

Administrative Control Board Meeting
For the Box Elder and Perry City Flood Control
Special Service District
Perry City Offices – 1950 S Highway 89
Tuesday January 20, 2026, 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. Motion to re-appoint Michael Harper to Flood Control Board
 - B. Motion to accept Jake Andrew appointment by City Council to Flood Control Board
 - C. Motion to appoint new Chairman/Vice Chairman/Treasurer to Flood Control Board
 - D. OPMA training – Bill Morris
 - E. Bylaws
 - F. EAP – Emergency Action Plan update Matt Robertson
 - G. Project update overview report to take to City Council – Matt Robertson
 - H. Bench Road update – Matt Robertson
 - I. Special Service District Training
4. Approve Meeting Minutes
 - December 16, 2025
5. Motion to approve Invoice Payments (Roll Call Vote)
6. Board Member Items & Items for Next Agenda (Next regular meeting February 17th)
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 16th day of January 2026. 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 **5:23 PM Tuesday, December 16, 2025**

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

7
8 **Others Present:** Tyra Bischoff; Board Secretary, Toby Wright (City Council), Jake
9 Andrew

10
11 **Members Excused:** None

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

14 Chairman Bryce Thurgood welcomed everyone and called to order the December
15 16, 2025, Box Elder and Perry Flood Control Special District meeting.

16
17 **2. Public Comment**

18 One public visitor, Jake Andrew was present. He stated he was just visiting to see
19 what the meeting was about. The Chair noted that he was the only application
20 they had received so far for the board vacancy.

21
22 **3. Discussion/Action Items**

23 **A. Update on Cleanup/Ormond**

24 Board Secretary Tyra Bischoff explained that Matt Robertson had sent an invoice
25 just before the meeting from Ormond Construction. He had suggested they could
26 approve the payment and hold the check until the work was confirmed
27 completed. Taylor mentioned he had visited Perry Canyon and Cherry Ridge,
28 reporting that the cleanup work looked good. The Board Agreed that Taylor
29 should check the work at all three locations (Perry Canyon, Cherry Ridge, and
30 Evans) before releasing payment. Board Member Paul Nelson said he had seen
31 them and thought they looked good but he wanted to have Taylor to check them
32 as well.

33
34 The invoice amount was \$30,175.00.

35
36 **B. Emergency Action Plan**

Chairman Bryce Thurgood read an email from Matt Robertson, as he could not attend the meeting, stating he had called the state regarding the Emergency Action Plan for the Three Mile Creek Basin but was unable to reach the engineer who performed the inspection. He needed to determine whether the plan required a complete update or if simply updating the contact information would be sufficient. The Board agreed to follow up on this at the next meeting.

Additional discussion took place regarding future cleanup projects, including Maddox Ditch which was noted to be getting pretty choked up. The Board also recalled they had previously asked Matt to provide a map showing all areas under their jurisdiction and completed projects. They decided to follow up with Matt about this map.

Vice Chairman Kevin Pebley came to the meeting at 5:28 p.m. The Board and Kevin discussed the importance of having Matt prepare a presentation for the City Council about all the flood control projects completed in recent years. They noted that most citizens were unaware of the preventative work being done unless it directly impacted their property. The Board suggested this could be presented at a future council meeting and potentially included in the city newsletter.

Board Member Taylor Clark mentioned that erosion from the second bench road was again causing problems at Evans Canyon. The County had previously graded the road, but water was still washing down and creating ravines. The Board decided to have Matt inspect this area and coordinate with the county on repairs.

4. Approve Meeting Minutes

- November 18, 2025

MOTION: Board Member Paul Nelson moved to approve the November 18, 2025 meeting minutes. Board Member Mike Harper seconded the motion.

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

74 **5. Motion to Approve Invoice Payments (Roll Call Vote)**

- 75 • Ormond Construction - \$30,175.00
76 • Davis & Bott - \$450.00
77 • Tyra Bischoff - \$85.50
78

79 **MOTION:** Vice Chairman Keven Pebley made a motion to approve the invoices.
80 Board Paul Nelson seconded.

81
82 **Roll Call:** Chairman Bryce Thurgood, Yes
83 Vice Chairman Kevin Pebley, Yes
84 Board Member Paul Nelson, Yes
85 Board Member Taylor Clark, Yes
86 Board Member Michael Harper, Yes
87

88 **6. Items for Next Agenda and Board Member Items**

89 The Board discussed several items for the January meeting:
90

- 91 1. Matt's update on the map and completed projects
92 2. The road erosion issue near Evans Canyon
93 3. Adding Maddox Ditch to next year's clean-up projects
94 4. Board vacancy appointment (application period closing December 22)
95 5. Training from Bill Morris for Board Members
96 6. Bylaws discussion
97 7. Chairman and Vice Chairman selection
98

99 The Board also discussed the need to add a new signatory to the bank account
100 since Bryce was leaving the Board. Board Member Mike Harper was asked to
101 consider taking on this responsibility, and the Board agreed to formally vote on
102 this at the January meeting.
103

104 **7. Adjournment**

105 **MOTION:** Board Member Paul Nelson moved to adjourn the meeting. Vice
106 Chairman Kevin Pebley seconded the motion.
107

108 All Board Members were in favor. The meeting ended at 5:51 p.m.



12 S Main
Layton, UT 84041



140184-02A**000119
BOX ELDER COUNTY AND PERRY CITY FLOOD CO
1950 S HWY 89
PERRY UT 84302



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Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 12/01/25 to 12/31/25 (31 days)

PREMIER BUSINESS MMDA - XXXXXX4268

Previous Balance	\$127,073.33	Average Ledger	\$112,073.33
Deposits/Credits (0)	\$0.00	Average Collected	\$112,073.33
Checks/Debits (1)	\$31,000.00	Interest Earned	\$104.51
Service Charge	\$0.00	Annual Percentage Yield Earned	1.10%
Interest Paid	\$104.51	2025 Interest Paid	\$1,870.24
Ending Balance	\$96,177.84		

Transaction Activity

Date	Description	Debits	Credits	Balance
12/17	Requested by: KEVIN TO CHECKING	-\$31,000.00		\$96,073.33
12/31	Interest Deposit		\$104.51	\$96,177.84

Interest Rate Summary

Date	Rate
11/30	1.25%
12/17	1.10%
12/19	0.85%





12 S Main
Layton, UT 84041



139646-29A**000048
BOX ELDER COUNTY AND PERRY CITY FLOOD CO
1950 S HWY 89
PERRY UT 84302



Customer Service:

801-813-1600



Website:

www.fcbutah.com

Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 12/01/25 to 12/28/25 (28 days)

PUBLIC FUNDS CHECKING - XXXXXX1187

Previous Balance	\$10,075.02	Average Ledger	\$22,932.20
Deposits/Credits (1)	\$31,000.00	Average Collected	\$22,932.20
Checks/Debits (4)	\$1,608.25	Interest Earned	\$0.17
Service Charge	\$0.00	Annual Percentage Yield Earned	0.01%
Interest Paid	\$0.17	2025 Interest Paid	\$2.30
Ending Balance	\$39,466.94		

Transaction Activity

Date	Description	Debits	Credits	Balance
12/17	Requested by: KEVIN TO CHECKING		\$31,000.00	\$41,075.02
12/18	CHECK 559	-\$99.75		\$40,975.27
12/18	CHECK 560	-\$85.50		\$40,889.77
12/22	CHECK 558	-\$973.00		\$39,916.77
12/22	CHECK 561	-\$450.00		\$39,466.77
12/28	Interest Deposit		\$0.17	\$39,466.94

SUMMARY BY CHECK NUMBER

Date	Check No	Amount
12/18	55 9	\$99.75
12/22	55 8	\$973.00
12/18	560	\$85.50

Date	Check No	Amount
12/22	561	\$450.00

* Denotes checks out of sequence

Interest Rate Summary

Date	Rate
11/30	0.01%





BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
558

DATE Nov 18-2025

PAY TO THE ORDER OF Davis + Bott \$ 973.00

nine hundred seventy three and 00/100 DOLLARS

CITY PERCY, UT 84302-4228

FOR #21338

Karen E. Peley

Date 12/22/25 Check No 558 Amount \$973.00

BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
559

DATE Nov 18 2025

PAY TO THE ORDER OF Tyra Bischoff \$ 99.75

ninety nine dollars and 75/100 DOLLARS

CITY PERCY, UT 84302-4228

FOR #21338

Karen E. Peley

Date 12/18/25 Check No 559 Amount \$99.75

BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
560

DATE 12-16-25

PAY TO THE ORDER OF Tyra Bischoff \$ 85.50

eighty five dollars and 50/100 DOLLARS

CITY PERCY, UT 84302-4228

FOR #21338

Karen E. Peley

Date 12/18/25 Check No 560 Amount \$85.50

BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
561

DATE 12-16-25

PAY TO THE ORDER OF Davis + Bott \$ 450.00

four hundred fifty and 00/100 DOLLARS

CITY PERCY, UT 84302-4228

FOR #21777

Karen E. Peley

Date 12/22/25 Check No 561 Amount \$450.00



CONSULTING ENGINEERS

Jones & Associates
6080 Fashion Point Dr
South Ogden, UT 84403-4851
(801) 476-9767

PERRY FLOOD CONTROL DISTRICT

ATTN: Tyra Bischoff - Secretary
3005 South 1200 West
Perry, UT 84302

Date: November 30, 2025

Invoice number: 23344

Professional Engineering Services rendered during the month of November, 2025 for work on the following projects:

ENGINEERING CONSULTATIONS

2025 Basin Maintenance Project

Matthew L. Robertson, P.E. (Senior Engineer II)

		3.50 hrs.
	Subtotal	\$ 549.50
SUBTOTAL ENGINEERING CONSULTATIONS		\$ 549.50
INVOICE TOTAL		\$ 549.50

Perry Flood Control District Notes (November 30, 2025)

The following notes summarize the Engineering Services provided by Jones & Associates for the month of November 2025

Date	Employee Type	Employee	Billed Units/Hours	Billed Amount	Notes
27 Perry Flood Control District			3.50	549.50	
300 Storm Drain 2025 Basin Maintenance Project			3.50	549.50	
11/25/25	Senior Engineer II	Matthew Robertson	0.50	78.50	Spoke with Clint Ormond about the status of the cleaning of the basins and the invoicing.
11/18/25	Senior Engineer II	Matthew Robertson	2.00	314.00	Went to the board meeting, discussed completion of the project and items that will need to be watched or addressed in the spring at the Perry Canyon basin. Also looked up and reviewed the current dam safety EAP and discussed with the board on need to update the document.
11/13/25	Senior Engineer II	Matthew Robertson	0.50	78.50	Spoke with Clint Ormond regarding the trees and the sinkhole at Perry Canyon Basin and schedule of wok.
11/07/25	Senior Engineer II	Matthew Robertson	0.50	78.50	Looked up bid tabulation and award amount and sent to Tyra. Follow up with Ormond on status of work.
			3.50	549.50	

INVOICE

Tyra Bischoff

DATE: JANUARY 16, 2026

Box Elder and Perry City Flood Control
Invoice #033

FOR: FLOOD CONTROL MINUTES & MISC.
SERVICES

DATE	DESCRIPTION	HOURS	LINE TOTAL
12/16/2025	Meeting	1.0	
01/14/2026	Minutes/Agenda/Emails	1.25	
01/16/2026	Emails/Posting/PMN/Finalize Agenda Book of Stamps	0.5	15.60
	TOTAL	2.75 hours	X 28.50
		SUBTOTAL	93.98
		SALES TAX	0
		TOTAL	93.98

THANK YOU