



Board Meeting Minutes

Wednesday July 31, 2024 @7:00 P.M.
102 West Forest Street
Brigham City, UT 84302

In Attendance:

DJ Bott, Chairman
Lyle Holmgren, Financial Chairman
Joseph Summers
Jay Capener
Mark Larson

Board Members

Richard Day, Vice-Chairman
Lesley Kendrick
Tim Munns
Boyd Bingham

Absent: Brodie Calder
Riggin Holmgren

Staff:

General Manager, Chance Baxter
Office Manager, Jamie Williams

1- Welcome – Chairman DJ Bott

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

2- Invocation & Pledge of Allegiance

Offered by Trustee Boyd Bingham.

3- Declaration of Conflicts of Interest

No conflicts declared.

4- Consent Agenda

A- Adoption of Agenda
B- Approval of Minutes

Financial Chairman Lyle Holmgren made a motion to approved Items A and B on the Consent Agenda, seconded by Trustee Tim Munns; all members voted aye, motion passed.

Approval of Financial Statements – June 2024

Financial Chairman Lyle Holmgren reported that he has reviewed the financial statements for June 2024 and finds them in order. Trustee Tim Munns made a motion to approve the June 2024 financial statements, seconded by Trustee Mark Larson; all members voted aye, motion passed.

Closed Session

The Board entered a closed session to discuss the character, professional competence, or physical or mental health of an individual; pursuant to Utah Code 52-4-205 (1)(a).

Vice Chairman Richard Day made a motion to move into a closed session, seconded by Trustee Jay Capener.

Roll Call:

Richard Day- aye
Lyle Holmgren- aye
Jay Capener- aye
Mark Larson- aye

Joseph Summers-aye
Tim Munns- aye
Boyd Bingham- aye

Trustee Mark Larson made a motion to move out of closed session, seconded by Trustee Joseph Summers; all members voted aye, motion passed.

Action on closed session

Trustee Tim Munns made a motion to make Chance Baxter the permanent General Manager of the Bear River Water Conservancy District (“BRWCD” or “District”) at his current salary, seconded by Trustee Lesley Kendrick; all members voted aye, motion passed.

Chairman DJ Bott expressed appreciation to the board for the discussion in the closed session and offered appreciation to Chance.

Discussion

- A- BRWCD Board and Staff Annual Social Event
- B- District Lobbyist Representation

The board scheduled the Social Event for Friday September 13th.

Chairman DJ Bott stated that Discussion Item B is something that he wants the board to be thinking about but that he wants to wait to have an actual discussion on this item until next board meeting when more board members are in attendance. Chairman Bott stated that Brigham City and Tremonton have both hired a lobbyist for the legislative session and have found it beneficial to stay informed. General Manager Chance Baxter said that the District currently has a lobbyist through the Utah Association of Special Districts (UASD). The Board asked General Manager Chance Baxter to invite Legrand Bitter from UASD to attend a future board meeting. The board agrees on the importance of discussing and deciding how much representation the District needs at the state level.

General Manager Report

Flat canyon Well Projects.

- **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.

** Update**

Drilling of the flat canyon monitoring well was completed earlier this month. We began running Flat Canyon Well #1 while recording water levels in the monitoring well. After a month of Well #1 running nonstop there wasn't any change to the water level in the monitoring well. Our engineers think that one of three things is happening here. 1. The water that well #1 is pumping is being recharged from below 480 Feet “which is the depth of the monitoring well”. 2. That we were unfortunate in the location

of the monitoring well, meaning that the two wells are not related hydraulically. 3. The formation surrounding Well #1 is at its full potential. After studying the formation samples taken while drilling the monitoring well, our engineers and I believe this to be the case. I think We should start looking at other options to supply the residents of Collinston, Deweyville and the surrounding areas with another redundant source.

Harper Ward Projects. Notices to proceed were issued to the contractors building the tank and pipelines on 7-23-24. It looks like the pipeline construction will start the first week of August. The tank and overflow pond excavation should begin the end of august. Test pumping should begin within the next two weeks. Following we'll start final design of the wellhouse as stated last month.

County Wide Water Master Plan. We are still in the interviewing stages of the study. These interviews should conclude in a month or so. To date we've interviewed 32 stakeholders from Box Elder County. The consulting team is starting to compile the information already received from the interviewees. They will continue to compile this data and begin preparing for the regional meetings that will take place later this fall.

Bothwell Project Purchase Option With Box Elder County. Bear River Water Conservancy District made its final payments on the bonds issued by Box Elder County on July 15th, 2024. BRWCD now has the legal right to all Property, Water Rights and infrastructure associated with the Bothwell projects. Our attorneys are still working with the county attorneys to convey ownership to BRWCD.

Financial Consultant. We've entered into an agreement with Cody Deeter With EFG Consulting for \$15,000 annually. Jamie and I will be meeting with Cody as needed, up to 10 hours monthly. The contract allows for unused time to be moved forward to the next month. Following our first meeting we've decided that it's a good time to look over our impact fees and Capital improvement strategies. I feel like we should be updating our Impact fee yearly. Once we get farther along in this process Cody and I will present a report to the board.

Subcommittee to Revise our Water Service Policy. We are still in the waiting stages of this project. Our attorneys that are needed for this revision are beginning to wrap up our other legal matters and should be able to dedicate time to this revision. I would like to start having subcommittee meetings in September.

Operations. Field operations have been going smoothly. With this hot weather our sources are running at nearly 85 % capacity. We've been experiencing many power related issues in the Northern Collinston and Beaver Dam areas. The power company is having issues with something in that area. We lose power 5 or 6 times Weekly. This is hard on equipment. Thankfully, we do have a backup generator on all these assets to get us by until power is restored. I've reached out to management at the power company, and they are looking into it.

Regarding the outcomes of the Flat Canyon Well Projects explained in the General Manager's report, General Manager Chance Baxter expressed to the board that they need to consider other options to supply water to the residents of Collinston, Deweyville, Tremonton, and the surrounding areas. General Manager Baxter asked that the board keep in mind that the Bureau of Reclamation funding the District received is tied to the Collinston area and that there is a time limit for using these monies. Mr. Baxter explained that he will be holding a meeting with the district's engineers to brainstorm what options the District has. The engineers will come to present these options to the board.

General Manager Chance Baxter explained that as requested at the last board meeting, he will be creating a monthly summary of work done with the District's engineering consultants, Hansen Allen & Luce (HAL). The board instructed General Manager Baxter to email these monthly summaries to the board.

Trustee Reports

Richard Day – Participated in County Water Master Plan interviews. Interviews are going well, and things are moving forward. Offered congratulations to Chance.

Lyle Holmgren – Offered congratulations to Chance. In Tremonton things are busy but going well. More people are connecting to secondary water.

Jay Capener – Expressed appreciation for Chance.

Mark Larson- Expressed appreciation/congratulations to Chance.

Joseph Summers – Expressed appreciation to Chance.

Lesley Kendrick - Expressed that the individuals in the region she represents have confidence in Chance. Expressed her congratulations to Chance.

Tim Munns – Stated he will attend the CWMP interviews in Snowville.

Boyd Bingham – Expressed appreciation and confidence in Chance. Expressed appreciation for the Board of Trustees. Stated that the board members need to be reading the District's bylaws.

DJ-Bott- Brigham City has started the improvement of their springs in Mantua.

Public Comment

None

- Adjournment

Financial Chairman Lyle Holmgren made a motion to adjourn, seconded by Trustee Joseph Summers; all members voted aye, meeting adjourned at 8:08 pm.