

FRUITLAND SPECIAL SERVICE DISTRICT

PUBLIC HEARING & REGULAR BOARD MEETING MINUTES

Thursday, November 13, 2025 – 10:00 AM
Fruitland SSD Office

1. Call to Order & Roll Call

Chair **Vicki Savage** called the meeting to order at **10:00 AM**.

Board Members Present:

- Vicki Savage
- Michael Scheetz
- Mike Wilkerson
- Bart Morrill

Staff Present:

- Judy Wilkerson, Clerk
- Zack Taylor, Operator

Others Present:

- Corbin Gordon, District Attorney
- Eric Johnson, Bond Counsel
- Dave Larson (Public attendee)

Eric Johnson introduced himself as bond attorney for FSSD and provided an overview of the Water Revenue Bond (Series 2025B) and CIB funding.

2. Public Hearing – Water Revenue Bond (Series 2025B)

Written Public Comment:

- One written response was received from **resident Peter Webster**, expressing support for the CIB Loan/Grant and issuance of the Water Revenue Bonds.

Public Comment (In Person):

None.

Motion – Authorization of Water Revenue Bond Series 2025B

Made by: Mike Wilkerson

Second: Bart Morrill

Vote:

Savage – Yes | Scheetz – Yes | Wilkerson – Yes | Morrill – Yes

Motion passed unanimously.

The public hearing was closed, and the open meeting resumed.

3. Engineering Report – Jones & DeMille

Michael (Jones & DeMille) reported:

- Survey crew completed topographic work
- Geotechnical investigation scheduling underway
- Pilot testing preparation in progress

Operational Notes:

- Zack asked about using the existing pond for backwash overflow — engineers will evaluate
- Adequate pressure is needed for pilot testing; a pump may be required
- A follow-up call between Michael and Zack will be scheduled

A process flow diagram was reviewed. Power availability remains the key challenge.

Emergency Power:

Mike Wilkerson asked about generator requirements; Michael will confirm with Utah DDW.

4. Legal / Governance Items

Attorney **Corbin Gordon** reviewed **Resolution 2025-A5** and the accompanying ratification documents (**2025-8022** and **2025-Ratify-0720**). He explained that these are technical housekeeping resolutions to formalize and document prior administrative actions and delegations of duty.

All ratification materials were included in the **board packets emailed to each trustee prior to the meeting**. Trustees confirmed they had reviewed the documents in advance, and **no questions or concerns were raised** during the meeting.

Motion – Approve Resolution 2025-A5 & Employment Ratifications 2025-8022 & 2025-Ratify-0720

Made by: Bart Morrill

Second: Mike Wilkerson

Vote: All in favor — motion passed.

Additional Governance Discussion:

- A drafted resolution will allow employees to take operational direction from the Chair and/or District Manager for clarity and compliance.
- A future resolution will request the Duchesne County Commissioners grant FSSD authority to independently manage board/trustee appointments.
- Corbin will prepare a formal letter to the County Clerk and Commissioners concerning the current trustee vacancy and statutory appointment requirements.

5. Hidden Meadows & Water Rights Update

Corbin reported:

- No response from opposing counsel
- Change applications remain under review by the State Engineer
- Review is not yet complete

6. Budget Review – 2025 Amended & 2026 Proposed

Bart and Judy reviewed the budgets with the Board.

Public Questions:

- Public attendee **Dave Larson** asked several questions
- Trustee **Bart Morrill**, retired CPA, provided clarification

Further review and final adoption will occur next month.

7. Clerk/Manager Report

Judy presented the **CASI Report** and reviewed upcoming maintenance planning and asset management scheduling.

8. Operator Report

Zack reported:

- The **ESRI mapping system** is running efficiently
- Ongoing logging of meters, lines, and hydrants continues
- Zack and Judy have been entering parcel IDs and account information for several days
- Zack explained the irrigation split at the Little Red Spring

9. Approval of Minutes

Motion – Approve Minutes for October 9 & October 16, 2025

Made by: Bart Morrill

Second: Michael Scheetz

Vote: All in favor — motion passed.

10. Trustee Resignation

Motion – Accept Resignation of Trustee Steve Hille

Made by: Mike Wilkerson

Second: Bart Morrill

Vote: All in favor — motion passed.

Clerk will contact the Duchesne County Clerk to begin the statutory appointment process.

11. Approval of Checks, Statements & Financial Reports

Motion – Approve checks, statements, and financials

Made by: Vicki Savage

Second: Bart Morrill

Vote: All in favor — motion passed.

12. Closing of Open Session

Motion – Close open meeting at 12:55 PM

Made by: Vicki Savage

Second: Mike Wilkerson

Vote: All in favor — motion passed.

13. Closed Session (Legally Compliant)

Conflict of Interest Recusal:

Before entering closed session, **Trustee Mike Wilkerson** formally **recused himself** from all discussion, evaluation, or consideration related to employee **Judy Wilkerson** due to a conflict of interest. He exited the discussion area for those topics.

Motion – Enter Closed Session Pursuant to Utah Code §52-4-205(1)(a)

Purpose: Discussion of the **professional competence, character, and internal evaluation** of an employee.

Made by: Mike Wilkerson

Second: Vicki Savage

Vote: All in favor — motion passed.

Record of Closed Session:

In accordance with **Utah Code §52-4-206(5)(b)**, the portions of the closed session relating to **professional competence and internal evaluations** were **not recorded**, as permitted under statute. All compensation-related discussions and actions took place **only after the closed session**, in the open meeting (Item 15).

The closed session ended, and the open meeting resumed at **1:37 PM**.

15. Employee Compensation Decisions

Clerk/Manager – Judy Wilkerson

- URS Tier 2 enrollment
- 10% wage increase
- \$1,000 net Christmas bonus

Operator – Zack Taylor

- URS Tier 2 enrollment
- 3% wage increase
- \$1,000 net Christmas bonus

Motion – Approve compensation adjustments

Made by: Michael Scheetz

Second: Bart Morrill

Vote: All in favor — motion passed.

16. Resolution 2025-URS-Authorization

Motion – Adopt Resolution 2025-URS-Authorization

Made by: Vicki Savage

Second: Michael Scheetz

Vote: All in favor — motion passed unanimously.

17. Adjournment

The meeting adjourned following completion of all business.

18. Disclosure Statement – Conflict of Interest

Trustee **Michael Wilkerson** formally recused himself from all discussion, evaluation, deliberation, and decision-making related to the employment, performance, compensation, or Christmas bonus of **Judy Wilkerson**.

He did not participate in the closed-session evaluation, was not present for those discussions, and did not vote on any compensation matters involving her.

This disclosure is entered into the official record to ensure full transparency and compliance with ethical and statutory standards.

Signed:

Vicki Savage



Attested:

Judy Wilkerson

