISTRICT STAMP / SEAL Press official district stamp here after the minutes are approved and signatures are completed.