



Annual Board Meeting Minutes

Wednesday April 23, 2025 @ 7:00 P.M.
102 West Forest Street
Brigham City, UT 84302

In Attendance: Jay Capener, Chairman
Lesley Kendrick, Vice-Chairman
Boyd Bingham
Kelly Lemmon
Brodie Calder
Mike Braegger
Lyle Holmgren, Financial Chairman
Tim Munns
Joseph Summers
Mike Braegger
Dennis J Bott

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

Other: Cody Deeter, EFG Consulting
Randy Moulding
Shane Barthlome
Kent Anderson
Ryan Stokes

WELCOME

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

NEW BOARD CHAIR ELECTIONS

Chairman DJ Bott notified the board that he was resigning as chairman and asked for nominations for a new chairman. Trustee Kelly Lemmon made a motion to nominate Vice-Chairman Jay Capener for chairman, motion was seconded by Trustee Tim Munns; all members vote aye, motion passed.

Chairman Jay Capener being elected as chairman left the vice-chairman position open, Trustee DJ Bott asked for nominations for a new vice-chairman; Trustee Brodie Calder nominated Trustee Tim Munns and Trustee Kelly Lemmon nominated Trustee Lesley Kendrick. Both members were willing to serve in that position, Munns supported the nomination for Kendrick and made a motion to elect Trustee Kendrick for vice-chairman, motion was seconded by Trustee Joe Summers; all members vote aye, motion passed.

Chairman Jay Capener officiated the rest of the meeting in his new position as Board Chairman

INVOCATION & PLEDGE OF ALLEGIANCE

Offered by Trustee Tim Munns

DECLARATION OF CONFLICTS OF INTEREST

No conflicts declared

CONSENT AGENDA

A- Adoption of Agenda

Trustee Tim Munns made a motion to adopt the April 23, 2025 agenda, motion was seconded by Trustee DJ Bott; all members vote aye, motion passed.

B- Approval of Minutes

Financial Chairman Lyle Holmgren made a motion to approve March 26, 2025 meeting minutes, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

APPROVAL OF FINANCIAL STATEMENTS – MARCH 2025

Financial Chairman Lyle Holmgren reviewed the financial statements for March 2025 and had no issue with the transactions that the board and staff has made over the last month and recommended approval. Trustee DJ Bott made a motion to approve the financial statements as presented, motion was seconded by Trustee Joe Summers; all members vote aye, motion passed.

PUBLIC HEARING

For the purpose of public comment and questions regarding proposed impact fee facilities plan and impact fee analysis and the consideration of the adoption of proposed impact fee resolution 2025-07/impact fee enactment.

Cody Deeter from EFG Consulting presented updated impact fees. Changes were due to increased project costs and additional projects. The methodology includes demand analysis, level of service, excess capacity, and future facilities. New impact fees range from \$3,886 to \$13,058 per connection, varying by service area. Wholesale impact fee rates ranging from \$11,102 to \$14,838 per acre foot varying by service area, were also introduced.

Trustee Boyd Bingham made a motion to open the public hearing, seconded by Trustee Kelly Lemmon; all members vote aye, motion passed.



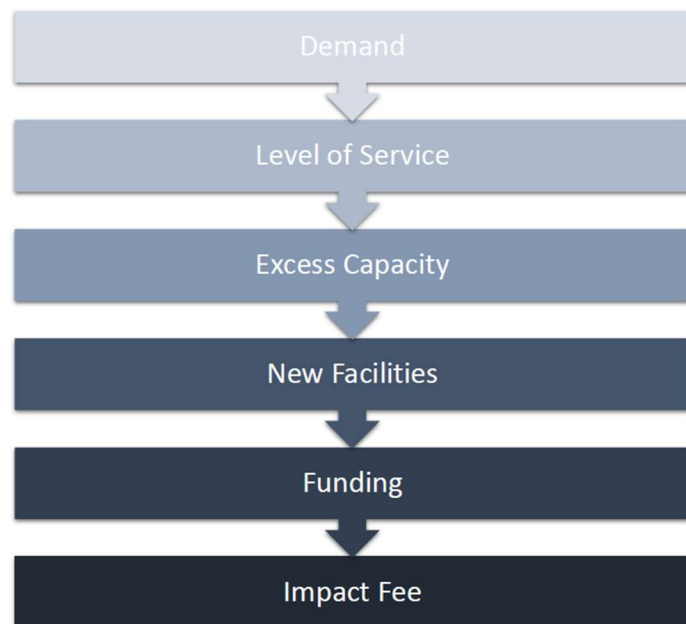
Impact Fee Purpose

“Impact fee” means a **payment** of money imposed **upon new development** activity as a condition of development approval to **mitigate the impact of the new development on public infrastructure.**

11-36a-102(8)(a)

- New Home
- New Business
- Not a remodel

Impact Fee Methodology



Demand Analysis Water



System	Existing ERCs (2023)	2033 ERCs	Notes
Beaver Dam	42	56	Based on anticipated 3% annual growth
Bothwell	60	400	Based on anticipated development areas
Collinston	84	113	Based on anticipated 3% annual growth
Harper Ward	105	122	Based on anticipated 1.5% annual growth
South Willard	4	200	Based on anticipated development areas

Level of Service Water



Category	Existing Level of Service					
	Beaver Dam System	Bothwell System (Indoor & Outdoor Use)	Bothwell System (Indoor Use Only)	Collinston System	Harper Ward System	South Willard System
Average Annual Demand (ac-ft/ERC)	0.37	0.88	0.48	1.0	0.73	0.35
Peak Day Demand (gpd/ERC)	661	1,571	857	1,785	1,303	625
Min. Fire Flow Residual Pressure	20 psi	20 psi	20 psi	20 psi	20 psi	20 psi
Min. Peak Instantaneous Demand Pressure	30 psi	30 psi	30 psi	30 psi	30 psi	30 psi
Min. Peak Day Demand Pressure	40 psi	40 psi	40 psi	40 psi	40 psi	40 psi
Max. Distribution Pipe Flow Velocity	5 ft/s	5 ft/s	5 ft/s	5 ft/s	5 ft/s	5 ft/s
Storage (gal/ERC) + Fire Flow	628	1,264	440	1,474	1,223	440

Excess Capacity Water Supply



Water Supply Excess Capacity

Description	Available Peak Day Demand from BRWCD Sources (gpm)	Maximum ERCs Served	Original Construction Cost	Existing ERCs Served	Future Growth ERCs Served	Cost to Future Growth
Bothwell System						
Water Supply (Newman Well)	1,610	2,655	\$1,250,000	60	2,595	\$1,221,751
South Willard System						
Water Supply (South Willard Well #1 Pump House)	150	346	\$426,243	4	342	\$421,315

Excess Capacity Water Storage



Storage Excess Capacity

Description	Available Storage Capacity (gal)	Maximum ERCs Served	Original Construction Cost	Existing ERCs Served	Future Growth ERCs Served	Cost to Future Growth
Beaver Dam System						
Water Storage Tank	200,000	223	\$528,236	42	181	\$428,748
Bothwell System						
Water Storage Tank	500,000	888	\$500,000	60	828	\$466,216
Collinston System						
Water Storage Tanks	1,000,000	556	\$925,363	84	472	\$785,560
South Willard System						
Water Storage Tank	1,000,000	2,000	\$709,884	4	1,996	\$708,465

Excess Capacity Water Distribution



Water Distribution Excess Capacity						
Description	Available Distribution Line Capacity (gpm)	Maximum ERCs Served	Original Construction Cost	Existing ERCs Served	Future Growth ERCs Served	Cost to Future Growth
Collinston System						
Distribution System	1,000	807	\$2,833,682	84	723	\$2,538,625
Flat Canyon Pump Station and Pipeline		200	\$1,744,341	84	116	\$1,011,718
2022 Bonds (Flat Canyon Project)		200	\$3,280	84	116	\$1,902
2022 Grant (Flat Canyon Project)		200	\$ (912,781)	84	116	\$ (529,413)
Total			\$3,668,522			\$3,022,933
Harper Ward System						
Distribution System	700	774	\$872,398	105	669	\$753,988
South Willard System						
Distribution System	1,200	2,765	\$680,047	4	2,761	\$679,063

New Facilities Water

Future Facilities Impact Fee Eligible								
	Estimate Year of Const	Max ERCs Served	Total Project Cost	Funding from Grants	Exis ERCs Served	Cost to Existing	Future Growth ERCs Served	Cost to Future Growth
Bothwell System								
Pipe Segment A (10800 West & 12800 North to I-85)	2025	622	\$1,058,180	\$	-	\$-	622	\$1,058,180
Pipe Segment B (Tank & 10800 West to 13600 North)	2025	706	\$3,487,615	\$-	-	\$-	706	\$3,487,615
Pipe Segment C (Along I-84 from 12800 North to 1000 North in Tremonton)	2030	1,294	\$3,716,103	\$-	-	\$-	1,294	\$3,716,103
2m Gallon Storage Tank with Segment B	2025	4,000	\$6,660,000	\$-	-	\$-	4,000	\$6,660,000
Subtotals for Bothwell			\$14,921,898	\$-	-	\$-		\$14,921,898
Collinston System								
Additional Source – Future Well East Side	2027	1,000	\$3,000,000	\$454,853	84	\$252,000	916	\$2,293,147
Subtotals for Collinston		1,000	\$3,000,000	\$454,853	84	\$252,000	916	\$2,293,147
Harper Ward System								
Harper Well	2025	685	\$2,814,560	\$1,330,527	105	\$360,752	580	\$1,123,281
500,000 Gallon Storage Tank	2025	211	\$1,450,000	\$850,914	105	\$603,357	106	\$345,729
Transmission Line	2025	866	\$390,000	\$184,365	105	\$62,741	761	\$142,894
Subtotals for Harper Ward System			\$4,883,408	\$2,365,806		\$1,026,850		\$1,611,904
South Willard System								
South Willard Well #2	2025	957	\$2,000,000	\$481,249	-	\$-	957	\$1,518,751
Transmission Line	2025	1,805	\$300,000	\$72,187	-	\$-	1,805	\$227,813
Subtotals for South Willard System			\$2,300,000	\$553,436		\$-		\$1,746,564
Total Improvement Project Costs			\$25,226,458	\$3,374,095		\$1,278,850		\$20,573,513

Impact Fee
Water
Bothwell

Bothwell System							
Excess Capacity	Purpose	Total Cost	Total ERCs	Growth ERCs	% to Growth	Growth Costs	Growth/ ERC
Supply Excess Capacity							
Water Supply (Newman Well)	Supply	\$1,250,000	2,655	2,595	98%	\$1,221,751	\$471
Water Storage Tank	Storage	\$500,000	888	828	93%	\$466,216	\$563
Interest Expense 1993/2008A Bonds		\$360,881	2,655	2,595	98%	\$352,725	\$136
Credit for Fund Balance		(65,592)		2,176		(30)	(\$0.01)
Subtotal Excess Capacity		\$2,045,289				\$2,040,633	\$1,170
Future Facilities	Purpose	Total Impact Fee Eligible Cost	Total ERCs	Growth ERCs	% to Growth	Growth Costs	Growth/ ERC
Distribution Future Facilities							
Pipe Segment A (10800 West & 12800 North to I-85	Distribution	\$656,180	622	622	100%	\$656,180	\$1,055
Pipe Segment B (Tank & 10800 West to 13600 North)	Distribution	\$3,487,615	706	706	100%	\$3,487,615	\$4,940
Pipe Segment C (Along I-84 from 12800 North to 1000 North in Tremonton)	Distribution	\$3,716,103	1,294	1,294	100%	\$3,716,103	\$2,872
Storage Future Facilities							
2m Gallon Storage Tank with Segment B	Storage	\$6,660,000	4,000	4,000	100%	\$ 6,660,000	\$1,665
2022 Bond	Interest	\$2,840,000	4,000	4,000	100%	\$2,840,000	\$710
Subtotal Future Facilities		\$17,761,898				\$17,761,898	\$ 11,888
Total Impact Fee Bothwell System /ERC - Retail							\$13,058
Total Impact Fee Bothwell System / AF – Wholesale (0.88 AF/ERC)							\$14,838
Current Impact Fee - Retail							\$10,031

Impact Fee Water Collinston

Collinston System							
Excess Capacity	Purpose	Total Cost	Total ERCs	Growth ERCs	% to Growth	Growth Costs	Growth/ERC
Distribution Excess Capacity							
Distribution System	Distribution	\$2,833,682	807	723	90%	\$2,538,726	\$3,511
Flat Canyon Pump Station and Pipeline	Distribution	\$1,744,341	200	116	58%	\$1,011,718	\$ 8,722
2022 Bonds (Flat Canyon Project)	Distribution	\$3,280	200	116	58%	\$1,902	\$16
2022 Grant (Flat Canyon Project)	Distribution	\$(912,781)	200	116	58%	\$(529,413)	\$(4,564)
Subtotal		\$3,668,522	-	-	82%	\$3,022,933	\$ 7,686
Storage Excess Capacity							
Water Storage Tanks	Storage	\$925,363	556	472	85%	\$785,560	\$1,664
Interest Carry Cost							
2014 Bond	Interest	\$279,810	745	661	89%	\$248,270	\$375
Credit for Fund Balance		\$(50,423)		561		(90)	(\$0.16)
Subtotal Excess Capacity		\$4,823,272				\$4,056,673	\$9,804
Future Facilities	Purpose	Total Impact Fee Eligible Cost	Total ERCs	Growth ERCs	% to Growth	Growth Costs	Growth/ERC
Supply Future Facilities							
Collinston Well	Supply	\$3,000,000	1,000	916	92%	\$2,748,000	\$3,000
2022 Bond	Interest	\$64,152	1,000	916	92%	\$ 58,763	\$64
Subtotal Future Facilities		\$3,064,152				\$2,806,763	\$3,064
Total Impact Fee Collinston System / ERC - Retail							\$12.868
Total Impact Fee Collinston System / AF – Wholesale (1 AF/ERC)							\$12.868
Current Impact Fee - Retail							\$19,391

Impact Fee Water Harper Ward

Harper Ward System							
Excess Capacity	Purpose	Total Cost	Total ERCs	Growth ERCs	% to Growth	Growth Costs	Growth/ERC
Distribution Excess Capacity							
Distribution System	Distribution	\$872,398	774	669	86%	\$754,049	\$1,127
Interest Carry Cost							
1994/2008B Bonds	Interest	\$90,079	774	669	86%	\$77,859	\$116
Credit for Fund Balance		(\$16,071)		669		(\$24)	(\$0.04)
Subtotal Excess Capacity		\$946,406				\$831,884	\$1,243
Future Facilities	Purpose	Total Impact Fee Eligible Cost	Total ERCs	Growth ERCs	% to Growth	Growth Costs	Growth/ERC
Distribution Future Facilities							
Transmission Line	Distribution	\$517,468	866	761	88%	\$454,726	\$598
Supply Future Facilities							
Harper Well	Supply	\$1,484,033	685	580	85%	\$1,256,553	\$2,166
2022 Bond	Interest	\$181,566	685	580	85%	\$153,735	\$265
Storage Future Facilities							
500,000 Gallon Storage Tank	Storage	\$949,086	211	106	50%	\$476,792	\$4,498
Subtotal Future Facilities		\$2,820,320				\$2,067,783	\$7,167
Total Impact Fee Harper Ward System / ERC - Retail							\$8,410
Total Impact Fee Harper Ward System / AF – Wholesale (0.73 AF / ERC)							\$11,521
Current Impact Fee - Retail							\$11,288

Impact Fee

Water

South Willard

South Willard							
Excess Capacity	Purpose	Total Cost	Total ERCs	Growth ERCs	% to Growth	Growth Costs	Growth/ERC
Supply Excess Capacity							
Water Supply (South Willard Well #1 Pump House)	Supply	\$426,243	346	342	99%	\$421,315	\$1,23
Distribution Excess Capacity							
Distribution System	Distribution	\$680,047	2,765	2,761	100%	\$679,063	\$246
Storage Excess Capacity							
Water Storage Tank	Storage	\$709,884	2,000	1,996	100%	\$708,464	\$355
Interest Carry Cost							
2008 Bond Interest	Interest	\$458,433	1,898	1,894	100%	\$457,467	\$242
Subtotal Excess Capacity		\$2,274,607				\$2,266,309	\$2,074
Future Facilities							
Future Facilities	Purpose	Total Impact Fee Eligible Cost	Total ERCs	Growth ERCs	% to Growth	Growth Costs	Growth/ERC
Distribution Future Facilities							
Transmission Line	Distribution	\$227,813	1,805	1,805	100%	\$227,813	\$126
Supply Future Facilities							
South Willard Well #2	Supply	\$1,518,751	957	957	100%	\$1,518,751	\$1,587
2022 Bond	Interest	\$94,063	957	957	100%	\$94,063	\$98
Subtotal Future Facilities		\$1,840,627				\$1,840,627	\$1,811
Total Impact Fee South Willard System / ERC – Retail							\$3,886
Total Impact Fee South Willard System / AF – Wholesale (0.35 AF / ERC)							\$11,102
Current Impact Fee - Retail							\$3,222

Impact Fee Summary

Impact Fee	Retail -Proposed	Current	Wholesale
Bothwell	\$13,058	\$10,037	\$14,838
Collinston	\$12,868	\$19,391	\$12,868
Harper Ward	\$8,410	\$11,288	\$11,521
South Willard	\$3,886	\$3,227	\$11,102

Shane Barthlome: I'm just wondering when you guys figure these fees, I'm sure you take your acquisition costs, your infrastructure costs, do you take a time period into consideration or how do you come up with the proposed impact fees? Is it based on an estimate of proposed hookups or how does that come about? What's the process for that? So, for example, I'm interested in the Bothwell impact piece. You take however many new connections were available in 2024, and then extrapolate that out? So, if that happens to be a year that not as many connections were requested, is that disproportionately high or is that averaged over. Is Willard for example, lower because more of that infrastructure is already in place and not as much expense as needed. Is that the reason? I'm just curious because in our development, that we'll be talking about a little bit later, we're only asking for water for indoor use, so I'm just trying to reconcile the ten thousand dollar difference in my head between Bothwell and South Willard. So even though we can come with a proposal where we are using any of that water for any outdoor use, we're still... So, if that happens to be a year that not as many connections were requested, is that disproportionately high or is that averaged over. I just wanted some clarification, thank you.

Cody Deeter with EFG, along with members of the board, explained to Mr. Barthlome the process of calculating impact fees, and the difference of impact fees in each system.

Trustee DJ Bott made a motion to close the public hearing, motion seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

ACTION ON PUBLIC HEARING

Trustee DJ Bott made a motion to adopt the proposed impact fees as outlined, motion seconded by Trustee Brodie Calder. Roll Call: Lyle Holmgren, aye; Mike Braegger, aye; Riffin Holmgren, aye; Brodie Calder, aye; Kelly Lemmon, aye; Joseph Summers, aye; Lesley Kendrick, aye; Tim Munns, aye; Boyd Bingham, aye; DJ Bott, aye; motion passed.

ACTION ITEM

A- Bid Award to Patriot Construction (Harper Ward pump house) – Chance Baxter

Financial Chairman Lyle Holmgren made a motion to award Patriot Construction the Harper Ward pump house project for \$1,037,000, motion seconded by Trustee Lesley Kendrick; all members vote aye, motion passed.

B- Adoption of Water Service Policy – Chance Baxter

General Manager Chance Baxter notified the board that the water service policy committee met three weeks ago and the committee along with our attorneys were able to work out a few of the issues that the board previously had with the policy. Baxter sent a redlined copy of the policy to the board for their review. Trustee Brodie Calder made a motion to adopt the water service policy, motion was seconded by Trustee DJ Bott; all members vote aye, motion passed.

C- 90 day extension for water sales moratorium

General Manager Chance Baxter reminded the board that the district is currently on a moratorium and that the moratorium was set to end at this meeting (April 23, 2025). With the dramatic change in the impact fees, Baxter consulted with the district's attorney who advised Baxter to encourage the board to acknowledge that that moratorium has ended and that we are restarting a 90 day district wide moratorium that will conclude on July 25, 2025 when the new impact fee rates are effective.

Trustee Riffin Holmgren made a motion to extend the water sale moratorium for 90 days, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

D- Anderson / Moulding Water Petition – Kent Anderson, Randy Moulding

Kent Anderson and Randy Moulding presented a petition for water service for potential developments of 200 homes for Anderson and 50 homes for Moulding. The board requested additional information and a feasibility study conducted by the district's engineers at the cost of the developer before making a decision. Trustee Riffin Holmgren made a motion that the petitioners provide more information and work with Chance Baxter on a feasibility study, motion seconded by Trustee Mike Braegger; all members vote aye, motion passed.

E- Summerland Ranches water petition time extension – Ryan Stokes, Shane Barthlome

Trustee DJ Bott made a motion to approve a 12 month extension for the water petition for the Summerland Ranches subdivision, with 23 connections within that extension, motion seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

F- Jeff Richins Subdivision water petition time extension – Chance Baxter

Financial Chairman Lyle Holmgren made a motion to approve a 12-month extension for the water petition and 68 connections for the Jeff Richins subdivision in the Thatcher Penrose area, motion seconded by Trustee Mike Braegger; all members vote aye, motion passed.

DISCUSSION

A- Bylaws; board meeting attendance

The board discussed potential policies for board member attendance and electronic participation in meetings. No formal decisions were made, but the staff was tasked with investigating options.

B- Work Meetings - Chance Baxter

General Manager Chance Baxter proposed holding additional work meetings as needed to discuss complex topics in more depth. The board was generally supportive of the idea.

C- BRWCD tour – Chance Baxter

General Manager Chance Baxter proposed organizing a district tour in May to show board members ongoing projects and infrastructure. The board expressed interest in participating.

GENERAL MANAGERS REPORT

General Manager Chance Baxter asked the board if they had any questions regarding the General Managers report that was sent to them prior to the meeting, there were no questions, however the board expressed appreciation to Chance for compiling and sending the report to them before the meeting.

PUBLIC COMMENT

No public present

TRUSTEES REPORT

Lyle Holmgren-

Holmgren reported on Tremonton City's new Public Works Director, Carl Mackley. He reported he is doing a great job, and that a lot is going on in Tremonton.

Mike Braegger-

Braegger notified the board that pending development projects in the South Willard area are due to sewer path and wetland issues. The Army Corp of Engineers is involved. Braegger asked questions regarding completion of the South Willard Well drilling. General Manager Chance Baxter said the well drilling was complete and gave a quick update on the well.

Riggin Holmgren-

No Report

Brodie Calder-

Calder updated the board on the Hammon's well project. Ukon has drilled a well on the Hammons project. They found water at 750ft, but it was 75 degrees and had high levels of TDS (total dissolved solids). A better pocket of water was found at 350ft, which is cleaner and cooler (60 degrees). The well is expected to produce 2-300 gallons per minute.

Kelly Lemmon

Lemmon reported on the second quarter meeting with the independent and private water providers. Riverside North Garland has purchased the Welling well. Lemmon had questions for General Manager Chance Baxter regarding the draft operations and optimization report for both Collinston system and also the Bothwell system. Baxter answered questions of Kelly Lemmon and other board members regarding the Collinston system and the need to identify a project to supply additional water to that area.

Joe Summers

No report

Lesley Kendrick

No Report

Tim Munns

No Report

Boyd Bingham

No Report

DJ Bott

Bott discussed the Penstock project, which is a pipeline that brings water from the Mantua Valley to the city. The project is currently halfway done and is expected to be completed next winter.

Jay Capener

Capener Discussed the water canal schedule, with the west canal being filled on May 1st and the east canal being filled on April 28th.

ADJOURNMENT

Financial Chairman Lyle Holmgren made a motion to adjourn, motion was seconded by Trustee DJ Bott; all members voted aye, motion passed.