



## Board Meeting Minutes

Wednesday May 22, 2024 @7:00 P.M.  
102 West Forest Street  
Brigham City, UT 84302

### In Attendance:

DJ Bott, Chairman  
Jay Capener  
Mark Larson  
Lesley Kendrick  
Boyd Bingham

### Board Members

Richard Day, Vice-Chairman  
Riggin Holmgren  
Joseph Summers  
Brodie Calder

### Staff:

Interim General Manager, Chance Baxter  
Office Manager, Jamie Williams

### Absent:

Lyle Holmgren, Financial Chairman  
Tim Munns

### 1-Welcome – Chairman DJ Bott

Chairman DJ Bott welcomed all in attendance and called the meeting to order at 7:00 PM.

### 2- Invocation & Pledge of Allegiance

Offered by Trustee Mark Larson.

### 3- Declaration of Conflicts of Interest

No conflicts declared.

### 4- Consent Agenda

- A- Adoption of Agenda
- B- Approval of Minutes – April 24, 2024

Vice Chairman, Richard Day made a motion to approve items A and B on the Consent Agenda, seconded by Trustee Riggin Holmgren; all members voted aye, motion passed.

### 5- Approval of Financial Statements

Vice Chairman, Richard Day made a motion to approve the April 2024 financial statements as presented, seconded by Trustee Mark Larson; all members voted aye, motion passed.

### 6- Action Items

#### A- Whites Valley Water/ Change Application – Steve Elliot

Interim General Manager, Chance Baxter explained that Steve Elliot is petitioning the District to lease 8.4 ACFT of water in Whites Valley. Mr. Elliot intends to get a start card to drill a well in Whites Valley to water 400 cattle. Mr. Baxter further explained that this leased water would come from the District's Newman sources in Bothwell.

Trustee Brodie Calder asked if Mr. Elliot intends to secure his own water rights. Mr. Elliot confirmed that he will pursue acquiring his own water rights. Interim General Manager, Chance Baxter asked the board to consider allowing him to come up with a contract that that would allow Steve Elliot to exit the contract early if he is able to acquire his own water rights before the end of the contract term.

Interim General Manager, Chance Baxter stated that in conversations with Skyler Buck from the Division of Water rights, Mr. Buck didn't see any potential problems with this change application. Trustee Brodie Calder asked if there would be any loss/ reduction of the water rights in the change application from municipal use to agricultural use and the reverse. Mr. Baxter explained that none of the water right would be lost/reduced. Mr. Baxter further explained that this agreement would be a take or pay contract at the current wholesale rate and that the water would be metered.

Trustee Riggin Holmgren made a motion to authorize Interim General Manager, Chance Baxter to negotiate and write a water lease agreement for up to 10 years with Steve Elliot and then have that agreement executed by the chairman, seconded by Trustee Boyd Bingham; all members voted aye, motion passed.

#### **B- Selection of subcommittee members for Water Service Policy revisions**

Chairman DJ Bott explained the need to form a subcommittee of up to 4 members along with Interim General Manager, Chance Baxter. The purpose of the subcommittee will be to revise the District's water service policies to suite the new direction of the District, including secondary water, getting out of the retail business, requiring developers to work with municipalities of future annexations, and requiring developers that petition the District for water to bring water shares with them for their development. Interim General Manager, Chance Baxter added that the sub committee will also need to discuss rededication of the water shares/rights once a municipality or private company is ready to absorb new developments. Chairman DJ Bott also stated that the subcommittee should consider fashioning these policies in a way that they can become city ordinances that can be shared with the local municipalities.

Trustees Brodie Calder, Lesley Kendrick, Boyd Bingham, Jay Capener, and Interim General Manager Chance Baxter were selected to be on the Water Service Policy Revisions Subcommittee. The board also discussed inviting the Box Elder County Community Development Director, Bear River Canal Company, the District's attorneys and Financial advisor, and Box Elder County's attorneys to attend subcommittee meetings. Subcommittee meetings will be held every other Friday.

#### **C- Moratorium on all water sales pending the approval and adoption of revised Water Service Policy**

Chairman DJ bott explained that the Executive Committee and Interim General Manager, Chance Baxter would like to put a moratorium on all future water sells pending the revision and approval of the District's Water Service Policies. Mr. Baxter said he received a letter from the District's attorney encouraging the board to go on a moratorium until there is a policy in place to guide the District going forward. Mr. Baxter explained that the Summerland ranches and McFarlane developments have already been board approved and will not be subject to the moratorium or new policies. Danny McFarlane backed out of the McFarlane subdivision and did not attend the last board meeting to petition the board for water so that agreement may be invalid. The board directed Interim General Manager, Chance Baxter, to work with the District's attorney regarding the McFarlane subdivision agreement.

Trustee Riggin Holmgren made a motion to put a moratorium on all future water sales for up to 6 months until the approval and adoption of a revised water service policy, seconded by Trustee Boyd Bingham; all members voted aye, motion passed.

#### **D- Flat Canyon Well – Update and Engineering Study**

Interim General Manager, Chance Baxter stated that Trustee Brodie Calder had asked him to gather all the information the District and the District's Engineers had on Flat Canyon Well. After gathering and reviewing the information Mr. Baxter explained that he and the District's engineers are of the opinion that mistakes were made in the drilling of Flat Canyon Well that has caused it to be a poor well. Mr. Baxter explained that Flat Canyon well was originally drilled to be a test well. Past management decided to make the test well a production well. During the process of turning the production well into a test well a large amount of grout was lost down the hole. Mr. Baxter and the District's engineers speculate that Flat Canyon Well is plugged. Data from monitoring equipment in Flat Canyon Well supports this theory.

Interim General Manager, Chance Baxter stated that he has been working with the District's engineers to explore options to support the Collinston System. The District has roughly 1750 ACFT of water available in Deweyville. Mr. Baxter proposed to drill a 2" test well within 100ft of the existing Flat Canyon Well and do test pumping. Mr. Baxter stated that after drilling this test well if additional water is found the District could pursue drilling a replacement production well within 150ft of the original Flat Canyon Well. Or the District could keep the water in the "bank" and wait to drill a well until the need arises. Mr. Baxter sought bids to drill the test well, he received two bids for this project one for \$70,000 and the other for \$140,000. Mr. Baxter clarified that he is not stating that the District should pursue drilling a second production well at Flat Canyon but that he thinks it would be a good idea to drill the test well and see what water is available.

The board asked Trustee Lesley Kendrick if Deweyville town has additional capacity from their well that the District could use. Mrs. Kendrick stated that Deweyville does have additional capacity, but she is not sure of the exact amount. Trustee Brodie Calder questioned why the District should pursue drilling a well if there is additional source capacity in Deweyville well. Mr. Calder also asked how Interim General Manager, Chance Baxter, came to the knowledge about the mistakes with Flat Canyon Well and why the District's engineers never informed the board of these mistakes. Mr. Baxter stated that he only came to the knowledge of this information about a month ago. Mr. Baxter further stated the District's engineers, in their words, said they were not involved whatsoever but that the General Manager of the District made a decision and didn't seek their council and once the mistake was made, he didn't seek council from them of how to ratify it. Mr. Baxter said he would be sending out an email to the board about everything that he has found and compiled regarding Flat Canyon Well.

Chairman DJ Bott asked the board about Trustee Brodie Calder's idea of moving additional water rights to Deweyville's well. Trustee Boyd Bingham said moving in the direction of having municipalities being the source providing water is a better way. Trustee Mark Larson asked if the board is sure that there is enough water in Deweyville's well. Mr. Larson further explained that a few years ago Deweyville gave notice of ending their water purchase agreement with the District. Trustee Lesley Kendrick said she would need to get more information on the available capacity that Deweyville Well has and confirmed that notice was given to the District to terminate the water purchase agreement but that this was withdrawn after one year. The board discussed that if additional water rights were to be moved to Deweyville it would require a long-term contract.

Trustee Mark Larson said that he agrees with Interim General Manager, Chance Baxter that it might not be a bad idea to drill the test well and find out what water is there. Mr. Baxter said that funding for the Flat Canyon Test Well could come from the Bureau of Reclamation funds the District currently has. Mr. Baxter explained that if the District chose to drill another production well within 150ft. of the current Flat Canyon Well it couldn't be contested whereas moving additional water rights to Deweyville Well can be contested. Mr. Baxter also pointed out that having additional sources is always a good idea and that with an additional source the District could provide a backup source for Deweyville.

Trustee Mark Larson made a motion that the District move forward with drilling a 2" exploratory (monitoring well) on Flat Canyon and inquire about the capacity of Deweyville's well, seconded by Joe Summers; all members voted aye, motion passed.

#### **E- Ratification for Public Comment Policy (discussed in 4/24/2024 meeting)**

Chairman DJ Bott reviewed the parameters for public comment determined at the last board meeting:

- 3 minutes per person.
- A maximum of 30 minutes (room for 10 individuals total).
- A sign-up sheet.
- Public comments are held at the end of the meeting if time allows. (Up to the discretion of the Chairman).

Trustee Riggan Holmgren made a motion to adopt the public comment policy with the parameters discussed; seconded by Vice Chairman Richard Day; all members voted aye, motion passed.

#### **7- Project updates – Interim General Manager, Chance Baxter**

##### **A- Harper Ward**

Interim General Manager, Chance Baxter gave the following update on the Harper Ward Project:

##### **Drilling of Harper Ward Well #2.**

We began drilling harper ward well #2 last December. We are using Water Well Services out of Willard as our drilling contractor. The well will have a final depth of 420 feet. As of today, they've achieved a depth of 390 feet. I predict within one month the drilling process will be completed; we will then move forward with development of the well. This consists of perforating the casing at the desired locations. Following Water Well Service will begin an extensive test pumping program to discover the maximum capacity of the well. We are hopeful that this well will provide around 500 gpm.

##### **Pipeline and power line.**

This portion of the project went out to bid on May 15<sup>th</sup>, 2024. We had a Prebid meeting with potential contractors on the 21<sup>st</sup>. Bidding will be closed on June 4<sup>th</sup>, 2024. The pipeline and powerline consist of roughly 2900 feet of 12-inch c900 PVC as well as 2900 Feet of 4-inch conduit for the power line. As part of the bidding process, we've included the opportunity to purchase most of the materials separately. BRWCD has great purchasing power along with not having to pay sales tax on materials. This may be an option to combat increasing construction costs.

##### **500,000-gallon tank and Overflow Pond.**

This portion of the project went out to bid on May 21<sup>st</sup>, 2024. There will be a Prebid meeting on May 30<sup>th</sup>. The bidding process will close on June 13<sup>th</sup>, 2024. I don't anticipate a lot of bidders for this project. Water Tank building is a specialized trade. Once under construction the project will take a year or slightly more to complete.

##### **Well Pumphouse.**

This project will go out to bid sometime this summer. We need the well drilling and test pumping to be completed so that we know exactly how to size things within the pumphouse. I will update the board later when I have more information on the timeline.

### **8- Trustee Reports**

**Boyd Bingham** –Box Elder County has been discussing and will continue to discuss secondary water.

**Lesley Kendrick**- Satisfied with Ormond Construction's clean up.

**Joe Summers**- I was not able to talk to Thatcher-Penrose. Interim General Manager, Chance Baxter stated that Thatcher-Penrose is still waiting to get their well in. Their pump got lost coming from California. They have everything they need to go back in and be operational, but they can't find the pump.

**Mark Larson**- none

**Brodie Calder**- none

**Riggin Holmgren**- none

**Jay Capener** – There is water in the canal. I would like to publicly thank Commissioner Bingham for helping. There was a bridge failure and a little push back from the road department. I understand that you helped.

**Richard Day**- Willard city is looking at and talking to South Willard about annexation. I think it has to happen but it's going to take its time getting there.

**DJ Bott** – Brigham city is paying for a study of the secondary irrigation system in Brigham City. Brett Jones is doing that for us, and I saw their mappers out with the sticks doing elevations on all the canals and ditches. So that is ongoing, and I think moving forward well. We've had a meeting with Whitaker Construction that is going to be replacing the aquifer or penstock lines that run Mantua to Brigham City with our water both secondary and irrigation. I don't know that they've got a date yet when they are going to start. I think they are trying to figure out sequences.

### **9- Public Comment**

none

### **10 - Adjournment**

Trustee Boyd Bingham made a motion to adjourn, seconded by Trustee Riggin Holmgren; all members voted aye, meeting adjourned at 8:15 pm.

**Bear River Water Conservancy District**  
**Standard Financial Report**  
**Operations - 05/01/2024 to 05/31/2024**  
**41.67% of the fiscal year has expired**

	Prior Year Actual	May Actual	Current Year Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
<b>Cash and cash equivalents</b>			
1100 First Community Checking	240,242.60	(873,787.74)	14,406.12
1101 First Community Savings	79,018.18	107.40	79,518.16
1103 Petty Cash	98.36	0.00	89.26
1110 Xpress Bill Pay Clearing	35,218.30	7,528.50	38,479.70
1120 PTIF 0239	1,373,162.03	(60,606.69)	960,742.02
1121 PTIF 2258 Depreciation Savings	884,321.84	896,531.32	1,761,112.06
1130 PTIF 4446 Bothwell Impact Fee	78,149.48	311.88	67,920.37
1131 PTIF 4447 HW Impact Fee	48,056.86	5,614.53	54,547.66
1133 PTIF 4815 Valley Investment	29,230.81	5,979.41	40,100.27
1134 PTIF 8438 Collinston Impact Fee	335,294.48	108.71	23,675.75
1135 PTIF 8439 Beaver Dam Impact Fe	57,436.41	225.89	49,194.86
1136 PTIF 8585 S.W. Impact Fee	13,555.50	63.67	13,866.34
1141 PTIF 5071 2008 LBA CapFac SW/	237,985.73	1,217.51	265,147.78
1142 PTIF 5072 1993-99 CapFac BW/H	108,314.87	557.22	121,351.76
1143 PTIF 5074 2020 Flat Canyon from	110,488.57	523.45	113,997.62
1144 PTIF 5076 1995B Res 2008D TP	61,253.33	287.71	62,657.93
1147 PTIF 5082 1993 Res 2008A Land	2,318.83	10.89	2,372.00
1148 PTIF 5379 2014-2008 LBA Res S	244,284.96	1,147.43	249,886.67
1149 PTIF 5675 2011 Cap Fac BD	10,755.91	54.18	11,799.25
1150 PTIF 5676 2011 Reserve BD	10,387.03	48.79	10,625.22
1151 PTIF 8317 2016 Res MP	7,697.85	40.85	8,895.78
1152 PTIF 6001 Project Funding SRF	2.37	0.01	2.42
1175 Undeposited Receipts	1,003.00	0.00	0.00
<b>Total Cash and cash equivalents</b>	<b>3,968,277.30</b>	<b>(14,035.08)</b>	<b>3,950,389.00</b>
<b>Receivables</b>			
1311 Accounts Receivable	160,908.09	(35,633.75)	196,754.70
1312 Lease Receivable	284,313.42	0.00	284,313.42
1319 Allowance for Doubtful Accts.	(2,000.00)	0.00	(2,000.00)
1411 REC. FROM OTHER GOV'TS	248,826.93	0.00	248,826.93
<b>Total Receivables</b>	<b>692,048.44</b>	<b>(35,633.75)</b>	<b>727,895.05</b>
<b>Other current assets</b>			
1541 Prepaid Insurance	5,736.60	0.00	5,736.60
1542 Prepaid Weather Modification	12,450.00	0.00	12,450.00
<b>Total Other current assets</b>	<b>18,186.60</b>	<b>0.00</b>	<b>18,186.60</b>
<b>Total Current Assets</b>	<b>4,678,512.34</b>	<b>(49,668.83)</b>	<b>4,696,470.65</b>
<b>Non-Current Assets</b>			
<b>Capital assets</b>			
<b>Work in Process</b>			
1600 Work in Process	1,619,651.41	110,330.82	2,401,718.88
1603.2 Flat Canyon Well	488,623.41	0.00	488,623.41
1603.3 Harper Ward Test Well	509,272.99	0.00	509,272.99
<b>Total Work in Process</b>	<b>2,617,547.81</b>	<b>110,330.82</b>	<b>3,399,615.28</b>
<b>Property</b>			
1601 BE County Meter Station	4,633.22	0.00	4,633.22
1602.1 Collinston Project	4,116,322.80	0.00	4,116,322.80
1602.2 Blending Plan	44,954.67	0.00	44,954.67
1602.3 Waterline Extension-Sierra 202	171,240.65	0.00	171,240.65
1604.1 SW Well 2014	552,034.15	0.00	552,034.15
1605.1 WCWC Connection Line	118,492.32	0.00	118,492.32
1606.2 Bothwell Tank Overflow Pond	2,640.57	0.00	2,640.57
1610 ROU Asset	47,031.00	0.00	47,031.00
1611 Land and Water Rights	1,242,311.82	0.00	1,242,311.82
1621 Buildings	528,972.99	0.00	528,972.99
1640 Water Distributions Systems - Ot	77,921.71	0.00	77,921.71
1641 Beaver Dam Water System	1,959,379.46	0.00	1,959,379.46
1642 Booster Station	22,535.08	0.00	22,535.08
1643 Bothwell meter station	24,428.11	0.00	24,428.11
1644 Country Classics	89,500.00	0.00	89,500.00
1646 Harper Ward System	1,119,200.63	0.00	1,119,200.63

**Bear River Water Conservancy District**  
**Standard Financial Report**  
**Operations - 05/01/2024 to 05/31/2024**  
**41.67% of the fiscal year has expired**

	Prior Year Actual	May Actual	Current Year Actual
1647 Honeyville Connection	16,497.50	0.00	16,497.50
1648 Newman Well	481,809.72	0.00	481,809.72
1649 RS/NG Meter Station	34,733.35	0.00	34,733.35
1650 Stevenson Farms #1	120,000.00	0.00	120,000.00
1651 TP-Backup Well	293,826.10	0.00	293,826.10
1652 TP 12" bypass system	283,221.18	0.00	283,221.18
1653 Tremonton Project	2,097,405.34	0.00	2,097,405.34
1654 WCorinne/Corinne Mtr Stn	79,881.97	0.00	79,881.97
1655 South Willard Water System	2,976,032.07	0.00	2,976,032.07
1657 BackupWell Enclosure	71,702.02	0.00	71,702.02
1661.1 Equipment	522,589.10	0.00	522,589.10
1661.2 Bothwell System Generator	129,602.70	0.00	129,602.70
1671.3 2020 Dodge Ram Truck	51,148.75	0.00	51,148.75
<b>Total Property</b>	<b>17,280,048.98</b>	<b>0.00</b>	<b>17,280,048.98</b>
<b>Accumulated depreciation</b>			
1721 Accumulated Depreciation	(5,123,578.20)	0.00	(5,123,578.20)
<b>Total Accumulated depreciation</b>	<b>(5,123,578.20)</b>	<b>0.00</b>	<b>(5,123,578.20)</b>
<b>Total Capital assets</b>	<b>14,774,018.59</b>	<b>110,330.82</b>	<b>15,556,086.06</b>
<b>Other non-current assets</b>			
1802 Deferred outflows of resources	138,787.00	0.00	138,787.00
1803 Suspense	23.90	0.00	23.90
<b>Total Other non-current assets</b>	<b>138,810.90</b>	<b>0.00</b>	<b>138,810.90</b>
<b>Total Non-Current Assets</b>	<b>14,912,829.49</b>	<b>110,330.82</b>	<b>15,694,896.96</b>
<b>Total Assets:</b>	<b>19,591,341.83</b>	<b>60,661.99</b>	<b>20,391,367.61</b>
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			
<b>Current liabilities</b>			
2131 Accounts payable	(114,757.24)	119,650.61	(70,624.68)
2132.1 CC - Capital One	(2,934.56)	(21.37)	(487.76)
2150 CC Clearing Account	2,277.50	487.76	487.76
2330 Customer Rental deposits	(3,190.00)	0.00	(3,190.00)
<b>Total Current liabilities</b>	<b>(118,604.30)</b>	<b>120,117.00</b>	<b>(73,814.68)</b>
<b>Payroll liabilities</b>			
2211 Accrued wages payable	(16,140.79)	0.00	(16,140.79)
2223.1 401K payable	(4,329.05)	4,415.21	(364.99)
2223.2 Roth payable	(80.77)	84.00	0.00
2224.1 Additional Life payable	(177.42)	(137.40)	(112.26)
2225.1 Dental Insurance payable	(706.73)	(455.14)	(605.21)
2225.2 Health Insurance payable	(13,402.95)	(8,625.88)	(11,422.97)
2225.3 HSA Contributions	(14,877.78)	(288.46)	(2,576.30)
2225.4 Long Term Disability payable	(226.17)	283.94	(59.86)
2225.7 Vision Insurance payable	(115.01)	(73.92)	(98.41)
2226 Suta payable	(270.41)	(87.84)	(553.31)
2290 Deferred Vacation payable	(17,994.61)	0.00	(17,994.61)
<b>Total Payroll liabilities</b>	<b>(68,321.69)</b>	<b>(4,885.49)</b>	<b>(49,928.71)</b>
<b>Liabilities</b>			
2501.2 Collinston project	(12,348.00)	0.00	(12,348.00)
2501.3 I/P Newman well	923.00	0.00	923.00
2501.4 I/P Sw project	(14,125.50)	0.00	(14,125.50)
2501.6 I/P b	(3,200.67)	0.00	(3,200.67)
<b>Total Liabilities</b>	<b>(28,751.17)</b>	<b>0.00</b>	<b>(28,751.17)</b>
<b>Long-term liabilities</b>			
2510 Newman 128000232R	(72,000.00)	0.00	(72,000.00)
2513 Tremonton D7380R	(161,000.00)	0.00	(108,000.00)
2515 So Willard 3S096	(645,000.00)	0.00	(543,000.00)
2516 Beaver Dam 3F144	(162,000.00)	0.00	(154,000.00)
2517 Collinston 3F214	(2,058,000.00)	0.00	(1,966,000.00)
2518 Master Plan 3F253P	(40,000.00)	0.00	(30,000.00)
2519 Flat Canyon 3S1740	(42,000.00)	0.00	(42,000.00)
2520 HW Test Well 3S1761	(127,000.00)	0.00	(127,000.00)
2521 Lease Liability	(30,342.00)	0.00	(30,342.00)

**Bear River Water Conservancy District**  
**Standard Financial Report**  
**Operations - 05/01/2024 to 05/31/2024**  
**41.67% of the fiscal year has expired**

	Prior Year Actual	May Actual	Current Year Actual
<b>Total Long-term liabilities</b>	<u>(3,337,342.00)</u>	<u>0.00</u>	<u>(3,072,342.00)</u>
<b>Deferred inflows</b>			
2601 Net Pension liability	(49,990.00)	0.00	(49,990.00)
2602 Deferred Inflows Of resources	(918,322.73)	0.00	(918,322.73)
<b>Total Deferred inflows</b>	<u>(968,312.73)</u>	<u>0.00</u>	<u>(968,312.73)</u>
<b>Total Liabilities:</b>	<u>(4,521,331.89)</u>	<u>115,231.51</u>	<u>(4,193,149.29)</u>
<b>Equity - Paid In / Contributed</b>			
2791.1 Cap Contribtion: Beaver Dam	(1,650.00)	0.00	(1,650.00)
2791.2 Cap Contribtion: Collinston	(553,360.50)	0.00	(553,360.50)
2791.3 Cap Contribtion: Harper Subscri	(333,000.00)	0.00	(333,000.00)
2791.4 CapContribtion: Tremonton Proj	(76,600.00)	0.00	(76,600.00)
2791.5 Cap Contribtion: Water Systems	(209,500.00)	0.00	(209,500.00)
2791.6 Cap Contribtion: Contributed Ca	(150,200.02)	0.00	(150,200.02)
2981 Retained Earnings	(13,745,699.42)	(175,893.50)	(14,873,907.80)
<b>Total Equity - Paid In / Contributed</b>	<u>(15,070,009.94)</u>	<u>(175,893.50)</u>	<u>(16,198,218.32)</u>
<b>Total Liabilites and Fund Equity:</b>	<u>(19,591,341.83)</u>	<u>(60,661.99)</u>	<u>(20,391,367.61)</u>
<b>Total Net Position</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Bear River Water Conservancy District**  
**Standard Financial Report**  
**Operations - 05/01/2024 to 05/31/2024**  
**41.67% of the fiscal year has expired**

	Prior Year Actual	May Actual	Current Year Actual	Revised Budget	Remaining Budget	% Earned/ Used
<b>Income or Expense</b>						
<b>Income From Operations:</b>						
<b>Operating income</b>						
<b>Water sales</b>						
5141 Beaver Dam Dry Taps	580.00	50.00	250.00	600.00	350.00	41.67%
5142 Beaver Dam Retail	19,008.25	1,624.00	7,519.25	20,000.00	12,480.75	37.60%
5152 Bothwell M&I Retail	43,010.25	5,900.00	14,822.20	48,000.00	33,177.80	30.88%
5153 Bothwell M&I Wholesale	228,256.64	0.00	117,052.72	292,000.00	174,947.28	40.09%
5161 Collinston Dry Taps	10,890.00	890.00	4,450.00	11,235.00	6,785.00	39.61%
5162 Collinston Retail	49,146.25	4,560.00	18,163.75	56,000.00	37,836.25	32.44%
5163 Collinston Wholesale	56,925.00	0.00	19,762.50	79,000.00	59,237.50	25.02%
5172 Harper Ward Retail	87,004.50	7,554.00	28,440.00	94,000.00	65,560.00	30.26%
5173 Harper Ward Dry Taps	120.00	10.00	50.00	0.00	(50.00)	0.00%
5182 South Willard Retail	1,860.00	232.00	850.00	1,500.00	650.00	56.67%
5183 South Willard Wholesale	23,846.40	0.00	6,975.00	21,500.00	14,525.00	32.44%
5190 Water Testing Reimbursed	180.00	0.00	0.00	240.00	240.00	0.00%
<b>Total Water sales</b>	<b>520,827.29</b>	<b>20,820.00</b>	<b>218,335.42</b>	<b>624,075.00</b>	<b>405,739.58</b>	<b>34.99%</b>
<b>Rental income</b>						
5212 Farm Power Reimbursement	37,521.99	0.00	(2,811.19)	40,000.00	42,811.19	-7.03%
5213 Farm Rent	85,567.03	0.00	87,756.00	80,700.00	(7,056.00)	108.74%
5215 Riverside North Garland Lease	2,156.05	0.00	0.00	2,218.00	2,218.00	0.00%
5216 Ukon Sublease	11,775.20	0.00	12,286.22	12,286.00	(0.22)	100.00%
<b>Total Rental income</b>	<b>137,020.27</b>	<b>0.00</b>	<b>97,231.03</b>	<b>135,204.00</b>	<b>37,972.97</b>	<b>71.91%</b>
<b>Total Operating income</b>	<b>657,847.56</b>	<b>20,820.00</b>	<b>315,566.45</b>	<b>759,279.00</b>	<b>443,712.55</b>	<b>41.56%</b>
<b>Operating expense</b>						
<b>Water system operations</b>						
<b>Payroll expenses</b>						
<b>Wages</b>						
6110 Gross Wages	467,277.36	28,510.07	193,349.58	486,000.00	292,650.42	39.78%
6111 Gross Wages: Bonuses	2,407.50	0.00	2,000.00	0.00	(2,000.00)	0.00%
6112 Trustees Payroll Expense	11,305.00	755.00	3,520.00	10,000.00	6,480.00	35.20%
6144 Payroll Expense-Other	1,602.59	0.00	0.00	4,000.00	4,000.00	0.00%
<b>Total Wages</b>	<b>482,592.45</b>	<b>29,265.07</b>	<b>198,869.58</b>	<b>500,000.00</b>	<b>301,130.42</b>	<b>39.77%</b>
<b>Benefits</b>						
6131 FICA Expense	35,992.02	2,216.75	15,103.31	38,097.00	22,993.69	39.64%
6132 SUTA Expense	935.19	87.84	596.74	1,045.00	448.26	57.10%
6133 Employee Health Insurance	127,958.05	8,625.88	51,049.92	137,850.00	86,800.08	37.03%
6134 Dental Insurance Expense	7,084.81	462.94	2,701.28	7,500.00	4,798.72	36.02%
6135 Employee Life Insurance	663.55	42.06	243.98	637.00	393.02	38.30%
6136 Employee LT Disability	2,247.10	142.01	941.73	2,596.00	1,654.27	36.28%
6138 Vision Insurance Expense	1,123.72	73.92	436.00	1,245.00	809.00	35.02%
6139 HSA Contribution-Employer Pai	28,672.59	15.75	78.50	24,000.00	23,921.50	0.33%
6140 Retirement & Benefits	90,668.50	5,700.25	38,068.58	89,650.00	51,581.42	42.46%
6141 Workers Compensation	5,199.32	0.00	1,194.07	4,500.00	3,305.93	26.53%
6143 General Gov Pension Expense	(31,926.00)	0.00	0.00	2,880.00	2,880.00	0.00%
<b>Total Benefits</b>	<b>268,618.85</b>	<b>17,367.40</b>	<b>110,414.11</b>	<b>310,000.00</b>	<b>199,585.89</b>	<b>35.62%</b>
<b>Total Payroll expenses</b>	<b>751,211.30</b>	<b>46,632.47</b>	<b>309,283.69</b>	<b>810,000.00</b>	<b>500,716.31</b>	<b>38.18%</b>
<b>Operations</b>						
6191 Uniforms-Office Personnel	400.00	0.00	161.97	450.00	288.03	35.99%
6192 Uniforms-Systems Operators	877.43	0.00	174.99	600.00	425.01	29.17%
6210 Memberships & Registrations	14,639.42	1,375.00	6,086.50	8,000.00	1,913.50	76.08%
6231 Conferences Training	6,375.71	0.00	1,285.00	10,000.00	8,715.00	12.85%
6232 Mileage Reimbursement	9,378.11	247.23	5,463.49	10,000.00	4,536.51	54.63%
6233 Travel Expenses	6,326.10	117.14	5,104.40	8,000.00	2,895.60	63.81%
6241 Office Supplies & Postage	12,971.88	(590.36)	3,254.68	12,000.00	8,745.32	27.12%
6261 Automotive Repairs	7,572.74	(748.94)	1,921.47	8,000.00	6,078.53	24.02%
6262 Building Repairs & Maintenance	4,212.17	1,033.94	2,744.29	22,500.00	19,755.71	12.20%
6263 Computer/Networking	10,903.41	581.00	10,610.61	11,000.00	389.39	96.46%
6264 Equipment Repairs	129.64	112.12	112.12	350.00	237.88	32.03%
6265 Machinery & Equipment	1,499.00	0.00	0.00	0.00	0.00	0.00%
6266 Material & Supplies	21.01	0.00	0.00	0.00	0.00	0.00%
6281 Utilities Utilities	12,497.21	864.67	5,613.83	10,000.00	4,386.17	56.14%
6282 Telephone Telephone	10,226.29	446.51	4,084.32	10,000.00	5,915.68	40.84%

**Bear River Water Conservancy District**  
**Standard Financial Report**  
**Operations - 05/01/2024 to 05/31/2024**  
**41.67% of the fiscal year has expired**

	Prior Year Actual	May Actual	Current Year Actual	Revised Budget	Remaining Budget	% Earned/ Used
6293 Licenses and Permits	0.00	0.00	0.00	250.00	250.00	0.00%
6311 Legal	23,413.88	(4,913.90)	13,034.90	60,000.00	46,965.10	21.72%
6312 Accounting	29,012.80	0.00	19,000.00	25,000.00	6,000.00	76.00%
6313 Engineering	90,024.58	11,292.69	35,435.38	70,000.00	34,564.62	50.62%
6313.5 BR Canal PL 566	114,418.50	14,414.00	161,990.20	750,000.00	588,009.80	21.60%
6314 Exploration & Studies	93,496.98	16,663.00	31,227.00	150,000.00	118,773.00	20.82%
6315 Beaver Dam Supply Analysis	6,843.75	0.00	0.00	0.00	0.00	0.00%
6322 County Water Master Plan	0.00	0.00	4,168.00	0.00	(4,168.00)	0.00%
6448 Equipment and Tools	4,979.61	510.99	1,949.77	80,000.00	78,050.23	2.44%
6449 Operating Supplies	7,731.42	46.95	948.02	45,000.00	44,051.98	2.11%
6450 Beaver Dam O&M Expenses	14,978.75	370.87	20,165.18	30,000.00	9,834.82	67.22%
6451 Bothwell System O&M Expenses	98,324.66	4,507.00	34,599.07	140,000.00	105,400.93	24.71%
6452 Collinston System O&M Expense	22,646.05	1,887.58	53,045.94	75,000.00	21,954.06	70.73%
6453 Harper Ward System O&M Expe	7,413.77	30.26	22,058.24	125,000.00	102,941.76	17.65%
6454 So Willard System O&M Expens	28,158.10	805.97	23,121.14	30,000.00	6,878.86	77.07%
6456 SCADA	39,309.88	2,024.90	8,315.76	50,000.00	41,684.24	16.63%
6457 System O&M Expenses Fuel	16,650.25	0.00	3,820.37	25,000.00	21,179.63	15.28%
6460 Contracted-Misc Services	2,664.32	0.00	97.60	5,000.00	4,902.40	1.95%
6461 Water Service Connection Costs	7,777.72	0.00	1,600.00	10,000.00	8,400.00	16.00%
6480 Weather Modification Expense	53,456.38	0.00	35,745.00	56,100.00	20,355.00	63.72%
6490 Advertising Advertising	5,489.66	4,300.00	4,300.00	7,000.00	2,700.00	61.43%
6491 Printing and Reproduction	3,203.24	305.21	1,171.53	5,000.00	3,828.47	23.43%
6510 Auto Insurance	1,627.96	0.00	0.00	4,000.00	4,000.00	0.00%
6511 Bonds	3,631.85	770.00	2,620.50	3,000.00	379.50	87.35%
6512 Liability Insurance	8,284.34	0.00	62.02	10,000.00	9,937.98	0.62%
6611 Bank Service Charges	856.00	100.00	647.95	1,000.00	352.05	64.80%
6612 Merchant Card Services	2,779.20	80.53	871.50	3,500.00	2,628.50	24.90%
6613 Bad Debt Expense	8,625.00	0.00	0.00	150.00	150.00	0.00%
<b>Total Operations</b>	<b>793,828.77</b>	<b>56,634.36</b>	<b>526,612.74</b>	<b>1,870,900.00</b>	<b>1,344,287.26</b>	<b>28.15%</b>
<b>Water purchased</b>						
6672 Water Purchased-BC	48,947.55	4,073.14	20,365.70	50,000.00	29,634.30	40.73%
6673 Water Purchased-Deweyville	33,870.25	0.00	5,000.00	20,000.00	15,000.00	25.00%
<b>Total Water purchased</b>	<b>82,817.80</b>	<b>4,073.14</b>	<b>25,365.70</b>	<b>70,000.00</b>	<b>44,634.30</b>	<b>36.24%</b>
<b>Depreciation</b>						
6690 Depreciation Depreciation	361,088.63	0.00	0.00	400,000.00	400,000.00	0.00%
<b>Total Depreciation</b>	<b>361,088.63</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00%</b>
<b>Total Water system operations</b>	<b>1,988,946.50</b>	<b>107,339.97</b>	<b>861,262.13</b>	<b>3,150,900.00</b>	<b>2,289,637.87</b>	<b>27.33%</b>
<b>Total Operating expense</b>	<b>1,988,946.50</b>	<b>107,339.97</b>	<b>861,262.13</b>	<b>3,150,900.00</b>	<b>2,289,637.87</b>	<b>27.33%</b>
<b>Total Income From Operations:</b>	<b>(1,331,098.94)</b>	<b>(86,519.97)</b>	<b>(545,695.68)</b>	<b>(2,391,621.00)</b>	<b>(1,845,925.32)</b>	<b>22.82%</b>
<b>Non-Operating Items:</b>						
<b>Non-operating income</b>						
<b>Property taxes</b>						
5501 Property Taxes	2,032,250.22	115,907.55	364,734.48	1,684,175.00	1,319,440.52	21.66%
5502 Property Tax RDA	0.00	0.00	0.00	125,080.00	125,080.00	0.00%
<b>Total Property taxes</b>	<b>2,032,250.22</b>	<b>115,907.55</b>	<b>364,734.48</b>	<b>1,809,255.00</b>	<b>1,444,520.52</b>	<b>20.16%</b>
<b>Grants</b>						
5510 State Grants	0.00	0.00	900,000.00	150,000.00	(750,000.00)	600.00%
5511 Weather Modification	26,289.31	0.00	21,900.00	29,200.00	7,300.00	75.00%
5515 Federal Grants	419,777.21	125,666.35	274,081.59	0.00	(274,081.59)	0.00%
5515.1 BR Canal PL 566	0.00	0.00	57,362.50	0.00	(57,362.50)	0.00%
5516 County ARPA Fund Grant	622,041.12	0.00	0.00	0.00	0.00	0.00%
<b>Total Grants</b>	<b>1,068,107.64</b>	<b>125,666.35</b>	<b>1,253,344.09</b>	<b>179,200.00</b>	<b>(1,074,144.09)</b>	<b>699.41%</b>
<b>Impact fees</b>						
5520 Other income	452.00	0.00	0.00	0.00	0.00	0.00%
5522 Bothwell Impact Fees	46,500.00	0.00	0.00	0.00	0.00	0.00%
5524 Harper Ward Impact Fees	5,380.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Impact fees</b>	<b>52,332.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Other non-operating income</b>						
5310 Connection Fees Collected	17,014.00	2,969.00	5,938.00	15,000.00	9,062.00	39.59%
5410 Finance Charge Income	4,321.90	230.00	1,770.00	2,800.00	1,030.00	63.21%
5610 Interest Income	182,822.79	17,640.57	77,200.99	60,000.00	(17,200.99)	128.67%

**Bear River Water Conservancy District**  
**Standard Financial Report**  
**Operations - 05/01/2024 to 05/31/2024**  
**41.67% of the fiscal year has expired**

	Prior Year Actual	May Actual	Current Year Actual	Revised Budget	Remaining Budget	% Earned/ Used
5631 Contributed Capital	0.00	0.00	0.00	88,150.00	88,150.00	0.00%
<b>Total Other non-operating income</b>	<b>204,158.69</b>	<b>20,839.57</b>	<b>84,908.99</b>	<b>165,950.00</b>	<b>81,041.01</b>	<b>51.17%</b>
<b>Total Non-operating income</b>	<b>3,356,848.55</b>	<b>262,413.47</b>	<b>1,702,987.56</b>	<b>2,154,405.00</b>	<b>451,417.44</b>	<b>79.05%</b>
<b>Non-operating expense</b>						
<b>Interest expense</b>						
6810 Loan Principal Payments	0.00	0.00	0.00	323,000.00	323,000.00	0.00%
6813 Collinston 3F Series 2014	12,347.99	0.00	12,348.00	12,348.00	0.00	100.00%
6815 Newman DDW R	(768.08)	0.00	0.00	0.00	0.00	0.00%
6816 South Willard DDW S096	15,485.12	0.00	14,125.50	14,126.00	0.50	100.00%
6819 Tremonton B DWR RD R	3,557.32	0.00	1,610.00	3,230.00	1,620.00	49.85%
6820 2022 Multi Project #3S1849	0.00	0.00	0.00	35,000.00	35,000.00	0.00%
<b>Total Interest expense</b>	<b>30,622.35</b>	<b>0.00</b>	<b>28,083.50</b>	<b>387,704.00</b>	<b>359,620.50</b>	<b>7.24%</b>
<b>Contributions to other governments</b>						
6910 Contr. to other Gov'ts-RDA Encr	0.00	0.00	0.00	125,080.00	125,080.00	0.00%
6911 Contr. to Other Governments	132,110.32	0.00	1,000.00	0.00	(1,000.00)	0.00%
<b>Total Contributions to other governme</b>	<b>132,110.32</b>	<b>0.00</b>	<b>1,000.00</b>	<b>125,080.00</b>	<b>124,080.00</b>	<b>0.80%</b>
<b>Total Non-operating expense</b>	<b>162,732.67</b>	<b>0.00</b>	<b>29,083.50</b>	<b>512,784.00</b>	<b>483,700.50</b>	<b>5.67%</b>
<b>Total Non-Operating Items:</b>	<b>3,194,115.88</b>	<b>262,413.47</b>	<b>1,673,904.06</b>	<b>1,641,621.00</b>	<b>(32,283.06)</b>	<b>101.97%</b>
<b>Total Income or Expense</b>	<b>1,863,016.94</b>	<b>175,893.50</b>	<b>1,128,208.38</b>	<b>(750,000.00)</b>	<b>(1,878,208.38)</b>	<b>-150.43%</b>

# General Managers Report

By Chance Baxter

Board Meeting held on 6-26-24.

## Flat canyon Well Projects.

- **Project completion.** BRWCD has been working with Ormond Construction for a little over a year now on a Well, Pipeline, and Booster Pump project. Final payment was issued to the contractor earlier this month. The project can produce 130 - 150 GPM for our Collinston Systems. This is not enough to meet demand all year but is sufficient for about 80% of the yearly demand. The final Price of the project was \$1,061,772.76 with \$39,355.61 in Change Orders. I am pleased with the way the project turned out. Flat Canyon will continue to be a valuable asset for years to come.
- **Flat Canyon Monitoring Well.** Boart Longyear Began drilling the monitoring well on 6-19-2024. They are using the sonic method of drilling. This is a quick and efficient process to drill smaller diameter wells. The first day alone they made 130 feet. The plan is to complete the drilling process by the end of the week. Following we will begin test pumping the existing well to gather data on whether well #1 is truly plugged as we think it is. I will report to the board in our next meeting of the result of the testing.

## Harper Ward Project.

- **Pipeline Bid Results.** Bidding for the Pipeline and Powerline ended on 6-4-2024. We had a good turnout of interested contractors for the job. The low bid ended up being AAA excavation from Willard Utah at \$397,097.00. We issued a notice of award on 6-10-24. Construction of the pipeline and powerline will need to be completed by the end of October 2024.
- **500,000 Gallon Reservoir and Overflow Pond Bid Results.** Bidding for this portion of the project closed on 6-20-24. We didn't have as many bidders. A total of 4 Bids were received. As stated last month, reservoir construction is a special trade with few contractors making it their profession. Low bid ended up being Patriot Construction From Honeyville Utah at \$1,546,958.21 We plan on giving the contractor a year to complete the tank construction. Construction should begin in the fall of 2024.
- **Well Drilling and Development.** Final depth of 425 Feet was achieved on 6-7-24. The well was then plugged to from 425 to 420 with neat cement, this will be the final depth. Next steps are perforating and test pumping the well to determine the sustainable and most efficient pumping rates. This will be done over the next month.

- **Pumphouse construction.** The pumphouse is still in the engineering and design phase. Currently it's about 90% designed. We need the results from the above-mentioned test pumping to finalize the piping and layout within the pumphouse. This part of the project is projected to go out to bid in the next couple months. I will report back once we have the results of the bidding process.

**County Wide Water Master Plan.** We are currently in the interview stages of this project. There will be 45 interviews with most of the county water stakeholders. I'm personally attending as many of these as I can. Our executive committee along with a few board members have asked that I say a few things about the new supportive roll of BRWCD while in these interviews. So far, this is being received well by the organizations that we've met with to date. The interviews them self-have gone very well. The information being offered is very valuable. Everyone has been very forthcoming and excited to be participating in the project. These interviews are scheduled to be completed by the end of September 2024. We thank the board members that have volunteered their time to help with the interviews of stakeholders in the areas of which they represent. Going forward we would greatly appreciate other board members attending interviews as well. Destry Larsen has been sending invites via email. She asks that you respond if you're available during the time slots given.

**Bothwell Project Purchase Option With Box Elder County.** BRWCD and Box Elder County are working together on conveying The "Bothwell Project". This includes water rights, real estate, and infrastructure back to BRWCD following the final payments on the bonds that Box Elder County took on our behalf in the earlier days of the District. We plan to pay off the remainder of our bonds associated with the project on July 15, 2024. Our Attorneys along with the County are working on the legal proceedings to achieve this task. Chairman DJ Bott and I also attended a Commission Meeting to present this on May 29<sup>th</sup> where I presented to the commission. See the letter Below for more clarity on the matter if needed. A copy of the lease agreement mentioned can be provided upon request.

May 29, 2024

Commissioner - BOYD BINGHAM, Chair  
Board of County Commissioners  
Box Elder County, Utah  
1 South Main Street  
Brigham City, Utah 84302

Re: Intent to Exercise the Option to Purchase the Project as Described in the Lease Agreement  
Dated July 1, 2008, Between Box Elder County, Utah, and the Bear River Water Conservancy  
District

Dear Commissioner, BOYD BINGHAM:

In 2008, Box Elder County ("County") agreed to issue bonds on behalf of Bear River Water Conservancy District ("District") to finance the development of the water infrastructure in the Bothwell area. To secure the repayment of the bonds, the County was given title to the infrastructure and associated property ("Project"), which was leased back to the District in a lease agreement dated July 1, 2008 ("«Lease"). A copy of the Lease is attached for your reference; the components of the Project are listed in Exhibit A to the Lease.

Article XII of the Lease outlines how the District can obtain ownership of the Project. One of the District's options is to pay the County the Purchase Option Price and to give the County at least forty-five days' prior written notice of the District's intent to exercise this option.

Pursuant to Article XII of the Lease, the District hereby notifies the County of its intent to pay the applicable Option Purchase Price on July 15, 2024, in order for the District to take ownership of the Project.

This is likely the first time either the County or the District have engaged in a process such as this, which means that an extra measure of communication and coordination is in order. We request an initial meeting to identify the appropriate points of contact and develop an action plan. We will also need to identify what other agencies or institutions should be involved in this process.

We thank you in advance for the County's willingness to work with the District to effectuate the conveyance of the Project.

Sincerely,

Chance Baxter  
Interim General Manager

**Subcommittee to Revise our Water Service Policy.** This project is currently in the waiting stages. I've reached out to the professionals needed to complete this task. Our Attorneys that are needed most for this are wrapping up current proceedings that they are working on for BRWCD. Following they will have time to dedicate to this item. I'm hopeful that these proceedings will be wrapped up in a month or so. Everything above has been communicated to the subcommittee via email. We have 5 months remaining on our current moratorium to complete this revision.

**Conclusion.** BRWCD and its staff have many things going on. Everyone has stepped up over the last few months. I would like to thank our staff for their dedication and hard work. It doesn't go unnoticed. I'm pleased to report that the operation of the Office and the water systems are running well and as they were intended. At the time of writing this report we have no ongoing issues that need the attention of our board.

Thanks.

Chance Baxter, Interim General Manager

\*\*\*This concludes my report. \*\*\*