

Administrative Control Board Meeting
For the Box Elder and Perry City Flood Control
Special Service District
Perry City Offices – 1950 S Highway 89
Tuesday December 16, 2025, 5:15 p.m.

1. Welcome & Call to Order
2. Public Comments
 - (1) Please speak only once (Maximum 3 Minutes) per agenda item.
 - (2) Please speak in a courteous and professional manner.
 - (3) Do not speak to a specific member(s) of the Board, Staff, or Public. (Please speak to the Chairman of the Board Members as a Group)
 - (4) Please present possible solutions for all problems identified; and
 - (5) No decisions will be made during this meeting if the item is not specifically on the agenda.
3. Discussion/Action Items
 - A. Update on Cleanup/Ormond – Schedule payment once confirmed completion
 - B. EAP – Emergency Action Plan
4. Approve Meeting Minutes
 - November 18, 2025
5. Motion to approve Invoice Payments (Roll Call Vote)
6. Board Member Items & Items for Next Agenda (Next regular meeting January 20th)
7. Adjournment

Certificate of Posting

The Undersigned Duly Appointed Official Hereby Certifies that a copy of the foregoing Agenda was sent to each Member of the Board and posted in Three Locations at the Perry City Offices, Dale Young Park, Perry City Park on this 9th day of December 2025. Any individual Requiring Auxiliary Services should contact the City Offices at least 3 days in advance (435-723-6461)

Tyra M Bischoff, Board Clerk

1 **Box Elder and Perry Flood Control Special Service District**
2 **Perry City Offices 1950 S Highway 89**
3 **5:16 PM Tuesday, November 18, 2025**

4
5 **Members Present:** Vice Chairman Kevin Pebley, Board Member Paul Nelson,
6 Board Member Michael Harper

7
8 **Others Present:** Tyra Bischoff; Board Secretary, David Rogers (Davis & Bott), Matt
9 Robertson (Jones & Associates), Toby Wright (City Council)

10
11 **Members Excused:** Chairman Bryce Thurgood, Board Member Taylor Clark

12
13 **1. Welcome and Call to Order**

14 Vice Chairman Kevin Pebley welcomed everyone and called to order the
15 November 18, 2025, Box Elder and Perry Flood Control Special District meeting.

16
17 **2. Presentation of Budget for FY 2026- David Rogers**

18 David Rogers presented the 2026 budget, noting that only one change had been
19 made since the initial presentation at the last meeting. This change updated the
20 current year's expenses based on the maintenance bid they had recently
21 received. Mr. Rogers stated that based on past years' history, the budget
22 numbers should be sufficient, and he had rounded up slightly to avoid needing an
23 amended budget later.

24
25 **3. Public Hearing for FY 2026 Box Elder and Perry Flood Control Special Service**
26 **District Budget.**

27 Vice Chairman Kevin Pebley opened the public hearing at 5:18 p.m.

28
29 There was no public present to comment.

30
31 **MOTION:** Board Member Mike Harper moved to close the public hearing at 5:18
32 p.m. Board Member Paul Nelson seconded the motion.

33
34 **Roll Call:** Chairman Bryce Thurgood, Absent
35 Vice Chairman Kevin Pebley, Yes
36 Board Member Paul Nelson, Yes
37 Board Member Taylor Clark, Absent

Board Member Michael Harper, Yes

Mr. Rogers confirmed he would submit the approved budget to the state auditor.

4. Public Comment

None.

5. Discussion/Action Items

A. Motion to Approve FY 2026 Box Elder/Perry Flood Control Special Service District Budget.

MOTION: Board Member Paul Nelson moved to approve the Box Elder/Perry Flood Control Special Service District Budget for FY 2026. Board Member Mike Harper seconded the motion.

Roll Call: Chairman Bryce Thurgood, Absent
Vice Chairman Kevin Pebley, Yes
Board Member Paul Nelson, Yes
Board Member Taylor Clark, Absent
Board Member Michael Harper, Yes

B. Approve Meeting Schedule for Box Elder/Perry Flood Control Special Service District for 2026

The board reviewed the proposed 2026 meeting schedule, which maintains meetings on the third Tuesday of each month. Board members confirmed they had no conflicts with the proposed dates, noting that meetings are typically canceled if there are no agenda items to discuss.

MOTION: Board Member Mike Harper moved to approve the 2026 Box Elder/Perry Flood Control Special Service District Meeting Schedule. Board Member Paul Nelson seconded the motion.

Roll Call: Chairman Bryce Thurgood, Absent
Vice Chairman Kevin Pebley, Yes
Board Member Paul Nelson, Yes
Board Member Taylor Clark, Absent
Board Member Michael Harper, Yes

75
76 **C. Update on Cleanup**

77 Matt Robertson reported that Ormand's company had completed or was in the
78 final stages of completing cleanup of three basins: Perry Canyon, Evans, and
79 Cherry Ridge. He highlighted two issues found at the Perry Basin:
80

- 81 1. Sinkholes were discovered around the outlet structure in the lower portion.
82 While the contractor filled the voids, the source of the issue could not be
83 determined. The board agreed to monitor the situation when water flows
84 through the structure in spring.
85 2. Woody vegetation (sumac trees/willows) had been removed from the
86 embankment as recommended in the state report, but Mr. Robertson
87 suggested having someone spray the area next year to prevent regrowth.
88

89 The board agreed to schedule a site inspection of all three basins with Taylor
90 before approving payment to the contractor. Matt will coordinate this inspection
91 and will also address the Emergency Action Plan (EAP) requirement from the
92 state report, which needs to be verified as up-to-date and submitted to Dam
93 Safety.
94

95 **D. Bylaws**

96 Board secretary Tyra Bischoff reported that she had contacted Bill Morris about
97 the bylaws. He agreed to attend a meeting in January or February to review the
98 drafted bylaws and simultaneously conduct the required annual open public
99 meetings training. Tyra will distribute the draft bylaws to board members before
100 that meeting.
101

102 **E. Training**

103 Tyra reminded board members who had not yet completed their Special Service
104 District training to do so before the end of the year. It was noted that Mike and
105 Paul had completed their training. The training can be completed online in
106 approximately 90 minutes.
107

108 **6. Approving Meeting Minutes**

- 109 • October 21, 2025
110

MOTION: Board Member Mike Harper moved to approve the minutes. Board Member Paul Nelson seconded the motion.

Roll Call: Chairman Bryce Thurgood, Absent
Vice Chairman Kevin Pebley, Yes
Board Member Paul Nelson, Yes
Board Member Taylor Clark, Absent
Board Member Michael Harper, Yes

7. Motion to Approve Invoice Payments (Roll Call Vote)

- Tyra Bischoff - \$99.75
- Davis & Bott - \$973.00

MOTION: Board Member Paul Nelson made a motion to approve the invoices. Board Member Mike Harper seconded.

Roll Call: Chairman Bryce Thurgood, Absent
Vice Chairman Kevin Pebley, Yes
Board Member Paul Nelson, Yes
Board Member Taylor Clark, No
Board Member Michael Harper, Yes

8. Items for Next Agenda and Board Member Items

The board discussed several items:

1. The quarterly financial review was confirmed to be conducted quarterly rather than monthly, as the current workload is minimal.
2. Tyra informed the board that she would be posting a notice for Bryce's position on the board, as he planned to leave by the end of the year. The 30-day posting period would end December 22nd, allowing the mayor to make an appointment at the first council meeting in January. Board members will reach out to potential candidates, including Jake Andrew who had expressed interest.
3. Matt reported finding the Emergency Action Plan from 1994 (last updated in 2012), which needed updating. The board discussed whether to simply update the contact information or seek a new template from the state. Matt will contact the Dam Safety office to determine their expectations.

147 4. Paul inquired whether the board needed to report to the city council, and
148 members agreed it was beneficial to maintain communication about the
149 board's activities, particularly given their flood control responsibilities.

150 5. The board reviewed current account balances:

- 151 • Money Market \$126,951.60
- 152 • Checking \$10,074.92
- 153 • CD \$58,778.87

154 The current balances were deemed sufficient to cover upcoming expenses,
155 including the anticipated invoice from Ormand.

156
157 The board discussed items for the next meeting's agenda, including:

- 158 • Basin cleanup update (ensure complete prior to payment to Ormond)
- 159 • EAP (Emergency Action Plan – Matt Robertson)

160
161 **9. Adjournment**

162 **MOTION:** Board Member Paul Nelson moved to adjourn the meeting. Board
163 Member Mike Harper seconded the motion.

164
165 All Board Members were in favor. The meeting ended at 5:58 p.m.



12 S Main
Layton, UT 84041



139190-01A**000093
BOX ELDER COUNTY AND PERRY CITY FLOOD CO
1950 S HWY 89
PERRY UT 84302



Good Grades
PAY
STUDENT REWARDS

**EARN A'S.
EARN CASH!**

\$3 for every A on your report card with more ways to earn!

Scan To Learn More

Member FDIC



Customer Service:

801-813-1600



Website:

www.fcbutah.com

Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 10/29/25 to 11/30/25 (33 days)

Terms and Conditions of Your Account updates: Effective January 1, 2026. The Sweep Transaction Fee of \$2.00 will no longer apply.

Sections AGREEMENT, and AMENDMENTS AND TERMINATIONS will be updated to exclude the 30 day prior notice if the addition, removal, amendment or change was made for security reasons or we believe would be beneficial or not adverse to you.

PUBLIC FUNDS CHECKING - XXXXXX1187

Previous Balance	\$10,467.42	Average Ledger	\$10,074.92
Deposits/Credits (0)	\$0.00	Average Collected	\$10,074.92
Checks/Debits (1)	\$392.50	Interest Earned	\$0.10
Service Charge	\$0.00	Annual Percentage Yield Earned	0.01%
Interest Paid	\$0.10	2025 Interest Paid	\$2.13
Ending Balance	\$10,075.02		

Transaction Activity

Date	Description	Debits	Credits	Balance
10/29	CHECK 555	-\$392.50		\$10,074.92
11/30	Interest Deposit		\$0.10	\$10,075.02

SUMMARY BY CHECK NUMBER

Date	Check No	Amount
10/29	55 5	\$392.50

* Denotes checks out of sequence

Interest Rate Summary

Date	Rate
10/28	0.01%





BOX ELDER & PERRY CITY FLOOD CONTROL & DRAINAGE 3008 SOUTH 1200 WEST PERRY, UT 84202-4205		555
DATE <u>Oct 21-25</u>		555
PAY TO THE ORDER OF <u>Jones & Associates</u>		\$ <u>392.50</u>
<u>three hundred ninety two and 50/100</u>		DOLLARS
CITY <u>Perry</u>		STATE <u>UT</u>
I CERTIFY <u>392.50</u>		<u>Kari E. Perry</u>

Date
10/29/25

Check No
555

Amount
\$392.50



12 S Main
Layton, UT 84041



139190-01A**000094
BOX ELDER COUNTY AND PERRY CITY FLOOD CO
1950 S HWY 89
PERRY UT 84302



Good Grades

PAY

STUDENT REWARDS

EARN A'S.
EARN CASH!

\$3 for every A on your
report card with more
ways to earn!

Scan To Learn More

Member
FDIC



Customer Service:

801-813-1600



Website:

www.fcbutah.com

Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 11/03/25 to 11/30/25 (28 days)

Terms and Conditions of Your Account updates: Effective January 1, 2026. The Sweep Transaction Fee of \$2.00 will no longer apply.

Sections AGREEMENT, and AMENDMENTS AND TERMINATIONS will be updated to exclude the 30 day prior notice if the addition, removal, amendment or change was made for security reasons or we believe would be beneficial or not adverse to you.

PREMIER BUSINESS MMDA - XXXXXX4268

Previous Balance	\$126,951.60	Average Ledger	\$126,951.60
Deposits/Credits (0)	\$0.00	Average Collected	\$126,951.60
Checks/Debits (0)	\$0.00	Interest Earned	\$121.73
Service Charge	\$0.00	Annual Percentage Yield Earned	1.26%
Interest Paid	\$121.73	2025 Interest Paid	\$1,765.73
Ending Balance	\$127,073.33		

Transaction Activity

Date	Description	Debits	Credits	Balance
11/30	Interest Deposit		\$121.73	\$127,073.33

Interest Rate Summary

Date	Rate
11/02	1.25%



INVOICE

Tyra Bischoff

DATE: DECEMBER 9, 2025

Box Elder and Perry City Flood Control
Invoice #033

FOR: FLOOD CONTROL MINUTES & MISC.
SERVICES

DATE	DESCRIPTION	HOURS	LINE TOTAL
11/18/2025	Meeting	1.25	
11/19/2025	Posting vacancy notice/outlining meeting minutes	.5	
12/5/2025	Agenda	.25	
12/6/2025	Meeting Minutes	.75	
12/9/2025	Posting PMN Website/Package/Emails	.25	
	TOTAL	3 hours	X 28.50
SUBTOTAL			85.50
SALES TAX			0
TOTAL			85.50

THANK YOU