

WASATCH PEAKS RANCH ROAD AND FIRE DISTRICT

36 S. State Street
Suite 500
Salt Lake City, UT 84111

NOTICE OF REGULAR MEETING AND AGENDA

DATE: Tuesday, May 28, 2024

TIME: 5:00 p.m.

LOCATION: 36 S. State Street
Suite 500
Salt Lake City, UT 84111

You can also attend the meeting in the following ways:

1. Online Microsoft Teams Meeting via link below:

ACCESS: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTIwYWUwNjMtMWM0MS00NGFmLTk2NDgtOTk3ODQ1NGNhMGFk%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%225b9f6fa2-e9dd-42cc-bfd8-f7dd2ed196a6%22%7d

2. To join via telephone, dial 720-547-5281 and enter the following information:
Conference ID: 459 194 784#

BOARD OF TRUSTEES
Gary Derck
Vance Bostock
Ed Schultz

PUBLIC NOTICE is hereby given that the Board of Trustees (the “Board”), of WPR Road and Fire District (the “District”), will hold a meeting of the Board on Tuesday, May 28, 2024, commencing at 5:00 p.m., at 36 South State Street, Suite 500, Salt Lake City, Utah, 84111 and via Microsoft Teams, at which time the Board shall proceed according to the following agenda.

“As the Chair of the Board of Trustees of the WPR Road & Fire District, I hereby call this regular meeting of the Board to order at 5:00 P.M. on May 28, 2024, at 36 S. State Street, Suite 500, Salt Lake City, UT 84111. In compliance with the requirements of Utah’s Open and Public Meetings Law: (i) notice of this meeting has been duly posted and published, and (ii) this meeting is being recorded and minutes of the meeting, in its entirety, are being kept.”

I. ADMINISTRATIVE MATTERS

- A. Call to order.
- B. Public comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

- C. Review and consider approval of minutes from March 26, 2024 regular meeting (enclosure).

II. FINANCIAL MATTERS

- A. Review and consider acceptance of March 31, 2024 Unaudited Financial Statements (enclosure).
- B. Approve and/or ratify approval of payment of claims (enclosure).
- C. Consider approval of tentative operating and capital budget for fiscal year 2025 and set a public hearing to take public comment on the same (to be distributed by District Treasurer and District Clerk).
- D. Discuss implementation of fees beginning fiscal year 2025.

III. OPERATIONAL MATTERS

IV. MANAGER’S MATTERS

V. LEGAL MATTERS

- A. Ratify approval of Phase 2A North Improvement Completion Agreement.
- B. Ratify approval of Phase 2A South Improvement Completion Agreement.
- C. Ratify approval of Phase 3A Improvement Completion Agreement.
- D. Review and consider approval of Phase 5 Improvement Completion Agreement.

VI. TRUSTEES’ MATTERS

VII. OTHER BUSINESS

- A. Schedule Truth in Taxation meeting.

VIII. ADJOURNMENT

[This notice to be posted at the District office, published on the Utah Public Notice Website at least 24 hours prior to the meeting.]

Mitchell Lee

District Clerk

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF THE
WASATCH PEAKS RANCH ROAD AND FIRE DISTRICT (THE
“DISTRICT”)
HELD
MARCH 26, 2024

A regular meeting of the Board of Trustees of the Wasatch Peaks Ranch Road and Fire District (referred to hereafter as the “Board”) was convened on Tuesday, March 26, 2024, at 5:00 p.m., at 36 S. State Street, Suite 500, Salt Lake City, Utah 84111. This District Board meeting was also held via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Trustees In Attendance Were:

Vance Bostock, Chair (via Microsoft Teams)
Ed Schultz, Vice Chair
Gary Derck, Secretary

Also, In Attendance Were:

Josh Miller and Shelby Clymer, CliftonLarsonAllen LLP (“CLA”) (via Microsoft Teams)
Evan Tufts, District Treasurer (via Microsoft Teams)
D. Brent Rose, Clyde Snow & Sessions, P.C. (via Microsoft Teams)
Nate Bell, WPR Development Company (via Microsoft Teams)
Jenny Robinson; Wasatch Peaks Ranch

ADMINISTRATIVE MATTERS

Call to Order: The meeting was called to order at 5:04 p.m. by Trustee Bostock, who recited the following:

“As the Chair of the Board of Trustees of the WPR Road and Fire District, I hereby call this regular meeting of the Board to order at 5:04 P.M. on March 26, 2024, at 36 S State Street, Suite 500, Salt Lake City, UT 84111. In compliance with the requirements of Utah’s Open and Public Meetings Law: (i) notice of this meeting has been duly posted and published, and (ii) this meeting is being recorded and minutes of the meeting, in its entirety, are being kept.”

Public Comment: The Chair noted that there was no one from the public in attendance or participating electronically.

Minutes from February 27, 2024 Special Meeting: Following discussion, Trustee Bostock made a motion to approve the Minutes from February 27, 2024 Special Meeting. Trustee Schultz seconded the motion. The motion passed unanimously.

RECORD OF PROCEEDINGS

FINANCIAL MATTERS

Payment of Claims: Ms. Clymer reviewed the claims with the Board. Following review, Trustee Derck made a motion to ratify approval of the payment of claims in the amount of \$12,987.21. Trustee Schultz seconded the motion. The motion passed unanimously.

Public Hearing on the Amendment of the Budget for Calendar Year 2024 and Consider Adoption of the Same: Ms. Clymer presented the budget amendment to the Board. Trustee Bostock opened the public hearing on the amendment of the budget for calendar year 2024 at 5:11 p.m. No public comments were made and the Board closed the public hearing at 5:12 p.m.

Trustee Derck made a motion to adopt the amendment to the budget for calendar year 2024, as presented. Trustee Bostock seconded the motion. The motion passed unanimously.

OPERATIONAL MATTERS

None.

MANAGER'S MATTERS

Utilization of Website: Mr. Miller presented options to utilize the District website to the Board. The Board directed Mr. Miller to circulate the URL, current statute and to connect with Streamline for additional examples.

CliftonLarsonAllen LLP Master Services Agreement and Related Statements of Work for 2024: Ms. Clymer reviewed the agreements with the Board. Following review, Trustee Schultz made a motion to approve the CliftonLarsonAllen LLP Master Services Agreement and related Statements of Work for 2024. Trustee Derck seconded the motion. The motion passed unanimously.

LEGAL MATTERS

None.

TRUSTEES' MATTERS

None.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, Trustee Bostock adjourned the meeting at 5:16 p.m.

Respectfully submitted,

By _____
District Chair

RECORD OF PROCEEDINGS

Attest:

District Clerk

DRAFT

WASATCH PEAKS RANCH ROAD & FIRE DISTRICT

March 31, 2024
Financial Highlights
As of April 15, 2024

Listed below are some noteworthy items as they relate to the March 31, 2024 Financial Statements of the District:

- Through March 31, 2024, the District collected \$141,473 in tax revenue compared to the budget of \$141,632 with a difference of \$159. At this time, we expect the full amount will be collected by the District before fiscal year-end.
- The District budgeted \$224,000 for usage fees in FY24. Through December, no fees have been billed and collected. Fees are anticipated to be billed in the beginning of fiscal year 2025.
- Total expenditures through March, excluding contributed infrastructure, stand at \$86,139 compared to an annual budget of \$680,268. The primary variances are as follows:
 - Snow removal costs were budgeted at \$260,124 for FY24. The District has entered into a contract with WPR Club in which the Club will provide snow removal services. We anticipate that costs will be invoiced to the District in the next couple of months.
 - Many operational costs that were budgeted, including equipment purchases, portable radios, fire & hydrant advisory, and engineering, have not been expended through March 2024. Costs are expected to be incurred in the last quarter of the current fiscal year and several to be pushed into fiscal year 2025.
 - District management costs total \$12,863 through March on an annual budget of \$12,000. Costs are exceeding budget primarily due to an increase in coordination meetings with the WPR team.
 - Legal fees stand at \$35,150 compared to an annual budget of \$15,000. Costs incurred include time spent on infrastructure acquisition and matters for the District related to the PID financing.
- The District has received Developer advances of \$52,762 through March for the purpose of funding operational and administrative expenditures. Although reported as a revenue on the fund basis statements, this amount constitutes a long-term liability of the District and is eligible for reimbursement in the future with available revenues.
- The District recognized infrastructure costs of \$81,610,028 in December. These are contributed to the District and financed by the WPR Public Infrastructure District. Although reported as an expenditures on the fund basis statements, this amount constitutes a capital asset of the District.

**Wasatch Peaks Ranch Road & Fire District
Balance Sheet - Governmental Funds
March 31, 2024**

	<u>General</u>	<u>Total</u>
Assets		
Checking Account	\$ 156,824.69	\$ 156,824.69
Total Assets	<u>\$ 156,824.69</u>	<u>\$ 156,824.69</u>
Liabilities		
Accounts Payable	\$ 9,886.68	\$ 9,886.68
Total Liabilities	<u>9,886.68</u>	<u>9,886.68</u>
Fund Balances	<u>146,938.01</u>	<u>146,938.01</u>
Liabilities and Fund Balances	<u>\$ 156,824.69</u>	<u>\$ 156,824.69</u>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.

Wasatch Peaks Ranch Road & Fire District
General Fund Statement of Revenues, Expenditures and Changes in
Fund Balances - Budget and Actual
For the Period Ending March 31, 2024

	<u>Annual Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues			
Property taxes	\$ 141,632.00	\$ 141,473.15	\$ 158.85
Contribution of infrastructure	81,610,028.00	81,610,028.00	-
Fire Usage Fees	56,000.00	-	56,000.00
Road Usage Fees	112,000.00	-	112,000.00
Storm Drainage Fees	56,000.00	-	56,000.00
Total Revenue	<u>81,975,660.00</u>	<u>81,751,501.15</u>	<u>224,158.85</u>
Expenditures			
Accounting	18,000.00	14,526.32	3,473.68
Auditing	10,000.00	-	10,000.00
Other Professional Fees	-	1,162.00	(1,162.00)
Dues and membership	1,500.00	-	1,500.00
Insurance	5,550.00	6,088.75	(538.75)
District management	12,000.00	12,862.77	(862.77)
Legal	15,000.00	35,150.26	(20,150.26)
Banking fees	300.00	185.62	114.38
Repairs and maintenance	10,500.00	973.27	9,526.73
Snow removal	260,124.00	-	260,124.00
Equipment	146,000.00	10,000.00	136,000.00
Fire & hydrant advisory	20,000.00	-	20,000.00
Radio communications - portable	100,000.00	-	100,000.00
Software & website	900.00	907.80	(7.80)
Utilities	1,000.00	-	1,000.00
Operation supplies	15,000.00	4,282.08	10,717.92
Fuel and lubricants	7,000.00	-	7,000.00
Training and safety	5,000.00	-	5,000.00
Engineering	20,000.00	-	20,000.00
Contingency	32,394.00	-	32,394.00
Recognition of contributed infrastructure	81,610,028.00	81,610,028.00	-
Total Expenditures	<u>82,290,296.00</u>	<u>81,696,166.87</u>	<u>594,129.13</u>
Other Financing Sources (Uses)			
Developer advance	275,245.00	52,761.69	222,483.31
Total Other Financing Sources (Uses)	<u>275,245.00</u>	<u>52,761.69</u>	<u>222,483.31</u>
Net Change in Fund Balances	(39,391.00)	108,095.97	(147,486.97)
Fund Balance - Beginning	39,391.00	38,842.04	548.96
Fund Balance - Ending	<u>\$ -</u>	<u>\$ 146,938.01</u>	<u>\$ (146,938.01)</u>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.

Wasatch Peaks Ranch Road & Fire District
Interim Claims
3/20/2024 - 5/22/2024
Presented at the May 28, 2024 Board Meeting

Paid claims for the period of March 20, 2024 through May 22, 2024

<u>Process Date</u>	<u>Vendor</u>	<u>Invoice Number</u>	<u>Amount</u>
3/25/2024	Clyde Snow Sessions	186964	\$ 337.50
3/25/2024	Streamline	41BE82AC-0020	50.00
4/30/2024	Wasatch Peaks Ranch Club	001	12,354.00
4/30/2024	Wasatch Peaks Ranch Club	003	18,141.00
4/30/2024	Wasatch Peaks Ranch Club	002	90,067.00
5/7/2024	Blue Line Technologies, Inc.	Multiple	92.40
5/7/2024	CliftonLarsonAllen LLP	L241277329	3,653.48
5/7/2024	CliftonLarsonAllen LLP	L241262589	6,074.50
5/7/2024	Clyde Snow Sessions	187972	112.50
5/7/2024	Commercial Tire	23-137375	143.18
5/7/2024	Streamline	Multiple	780.00
Total Paid			\$ 131,805.56

Unpaid claims at May 22, 2024

<u>Date</u>	<u>Vendor</u>	<u>Invoice Number</u>	<u>Amount</u>
No unpaid claims at May 22, 2024			
Total Unpaid			\$ -
Total Claims to Ratify		Grand Total	\$ 131,805.56