
FRUITLAND SPECIAL SERVICE DISTRICT

Regular Board Meeting Minutes
December 11, 2025 – 10:00 AM
FSSD Office – 6185 S 45000 West, Fruitland, Utah

December 2025 Meeting Minutes

1. Call to Order

Chair Vicki Savage called the meeting to order at **10:00 AM** and noted that the meeting was being recorded in compliance with the Utah Open and Public Meetings Act (OPMA).

2. Roll Call

Board Members Present

- **Vicki Savage**, Chair
- **Mike Wilkerson**, Trustee
- **Michael Scheetz**, Trustee

Staff Present

- **Judy Wilkerson**, Clerk / Administrative Director
- **Zackary Taylor**, Operations Manager

Public Present

- **Dave Larson**
- **Attorney Corbin Gordon (via Zoom)**

A quorum was present.

3. Conflicts of Interest Disclosure

Chair Savage asked whether any trustee had a conflict of interest regarding any agenda item.

Trustee **Mike Wilkerson** declared a conflict regarding **Resolution 2025-01** and stated he would recuse himself from discussion and voting on that item.

4. Public Hearing – Adoption of the 2026 Proposed Budget

Chair Savage opened the public hearing for the **2026 Proposed Budget**.

- No public comments were offered.
- No questions were raised by the Board.
- The Board noted the budget had been reviewed extensively in November and again individually via email.

Motion

Trustee **Mike Wilkerson** moved to adopt the **2026 Proposed Budget**.

Second: Trustee **Michael Scheetz**

Roll-Call Vote:

- Savage – Yes
- Scheetz – Yes
- Wilkerson – Yes

Motion passed unanimously.

Chair Savage closed the public hearing.

5. Public Hearing – Adoption of the 2025 Revised Budget

Chair Savage opened the public hearing for the **2025 Revised Budget**, noting that it was required under **Utah Code §17B-1-610** due to increased expenditures from unanticipated materials and labor related to the **Highway 40 project**.

- No public comments were offered.
- No questions were raised by the Board.
- The Board noted the revised budget had been reviewed in November and again individually via email.

Chair Savage closed the public hearing.

Motion

Trustee Mike Wilkerson moved to adopt the 2025 Revised Budget as amended.

Second: Trustee Michael Scheetz

Roll-Call Vote:

- Savage – Yes
- Scheetz – Yes
- Wilkerson – Yes

Motion passed unanimously.

6. Approval of November 2025 Meeting Minutes

Motion

Trustee Michael Scheetz moved to approve the November 2025 meeting minutes.

Second: Trustee Mike Wilkerson

Roll-Call Vote:

- Savage – Yes
- Scheetz – Yes
- Wilkerson – Yes

Motion passed unanimously.

7. Financial Report and Checks

Clerk / Administrative Director Judy Wilkerson presented the financial statements and checks.

Motion

Chair Vicki Savage moved to accept the **financials and checks** as presented.

Second: by Michael Scheetz

Roll-Call Vote:

- Savage – Yes
- Scheetz – Yes
- Wilkerson – Yes

Motion passed unanimously.

8. Resolutions

Resolution 2025-01 – Clerk / Administrative Director Title Update

Trustee **Mike Wilkerson** recused.

Motion

Trustee **Michael Scheetz** moved to adopt **Resolution 2025-01** establishing the title **Clerk / Administrative Manager** for Judy Wilkerson.

Second: Trustee **Vicki Savage**

Roll-Call Vote:

- Savage – Yes
- Scheetz – Yes
- (Wilkerson recused)

Motion passed.

Resolution 2025-02 – Updating PTIF Signatories

Motion

Trustee **Mike Wilkerson** moved to adopt **Resolution 2025-02** updating PTIF authorized signatories.

Second: Trustee **Michael Scheetz**

Roll-Call Vote:

- Savage – Yes
- Scheetz – Yes
- Wilkerson – Yes

Motion passed unanimously.

Resolution 2025-03 – Updating Zions Bank Signatories

Motion

Trustee Michael Scheetz moved to adopt **Resolution 2025-03** updating Zions Bank authorized signers.

Second: Chair Vicki Savage

Roll-Call Vote:

- Savage – Yes
- Scheetz – Yes
- Wilkerson – Yes

Motion passed unanimously.

Resolution 2025-04 – Establishing the 2026 Regular Meeting Schedule

Regular Board meetings for 2026 will be held on the **second Thursday of each month at 10:00 AM** at the FSSD office.

Motion

Trustee Michael Scheetz moved to adopt **Resolution 2025-04**.

Second: Trustee Michael Scheetz

Roll-Call Vote:

- Savage – Yes
- Scheetz – Yes
- Wilkerson – Yes

Motion passed unanimously.

9. Public Comment

Dave Larson suggested adding a link to the FSSD website to help the public find the Utah Public Notice Website. The Board thanked him for the suggestion.

10. Appointment of Treasurer

Motion

Trustee Mike Wilkerson moved to appoint Trustee Michael Scheetz as Treasurer.

Second: Trustee Vicki Savage

Roll-Call Vote:

- Savage – Yes
- Scheetz – Yes
- Wilkerson – Yes

Motion passed unanimously.

11. District Updates

Read by Clerk / Administrative Director Judy Wilkerson.

1. Project Updates

The chlorination project is on schedule and within approved budget parameters.

2. Delinquencies

Billing is current; notices have been issued. Some accounts are nearing shutoff thresholds. No Board action required.

3. Capital Planning Updates

Updated **Capital Improvement Plan** revisions will be presented at a future meeting as staff evaluates long-term infrastructure needs, water-rights implications, and system capacity planning.

4. Engineering Updates

Engineering support continues for chlorination design, metering components, and DDW compliance. All work billed to date is current.

5. Water Rights Updates

Pending change applications and correspondence with the State Engineer are being monitored. Updates will be provided when additional information is received.

6. Legal & Compliance Items

The District continues working with counsel on statutory compliance issues, governance matters, and regulatory requests. All requested documents have been submitted.

12. Attorney Arrival – Zoom

Attorney **Corbin Gordon** joined via Zoom. Chair Savage asked if the Board had any questions; none were raised.

13. Beaver Springs Update

The Beaver Springs system remains under DDW review. The owner has expressed interest in exploring possible options with the District due to regulatory pressure.

One preliminary concept includes potential transfer of the Beaver Springs source to FSSD along with the purchase of six water shares. These discussions are **informal only; no agreements or proposals currently exist.**

The District will continue consulting with counsel.

14. Additional Engineering & Operations Discussion

Operations – Zack Taylor

- Geotechnical work scheduled for next week.
- Corrosion-control baseline work underway.
- Materials will be ordered in January under the 2026 budget.
- All recent samples passed.
- Air-vac leaks repaired.
- Tanks clean with minor rust noted.
- Concrete lid cracks observed; sealing recommended.
- Trustee Scheetz noted tanks could last decades with proper maintenance.

15. Trustee Appointment Update

During discussion, **Dave Larson** asked about the status of trustee appointments and whether the Duchesne County Commission would be making the appointments.

The Board explained that the District is **awaiting direction from the Duchesne County Commission** regarding the appointment process.

Counsel continues reviewing historical and statutory governance documents.

16. Legal Update – Attorney Consultation

Attorney **Corbin Gordon** advised that, due to the sensitive nature of Beaver Springs and DDW compliance matters, he will provide a **legal consultation** to any available trustees on **December 12, 2025**.

Because a **quorum will not be present**, this consultation **will not constitute a meeting** under OPMA, and **no closed meeting will be held**.

The consultation will be limited to providing legal information and updates.

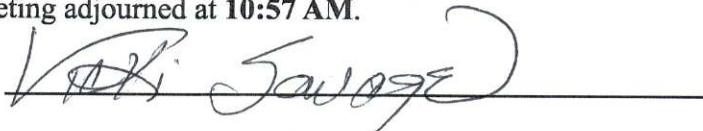
17. Adjournment

Motion

Chair **Vicki Savage** requested a motion to adjourn.

The meeting adjourned at **10:57 AM**.

Signed



Attested:

Judy Wilkerson, Clerk / Administrative Director

