

GOVERNING BOARD MEETING
Wednesday, April 22, 2025– 2:00 PM
Zoom Only Meeting
[Link of the Recording](#)

A G E N D A

Attendance: [04.22.25 Meeting Attendees](#)

Welcome

Commissioner Lee Perry, Chair

Note: The agenda was rotated a little as we were waiting for more board members to join the meeting in order to create a quorum for voting.

Suggestion to consider changing the Jun 18, 2025 governing board meeting to a different date because Commissioners Cox, Weston, and Perry will be gone on the 18th.

Box Elder County and Cities Happenings

Tremonton City Mayor Lyle Holmgren was able to attend the signing of a ceremonial bill to commemorate the passage of HB32 at Memory Grove Park in Salt Lake City just the day before, April 21, 2025. Governor Cox and Lt. Governor Henderson signed this bill which will rename Utah's Route 102 to Borgstrom Brothers Memorial Highway in Tremonton and Thatcher. This honors the five Borgstrom brothers who served in WWII. Four of the brothers were killed within six months of each other. They are the only four Gold Star family in the nation. Mayor Holmgren said he will remember this as one of the most significant events during his time as mayor.

Commissioner Perry reminded the board that 2025 marks 100 years for Box Elder County Fair and Rodeo. It is the 9th oldest fair in the country and the oldest in Utah. He noted that instead of a fireworks display, there will be a drone show instead.

BRAG Services Report

During Governing Board Meetings, different departments take turns sharing client stories to provide a sampling of the incredible work that BRAG staff does and how specific programs benefit clients.

Tricia Post, Housing Authority Director, shared this [success story](#).

Stephanie Carver, Human Services START Director shared this [success story](#).

After a 10-minute wait a quorum was still not present. The governing board chair decided to proceed with voting on agenda items with the members present. For each item, a motion and a second could be proposed, followed by a vote of those in attendance. Board members who were not present on the call will receive an email outlining the motions and will be asked to submit their votes via email.

VOTING MOTION #1

Approval of BRAG Minutes

Mayor Daines provided an update that the EPA funding Logan City was concerned about noted in the February meeting minutes came through.

A **MOTION** to **APPROVE** the [MEETING MINUTES](#) from the February 19, 2025 meeting was made by Mayor Holly Daines and **SECONDED** by Mayor Lyle Holmgren. Votes in FAVOR of the motion were given by Commissioner Perry, Commissioner Vincent, Council Member Goodlander, Council Member Erickson.

Remainder of Governing Board Votes via email:

In favor:

Note: By May 1, 2025 we had received two votes in favor, Mayor Mike Leonhardt and Commissioner Bill Cox, which equaled enough to create a quorum. Therefore the APPROVED February Meeting minutes were posted on the Utah PMW on May 1, 2025 to fulfill that requirement.

Others in favor - Mayor Bott 5/22/25

VOTING MOTION #2

CDBG Rating & Ranking

Brittany Alfau, BRAG Regional Planner, presented to the BRAG Governing Board, requesting a motion to approve CDBG funding allocations based on the Rating & Ranking Criteria outlined in the Bear River Region's CDBG Allocation Policies. She stated that the region has a proposed allocation of \$894,627 in CDBG funding for 2025.

See handout: [CDBG Rating and Ranking](#)

Trenton Town submitted a funding request for \$41,807.30,000 toward a \$46,807.30 project aimed at improving reconstruction and expansion of the roadway within the Trenton cemetery. Brittany provided the Board with a spreadsheet detailing the proposed allocation, all applicants, reasons for disqualification, requested funding amounts, and rating and ranking scores for review. She also explained that Trenton Town's application was initially marked as not approved due to concerns with the first public hearing announcement, specifically the inclusion of project details in the notice. However, our State CDBG representative had their legal counsel review the application, and the attorney determined that Trenton was actually in compliance. As a result the decision was reversed and their application has now been moved to approved status.

Trenton Town's project received a ranking score of 56.5 from the Regional Review Committee. Brittany noted that the full \$41,807.30 request aligns with the total available allocation for the Bear River Region.

A **MOTION** was made by Council Member David Erickson to **APPROVE** the addition of Trenton Town's Project on the Bear River Region 2025 CDBG Allocation. Mayor Holly Daines provided the **SECOND**. Those voting in favor during the meeting: Commissioner Perry, Commissioner Vincent, Council Member Goodlander, Mayor Holmgren

In favor via email:

In favor: Mayor Mike Leonhardt, Commissioner Bill Cox, Mayor Bott

Second Public Hearing Notice

Commissioner Lee Perry opened the second public hearing for the CDBG program and handed the time over to Brittany Alfau, BRAG Regional Planner. Brittany stated that this hearing was called to allow all citizens to provide input concerning the project that was awarded under the 2025 Community Development Block Grant Program. Brittany explained that the Bear River Association of Government applications were successful in the regional rating and ranking process and explained the projects to those in attendance and stated the total project amount of \$610,680:

- 1) 2025 CDBG BRAG Administrative/Consolidated Planning in the amount of \$50,000
- 2) 2025 CDBG BRAG Single Family Housing Rehab & Homebuyer Assistance in the amount of \$560,680

Brittany then asked the Governing Board to open the floor for any comments, questions and concerns from the audience. No comments were made. A MOTION to close the hearing was made by Council Member Goodlander and SECONDED by Mayor Daines. The hearing adjourned at 2:21 pm.

VOTING MOTION #3

BRAG Policy Updates

Lucas Martin, BRAG Executive Director and other staff members have been working on updating the [BRAG Personnel Policy Handbook](#). A redline copy of the policy draft was sent in advance to all board members to review prior to the meeting to make comments and suggestions before voting. Martin highlighted major changes to Chapter 3 concerning recruitment and hiring as well employee performance reviews. Mayor Daines shared concerns about pre-employment background checks. As the wording sounds like they'd be hired first, then do a background check. In her view, the check needs to be completed before they begin employment. That is how Logan City does it. BRAG has been doing the background check after the hire.

A **MOTION** to **APPROVE** the [BRAG Policy Updates](#) as drafted minus the pre-employment background policy was made by Mayor Holly Daines and **SECONDED** by Council Member David Erickson. Votes in FAVOR of the motion were given by Commissioner Perry, Commissioner Vincent, Council Member Goodlander, Mayor Holmgren.

Remainder of Governing Board via email:

In favor: Mayor Mike Leonhardt, Commissioner Bill Cox, Mayor Bott

VOTING MOTION #4

Health Insurance

Adam Chandler, BRAG Controller, explained that over the past few years there have been large percentage increases on the insurance package BRAG offers employees. This year was the highest increase at 8.1%. With some negotiation, PEPHP has lowered it to 6.6% but that is still too high for the budget. Chandler has engaged different brokers for comparable options. BRAG Department Directors met together and decided to stick with PEHP with some adjustments made in the amount of Deductible and Out of Pocket with a Traditional Plan as well as offer an HSA Plan allowing staff to choose between the plans. Both of these [Health Insurance](#) options have premiums that are similar to the amount BRAG currently pays, keeping the cost essentially flat.

Chandler asked that the board make a motion to allow BRAG to offer these PEHP health insurance options to their staff. A **MOTION** to **APPROVE** was made by Mayor Holmgren and **SECONDED** by Commissioner Vincent. Votes in FAVOR of the motion were given by Commissioner Perry, Council Member Goodlander, Council Member David Erickson and Mayor Daines.

Remainder of Governing Board via email:

In favor: Mayor Mike Leonhardt, Commissioner Bill Cox, Mayor Bott

Fraud Risk Assessment (Required by State Auditor)

By way of information, Adam Chandler shared the [Fraud Risk Assessment](#). BRAG has implemented a few things to receive a score of 365 which falls into the “very low” risk level.

Fraud Risk Assessment question #5: Asks if governing body members have completed entity specific training. This [Board Member Training Tracker](#) in Google Sheets has been sent to board members to verify.

Commissioner Perry asked what “MC” means on question #8 regarding a formal internal audit. It means mitigating control.

Reports from Congressional Staff

Val Potter reported that Senator Curtis has been in Greece for the past week and a half. Senator Curtis along with other senators are pushing to get the tariffs down. Senator Curtis is planning to visit Box Elder, Cache, and Tooele Counties during the month of May.

Potter said he is in communication with Senator Curtis weekly and will pass along questions from BRAG or the Counties to share with him. Lucas Martin suggested that some of the information concerning program impacts he will share in the other business section might be beneficial to share with the Senator.

Other Business

Lucas Martin referred the board to this document of [BRAG Updates](#).

The handout includes events like the Poverty and Unmet Needs Public Forums held in each of the counties. The feedback gathered along with the Community Needs Survey will be used for the required Community Needs Assessment Update.

The handout also outlines potential program impacts based on funding changes at the federal and state levels that may affect programs BRAG offers.

Meeting Adjourned with a **MOTION** by Council Member Erickson and a **SECOND** by Mayor Holmgren at 3:05 pm.