

Administrative Control Board Meeting
For the Box Elder and Perry City Flood Control
Special Service District
Perry City Offices – 1950 S Highway 89
Tuesday November 19, 2024, 5:15 p.m.

1. Welcome & Call to Order
2. Presentation of the 2025 Box Elder/Perry Flood Control Special Service District Budget – David Rogers
3. Public Hearing for 2025 Box Elder/Perry Flood Control Special Service District Budget
4. Public Comments
 - (1) Please speak only once (Maximum 3 Minutes) per agenda item.
 - (2) Please speak in a courteous and professional manner.
 - (3) Do not speak to a specific member(s) of the Board, Staff, or Public. (Please speak to the Chairman of the Board Members as a Group)
 - (4) Please present possible solutions for all problems identified; and
 - (5) No decisions will be made during this meeting if the item is not specifically on the agenda.
5. Discussion/Action Items
 - A. Motion to Approve Fiscal Year 2025 Box Elder/Perry Flood Control Special Service District Budget
 - B. Approve Meeting Schedule for Box Elder/Perry Flood Control Special Service District 2025
 - C. Update on Reeder Excavation/Canyon Project
 - D. Update on Piping Overflow Ditch – Signatures from Shirlene Peck
 - E. Regular Maintenance on Ditches – Trees at Maddox Ditch
6. Approve Meeting Minutes
 - September 17, 2024
7. Board Member Items
8. Motion to approve Invoice Payments (Roll Call Vote)
9. Items for Next Agenda (Next regular meeting on December 17, 2024)
10. Adjournment

Certificate of Posting

The Undersigned Duly Appointed Official Hereby Certifies that a copy of the foregoing Agenda was sent to each Member of the Board and posted in Three Locations at the Perry City Offices, Dale Young Park, Perry City Park on this 8th day of October 2024. Any individual Requiring Auxiliary Services should contact the City Offices at least 3 days in advance (435-723-6461)

Tyra M Bischoff, Board Clerk

Local and Special Service Districts Adopted Budget

Name Box Elder County & Perry City Flood Control District

Fiscal Year 12/31/25

Form: SD-BUD-1-2012

Part I General and Enterprise Fund

(a)		General Fund			Enterprise Fund		
		Actual Expenses		Budget (d)	Actual Expenses		Budget (g)
		Prior Year (b)	Current Year (c)		Prior Year (e)	Current Year (f)	
	Revenues						
1.1	Taxes: Property Tax	110234	97447	100000			
1.2	Other:						
1.3	Fee in Lieu of Taxes						
1.4	Charges for Services						
1.5	Interest Income	14219	14000	15000			
1.6							
1.7							
1.8							
	Other Financing Sources:						
1.9	Transfers from Other Funds						
1.10	Contribution from Fund Balance						
1.11							
1.12							
	Total Revenues	124453	111447	115000	0	0	0
	Expenses						
2.1	Salaries and Benefits						
2.2	Other Operating Expenses	25684	60500	70000			
2.3	Depreciation						
2.4	Capital Outlay						
2.5	Debt Service						
2.6							
2.7							
2.8							
	Other Financing Uses:						
2.9	Transfers to Other Funds	98769	50947	45000			
2.10	Contribution to Fund Balance						
2.11							
2.12							
	Total Expenditures / Expenses	124453	111447	115000	0	0	0
	Net Income / (Loss)				0	0	0

CONTINUE ON PAGE 2 WITH PART II

Part II Capital Projects and Debt Service Fund

		Capital Projects Fund			Debt Service Fund		
		Actual Expenses			Actual Expenses		
		Prior Year (b)	Current Year (c)	Budget (d)	Prior Year (e)	Current Year (f)	Budget (g)
	Revenues						
1.1	Bond Issues						
1.2	Property Taxes						
1.3	Fee-in-Lieu of Taxes						
1.4	Investment/Interest Income						
	Transfers From:						
1.5	General Fund	98769	50947	45000			
1.6							
1.7	Other:						
1.8	Other:						
	Total Revenues	98769	50947	45000	0	0	0
1.9	Beginning Fund Balance	516851	575338	51285			
1.10	Available for Use	615620	626285	96285	0	0	0
	Expenses						
2.1	Debt Service						
2.2	Retirement of Bonds						
2.3	Interest on Bonds						
2.4	Capital Outlay	40282	575000	0			
	Transfers From:						
2.5							
2.6							
2.7	Other:						
2.8	Other:						
	Total Expenses	40282	575000	0	0	0	0
	Ending Fund Balance	575338	51285	96285	0	0	0

NOTICE OF BOX ELDER AND PERRY CITY FLOOD CONTROL PUBLIC HEARING

Notice is hereby given that the Box Elder and Perry City Flood Control Board will hold, in the City Council Chambers at 1950 S Highway 89 in Perry a public hearing to receive public comment regarding the 2025 Box Elder/Perry Flood Control Special Service District Budget. The public hearing will be held in conjunction with the Flood Control Meeting, which starts at 5:15 p.m. on Tuesday, November 19, 2024. All interested persons shall be given the opportunity to be heard. Written concerns are welcome. Any Individual requiring auxiliary services should contact the City Offices at least 3 days in advance (435-723-6461). By: Tyra Bischoff, Flood Board Secretary.

2025 MEETING SCHEDULE-BOX ELDER/PERRY
FLOOD CONTROL DISTRICT (5:15 P.M.)

January 21, 2025	July 15, 2025
February 18, 2025	August 19, 2025
March 18, 2025	September 16, 2025
April 15, 2025	October 21, 2025
May 20, 2025	November 18, 2025
June 17, 2025	December 16, 2025

*The Box Elder/Perry Flood Control District will hold their meetings the third Tuesday of each month at 5:15 p.m. at the Perry City Hall, 1950 S Highway 89 Perry UT 84302

Check the Public Meeting Website (utah.gov/pmn), Perry City Website, or the City Office for specific start times. Some meetings may be cancelled due to lack of business. Special meetings may be scheduled as needed.

1 **Box Elder and Perry Flood Control Special Service District**
2 **Perry City Offices 3005 South 1200 West**
3 **5:21 PM Tuesday, October 15, 2024**

4
5 **Members Present:** Vice Chairman Kevin Pebley, Board Member Michael Harper,
6 Board Member Taylor Clark, Board Member Paul Nelson (came at 5:30)

7
8 **Others Present:** Tyra Bischoff; Board Secretary, Matt Robertson, David Rogers

9
10 **Members Excused:** Chairman Bryce Thurgood

11
12 **1. Welcome and Call to Order**

13 Vice Chairman Kevin Pebley welcomed everyone and called to order the October
14 15, 2024, Box Elder and Perry Flood Control Special District meeting. It was
15 determined that Chairman Bryce Thurgood would be joining by phone.

16
17 **2. Public Comment**

18 None.

19
20 **3. Discussion/Action Items**

21 **A. Tentative Budget for FY 2025 – David Rogers from Davis & Bott**

22 David Rogers presented the tentative budget for FY 2025. He mentioned that the
23 budget needed approval before the end of the year. The budget included a
24 general fund and a capital projects fund. It was explained how prior year revenues
25 and expenses were evaluated alongside projections for the following year.

26
27 Specific budget items included collected tax revenue and adjusted operating
28 expenses. Any surplus income from the general fund would be transferred to the
29 capital projects fund. Current capital projects planned a substantial outlay for the
30 year 2024, with remaining funds expected to bolster future projects.

31
32 Vice Chairman Pebley questioned whether the large capital outlay was for the
33 Mathias Canyon project that is being completed by Reeder Excavation, confirming
34 the plan was to forego additional expenses in the following year. It was agreed
35 that current savings did align with projections. The original budget presentation
36 will be followed by a public hearing in the upcoming meeting, with no changes
37 advised at this point.

B. Update on Reeder Excavation/Canyon Project

An update was provided by Matt Robertson from Jones and Associates regarding the debris basin at Mathias Canyon. Attendees were directed to images showing progress, noting nearing completion of the debris basin with specific structures finished, and detailed aspects of grading work. However, it was noted that the project ran low on material due to unexpected loss during land grubbing.

An estimation was made about additional material needed, and a change order cost of \$17,365 was proposed to transport and use existing stockpiled materials for completion. The board acknowledged discussion with the contractor regarding extra fees and responsibilities around disposal.

It was highlighted that no further change orders had arisen, with the current one well below standard change order percentages for construction projects of similar sizes. Piles left over from the earlier Evans Canyon project seemed a viable source for the completion, provided additional contracts were cleared for adaptability and compliance.

MOTION: Board Member Michael Harper made a motion to approve the change order of \$17,365 for Reeder Excavation. Board Member Taylor Clark seconded the motion.

Roll Call: Chairman Bryce Thurgood, Absent
Vice Chairman Kevin Pebley, Yes
Board Member Paul Nelson, Yes
Board Member Taylor Clark, Yes
Board Member Michael Harper, Yes

C. Update on Piping Overflow Ditch

Progress on acquisition of signatures from Shirlene Peck was discussed. Matt explained that there were challenges regarding document agreement, but steps were planned for completion to facilitate ongoing work with Reeder. Efforts to finalize the signatures were under continuation to ensure all legalities were settled ahead of planned work movement.

D. Regular Maintenance on Ditches

Board Member Clark raised issues of overgrown trees impeding ditches, specifically noting concern about falling branches along the Maddox ditch. The board deliberated contracting a suitable service, weighing costs and potential impacts if delayed. Suggestions included contacting reputable, localized contractors with targets of prompt tree removal contingent on competitive rates remaining under \$5,000.

4. Approving Meeting Minutes

- September 17, 2024

MOTION: Board Member Michael Harper made a motion to approve the minutes with no correction suggested. Board Member Paul Nelson seconded.

Roll Call: Chairman Bryce Thurgood, Absent
Vice Chairman Kevin Pebley, Yes
Board Member Paul Nelson, Yes
Board Member Taylor Clark, Yes
Board Member Michael Harper, Yes

5. Board Member Items

6. Motion to Approve Invoice Payments (Roll Call Vote)

- Jones and Associates – \$5,061.75
- Reeder Excavation - \$305,169.69
- Tyra Bischoff – \$91.98
- Davis & Bott - \$580.00

MOTION: Board Member Paul Nelson made a motion to approve the invoices. Board Member Taylor Clark seconded.

Roll Call: Chairman Bryce Thurgood, Absent
Vice Chairman Kevin Pebley, Yes
Board Member Paul Nelson, Yes
Board Member Taylor Clark, Yes
Board Member Michael Harper, Yes

111 **7. Items for Next Agenda**

112 The next regular meeting is scheduled for November 19, 2024.

- 113 • Update on Reeder Excavation/Canyon Project
- 114 • Update on Piping Overflow Ditch – Shirlene Peck Signatures
- 115 • Regular Maintenance on Ditches – Trees on Maddox ditch
- 116 • Passing Budget
- 117 • Approving meeting schedule for 2025

118

119 **8. Adjournment**

120 **MOTION:** Board Member Paul Nelson moved to adjourn the meeting. Board

121 Member Mike Harper seconded.

122

123 All Board Members were in favor. The meeting ended at 6:02 p.m.

Division of Glacier Bank
12 S Main Layton, UT 84041
801-813-1600

Account Statement



Date 10/31/24

Page:1 of 2

Primary Account XXXXXXXXXXXXX4268

[illegible]

CO

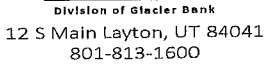
***** CHECKING ACCOUNTS *****

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

PREMIER BUSINESS MMDA		Number of Enclosures	0
Account Number	XXXXXXXXXXXX4268	Statement Dates	10/01/24 thru 10/31/24
Previous Balance	515,937.20	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	355,470.91
1 Checks/Debits	310,903.42	Average Collected	355,470.91
Service Charge	.00	Interest Earned	858.77
Interest Paid	858.77	Annual Percentage Yield Earned	2.88%
Ending Balance	205,892.55	2024 Interest Paid	13,053.58

----- Activity in Date Order -----			
Date	Description	Withdrawals	Deposits
10/16	kevin to checking	310,903.42-	.00
10/31	Interest Deposit	.00	858.77
			205,892.55

Interest Rate Summary	
Date	Rate
9/30	3.150000%
10/16	2.150000%

Member
FDIC

Date	Rate
9/29	0.015000%



CONSULTING ENGINEERS

Jones & Associates
6080 Fashion Point Dr
South Ogden, UT 84403-4851
(801) 476-9767

PERRY FLOOD CONTROL DISTRICT

ATTN: Tyra Bischoff - Secretary
3005 South 1200 West
Perry, UT 84302

Date: September 30, 2024

Invoice number: 22481

Professional Engineering Services rendered during the month of September, 2024 for work on the following projects:

ENGINEERING CONSULTATIONS

Evans & Mathias Canyons Debris Basins Design & Permitting

Bradley E. Boyce, (Designer III)	2.50 hrs.
Emily A. Thomas, (Project Manager)	1.00 hrs.
Karter M. Isaacson, (Project Engineer I)	2.50 hrs.
Matthew L. Robertson, P.E. (Senior Engineer II)	18.75 hrs.
Matthew S. Rigby, (Staff Engineer III)	48.75 hrs.
Taylor J. Trahan, (Land Surveyor)	12.50 hrs.

GPS Survey Equipment @ \$65.00/hrs \$ 487.50

Subtotal \$ 10,185.00

SUBTOTAL ENGINEERING CONSULTATIONS \$ 10,185.00

INVOICE TOTAL \$ 10,185.00

Perry Flood Control District Notes (September 30, 2024)

The following notes summarize the Engineering Services provided by Jones & Associates for the month of September 2024

Date	Employee Type	Employee	Billed Units/Hours	Billed Amount	Notes
27 Perry Flood Control District			86.00	9,697.50	
300 Storm Drain Evans & Mathias Canyons Debris Basins Design & Permitting			86.00	9,697.50	
09/30/24	Project Manager	Emily Thomas	1.00	95.00	Set up pay request form, processed pay request 1, issued NTP (back dated because wasn't issued after precon meeting), coordination with Matt for pay request
09/30/24	Staff Engineer III	Matthew Rigby	1.50	157.50	Drive to site, site inspection.
09/30/24	Senior Engineer II	Matthew Robertson	1.00	149.00	Cursory review of pay application and sent email to Emily and Matt to process the request. Follow up on the status of the work and began working on an email to send to the board to update them on the progress.
09/25/24	Staff Engineer III	Matthew Rigby	2.00	210.00	Drive to site and observe poured concrete. Update inspection log and site photos.
09/24/24	Staff Engineer III	Matthew Rigby	3.00	315.00	Drive to site, site inspection, update inspection log.
09/23/24	Staff Engineer III	Matthew Rigby	3.00	315.00	Drive to site, site inspection, update inspection log and site photos
09/20/24	Staff Engineer III	Matthew Rigby	4.00	420.00	Coordinate formwork with concrete subcontractor. Drive to site and inspect cured concrete.
09/20/24	Senior Engineer II	Matthew Robertson	1.00	149.00	Coordination with Matt Rigby on status of work in the field and the schedule for the concrete structures. Follow up with the contractor on the work.
09/19/24	Senior Engineer II	Matthew Robertson	0.50	74.50	Emails with Tyra about the cost of the Evans Canyon project. Looked up final pay request from Allied.
09/19/24	Staff Engineer III	Matthew Rigby	3.75	393.75	Drive to site and inspect concrete. Verify all rebar anchors have been installed. Update inspection log and site photo log.
09/18/24	Staff Engineer III	Matthew Rigby	3.50	367.50	Drive to site, inspection of concrete formwork and QC for concrete pouring. Update site photos log.
09/18/24	Senior Engineer II	Matthew Robertson	1.00	149.00	Follow up with Tyra on budget for Mathias Canyon and for upcoming year. Coordination with the contractor and Matt Rigby on the construction.
09/17/24	Senior Engineer II	Matthew Robertson	2.00	298.00	Coordination with Matt Rigby on construction issues and review of latest photos. Went to the board meeting and discussed the latest with the project with the board.
09/17/24	Staff Engineer III	Matthew Rigby	1.00	105.00	Coordinate concrete pouring with concrete subcontractor. Sent site photos to Matt Robertson.
09/16/24	Staff Engineer III	Matthew Rigby	6.00	630.00	Drive to site, site inspection, coordination with concrete subcontractors, drive back, begin writing inspection reports for project.
09/16/24	Senior Engineer II	Matthew Robertson	0.25	37.25	Coordination with Matt Rigby on construction issues on the pouring of the diversion structure.

Date	Employee Type	Employee	Billed Units/Hours	Billed Amount	Notes
09/12/24	Senior Engineer II	Matthew Robertson	3.00	447.00	Coordination with Taylor and Bucky on the staking of the structures. Discussed concerns with Bucky on the alignment and location of the staking. Went to the site and reviewed with Bucky and instructed him to slightly move lower structure. Had Brad meet us on site to discuss the details.
09/12/24	Designer III	Bradley Boyce	2.50	255.00	Met with project engineer on a contractor question in regard to the structure and an existing weir downstream of the propose basin control structure, looked at the control structure drawings and ACAD file and pipe angles and issues with pushing the angle of the pipe to outlet above the existing weir, performed a site visit to Mathias construction site to review the exist. conditions and channel weir, and determine the best options for modifications, reviewed the rip-rap channel, looked over the alignment of the structure and worked with contractor on a solution for the pipe angle, etc.
09/12/24	Staff Engineer III	Matthew Rigby	5.75	603.75	Drive to site, site inspection, drive back. Complete ditch profile from survey points and send to Matt Robertson.
09/12/24	Land Surveyor	Taylor Trahan	3.50	325.50	Created additional staking points for the exact northwest and north east corners of the storm drain boxes (per contractor request). On-site to stake out the exact northern corners of the storm drain boxes.
09/11/24	Senior Engineer II	Matthew Robertson	1.50	223.50	Coordination with Taylor on staking of the outlet structures. Spoke with Bucky about the schedule and construction issues. Review of details on diversion structure with Brad
09/11/24	Staff Engineer III	Matthew Rigby	3.75	393.75	Site inspection and quality control measures for pipe installation. Begin working on new plan and profile sheet for Mathias Creek portion of project.
09/10/24	Staff Engineer III	Matthew Rigby	4.50	472.50	Upload site photos from 9/9 to project folder. Import survey points taken from Taylor and add to surface data. Grade existing ditch, create profile and verify creek piping design. Adjust design elevations as necessary.
09/10/24	Senior Engineer II	Matthew Robertson	3.00	447.00	Sent email with details and explanation for the perforated drain along the outlet. Went to the project site and checked on the status of the work and discussed the sand filter and drain with Bucky. Follow up with Matt Rigby.
09/09/24	Staff Engineer III	Matthew Rigby	2.00	210.00	Drive to site, coordination with Bucky Reader, general site inspection, drive back.
09/09/24	Senior Engineer II	Matthew Robertson	3.00	447.00	Spoke with Bucky and Rigby about the installation of the pipe and the idea to add perforated pipe towards the end to collect water following the pipe. Looked at pics of current conditions. Read through geotech report and recommendations to determine the best way to mitigate the concern with the springs/groundwater.
09/09/24	Land Surveyor	Taylor Trahan	6.00	558.00	Created additional storm drain staking points for the centerline of RCP from the manhole to the control structure (Every 50 feet) and I changed the staking point locations for the storm drain manhole (20 and 15 foot offsets with elevations to the flowline and rim). per contractor request. On-site to stake out the additional storm drain. Topo surveyed the drainage ditch to the north west of the project area. Sent the points to Matt Rigby for design.
09/06/24	Land Surveyor	Taylor Trahan	3.00	279.00	Created the staking points for the storm drain (10 & 15 foot offsets to the northern corners of both boxes, manhole and the 24" RCP outlet pipe). Complete with elevations to the top of box/ rim and flowlines of all pipes. On-site to stake out all of the storm drain.

Date	Employee Type	Employee	Billed Units/Hours	Billed Amount	Notes
09/06/24	Project Engineer I	Karter Isaacson	2.50	272.50	Assist Taylor in staking out new boxes and pipes.
09/06/24	Senior Engineer II	Matthew Robertson	1.00	149.00	Coordination with Taylor on staking of the boxes and pipe. Emailed Bucky about the staking, concrete testing, and pay requests.
09/04/24	Senior Engineer II	Matthew Robertson	1.50	223.50	Spoke with Bucky about the status of the work. Put together survey request for the construction staking of the structures and the shooting of the open ditch on Shirlene's property. Sent plans and email to Taylor. Work on research and ideas to address groundwater concerns.
09/03/24	Staff Engineer III	Matthew Rigby	5.00	525.00	Travel to site, site inspection, return to office, upload photos and coordinate next steps with Matt Robertson.
			86.00	9,697.50	

INVOICE

Tyra Bischoff

DATE: NOVEMBER 14, 2024

Box Elder and Perry City Flood Control
Invoice #024

FOR: FLOOD CONTROL MINUTES & MISC.
SERVICES

DATE	DESCRIPTION	HOURS	LINE TOTAL
10/15/2024	Meeting	1.25	
11/8/2024	Minutes/Public Hearing/Agenda/PMN Noticing	1.75	
11/14/2024	Packet/Emails/Invoices	.50	
	TOTAL	3.5 hours	X 28.50
SUBTOTAL			99.75
SALES TAX			0
TOTAL			99.75

THANK YOU

10-16-24

Invoice for Perry Flood board

20' x 18" Culvert

① \$ 15⁰⁰ / ft.

Total \$ 300⁰⁰

make check payable to:

Jared Gallegos

PO BOX 45

Fielding, UT 84311



Tree Service

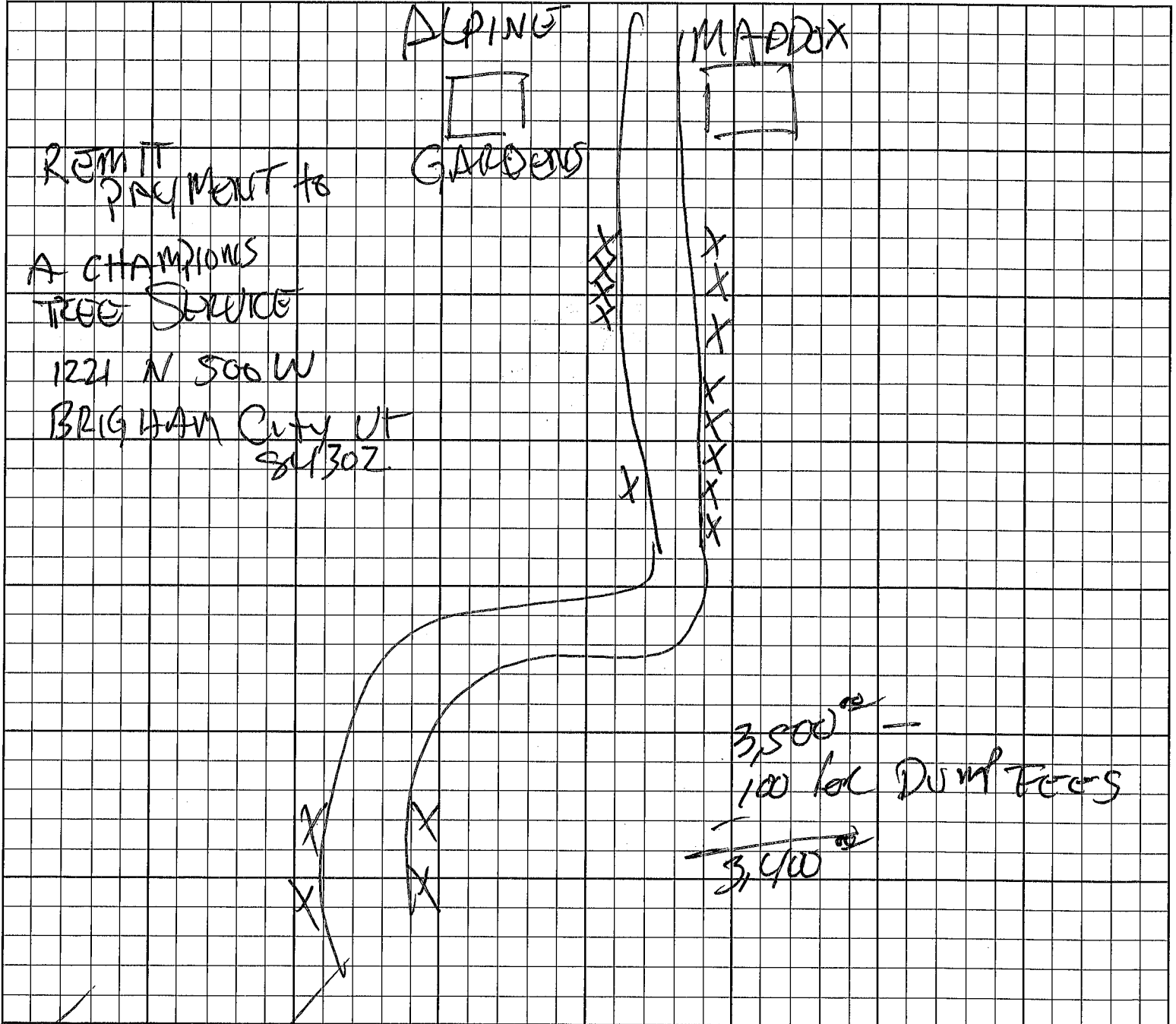
• Pruning • Trimming • Chipper Work • Full Removals
• Bucket Truck Services • Canopy & Crown Reductions
24 Hour Emergency Services

(435) 919-8212

Client BOB ELDER AND JERRY CITY ID# FLUOR CORP. BOARD
Job Location FLUOR CORP. BOARD
TYPE OF WORK/CREW
☒ Climber
☐ Bucket Truck
☐ Ornamental
☒ Maintenance
☐ Landscape
Phone # (435) 725-3809
Date 11/13/2024
Calculated By JUSTO M
10% Deposit Required \$ PAID

JOB DESCRIPTION/DETAILS PRUNE SEVERAL TREES
ALONG DESIGNATED ROUTE TO
CUSTOMER SPECIFICATIONS.

This Estimate is Valid for 30 Days. 10% Discount With Cash Payments.



☒ Pruning \$ 3,400 ☒ Removal to Grade \$ ☐ Grind Stump \$ ☐ Treat Stump \$
Total + Tax 3,400 Approved By Date
Print Name

*By signing this document, I agree to pay A Champions Tree Service the total amount due upon completion of work. Only plants shown on this map will be pruned. Stump grinding will be done 8" below grade. Roots are not included. Stump grinding will be placed in hole unless other situation is setup in advance. Treatment of stump is not warranted to prevent sprout development. Return check fee is \$25. 10% discount applied to cash payments only. Refer a friend and save 10% on next service.