



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan Utah 84321 • 35 E 100 S, Brigham City, UT 84302
Phone: 435.752.7242 • Fax: 435.752.6962 • Web: www.brag.utah.gov

GOVERNING BOARD MEETING

Wednesday, June 18, 2025 – 1:00 PM

Garden City Town Hall - Bldg C, Lake View Room

69 North Paradise Parkway in Garden City

Also, Remote Option Via Zoom

MINUTES

Attendees

Welcome, Introductions and Approve Minutes

Mayor Mike Leonhardt, Vice Chair welcomed everyone and introductions were made.

The minutes of April 22, 2025 BRAG Governing Board meeting were approved with a MOTION by Commissioner Vincent, a SECOND by Cache Exec. David Zook and the motion to approve the minutes PASSED UNANIMOUSLY.

Adam Chandler, BRAG Controller, Personnel Director presented on the following items that need approval from the board:

Purchasing Policy (Article 11) This Article requires that BRAG vendors fill out the Independent Contractors URS Disclosure form. It was added as a way to be compliant with a finding from our auditors. A MOTION was made by Executive Zook and SECONDED by Mayor Vincent to approve the addition of Article 11 to the BRAG Purchasing Policy. It was APPROVED UNANIMOUSLY.

Health Insurance Premium Participation - BRAG intends to require employees to participate in PEHP First Steps Rebate Program to qualify for full health insurance premium coverage. This adjustment, which does not necessitate a board motion due to existing BRAG policy, was presented by Adam simply to inform the board. Employees who opt out of these minimal requirements will be responsible for a nominal portion of the premium, approximately \$100 per month. BRAG will help facilitate the First Steps Rebate, which is basically biometric screening for employees, by scheduling a Healthy Utah testing session at BRAG. This First Step also has the possibility of a \$50 rebate for the employee and their spouse by selecting two additional wellness activities to complete within 6 months. Lucas Martin said BRAG will also set up times to watch videos that could count towards reaching the goal. Adam has reached out to a Moreton HR Advisor to have them create an engaging health plan that BRAG employees could adopt.

Indirect Cost Allocation The method for allocating indirect costs has been updated to align with the Accounting Department's approach. Previously, the Executive Director and Administrative Assistant directly charged their time to specific programs each month. Now, their time will be centrally allocated as an indirect charge, prorated at 15% of the direct labor/fringe charges for each program. This new method is expected to serve as a more effective planning tool for directors. A MOTION to approve the updated Indirect Cost/Cost Allocation Plan for FY26 was made by Commissioner Vincent. It was SECONDED by Council Member Goodlander and the motion PASSED UNANIMOUSLY.



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan Utah 84321 • 35 E 100 S, Brigham City, UT 84302

Phone: 435.752.7242 • Fax: 435.752.6962 • Web: www.brag.utah.gov

BRAG Services Report

BRAG's services can be more effectively represented through specific client stories, illustrating how improvement projects have positively impacted their lives, rather than relying solely on departmental numerical data. Client stories were presented by [Jeff Kearl](#), BRAG Housing Rehabilitation & Development Director and [Jesse Waite](#), BRAG Weatherization Specialist. They detailed projects completed in Box Elder, Rich, and Cache Counties ranging from fixing water and sewer lines, modifying homes to be ADA Accessible, new roofs, and energy efficiency upgrades such as new water heaters, furnaces, insulation to help improve safety of the homes.

Proposed BRAG Budget for Fiscal Year 2026

Lucas Martin, BRAG Executive Director, presented the Proposed BRAG Annual Budget for Fiscal Year 2026, starting with BRAG's Guiding Values and then reviewing each departmental budget. A notable change was a significant reduction in the Aging Services' total budget compared to the previous year, due to the Veteran Directed Care (VDC) program not receiving funding for the upcoming year. The Aging Department plans to reapply for VDC funding. This year's budget also saw the Human Services department split, creating a new START department. Additionally, the budget included a "Services at a Glance" section, presenting data on services provided by each department throughout the 2024 calendar year.

Public Hearing on Proposed Budget

Mayor Leonhardt, Vice Chair, DECLARED the public hearing OPEN with a MOTION from Commissioner Vincent and a SECOND from Executive Zook.

The public hearing was advertised in the Herald Journal and The Box Elder News and Journal.

Mayor Leonhardt asked if there were any comments from the public related to the BRAG budget. No comments were made.

Mayor Leonhardt CLOSED the public hearing with a MOTION by Executive Zook and SECOND by Commissioner Vincent; APPROVAL was UNANIMOUS.

Recommendations from Compensation Committee

The following recommendations are based on an earlier meeting with the Compensation Committee. All proposed increases are subject to program and department budgets.

1. 2.5% cost of living raise for FY2026.
2. Up to 2.5% in merit increases for FY2026.
3. Up to 2% in market adjustments for at risk positions.
4. Approve Wage Adjustments for the CFO Adam Chandler and Weatherization director Jesse Waite.
These adjustments would be their annual increase, they are not eligible for recommendations 1,2 and 3.
5. Recommend a satisfactory completion of the probationary period for the Executive Director.
 - A. Satisfactory annual review and extension of contract for one year.
 - B. 3% probationary increase.

Mayor Vincent made the MOTION to approve the FY 2026 budget and the recommendations from the Compensation Committee as stated above. Executive Zook SECONDED and the motion PASSED unanimously.



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan Utah 84321 • 35 E 100 S, Brigham City, UT 84302
Phone: 435.752.7242 • Fax: 435.752.6962 • Web: www.brag.utah.gov

Rich County Happenings

Commissioner Lee's Report:

- Kem C. Gardner said Rich county has the 3rd highest percentage of short term rentals in Utah. Only 18% of the homes are primary homes, the rest are secondary homes for people to visit.
- On May 19, 2025 broke ground on the expansion to the Bear Lake Marina. It is expected to take 1 ½ years to complete.
- The bike path around the lake is still in progress. UDOT will help pay for the section near Swan Creek.
- Rich County has some of the lowest property taxes.
- A few canal bridges were condemned and are now under reconstruction.
- The community mood is good as money is coming in through tourism and short term rental tax is being collected. This is the biggest revenue area in Rich County.

Mayor Leonhardt's Report:

- The new exit at the marina will create better visibility for those pulling boats.
- A dip tank will be part of the marina expansion to clean boats quicker in the decontamination process to fight against invasive mussels.
- Heritage Park is expanding, pickleball courts and a trail are completed.
- New road to the Golf Course.
- July 5th celebration: Little Texas Band free concert and firework show.
- Tammy Leonhardt represented Bear Lake at a tourism expo in Chicago.
- Bear Lake continues to have lots of growth.

Reports from Congressional Staff

Nathan Jackson from Senator Mike Lee's Office reported that the Reconciliation Bill has been a main focus. They hope to get the Senate to vote on it before July 4th. This bill is a comprehensive piece of legislation that includes significant changes to social care programs (including some the BRAG currently provides) among many other things from taxes, technology, education and energy.

A discussion around the Energy and Natural Resources (ENR) [Mandatory Disposal of Bureau of Land Management Land and National Forest System Land for Housing](#) ensued around miles from city centers, what are the deed restrictions, is it tied to the moderate income housing plan, zoning, etc.

Mayor Jacobsen provided the [Utah Code Section 35A-8-2201](#) in the chat for reference.

Val Potter from Senator John Curtis's Office highlighted the Reconciliation Bill, Clean Energy Tax, and tax breaks for the wealthy as key discussions in the Senate. Senator Curtis recently visited Tooele, Box Elder, and Cache Counties and plans to increase his time meeting with constituents and businesses in these areas. Potter offered to relay any questions to Senator Curtis.

Ben Palmer from Congressman Blake Moore's Office also noted the Reconciliation Bill. Congressman Moore will be visiting the counties in Utah during the month of August.

Other Business

Lucas Martin reviewed **Code of Ethics Policy 1.8** to clarify that while BRAG welcomes client referrals from board members, staff are unable to disclose any case-specific details once a situation becomes a BRAG case, unless they receive written permission.



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan Utah 84321 • 35 E 100 S, Brigham City, UT 84302

Phone: 435.752.7242 • Fax: 435.752.6962 • Web: www.brag.utah.gov

Next Governing Board Meeting: August 20, 2025 at the Rich County Senior Center.

Adjourned at 2:12 with a motion from Commissioner Vincent and a Second by Council Member Goodlander. All were in favor.

The meeting then adjourned to the Bear River Community Services Foundation Board of Directors Meeting. (Same membership as BRAG Governing Board)