Board Meeting Minutes

Wednesday November 20, 2024 @ 6:00 P.M.
102 West Forest Street
Brigham City, UT 84302

In Attendance: Vice-Chairman: Richard Day
Financial Chairman: Lyle Holmgren
Jay Capener
Joe Summers
Riggin Holmgren
Mark Larson
Tim Munns
Lesley Kendrick

Staff: General Manager Chance Baxter; Office Manager Jamie Williams

Absent: DJ Bott, Boyd Bingham, Brodie Calder

WELCOME
Vice-Chairman Richard Day called the meeting to order at 6:00 pm

INVOCATION & PLEDGE OF ALLEGIANCE
Offered by Riggin Holmgren

DECLARATION OF CONFLICTS OF INTEREST
No conflicts declared

CONSENT AGENDA

A- Adoption of Agenda
Tim Munns made a motion to approve and adopt the November 20, 2024 agenda, motion was seconded by Riggin Holmgren; all members voted aye, motion passed.

B- Approval of Minutes-October 23, 2024
Lyle Holmgren made a motion to approve October 23, 2024 minutes, motion was seconded by Mark Larson; all members voted aye, motion passed.

APPROVAL OF FINANCIAL STATEMENTS – OCTOBER 2024
Financial Chairman Lyle Holmgren presented the financial statements for October 2024. He reported that the financials are in order, Mark Larson made a motion to approve the financial statements as presented, motion was seconded by Lesley Kendrick; all members voted aye, motion passed.

DISCUSSION OF BYLAWS
General Manager Chance Baxter updated the board regarding the regional map. Danica with Gateway mapping will have that map available by the December 11, 2024 meeting.

ACTION ITEM

A- Thatcher Penrose impact fees – Randy Nelson
Thatcher Penrose representatives requested help with an impact fee study and engineering costs. Lyle Holmgren made a motion for Chance to prepare a funding package by the next meeting allowing the district to help with some costs by utilizing the district's financial consultant to get the process started, motion seconded by Lesley Kendrick; all members vote aye, motion passed.

B- Riverside North Garland service line – Neil Capener
Neil Capener approached the Board regarding RNG service line. There was discussion on water contracts, their expiration dates, and capacity issues. Concerns were raised about contracts ending in 2035 and the need to define excess capacity in water lines. The board agreed to have Chance work on modeling the line to establish specific capacity and have attorneys review and potentially rewrite contracts. Riggin Holmgren made a motion to authorize General Manager, Chance Baxter, to investigate line capacity, engineering, and legal work on contracts and bring back to the board, motion was seconded by Tim Munns; all members voted aye, motion passed.

C- 2025 tentative budget for board review and approval – Cody Deeter, EFG Consulting
Financial Consultant, Cody Deeter with EFG Consulting, reviewed the tentative budget with the board and addressed any questions. Presentation of the 2025 budget included a proposed 3% increase in retail and wholesale water rates for the next five years, $12.4 million for new capital projects, plans to issue $6 million in bonds, and the addition of two new staff positions. The board approved the tentative budget and set a public hearing for December 11th for the purpose of adopting the final budget. Tim Munns made a motion to approve the 2025 tentative budget as presented, motion was seconded by Joe Summers; all members voted aye, motion passed.

D- Set public hearing for the purpose of finalizing and adopting the 2025 budget
E- Set public hearing for the purpose of approving a 3% annual increase on water rates
F- Set public hearing for First Community Development Block Grant (CDBG)
Mark Larson made a motion to set public hearings D-F for December 11, 2024 at 6:00 PM, motion seconded by Lesley Kendrick; all members voted aye, motion passed.

DISCUSSION
Washington DC Rally Attendees – Chance Baxter, General Manager
Discussion on sending representatives to Washington D.C. for a water rally event in February. Rural Water Association is paying the lodging and travel expense to send Chance Baxter and DJ Bott to the rally. Lyle Holmgren made a motion to approve 70% funding for travel and lodging expenses for an additional board member that would like to attend, motion was seconded by Lesley Kendrick; all members voted aye, motion passed.

GENERAL MANAGERS REPORT
General Manager, Chance Baxter, provided updates on various projects including the secondary irrigation master plan, optimization plan for Bothwell and Collinston systems, CDBG grant application, Howell Town chlorinator project, well abandonment, tank construction, and the South Willard well drilling project. The South Willard well drilling bid came in at $718,000, significantly under budget.

PUBLIC COMMENT
No public comment

TRUSTEE REPORTS

Tim Munns
No report

Lesley Kendrick
No report

Joe Summers
No report

Mark Larson
No report

Riggin Holmgren
No report

Lyle Holmgren
No report

Jay Capener
Reported on Bear River Canal business and PL566

Richard Day
Reported on recent regional master plan meetings, noting low attendance from Willard City officials despite significant upcoming developments in the area.

ADJOURNMENT
Mark Larson made a motion to adjourn, motion was seconded by Joe Summers; all members voted aye, motion passed. Meeting adjourned at 7:53 PM.