FRUITLAND SPECIAL SERVICE DISTRICT

BOARD MEETING MINUTES

Date: October 9, 2025
Time: 9:58 AM
Location: FSSD Office & via Zoom

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1. Call to Order & Roll Call

The meeting was called to order at **9:58 AM** by Chairperson **Vicki Savage**.

Board Members Present:

- Vicki Savage
- Bart Morrill
- Steve Hille
- Michael Scheetz (via Zoom)
- Mike Wilkerson

Public Present:

- Dave Larson
- Corbin Gordon (via Zoom)
- Jeff Baker (via Zoom)
- Michael Hartigsen (via Zoom)

Employees Present:

- Zack Taylor, Operator
- Judy Wilkerson, Clerk

2. Approval of Minutes

Motion: Mike Wilkerson moved to approve the September 2025 meeting minutes.
Second: Bart Morrill
Vote: All in favor, motion carried.

3. Approval of Financials and Checks

Motion: Bart Morrill moved to approve the financials and checks written.
Second: Mike Wilkerson
Vote: All in favor, motion carried.

4. Legal Report – Corbin Gordon

Corbin reported that progress continues on all fronts. The paperwork for the state is currently being reviewed, and all appears to be going well.
He received an email from **Gayle McKeachnie** last week but was unable to open the attachments. A reply was sent, but no response has been received. Corbin confirmed that overall progress continues positively.

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5. Clerk's Report – Judy Wilkerson

- **Third Quarter Compliance** – Completed and submitted.
- **Quarterlies and Financials** – Reports reviewed and filed.
- **CIB Loan/Grant Update:**
  The $425,000 loan and $1,825,000 grant are in the closing process with Attorney Eric Johnson. Funds will be used for the **Mill Hollow Project** and **water acquisition**. A meeting was scheduled for noon today to review the loan details.
- **Title Search Easement:** Documentation for the tank site easement is on hand.
- **IRS Penalties:** Letters have been received stating that penalties will not be waived.
- **Lien Policy:** Implementation steps and next actions were discussed. Lein totals can be added to Tax notices if submitted to the Duchesne County Treasure before July 15th each year.
- **DDW Home Booster Pumps – Moose Ridge:** Discussion held regarding how property owners might be able to obtain water connections under the Utah Plumbing Code. The board agreed to continue exploring possible solutions to assist these property owners.

6. Operator's Report

- Met with **DDW** to discuss new **Lead and Copper Rule** requirements. DDW will require two sets of samples every other week (four per month) for one year to establish a baseline.
  - **Michael Scheetz** noted that these tests may slightly affect pH levels but are reasonable and intended to help DDW establish accurate data.
- **Hwy 40 Construction:** The project is now complete. The loop to the cemetery has been removed. Zack explained the line breaks that occurred during the project and subsequent repairs.
- **System Improvements:** 280 feet of pipe have been added to the 46000 West line, which can now be connected to Deerfield to complete a full loop in the system.
- **PRV Maintenance:** Ongoing. GPS locations and tags have been recorded in the system spreadsheet.

7. Engineering Report – Jones & DeMille (Jeff Baker & Michael Hartigsen)

- **Tank Site and Treatment Project:**
  Michael Hartigsen reported that progress continues on the treatment design and evaluation of alternatives. The goal is to create a system that is efficient and

maintainable.
Data submitted by Jeff Baker appears accurate with the exception of some power supply concerns. Testing results show improved water quality compared to spring runoff samples, allowing for a simplified treatment process.
The survey team is coordinating site layout for the treatment building. Pilot testing will be conducted by late October or early November to determine final requirements.
Estimated timeline: a 3–4 month design process, followed by DDW review. Construction is expected to begin in spring 2026.

- **Impact Fee Analysis:** Jeff Baker is preparing materials and will coordinate with Judy to initiate the process.
- **Moose Ridge Booster Pumps:**
  Discussion regarding permitting and compliance with state and building codes. Judy will forward information to the board. The board will review and clarify options once details are finalized. Property owners will need site assessments to verify septic system suitability before service approval.

8. GIS Mapping System

Motion: Mike Wilkerson moved to reinstate the **Esri Mapping System** subscription for FSSD.
Second: Steve Hille
Vote: All in favor, motion carried.

9. Closed Session

Motion: Mike Wilkerson moved to close the public meeting to discuss employee matters.
Second: Vicki Savage
Time: 11:23 AM
Motion carried.

Motion: Vicki Savage moved to reopen the meeting.
Second: Mike Wilkerson seconded the motion all in favor..
Time: 12:04 PM
Motion carried.

10. CIB Funding Discussion

At **12:04 PM**, the board met with **CIB representatives, CIB Counsel, FSSD Counsel, and Engineers** to review the bond closure and details of the grant and loan for water acquisition. The meeting went well, and FSSD will be able to **close the bond for the water acquisition prior to the release of the CIB grants** which will take place once **bids are opened at a later date**.

Meeting Adjourned: 12:42 PM

FRUITLAND SPECIAL SERVICE DISTRICT
SPECIAL BOARD MEETING MINUTES
Thursday, October 16, 2025 – 10:00 AM
Fruitland SSD Office

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1. Call to Order & Roll Call

The special meeting of the Fruitland Special Service District was called to order at **10:01 a.m.**

Board Members Present:
Vick Savage, Mike Wilkerson (via Zoom), Steve Hille, Bart Morrill, Michael Scheetz (via Zoom)

Staff Present:

Judy Wilkerson – Clerk

Zack Taylor - Operator
Jeff Baker – Engineer

Public Present: None

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2. Resolution Authorization – Parameters Adoption

A motion was made by **Mike Wilkerson** and seconded by **Steve Hille** to adopt the parameters of the following resolution:

A RESOLUTION AUTHORIZING NOT MORE THAN $650,000 WATER REVENUE BONDS, SERIES 2025B, TO FINANCE WATER SYSTEM IMPROVEMENTS; PROVIDING FOR THE PUBLICATION OF A NOTICE OF PUBLIC HEARING AND BONDS TO BE ISSUED; FIXING THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT, MATURITY, INTEREST RATE AND DISCOUNT OF THE BONDS; PROVIDING FOR THE RUNNING OF A CONTEST PERIOD; AND RELATED MATTERS.

Motion **passed unanimously.**

3. Discussion – Impact Fee Analysis and Water Rights Capacity

Jeff Baker reviewed key factors for the ongoing **Impact Fee Analysis** and discussed with the Board the following:

- Current impact fee analysis does **not account for excess capacity in pipeline infrastructure.**
- Capacity calculations must include **water storage per connection**, **water source capacity (springs)**, and **water rights availability**.
- The **Division of Drinking Water (DDW)** requires a factor of safety, which must be incorporated into the analysis.
- Outdoor use allocations rely heavily on **acre-feet of water rights**.
- Currently, **¼ acre of outdoor watering** is allowed per connection, but actual use within the system is much less due to many **part-time residences**.

The Board agreed that the **¼ acre outdoor watering standard** should be reconsidered. Discussion included the possibility of **amending bylaws** to avoid overpromising outdoor irrigation capacity for new connections.

Bart Morrill raised a question regarding whether the District could **limit annual connection sales** to slow growth or **decline new connections** if the system is nearing capacity. The Board discussed potential **legal implications** and the need for **counsel guidance** before implementing such measures.

Consensus was reached that the Board should gather **at least one year of additional metering data** before finalizing the Impact Fee Analysis to ensure accuracy.

Decision:
The Board directed **Jeff Baker** to postpone completion of the Impact Fee Study until sufficient system usage and metering data are available.

4. Adjournment

A motion to adjourn was made by **Bart Morrill**, seconded by **Michael Scheetz**. Motion passed.

Meeting adjourned at **11:05 a.m.**