



Board Meeting Minutes

Wednesday September 24, 2025 @ 7:00 P.M.
102 West Forest Street
Brigham City, UT 84302

In Attendance:

Jay Capener, Chairman	Kelly Lemmon
Lesley Kendrick, Vice-Chairman	Brodie Calder
Lyle Holmgren, Financial Chairman	Joseph Summers
DJ Bott	Mike Braegger
Tim Munns	

Excused:

Boyd Bingham
Riggin Holmgren

Staff:

Chance Baxter, General Manager
Jamie Williams, Office Manager

1- WELCOME

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

2- INVOCATION & PLEDGE OF ALLEGIANCE

Offered by Trustee Mike Braegger

3- DECLARATION OF CONFLICTS OF INTEREST

No conflicts declared

4- CONSENT AGENDA

4.1 Adoption of Agenda

4.2 Approval of Minutes – July 23, 2025

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

5- APPROVAL OF FINANCIAL STATEMENTS – JULY & AUGUST 2025

Financial Chairman Lyle Holmgren reported that the monthly statements are consistently clear, well-structured, and easy to review. Holmgren stated no issues or discrepancies were found and everything is in order. Trustee DJ Bott made a motion to approve the financial state for July & August 2025, motion was seconded by Trustee Tim Munns; all members vote aye, motion passed.

6- PUBLIC HEARINGS

6.1 Water meter and installation fee increase

Trustee DJ Bott made a motion to open a public hearing specific to the water meter installation fee increase, motion was seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

Seeing as though there wasn't any public comment on this public hearing, Trustee DJ Bott made a motion to close the public hearing for the water meter and installation fee increase, motion was seconded by Trustee Lesley Kendrick; all members vote aye, motion passed.

General Manager Chance Baxter initiated the discussion by requesting a motion to adjust the water meter installation fee. He also recommended awarding a one-year contract to Braegger and Sons Construction, the selected bidder from the recent Request for Proposals (RFP), to handle meter installations.

Board members inquired about the specifics of the fee adjustment, including the amount and percentage of increase. Baxter noted that the details were included in the meeting packets but did not provide an exact percentage. He described the increase as substantial, though still lower than the rates previously quoted by the construction company that currently handles the Districts connections. Baxter also noted that the current installation fees have remained unchanged for approximately 15 years.

Baxter reviewed the structure of connection fees, noting that these fees are not intended to generate profit but instead reflect the actual cost of installation which is paid by the customer.

County Road (Open Cut, No Bore): \$4,000
County Road (Bore): \$4,000
State Road (Open Cut, No Bore): \$8,500
State Road (Bore): \$6,500

Additionally, it was noted that installations requiring extended footage beyond standard limits would incur extra costs.

Installation of service lines beyond 60 feet	\$50.00 per linear foot
Installation of asphalt in UDOT road	\$26.00 per square foot
Installation of asphalt in Box Elder County road	\$16.00 per square foot

Baxter emphasized that all fees are based on real installation expenses and vary depending on road type and whether boring is required. General Manager Chance Baxter clarified that, in addition to labor and installation fees, all associated parts are added to the total cost of a water system installation.

Trustee DJ Bott made a motion to approve the water meter and installation fee increase along with awarding a contract for installation to Braegger and Sons Construction, motion seconded by Trustee Brodie Calder; all members vote aye, motion passed.

6.2 Proposed tiered rate structure for South Willard Water System

Trustee DJ Bott made a motion to move into a public hearing, specifically for the South Willard Water System Tiered Rate Structure, motion was seconded by Trustee Tim Munns; all members vote aye, motion passed.

Seeing there was no public comment on the public hearing for the tiered rate structure for South Willard water system, Trustee DJ Bott made a motion to close the public hearing, motion was seconded by Trustee Joseph Summers; all members vote aye, motion passed.

General Manager Chance Baxter provided background on the South Willard System, noting that although district-wide fees were increased at the beginning of the year, South Willard was inadvertently excluded from the tiered rate schedule. South Willard has minimal retail connections (three or four), and previous management had treated it differently due to assumptions about indoor-only use only.

Baxter clarified that South Willard is not fundamentally different from other retail systems and will now be included in the tiered rate structure to ensure consistent revenue capture. The change aligns South Willard with the rest of the district's systems.

Trustee Mike Braegger made a motion to approve the tiered rate structure with the correction of the \$15,000 to 15,000 gallons, motion was seconded by Trustee Kelly Lemmon; all members vote aye, motion passed.

7- ACTION ITEMS

Proposed Resolution 2025-26 for the purpose of declaring 2014 Ford F-150 truck with Boss HTX snowplow as surplus and authorizing its disposal

General Manager Chance Baxter presented a request to declare the district's 2014 Ford F-150 work truck and its associated Boss HTX snowplow as surplus property. The truck was recently replaced, and the declaration would allow the items to be listed for sale.

Trustee DJ Bott made a motion to approve resolution 2025-26 declaring the 2014 Ford F-150 Truck and Boss HTX snowplow as surplus and authorizing its sale, motion was seconded by Trustee Tim Munns; all members vote aye, motion passed.

8- DISCUSSION

Expiring Terms

Office Manager Jamie Williams informed the board that three members—Joseph Summers, D.J. Bott, and Lyle Holmgren—have terms expiring at the end of the year. She noted that a form letter is available for those interested being reappointed for another 4-year term, which must be submitted to the county. Additionally, it was mentioned that Brodie Calder is resigning, and his remaining one-year of his term will need to be filled. The replacement will represent the Portage-Plymouth-Fielding-Riverside region and will serve until the term expires next year.

9- GENERAL MANAGERS REPORT

Ongoing Project Update.

- **South Willard Well #2 Engineering.** JUB kicked off this project last month following board approval. A good amount of progress has been made. Site surveying has been completed and the final building location has been identified. The current priority is the development of a load sheet for the electrical demands of the pumphouse. We will need to provide this to RMP prior to negotiating the service contract. The contract must be finalized prior to the ordering of any componentry namely the transformer. RMP claims a lead time of upwards of 18 months on large transformers. The project is currently on track to be completed and ready to go out for bids in February 2026.
- **Harper ward Tank, Pond, and Pumphouse.** The tank and pond construction portion of the project is 100% complete. I expect the final pay request any day. The same contractor (Patriot Construction) was awarded the pumphouse construction earlier this year. Notice of award was issued back in March. Very little has been done regarding construction. We have begun to be slightly worried about completion deadlines. Substantial completion is set for November 21, 2025, followed by final payment by December 12th. The contractor doesn't appear to be worried about meeting these deadlines. Time will Tell...

- **Flat Canyon Well.** The final things remaining on the project will be finished by the end of the month. As some are aware, a backup generator, electrical and fiber optic lines, and Scada controls for the valve house still needed to be finished. The generator was installed in July followed by the Scada controls being commissioned earlier this week. The Flat Canyon Well is now fully operational. It will be nice to check this one off the list.
- **County Water Master Plan Study.** This project is also beginning to wrap up. We finish the final round of regional public input meetings on the 22nd. The plan is shaping up nicely. We've received a large amount of input from both water suppliers and residents of the county. Final draft of the plan will be presented on November 6th at 6pm at the Utah State building in Brigham City. Thanks to all the board members who have assisted with the project to date. JUB will be distributing the final draft to review in October. I will distribute it to the board for review prior to finalization.
- **Secondary Feasibility and Implementation Study.** This project has begun working in conjunction with the CWMP due to many suggestions that were brought up during interviews. We have been working on mocking up 3 scenarios regarding pressurized secondary water. The infrastructure needs have been defined along with the cost associated with the construction of these systems. We have begun diving into the financial side of the operations. We have a bit more work to complete on this subject. The goal is to identify where costs and fees need to be for these future developer build systems to operate on a self-sustaining business model. Early signs are showing that this may be possible. We've also started conversations with Both Box Elder County along with the division of water rights regarding extraction and dedication policy. We have begun reviewing existing policies that are already in place. We are reviewing examples from both Box Elder County and a number from southern Counties. But as stated there's quite a bit more that needs to be discovered and thought through. The Team hopes to have a presentation for the BRWCD board by Q1 of 2026.
- **Sleepy Hollow Springs Pipeline Engineering.** This project has not been highly prioritized by BRWCD or our engineering team. We began working on it a little over a year ago. The plans for the pipeline were finalized and Stamped a few weeks ago. I would advise the board to hold off bidding the construction of the pipeline currently. The current 2-Inch pipeline can meet the flows that the springs can deliver currently. Also, we haven't experienced any pipe failures or leaks in 3 years. The Plans that were created are on file and can be used in the future once the need becomes more dire.
- **Howell Town Chlorinator.** Engineering was completed months ago for Howell town. They need to finish constructing the building and installing the Chlorination equipment. Following, our engineering will help them procure the operating permit from the state. Thus, completing the project.
- **Deweyville Springs Pipeline.** Construction on the Deweyville pipeline partnership was delayed this spring due to contractor issues. I believe construction should begin this fall sometime.
- **Thatcher Penrose IFFP.** The project is moving along slowly but surely. The engineering teams and financial advisors are working to complete the Plan. The goal is to present the plan and fee schedule at Thatcher Penrose Annual meeting in November.
- **Willard City PRV project.** I've spoken with Jeremy Kimpton "Willards City admin". The says the project is under construction but is moving quite slowly. There are several things that need to be accomplished prior to the installation the new PRV station. I'll keep the board posted regarding.

Upcoming Projects

- **Thacher Hills Water.** Scott Waldron, the president has asked for some operation help from district employees. Their current hired operator has developed some health issues. I plan to recruit Kelly Lemmon and Joe Summers to help me work with Thacher Hills to develop a plan that can be brought to the board at an upcoming meeting.
- **Ceder Ridge Water.** The Current owner of Cedar Ridge Water David Thompson has approached BRWCD regarding the potential takeover of their water system. David had a public meeting with the residents of the development last week. There was a unanimous vote for BRWCD to take over operations. Currently Cedar Ridge is connected to district infrastructure in the collinston system. I plan to recruit help from Kelly Lemmon, Lesley Kendrick, and a few others to begin looking into this over the next couple months.
- **Mantua Town Backup Generator.** Mike Braegger and I had a meeting with the Mantua Mayor and Public works director Marcus Able last month. They express the need of a backup generator for their well. They spoke of several times when they've lost power to the well and the town nearly ran out of water. I've put them in touch with BRWCDs generator contractor. We met last month onsite with Golden Spike to size the generator. We should have cost estimates back shortly. Mantua town plans to attend our October meeting to ask for some financial assistance purchasing the generator. I've proposed a 50% match of district funds. Mike and I will need to work out the details with Mantua town management prior to the meeting. Stay tuned.

Operations and Maintenance.

Things are finally slowing down with the operations staff. As your aware It's been a long dry summer. We've been fortunate this season to not have any major break downs or source issues. Although we have seen a drop in water levels at many of the monitoring locations that we monitor along the Wasatch front. Let's hope for a wet fall and a plentiful winter ahead. I would like to take a moment to thank our operation staff. The work and dedication that they have towards BRWCDs systems and customers is impressive.

PUBLIC COMMENT

Rex Carpenter from A2ES introduced himself to the board. General Manager Chance Baxter explained to the board that A2ES is an engineering firm.

TRUSTEES REPORT

Lesley Kendrick

No report

Lyle Holmgren

Financial Chairman Lyle Holmgren shared that he and Tremonton's Public Work's Director, Carl Mackley, had recently discussed Tremonton City's interest in potentially purchasing an additional 500 acre-feet of water from the Bothwell Pocket. He mentioned that initial conversations have begun, including some discussion between Carl Mackley and General Manager Chance Baxter, and expressed a desire to explore options for securing that water. Additionally, Lyle offered to host another annual social gathering for the board and staff, similar to the one held last year. Chance and Jamie offered to work with Lyle and help organize the event.

Mike Braegger

Trustee Mike Braegger shared an update regarding a subdivision in South Willard that expressed interest in purchasing water from the district. The developers now plan to use septic systems instead of installing sewer infrastructure, which has delayed the project.

Brodie Calder

Trustee Brodie Calder reported that Riverside North Garland and Ukon met last month to discuss connecting their water systems in a few areas to improve pressure for both. A follow-up meeting is scheduled next month with engineers from Jones & Associates to evaluate potential benefits. Riverside North Garland is facing low pressure in one section that may require upgrading to a 10-inch line.

Kelly Lemmon

Trustee Kelly Lemmon noted the increasing number of project requests from private water companies and municipalities. He referenced the County Water Master Plan, which recommends establishing a screening committee to evaluate these proposals and determine the level of district support. Lemmon emphasized the need for a structured approach and suggested exploring existing templates or models to guide the development of such a process. Lemmon asked the board and the General Manager what their thoughts were on the subject, board discussion followed.

Joe Summers

No report

DJ Bott

Trustee DJ Bott reported that construction crews are mobilizing for the second phase of aqueduct pipe replacements now that the irrigation season is ending. The work will improve flow from spring sources and the reservoir into Brigham City and is expected to be completed by next spring.

Tim Munns

Tim Munns reported that the recent planning meeting in the Snowville and northwest area went well. Although he was unable to attend personally, he noted that a good number of participants were present, and the meeting was productive.

Jay Capener

No report

ADJOURNMENT

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