



Board Meeting Minutes

Wednesday January 22, 2025 @ 7:00 P.M.
102 West Forest Street
Brigham City, UT 84302

In Attendance: DJ Bott, Chairman
Lyle Holmgren, Financial Chairman
Tim Munns
Joseph Summers
Riggin Holmgren

Jay Capener, Vice-Chairman
Boyd Bingham
Lesley Kendrick
Kelly Lemmon
Mike Braegger

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

Absent: Brodie Calder

WELCOME

Chairman DJ Bott called the meeting to order at 7:00 pm

INVOCATION & PLEDGE OF ALLEGIANCE

Offered by Joseph Summers

INTRODUCTION OF NEW BOARD MEMBERS / OATH OF OFFICE

Chairman Bott introduced the two new board members Kelly Lemmon; representing the Independent Water Companies and Mike Braegger; representing South Willard/Willard/Perry/Mantua. Chairman Bott also acknowledge the reappointment of Jay Capener who represents the Bear River Canal Company. Oath of Office was administered by Office Manager, Jamie Williams.

DECLARATION OF CONFLICTS OF INTEREST

Chairman Bott gave a short statement to the board members explaining a conflict and when it needs to be declared. No Conflicts were declared at this time.

ELECTION OF OFFICERS

Chairman DJ Bott asked the board to present nominations for Chairman, Board Member Tim Munns nominated Dennis J Bott to serve as Chairman, motion was seconded by Financial Chairman, Lyle Holmgren; all members vote aye, motion passed.

Chairman DJ Bott asked the board to present nominations for Vice-Chairman, Board Member Kelly Lemmon made a motion to nominate Jay Capener to serve as Vice-Chairman, and Board Member Tim Munns made a motion to nominate Brodie Calder to serve as Vice-Chairman. Tim Munns then rescinded his nomination of Brodie Calder who was absent from the meeting and members did not know if Mr. Calder was willing to accept the position. Motion was seconded by Board Member Riggin Holmgren to nominate Board Member Jay Capener to serve as Vice-Chairman; all members vote aye, motion passed.

Chairman Bott asked for nominations for Financial Chairman, Board Member Joseph Summers made a motion to nominate Lyle Holmgren to serve as Financial Chairman, motion seconded by Tim Munns; all members vote aye, motion passed.

PUBLIC COMMENT

Chairman DJ Bott opened up the meeting for public comment.

Shawn Thornley

My name is Shawn Thornley. I live out in Harper Ward. Appreciate all you guys and the service you give to the community. I'd heard some rumblings about the possible transfer of ownership of the water line out through Harper Ward City. I just wanted to let you all know that I would not be in favor of that. I haven't lived down in Harper forever, you know, 20 years. Coming up on 20 years, not quite there, but the people that were there before me had the foresight to upsize that water line so that we could hook on fire hydrants later. And through the Water Conservancy, we were able to do that, we agreed to pay a little bit more each month so we could have those fire hydrants out there. And I think that was a great thing. So, through that, I kind of. Even though it's not real, I feel a little ownership in that water line out through there because, you know, I encouraged the hookup of those water, those fire hydrants. And just on a side note, I. In my day job, I get questions from time to time about the Water Conservancy. And I've always been able to tell people, you know, that they come to my office and say, well, what the heck does the Water Conservancy District do? They just don't know. You guys are important, and you've done some important things in the county. And I've always been able to tell them, yeah, they provided water to my house, so appreciate all your service. And that's about all I got.

Dave Griffith

My name is Dave Griffith. I also live in Harper Ward. And I'd like to say ditto to Sean Thornley's comments and add a few others. Based on the minutes from your last meeting, we see that there was discussion about divesting the Harper Ward water line to Brigham City. And I believe there was an action taken to allow Mr. Baxter to pursue this matter. It's really hard for me as the public to comment on this when I don't understand the motivation behind it. So, I would ask you to share with us why this was raised. What are the motivations? What's the reasoning? What are the pros and cons for us at Harper Ward which is basically everyone here in the audience tonight. I think we see cons. So, if you would let us in on the reasoning, we'd appreciate it. Okay, thank you. And then we may have follow up comments once we understand the matter.

Steve Norman

Steve Norman, West Corinne. I'm outsider, but president of the West Corinne Water Company. I read the minutes from what I usually do as soon as Jamie gets those out. Read the minutes from last board meeting, try to attend when I can to learn a little bit more to clarify. I believe Chance can back me up on this. And if I'm not right, Chance, please correct me, but I think West Corinne Water has a contract with Conservancy District and we are probably the largest in paying customer to the district or close to. And in reading those minutes, I understood that that pipeline was in discussion. And our decision to drill another well plus to be able to do additional funding was based on what the conservancy district did. And that was we contracted with them to deliver us water, 400 acre feet for 30 years approximately that we would get water from you and that half of that would come from that area over there, that Harper Ward pipeline. And if that was surrendered that the district didn't own it. I would question why. Well, I'd question if we could still honor that contract because if you don't own the pipeline, then that may void that contract. I'm not sure. But our decision on trying to provide more water to our shareholders out in West Corinne, which our system runs from Harper Ward all the way out to West Corinne if you know the last house as you headed out to the Golden Spike, then all the way up to Bothwell and it goes up the road, Faust Valley Road and we border right to the highway if you're going up Iowa string. And so that's the area that we're servicing. And without that water, we would have to make a drastic decision on doing something else. So, we are very concerned about that and would recommend that you deny that keep control of that because we need that contract to supply half of that water to us.

Chance Baxter, General Manager

General Manager Chance Baxter addressed the board and the public regarding the Harper Ward waterline clarifying that the discussion of the possible sale of the waterline is still in the discovery phase, that his direction from the board was not to move forward with selling the pipeline, but to continue to pursue and discover the pros and cons.

Moselle Orton

My name is Moselle Orton, and I also live in Harper Ward, and I do appreciate all the work that you all are doing this evening. And I also appreciate the service from Bear River Water Conservancy. I just wanted to make two points that had not yet been made this evening. I do second everything that everyone else has said, but I also thought I would point out that if the control of the Bear River Water Conservancy services is turned over to Brigham City, and all of us in Harper Ward are dependent on that water, we have no voting rights in Brigham City. We can't vote. We have no constituency power or leverage with Brigham Safety. So that's one problem of turning the control over to the city. The other problem is that I was under the impression for my entire life that local control was better, and to divest the ownership of the water that we are currently from Bear River to a municipality that has a lot of other obligations to citizens who already exist and actually might have some priorities or preferences to those residents above and beyond those who would be then the users after the fact. I think that that would pose some kinds of conflict of interest for the city. Thank you.

Dawna Roskelley

I'm Donna Roskelley. I understood from someone, and I can't even tell you who it was, from the Water Conservancy District a couple of years ago that the plan was to drill another well somewhere in Harper Ward to service Harper Ward. Has that been fully scrapped?

Chairman DJ Bott's response to Ms. Roskelley

Chairman DJ Bott stated that there is a well that has been drilled; as well as a tank, and a 500,000 gallon reservoir that's in the process of being poured.

CONSENT AGENDA

Vice-Chairman Jay Capener made a motion to approve items A-B on the consent agenda, motion seconded by Tim Munns; all members vote aye, motion passed.

A- Adoption of agenda

B- Approval of December 11, 2024 minutes

APPROVAL OF FINANCIAL STATEMENTS – DECEMBER 2024

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

ACTION ITEM

A- Treatment Plant Feasibility & Implementation RFQ / Selection of scoring committee

The board approved sending out an RFQ for a treatment plant feasibility study. The study aims to explore options for treating poor quality water in the Bothwell pocket area. The study will include site evaluation, water quality assessment, and a pilot study. Motion to approve putting out the RFQ with selected committee members being: Joe Summers, Riggan Holmgren, Lyle Holmgren and Mike Braegger was made by Financial Chairman Lyle Holmgren, motion seconded by Board Member Tim Munns; all members vote aye, motion passed.

B- Adoption of amended Water Service Policy and lift the moratorium on new connections

Discussion on amending the water service policy and lifting the moratorium on new connections was tabled until the March meeting. Concerns were raised about the impact on agricultural water rights and the process for approving new connections in areas served by other water companies. Motion to table and send redlined version back with discussed points of correction or consideration to the committee and then come back again in a future meeting for approval was made by Board Member Riggan Holmgren, motion seconded by Board Member Boyd Bingham; all members vote aye, motion passed.

C- Select legislative review committee to collaborate with independent water companies

Board selected General Manager Chance Baxter and Board Members Kelly Lemmon and Tim Munns to serve as legislative review committee members. Board Member Kelly Lemmon was tasked with organizing a meeting between independent water companies and the Bishop consulting team to discuss legislative needs and potential funding opportunities at both state and federal levels.

GENERAL MANAGERS REPORT

General Manager Chance Baxter provided updates on various projects including the Harper Ward well tank and pipeline, South Willard Well 2, Bothwell and Collinston optimization plan, and staffing changes. He also discussed the upcoming Rural Water conference in St. George and proposed a tour of district facilities for board members.

- **Harper Ward Well Tank and Pipeline.** The Harper Ward project is moving along on schedule. The transmission pipeline is 100% complete and paid for. This portion of the project was completed under budget totaling \$388,504.29. The tank and pond construction are also moving along nicely. The overflow pond is around 80% complete. The floor and walls have been poured on the storage reservoir. The roof should be poured within the next few weeks if weather allows. Patriot Construction along with their subcontractors have done an excellent job to date.
- **South Willard Well #2.** The drilling contractor “Lang Equipment” should be mobilizing to the site within the next few weeks. BRWCD has constructed a well pad on district property owned within the border the elk ranch. We’ve also installed a blow off hydrant to be used by the drillers to save on water hauling costs. The Lang Equipment contract calls for substantial completion by April 1st, 2025. We will see if this comes to fruition.
- **South Wilard Monitoring Project.** To drill the south Willard well the division of water rights (“DWR) requires that we conduct a monitoring program while the well is under construction, while developing and test pumping and for 8 months following the completion of drilling. BRWCD has submitted a plan to DWR, and the plan was approved. Our operators are prepared to begin monitoring once construction begins.
- **Howell Town Chlorinator.** I’ve been working closely with Craig Hawks who is the water master of Howell and our engineers on this project. Our engineering team is nearly finished with the engineering documents and plans needed to submit to the DDW for plan approval. Howell town has constructed and addition to the already existing pumphouse to serve as the chlorination room. Once DDW accepts our plan, BRWCD will aid Howell town with the procurement and installation of the new equipment. Following our engineering teams will work with the DDW to obtain an operating permit for the new station. Once this is completed, Howell town will be able to put the chlorinator online. Currently, we don’t have a date for commissioning the chlorinator. I will continue to update the board as this project matures.
- **Thatcher Penrose Impact fee and Rate Study.** Our legal counsel is preparing a contract for both our Chairman and Thatcher Penrose to sign. Once the document is signed, our engineering team and financial advisor are prepared to begin work. This project may take upwards of 10 weeks to complete once we kick things off.

- **Bothwell and Collinston Optimization Plan.** This project is something that our engineering team and I have been working on for nearly a year. The goal of the project was to take a deep dive into the operations of our Bothwell and Collinston systems. Many data points were used to compile this plan such as power Bills, years of SCADA Data, and system modeling. I will provide a draft copy of our findings to each Board member for review. Reading this study will help both existing and new members to understand how two of the districts water systems operate and what improvements can be made operationally to operate these systems more efficiently. When budget allows, we should consider implementing these suggestions. Ridley Griggs, the engineer in charge of this project has offered to attend an upcoming meeting to address questions that some may have. Your input here would be appreciated.
- **Bothwell property appraisal.** We've contracted with an appraiser to help determine a price on a portion of our Bothwell properties. He and I met last Friday on the property to begin work. I've asked that he provide the board with a restricted appraisal. A timeline of 4 to 6 weeks was estimated for completion.
- **Pressurized Secondary Irrigation Feasibility and Implementation Study.** Over the last few weeks JUB and I have been working through finalizing the scope and price for this study. Last week upon review of the executive committee, Chairman Bott signed the agreement. We've broken the project into two phases. The first phase will look at 3 to 4 proposed systems that we've been made aware of over the last few months. The discoveries made in the first phase will heavily impact the second phase which will include finalizing and implementing the Districts roll in pressurized secondary irrigation in Box Elder county. As stated in the original RFQ, JUB and the district will be working hand in hand with the Bear River Canal Company and the Planning staff of Box Elder County. These two entities play a large role in the development of this plan. The Total cost of phase one is \$ 99,400.00. Our Exploration and Studies line within the 2025 budget will be used for this project.
- **Operations and Staffing.** We are finally fully staffed in our operations department after over a year of being down one staff member. The first of the year we hired on Wyatt Stevens. Wyatt is a Bothwell/Tremonton Native. He is adapting well to our way of doing things here at the District. His Supervisor Kylee Jeppesen claims that Wyatt is willing to learn and asks many questions. Wyatt understands the importance and special care that is required to operate a public water system. I'm confident that Wyatt will learn and develop himself into a fine operator for the District.
Board Member System Tour. It's been two years since a system tour was offered to the board of trustees. I will be reaching out to both existing and new members to offer a tour of the districts water systems along with its many ongoing projects. I believe a tour will help our Board members to better understand and make more informed decisions regarding some of the ongoing issues. Please look for email correspondence sometime between now and next meeting to coordinate scheduling.
- **Rural Water Conference St. George.** The annual Utah Rural Water Association spring conference will be held on February 24th through the 28th. Jamie and I will be reaching out to Board members to see if there's any interested in attending. BRWCD will pay for room and board, Mileage, and the cost of the conference. Please respond as quickly as possible so that we can get hotel reservations booked.

The board decided to cancel the February meeting due to conflicts with the Rural Water conference. The next meeting is scheduled for March 26th, which will be the annual meeting featuring the auditor's financial report.

ADJOURNMENT

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

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