



Board Meeting Minutes

Wednesday December 11, 2024 @ 6:00 P.M.
102 West Forest Street
Brigham City, UT 84302

In Attendance: DJ Bott, Chairman
Jay Capener
Brodie Calder
Tim Munns
Richard Day, Vice-Chairman
Lyle Holmgren, Financial Chairman
Mark Larson
Boyd Bingham

Staff: Chance Baxter, General Manager
Jamie Williams, Office Manager

Absent: Riffin Holmgren
Lesley Kendrick
Joseph Summers

WELCOME

Chairman DJ Bott called the meeting to order at 6:00 pm

INVOCATION & PLEDGE OF ALLEGIANCE

Offered by Brodie Calder

DECLARATION OF CONFLICTS OF INTEREST

Chairman DJ Bott declared that he may need to abstain from a possible action after the closed session.

CONSENT AGENDA

Financial Chairman Lyle Holmgren made a motion to approve items A-B on the consent agenda, motion seconded by Tim Munns; all members voted aye, motion passed.

A- Adoption of agenda

B- Approval of November 20, 2024 minutes

APPROVAL OF FINANCIAL STATEMENTS – NOVEMBER 2024

Financial Chairman Lyle Holmgren reviewed the financial statements for November 2024 and found them to be in order and recommended approval. Vice-Chairman Richard Day made a motion to approve the financial statements as presented, motion was seconded by Tim Munns; all members voted aye, motion passed.

DISCUSSION OF BYLAWS

General Manager Chance Baxter reviewed the updated boundary map with the board. Board members made suggestions for changes such as possible boundary adjustments and adding a legend to the map. Chairman DJ Bott suggested putting the boundary map on the agenda for next board meeting as an action item to make any suggested changes. General Manager Chance Baxter said he could make those changes and adjustments and bring them back to the board.

PUBLIC HEARINGS

A- Consideration of Resolution 2024-36 for the purpose of finalizing and adopting the 2025 budget

Financial Consultant, Cody Deeter, stated the purpose of the public hearing is to discuss the tentative budget that was presented and approved in the November 20, 2024 meeting with the only change being the increase of the Exploration and Studies budget to \$300,000. Deeter offered to go through the tentative budget presentation again or to simply ask questions the board may have. He would be willing to do whatever works best for the board and what serves the public interest. Chairman DJ Bott entertained a motion to open a public hearing specific to the purpose of finalizing and adopting the 2025 budget. Motion was made by Jay Capener, motion seconded by Mark Larson; all members voted aye, motion passed.

Chairman DJ Bott made an invitation to the public for comment on the adoption of the 2025 budget. Being there was no public to speak on the adoption of the 2025 budget, Boyd Bingham made a motion to close the public hearing, motion seconded by Financial Chairman Lyle Holmgren; all members voted aye, motion passed.

Mark Larson made a motion to approve Resolution 2024-36 for the purpose of finalizing and adopting the 2025 budget as presented, motion seconded by Vice-Chairman Richard Day; all members voted aye, motion passed.

B- Consideration of annual 3% water service rate increase for the next 5 years

A 3% annual water service rate increase for the next five years is proposed, the increase aims to prepare for future projects and improve the district's financial stability. The current monthly rate of \$40 is 12-15% cheaper than other systems in the county.

Tim Munns made a motion to open a public hearing in consideration of an annual 3% water service rate increase over the next five years, motion seconded by Financial Chairman Lyle Holmgren; all members voted aye, motion passed.

Chairman DJ Bott made an invitation to the public for comment on the consideration of an annual 3% water service rate increase over the next 5 years.

Kelly Lemmon – Collinston

I'm in favor of it. And I think some of the discussion that's already been held here tonight is the reason why. How do you make it fair to the taxpayers that are subsidizing this district? If you go back to your chart, you don't need to. But if you look at that chart, you look at how much of it's funded by taxpayer versus how much of it's based on your retail sales. I think that should be inverse. I think it should be more because I don't know what percentage of the county actually gets their water from the district, but it's going to be a small percentage. Yet you've got that burden on the whole county, and I know that there are some benefits that come from the district being here that aren't necessarily just the water that people are consuming, but at the same time, I think there's a representative McKay down in, I think he's out of West Jordan. And he's made this kind of an issue. We are the second driest state in the nation, but Nevada, which I think is the driest. Their tax base on their districts is a lot less than it is in the state. The state is quite high. So anyway, I'm in favor of it. And I think this is moving in the right direction by raising those rates, trying to be a little bit more fair to the taxpayer. I'm usually not in favor of rate increases, but I'm not a customer, so it's easy for me to say that, but I am a taxpayer, and so that's where I'm coming from.

Boyd Bingham made a motion to close the public hearing, motion seconded by Mark Larson; all members voted aye, motion passed.

Financial Chairman Lyle Holmgren made a motion to approve the annual 3% retail and wholesale water service rate increase over the next five years, motion seconded by Boyd Bingham; all members voted aye, motion passed.

ACTION ITEM

A- Thatcher Penrose impact fees – Chance Baxter, General Manager

During the November 20, 2024 board meeting, Thatcher Penrose came to the board and asked for some assistance from the district on an impact fee analysis, the board tasked General Manager Chance Baxter with putting together a funding package. Baxter came back to the board with the following proposed funding package for Thatcher Penrose impact fee analysis as follows: \$39,000 total cost, with \$12,000 for financial analysis and \$27,000 for engineering and modeling. Thatcher Penrose will repay 50% of the cost over six months once they start capturing impact fees. Mark Larson made a motion to approve the funding package as presented, motion seconded by Tim Munn; all members voted aye, motion passed.

A second motion was made by Jay Capener to authorize the Chairman to sign a contract created by the districts legal counsel between Bear River Water Conservancy District and Thatcher Penrose, motion seconded by Tim Munns; all members voted aye, motion passed.

B- GenAI Policy – Jamie Williams, Office Manager

Office Manager Jamie Williams presented a general AI policy for the district, as required by the state auditor. The policy outlines the district's responsibility and transparency in using AI for meeting summaries and other purposes. Financial Chairman Lyle Holmgren made a motion to adopt the GenAI policy, motion seconded by Mark Larson; all members voted aye, motion passed.

C- 2025 Annual Calendar – Jamie Williams, Office Manager

D- 2025 Annual Board Meeting Schedule – Jamie Williams, Office Manager

Boyd Bingham made a motion to approve items C-D with the change of regular board meeting to be at 7:00 PM year round, motion seconded by Mark Larson; all members voted aye, motion passed.

CLOSED SESSION

Vice-Chairman Richard Day made a motion to enter into a closed session, motion seconded by Jay Capener. Roll Call: Richard Day, aye; Lyle Holmgren, aye; Jay Capener, aye; Brodie Calder, aye; Mark Larson, aye; Tim Munns, aye; Boyd Bingham, aye; DJ Bott, aye; motion passed.

ACTION ON CLOSED SESSION

Harper Ward pipeline

Financial Chairman Lyle Holmgren made a motion to authorize General Manager Chance Baxter to continue the negotiations with Brigham City regarding the Harper Ward pipeline and include Corinne and West Corinne in those discussions, motion seconded by Brodie Calder; all members voted aye with Chairman DJ Bott abstaining, due to possible conflict of interest, motion passed.

Bothwell appraisal (7.5 acre parcel)

A motion was made by Tim Munns to authorize General Manager Chance Baxter to get an appraisal on the 7.5 acre parcel of the Bothwell farm, motion seconded by Mark Larson; all members voted aye, motion passed.

GENERAL MANAGERS REPORT

Harper Ward Well Project

The Harper Ward well project showed significant improvement in water quality after a \$47,000 investment. The well can now produce 1500 gallons per minute, with the ability to run between 500 and 1500 gallons per minute.

South Willard Well Project

Lang Equipment was awarded the contract to drill the South Willard well, starting in the second week of January and completing by April 1st. The bid came in under budget.

Bothwell Treatment Plant

A potential treatment plant in Bothwell was discussed to address poor water quality issues. The project could cost \$40-50 million and would be the district's largest capital project. A feasibility study is planned to explore off-stream treatment options and potential community-wide benefits.

Sleepy Hollow Springs Pipeline

The Sleepy Hollow Springs pipeline replacement project is in the planning stages. The next step is to meet with the LDS Church to discuss the project's impact on the Early park complex.

General Manager Baxter also updated the board on Secondary Water Feasibility Study, CDBG Grant and Howell Town Chlorinator.

PUBLIC COMMENT

No public comment

TRUSTEE REPORTS

Boyd Bingham

expressed his appreciation to Mark Larson for all his good work on the board.

Tim Munns

No report

Mark Larson

No report

Brodie Calder

announced Ukon Water currently has an opening for General Manager

Lyle Holmgren

Reported on the possible development of 1300 acres on BR mountain and the obstacles regarding the secondary water.

Jay Capener

Updated the board on Bear Lake

DJ Bott

Reported on Mantua Reservoir and the Penstock project

ADJOURNMENT

Tim Munns made a motion to adjourn, motion was seconded by Brodie Calder; all members voted aye, motion passed.