



# Board Meeting Minutes

Wednesday September 25, 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  
Brodie Calder

Absent: Riggin Holmgren

Staff: General Manager, Chance Baxter

Office Manager, Jamie Williams

Other: Jim Flint; Hansen and Associates  
Chris Slater; JUB  
Craig Hawkes; Howell Town  
Heather Anderson; (UASD)

Lance Nielsen; Hansen, Allen & Luce (HAL)  
Bruce Nelson; Honeyville Mayor  
LeGrand Bitter; Utah Association of Special  
Districts (UASD)

### **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 Mark Larson.

### **3- Declaration of Conflicts of Interest**

No conflicts declared.

### **4- Consent Agenda**

A- Adoption of Agenda

B- Approval of Minutes – July 31, 2024

Trustee Tim Munns made a motion to approve Items A and B on the Consent Agenda, seconded by Trustee Mark Larson; all members voted aye, motion passed.

### **Approval of Financial Statements – August 2024**

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

### **Discussion of Bylaws - Boundaries**

The board began a periodic review of their bylaws, starting with the Bear River Water Conservancy District ("BRWCD" or "district") map. They discussed potential adjustments to boundaries and adding additional details such as cities, entities, and descriptions to the map. Trustee Tim Munns made a motion to allow General Manager, Chance Baxter, to work with Gateway Mapping services to get a quote on the

cost to update the district map and email the quote to the board for approval. Once the board has approved the quote, General Manager Chance Baxter can proceed to update the map. The motion was seconded by Financial Chairman Lyle Holmgren; all members voted aye, motion passed.

### **Action Item – Study of Secondary Water Systems**

The Board discussed the need for a comprehensive engineering study to establish standards, rates, and operational guidelines for secondary water systems. This is in response to increasing requests for secondary water systems in new subdivisions and the need to manage these systems effectively.

Trustee Brodie Calder made a motion to allow General Manger, Chance Baxter to put out an RFP for engineering to look at studying secondary water systems. The motion was seconded by Trustee Mark Larson; all members voted aye, motion passed.

### **Presentation**

#### **Old Farm Subdivision Secondary Water System – Jim Flint; Hansen and Associates**

Jim Flint from Hansen Associates presented a proposal for the district to manage a secondary water system for the Old Farm subdivision, consisting of 270 lots. The developer has substantial water rights to put towards a secondary system for this subdivision. The subdivision would use 171 acre-feet of water rights from Marsh Pettingill Springs, producing over 500 gallons per minute. The board expressed interest but required more information, including the completion of the proposed rate study and engineering analysis, before making a decision.

#### **Reallocation of project grant funds – Lance Nielsen; HAL, Chris Slater; JUB**

Chris Slater from JUB and Lance Nielsen with HAL presented an update on the Bureau of Reclamation grant projects. Originally intended for three wells (Collinston, Harper Ward, and South Willard), the project faced challenges with the Collinston well. However, the Harper Ward well exceeded expectations, producing 1,500 gallons per minute instead of the estimated 300-500 gallons per minute. The board discussed the potential to use this excess capacity to meet the needs of multiple areas, including Collinston, through existing connections between systems. The challenge lies in coordinating agreements and physically moving the water across different geographical areas. To be feasible the project will require support and cooperation from several communities, including Deweyville and Honeyville. Deweyville Mayor, Leslie Kendrick and Honeyville Mayor, Bruce Nelson will discuss this idea at their next town council meetings to determine if their communities are open to a presentation from the District regarding further study and investigation of this project.

# **BRWCD Culinary Water Production Reallocation of Project Grant Funds**

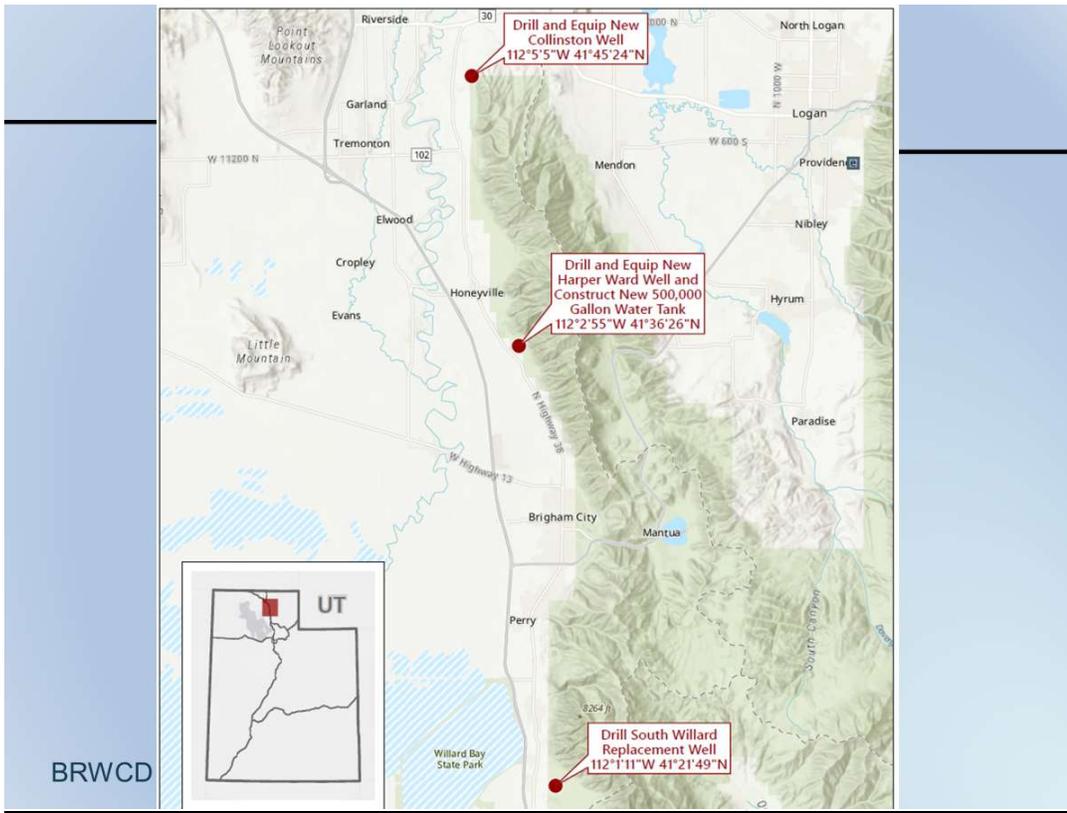
**District Board Meeting  
September 25, 2024**



## **Background**

- **Collinston Well**
  - 400 gpm estimate
- **Harper Ward Tank and Well**
  - 500,000 gallon tank
  - 300 gpm estimate
- **South Willard Replacement Well**
  - Build well next to existing well
  - 300 gpm estimate

BRWCD Culinary Water Production Wells and Tank Project



## Background

Area	Current Deliveries	Obligated Deliveries	Estimated Supply	Additional Supply	Details
	Acre-Feet per Year				
Collinston	115	250	323	73	New well to replace old Deweyville source
Harper Ward	80	100	242	142	New well to increase existing supply
South Willard	123	125	242	117	New well to replace and increase existing supply
<b>Totals:</b>	<b>318</b>	<b>475</b>	<b>807</b>	<b>332</b>	

## Background

Project	Amount
1. Collinston Well and Well House	\$1,407,000
2. Harper Ward Well, Well House, Tank	\$2,079,000
3. South Willard Well	\$ 671,750
<b>Total</b>	<b>\$4,157,750</b>

BRWCD Culinary Water Production Wells and Tank Project

## Background

Table 2 – Total Project Cost Summary

Source	Amount
Costs to be reimbursed with the requested Federal funding	\$2,000,000
Costs to be paid by the applicant	\$2,157,750
Value of third-party contributions	\$0
<b>Total Project Cost</b>	<b>\$4,157,750</b>

BRWCD Culinary Water Production Wells and Tank Project

## Current Status

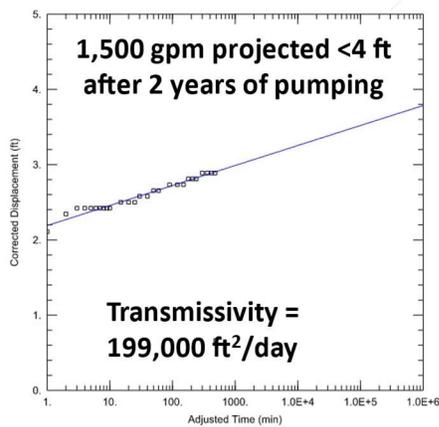
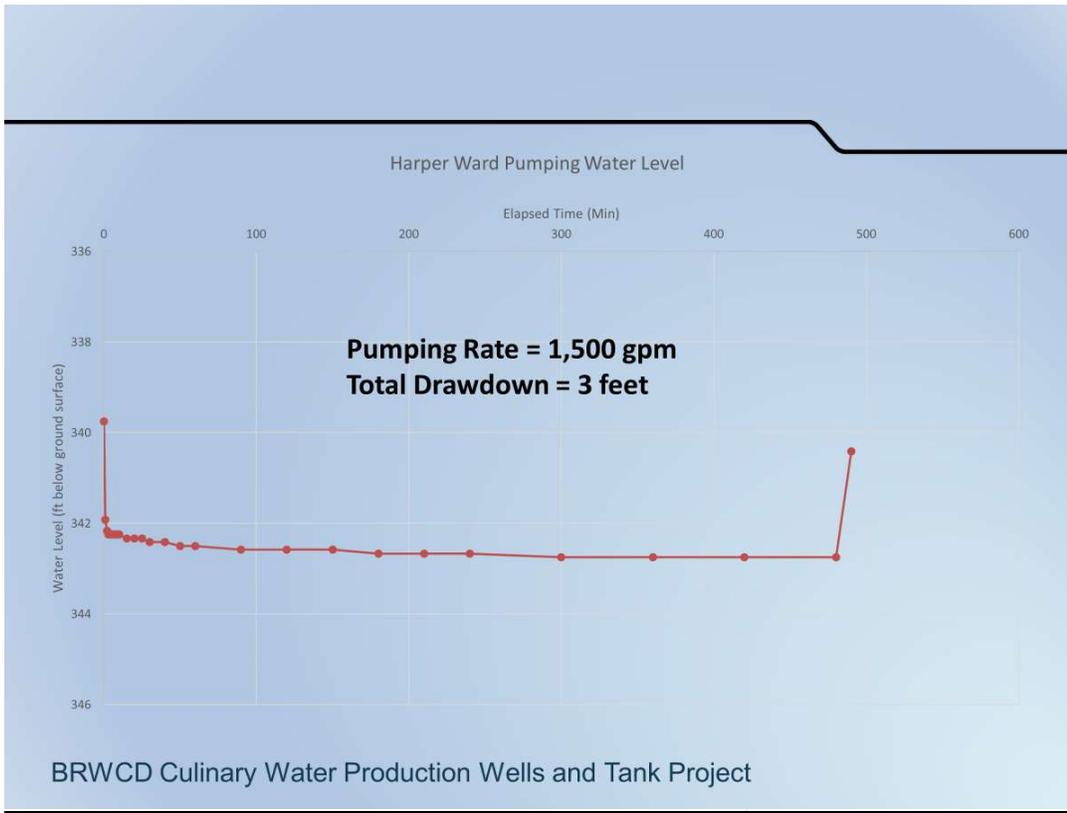
- ✓ • Harper Ward
  - Well has been drilled, constructed, tested
  - Transmission line under construction
  - Tank Construction to start soon
- ✗ • Collinston
  - No source identified at this time
- ✓ • South Willard
  - Design of new well completed

BRWCD Culinary Water Production Wells and Tank Project

## Options for Collinston Source

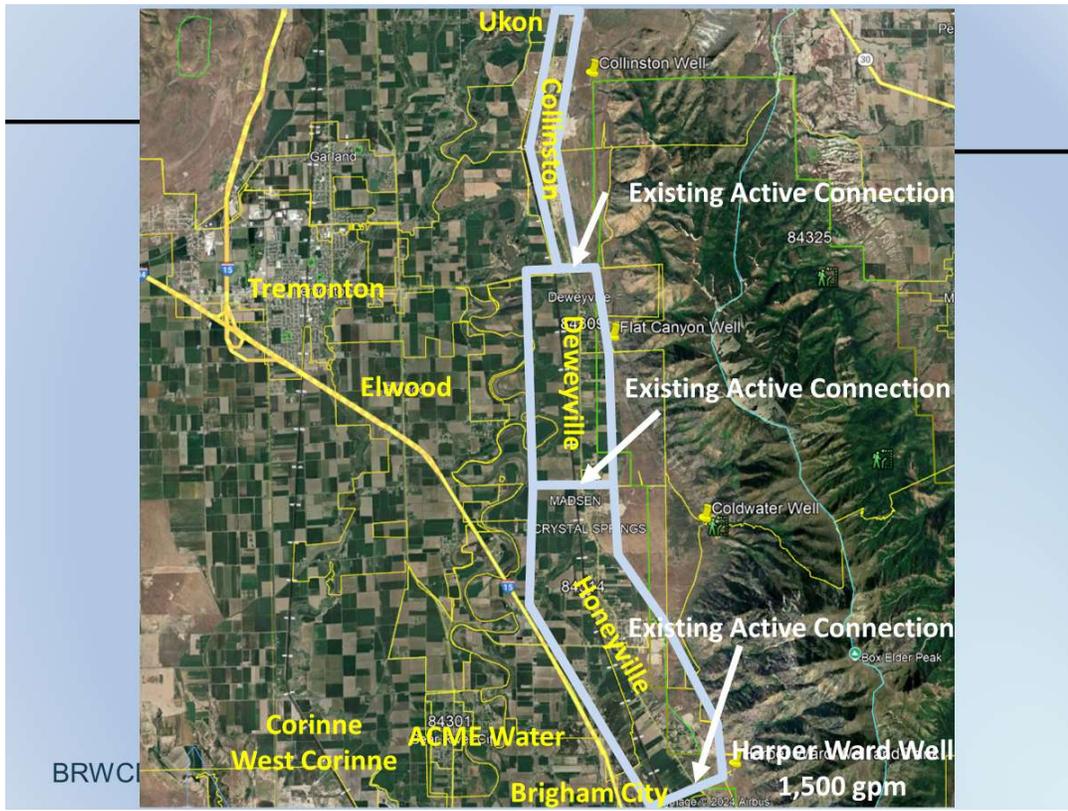
- Collinston Well
  - X** NOT FEASIBLE (lacks local support, water rights)
- Honeyville Well
  - X** NO CURRENT WATER RIGHTS OR LOCAL SUPPORT
- Flat Canyon Well
  - X** SITE FULLY DEVELOPED
- Harper Ward
  - Initial estimated pumping rate = 300 gpm
  - ✓** Pump tested at 1,500 gpm (1,200 gpm excess)

BRWCD Culinary Water Production Wells and Tank Project



**Specific Capacity  
= 500 gpm/ft**

HARPER WARD WELL 2 CR TEST					
Data Set: C:\JLN\Files\BRWCD Board Meeting 2024-09-25\Harper Ward CR Test.aqt					
Date: 09/24/24			Time: 11:21:11		
PROJECT INFORMATION					
Company: HAL					
Client: BRWCD					
Project: 091.55.120					
Location: Harper Ward					
Test Well: Harper Ward Well 2					
Test Date: 9/16/2024					
AQUIFER DATA					
Saturated Thickness: 40. ft			Anisotropy Ratio (Kz/Kr): 1.		
WELL DATA					
Pumping Wells			Observation Wells		
Well Name	X (ft)	Y (ft)	Well Name	X (ft)	Y (ft)
Harper Ward Well 2	0	0	Harper Ward Well 2	0	0
SOLUTION					
Aquifer Model: Unconfined			Solution Method: Cooper-Jacob		
T = 1.99E+5 ft <sup>2</sup> /day			S = 4.999E-6		



## **Benefits**

- Harper Ward Well #2 has Capacity!
  - Fulfills stated benefit for Collinston and Ukon to meet funding requirements
  - Provides added benefit (resiliency) to Honeyville & Deweyville
  - Also provides drought resiliency for Tremonton, Elwood, Bear River City, Corinne, West Corinne Water Company, and Brigham City

BRWCD Culinary Water Production Wells and Tank Project

## **Next Steps If We Proceed**

1. Need BRWCD Board Approval for pursuing this option
2. Work with Deweyville and Honeyville to gain cooperative support/interest
  - Meet with City staffs and councils
  - Negotiate appropriate compensation
3. Obtain approval from BOR for scope change
4. Proceed with Engineering of solution

BRWCD Culinary Water Production Wells and Tank Project

## **What if We Don't Proceed?**

1. Funding allocated for Collinston will need to be returned to BOR (\$680,000) and SRF (\$680,000)
2. Collinston / Ukon systems will continue to rely on Flat Canyon/Deweyville sources
3. No additional benefits provided to other communities.

**Action Items**

A- Request for assistance with chlorinator system – Craig Hawkes; Howell Town

Craig Hawks from Howell Town requested assistance with the engineering costs for a chlorinator system. The estimated cost for engineering was between \$10,000 and \$15,000. A motion to approve up to \$15,000 for engineering assistance for Howell Town chlorinator system was made by trustee Jay Capener and seconded by Trustee Tim Munns. The motion passed unanimously.

B- Authorize General Manager to pursue reallocation of grant funds.

A motion to authorize General Manager, Chance Baxter, to pursue the reallocation of grant funds and apply for an extension of time on grant funds was made by trustee Mark Larson and seconded by Lyle Holmgren. The motion passed unanimously.

C- Withdrawal request for water rights in Cache Valley

The board discussed the need to withdraw the request for water rights in Cache Valley. A motion to authorize the chairman to sign the form withdrawing the water rights application for water rights in Cache Valley was made by Mark Larson and seconded by Joe Summers. The motion passed unanimously.

D- Board approval of 2025 COLA increase

The board discussed the cost-of-living adjustments (COLA) for 2025. After reviewing various percentages from other entities, a motion to set the COLA at 3% was made by Financial Chairman Lyle Holmgren and seconded by Trustee Tim Munns. The motion passed unanimously.

E- Declare District property (listed below) as surplus; authorize appropriate method of disposition.  
(2018 Ski-Doo Snowmobile, 2017 Voyager Trailer)

The board discussed declaring a 2018 Ski-Doo snowmobile and a 2017 Voyager trailer as surplus property. A motion to declare the 2018 Ski-Doo snowmobile and 2017 Voyager trailer as surplus items and authorize staff to dispose of them was made by Trustee Leslie Kendrick and seconded by Vice Chairman Richard Day. The motion passed unanimously.

**Discussion**

State of the District

Chance discussed the upcoming Utah Water Users Association meeting where he will speak about the state of the district. He sought feedback from the board on what to include in his presentation. The board suggested focusing on the countywide master water plan and the new direction of serving and supporting communities.

**Presentation**

LeGrand Bitter, Utah Association of Special Districts

Legrand Bitter and Heather Anderson from the Utah Association of Special Districts presented on the services and legislative efforts provided by the association. They discussed the benefits of membership and the legislative support offered to districts. The board appreciated the information and thanked them for their efforts.

**Closed Session**

The Board entered a closed session to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares; pursuant to Utah Code 52-4-205 (1)(d).

Vice Chairman Richard Day made a motion to move into a closed session, seconded by Financial Chairman Lyle Holmgren.

Roll Call:

Richard Day- yes  
Lyle Holmgren- yes  
Jay Capener- yes  
Brodie Calder - yes  
Mark Larson- yes

Joeseeph Summers- yes  
Lesley Kendrick – yes  
Tim Munns- yes  
Boyd Bingham- yes  
DJ Bott - yes

**Action on closed session**

No action was taken.

**Public Comment**

Moved to October 23<sup>rd</sup> meeting.

**Adjournment**

Trustee Boyd Bingham made a motion to adjourn, seconded by Financial Chairman Lyle Holmgren; all members voted aye, meeting adjourned at 9:45 pm.