

Minutes of the Regular Meeting of the Board of Trustees
UPPER COUNTRY WATER IMPROVEMENT DISTRICT

Altamont, Utah
March 19, 2026

The Board of Directors of Upper Country Water Improvement District convened a Regular Meeting of the Board on March 19th, at 7:00 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
Stetson Christensen	Director

Also, in attendance were:

Kirk Christensen and Cheyenne Reid, Upper Country Water Improvement District

ADMINISTRATIVE MATTERS

A. Call to Order

The meeting was called to order at 7:01 p.m. by Chairman Derek Herrera.

B. Quorum, Location of Meeting, Posting of Meeting Notice

A quorum was confirmed, and the meeting and location were approved and noticed as required.

C. Prayer

Director Donald Miles gave the invocation.

D. Public Comment

No public comment was made

CONSENT AGENDA

A. Minutes from February 19, 2026, Regular Meeting of the Board.

The Board reviewed the minutes from the February 19, 2026, Regular Meeting of the Board. 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

B. Review and consider acceptance of the unaudited February 28th, 2026, Financial Statements.

Ms. Reid reported that the January miscellaneous charges were identified as annexation fees and back taxes associated with Cindy Webb.

Ms. Reid further reported that overall revenue for February 2026 increased by approximately \$12,000 compared to February 2025, primarily due to increased water usage. Water usage increased by approximately 300,000 gallons compared to the prior year. Notable expenditures included a \$4,000 payment to the Forest Service for permit fees covering 2024 through 2026, as well as reissued payments to the Town of Altamont for prior unpaid balances from 2024.

After further discussion, and upon motion made by Director Stetson Christensen, seconded by Director Jimmy Brotherson, and upon vote, unanimously carried, the Board approved the February 2026 financial statements.

SYSTEM ISSUES

A. System Update:

Discussion was held regarding a trailer park and discrepancies between reported and observed occupancy levels. The Board discussed enforcing current policy, which allows billing determinations based on system manager observations at the time of meter readings. The Board directed staff to continue enforcing the policy as written.

Discussion was also held regarding upcoming cybersecurity requirements and potential grant opportunities to assist with compliance. The Board directed staff to continue with the cybersecurity grant.

NEW BUSINESS:

A. Report on the RWUA Conference

Board members reported on attendance at the Rural Water Conference. Discussion included anticipated regulatory changes, new fee structures due to reduced federal funding, and the importance of continued training and compliance.

It was noted that PFAS testing has been conducted, and the system is currently within acceptable standards.

B. Executive Committee Elections

The Board discussed maintaining the current executive committee.

Upon motion made by Director Stetson Christensen, seconded by Director Phillip Whiting, and by acclamation, the Board approved suspending the rules in order to retain the current executive committee without change.

C. Entity Resolution for Office of the State Treasurer

The Board reviewed an entity resolution to update authorized personnel on district financial accounts. *Upon motion made by Director Donald Miles, seconded by Director Charles Miles, and upon vote, unanimously carried, the Board approved the resolution.*

Other Business:

A. Office Updates:

Ms. Reid reported the following:

- Insurance rate increases through PEHP (7.7% medical, 3.9% dental)
- Audit preparation is complete and ready for submission
- A district Facebook page has been created for public communication
- Office forms have been updated and standardized
- Website updates include public forms and evaluation of cost-saving options
- ADA compliance features for the website were discussed
- Three board positions are up for election, and coordination with Duchesne County will proceed
- The office refrigerator is no longer maintaining proper temperature and will need replacement


B. A discussion was also held regarding employee hiring and scheduled interviews on March 25, 2026.

C. A quorum was confirmed for April 16th, 2026, Regular Meeting of the Board, noting the meeting will begin at 7:00 p.m. and will be held at the Upper Country Water Office in Altamont, UT.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion made by Jimmy Brotherson, the meeting was adjourned at 8:03 p.m.

Read and approved on the 16th day of April 2026


Derek Herrera
Board Chairman


Charles Miles
Treasurer

Minutes of the meeting prepared by Cheyenne Reid

