



Board Meeting Minutes

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

In Attendance: Jay Capener, Chairman
Lesley Kendrick, Vice-Chairman
Lyle Holmgren, Financial Chair
DJ Bott
Boyd Bingham
Kelly Lemmon
Riggin Holmgren
Joseph Summers
Mike Braegger
Tim Munns

Excused: Brodie Calder

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

Other: Buster & Brett Marble, Chanshare Select

1- WELCOME

Chairman Jay Capener called the meeting to order at 7:00 pm

2- INVOCATION & PLEDGE OF ALLEGIANCE

Offered by Financial Chairman Lyle Holmgren

3- DECLARATION OF CONFLICTS OF INTEREST

No conflicts declared

4- CONSENT AGENDA

4.1 Adoption of Agenda

4.2 Approval of Minutes – June 25, 2025

Trustee Tim Munns made a motion to adopt items on the consent agenda, motion was seconded by Trustee DJ Bott; all members vote aye, motion passed.

5- APPROVAL OF FINANCIAL STATEMENTS – JUNE 2025

Financial Chairman Lyle Holmgren has conducted a thorough review of the financial records over several months and reports no discrepancies or concerns. Trustee DJ Bott made a motion to approve the June 2025 financial statements, motion seconded by Trustee Mike Braegger; all members vote aye, motion passed.

6- ACTION ITEM

6.1 Selection of committee members consisting of representatives from BRWCD and Brigham City for the purpose of continued negotiations with the district and city – Chairman Jay Capener

Chairman Jay Capener acknowledged that the agenda included selecting a committee to coordinate with Brigham City. He noted that a letter had been received from Brigham City indicating they would not be pausing the withdrawal process to allow for further negotiations with the district, contrary to what was discussed in the previous board meeting. Capener invited Trustee DJ Bott to add any further clarification or remarks on the matter.

Trustee Bott explained that, as requested in the last meeting, the matter was presented to the Brigham City Council. The letter received reflects the council's official decision following that presentation: *Motion was approved by Brigham City Council in July 17 council meeting to deny resolution requesting Brigham City pause its withdrawal request from Bear River Water Conservancy District, Brigham City's request for a boundary adjustment should proceed as previously approved, without delay.*

General Manager Chance Baxter emphasized that Brigham City's recent vote did not change the district's position, describing it as a formality. He stated that the district remains in full control of the situation. There is a process for Brigham City to pursue the issue of withdrawal and they know what that is, they have not done so. Instead, Brigham City has requested that the board consider initiating the process.

Baxter recommended placing the item on the September agenda for formal discussion. He noted that, based on legal counsel, the board is not obligated to proceed and may decline the request. However, he suggested that, out of respect for Brigham City, the board should at least consider the matter. Baxter also encouraged board members to use the next two months to familiarize themselves with the district's finances and operation capabilities, offering his assistance if requested. Baxter expressed his appreciation to Brigham City. No action taken.

6.2 Time extension for Whites Valley change application

General Manager Chance Baxter reported that approximately one year ago, rancher Steve Elliott from the Whites Valley/Bothwell area requested to lease water from the district to support his cattle operations. The board approved a motion allowing for the lease of 4 to 8 acre-feet of water annually for up to 10 years. That approval was valid for one year, and the timeframe has now expired.

Baxter noted that Mr. Elliott has requested a one-year extension of the original motion. Although the request is being presented a month past the original timeline, Baxter acknowledged the delay and stated that the extension would simply continue the terms previously approved.

Mr. Elliott plans to drill a well first to determine if water is available. If successful, the district would lease 4 to 8 acre-feet of water annually to him at their wholesale rate, which is currently \$478.95 per acre-foot and increases by 3% annually for the next four years. The water usage would be metered and billed based on volume, not flow rate.

The well would be privately owned by Mr. Elliott, but the water rights would remain with the district. The reason the Mr. Elliott cannot secure his own water rights is due to the state's restrictions in Area 29, which only allow minimal water use for single dwellings (1.75 acre-feet).

Trustee Tim Munns made a motion to grant Steve Elliott a one year extension on Whites Valley change application for 4 to 8 acre feet of water, motion seconded by Trustee Boyd Bingham; all members vote aye, motion passed.

6.3 Work truck order / purchase

General Manager Chance Baxter informed the board that the district's 2014 Ford F-150, currently used by one of the operators and with 260,000 miles, has become costlier to maintain than its value. Funds for a replacement truck have already been allocated in the current year's budget under "Equipment and Tools." Baxter sought the board's approval to proceed with ordering a new vehicle.

The proposed replacement is a Ford F-350 extended cab, long bed, gas-powered XLT model—consistent with the district's other work trucks. The purchase will be made through the state contract with Young

Ford in Morgan, utilizing government discounts that reduce the price by approximately \$28,000 off MSRP, bringing the total cost to around \$54,000. Delivery is expected within six to eight weeks.

Baxter emphasized that the request is budgeted and presented to the board for transparency and formal acknowledgment in the meeting minutes. No action taken.

6.4 South Willard pump house engineering / construction RFP

General Manager Chance Baxter presented a request to the board for approval of engineering services related to the South Willard Pump House project. He explained that while a well has been drilled in South Willard, it currently remains unequipped. The proposed engineering work—estimated at \$94,000—would prepare the site for construction and bring the project to the bidding stage. This includes design of the pump house structure, associated pipeline engineering, and site grading, but does not include internal equipment or construction costs.

Baxter clarified that while the engineering expense was not explicitly itemized in the current year's budget, it falls under the broader Three Wells Project, which includes wells in Collinston, Harper Ward, and South Willard. Funds originally allocated for Collinston will be reallocated to cover the South Willard engineering costs.

Baxter noted that the well has a safe yield of 1,000 gpm and produces high-quality water, emphasizing the importance of moving forward with development to make use of the resource.

Trustee Kelly Lemmon made a motion to authorize up to \$100,000 for the engineering and bidding preparation for the South Willard pump house, motion was seconded by Trustee Boyd Bingham; all members vote aye, motion passed.

7- CLOSED SESSION

Trustee DJ Bott made a motion to move into a closed session pursuant to one or more of the provisions of the Utah Open and Public Meetings Act 52-4-205, seconded by Trustee Tim Munns.

Roll Call:

<i>Kendrick</i>	<i>aye</i>	<i>L. Holmgren</i>	<i>aye</i>
<i>Braegger</i>	<i>aye</i>	<i>R. Holmgren</i>	<i>aye</i>
<i>Lemmon</i>	<i>aye</i>	<i>Summers</i>	<i>aye</i>
<i>Bott</i>	<i>aye</i>	<i>Munns</i>	<i>aye</i>
<i>Bingham</i>	<i>aye</i>	<i>Capener</i>	<i>aye</i>

All members vote aye, motion passed.

Financial Chairman made a motion to move out of the closed session, seconded by Trustee Tim Munns.

Roll Call:

<i>Kendrick</i>	<i>aye</i>	<i>L. Holmgren</i>	<i>aye</i>
<i>Braegger</i>	<i>aye</i>	<i>R. Holmgren</i>	<i>aye</i>
<i>Lemmon</i>	<i>aye</i>	<i>Summers</i>	<i>aye</i>
<i>Bott</i>	<i>aye</i>	<i>Munns</i>	<i>aye</i>
<i>Bingham</i>	<i>aye</i>	<i>Capener</i>	<i>aye</i>

Meeting returned to open session

8- ACTION ON CLOSED SESSION

8.1 Consideration and possible approval of salary adjustment for the General Manager based on performance review

Trustee DJ Bott made a motion to approve an 8.41% salary increase for General Manager Chance Baxter, based on his performance and recent review, effective August 4, 2025, motion seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

Financial Chairman Lyle Holmgren took a moment to publicly commend General Manager Chance Baxter for his strong leadership, effective communication, and positive public relations.

8.2 Consideration and possible approval of the proposed contract renewal with Chanshare Farms, including any revised terms for water use and land lease, as discussed in closed session

Trustee Riffin Holmgren moved to grant Chanshare Farms a two-year extension on their current contract due to upcoming changes in the district's agricultural water fee structure. The extension would allow the farm to continue operations under the existing terms while the district finalizes and approves a new fee schedule. Once the new fee structure is adopted, a new contract will be created, which will replace both the old contract and the extension, motion seconded by Trustee DJ Bott; all members vote aye, motion passed.

PUBLIC COMMENT

Buster Marble, Chanshare Farms

"We just appreciate your time. I mean it's our livelihood. Right. And affects upwards of 200 people. We don't have that many employees. But when you talk about families, children and kids that are affected by the decision that you've made, it's. It's humbling."

TRUSTEES REPORT

Lesley Kendrick

No report

Lyle Holmgren

Financial Chairman Holmgren reported that Tremonton City is planning a meeting with Senator Sandal, and Shule Bishop, and their respective teams to pursue federal and state funding for a major infrastructure project. The goal is to upsize the water delivery line into the Tremonton area, a project estimated to cost around \$15 million.

Holmgren expressed optimism, noting that the effort is gaining momentum. The funding strategy includes seeking approximately \$5 million from the federal government and \$5 million from the state, with the remaining costs to be covered through other means.

He also mentioned that Tremonton City has been in communication with local developers, especially those in the hillside area, who are well-informed and supportive of the project. These developers understand they may need to contribute financially as well.

Holmgren concluded by emphasizing the positive progress and growing support for the project.

Mike Braegger

No report

Riggin Holmgren

No report

Kelly Lemmon

Trustee Lemmon noted that the quarterly meeting with the independent water companies did not take place as scheduled. He acknowledged it should have happened the previous week but mentioned no one had approached him about it. He suggested reducing the frequency of these meetings from quarterly to two or three times a year.

Joe Summers

No report

DJ Bott

Trustee Bott shared that the state has recently announced new grant funding to help replace old galvanized and copper pipes, following earlier grants used to study lead and copper contamination. He mentioned that the news about the funding just came out, possibly tied to the legislative season. Bott also noted that older copper pipes may contain lead, which is why they were included in the original study completed around October 22 of the previous year.

Tim Munns

Trustee Munns reported that the steering committee met recently to review the Box Elder County Water Master Plan. He mentioned it was a productive meeting and that regional or community meetings are planned to take place from August into September. He noted he would have more questions about the master plan later.

Boyd Bingham

No report

Jay Capener

No report

ADJOURNMENT

After setting the next board meeting to September 24, 2025, Trustee DJ Bott made a motion to adjourn, seconded by Trustee Boyd Bingham.