

# Meeting Minutes

Notes created on January 15, 2026 at 6:02 PM by Minutes AI

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## Items for the Journey

- Only two or three items can be taken for the journey.
- Jennifer is going.
- The meeting room door is unlocked and the lights are on.

## Meeting Discussion

- Concerns were raised.
- Debbie needs a credit card that's not hers to pay for something.
  - They can reimburse her.
  - Unsure if they want to do any of that after the Canal Company meeting.
- Need to be careful how they talk and only one at a time because of how things are reported in the minutes.

## January 15 Meeting

- January 15, 6:04, Brooklyn Special Service District meeting.
- Attendees: Brent White, Cody Hanson, Scott Hanson, Coy Barton, Debbie Barney, Matt Daring, Ralph Brown, Malcolm Nash, and Tyler Manel.
- Parker is not present.

## Review of Minutes

- Brent reviewed the minutes and Debbie can use his copy.
- Correction needed in the general discussion section.
  - It has "a bre" instead of "Brooklyn Special Service District."

- Parker's name is misspelled as "Parker B. Burker Smacker El Orr Town Hal."
  - "Parker's names needs to be fixed."
- Coy Barton's name is spelled K.
- The Hanson's names are spelled with "on" instead of "en."

## Spelling Corrections

- Someone will have to review the minutes to make sure the spelling is correct.
- Spelling isn't material and it wouldn't change anything because it's just interpreted as a typo.
  - "As long as we understand what it means and we could be transparent about what it means, I think we'll be okay."
- Minutes need to be enough so that a person who was not there could understand what was going on.
- Name spelling isn't that big of a deal, but it's good to be accurate.
- Debbie will fix the spelling.

## Approval of Minutes

- Debbie was supposed to bring the minutes from December 16th, but she did not.
  - The minutes from December 16th will be moved to the next meeting.

## Construction Project

- Need to be more active in the minutes.
- Clarification needed on the construction project.
  - The minutes say "all the way down to the Height that's on 1400 west, it says Russell."
  - One place says "all the way down and put a hydrant," and the next line says "he'll go to the canal crossing."
  - "All the way down means six feet deep."

- The construction does go clear to Russell's place, but not with 8 inch.
  - 8 inch goes all the way to the corner past Russell's place.
  - A hydrant will have to be put on it.
- Send the minutes to Brent to provide more context and additional words.
- The hydrant at 1400 south will be new and staged appropriately.

## **Approval of Minutes (cont.)**

- The minutes cannot be approved as is.
- Approve them with corrections.
- Wait to approve the minutes until they are typed up.
- The only legal requirement is that draft minutes have to be posted within a certain amount of time.

## **Public Recording and Minutes**

- Recordings are supposed to be posted within three days.
- Draft minutes are supposed to be posted within a certain period of time.
- Final draft time is up to the board.
- A Word document can be sent for editing, or hand notes can be taken and transcribed.

## **Review and Approval of Options to Spend Remaining Funds**

- Updates will be provided on options to spend funds remaining after completion of A and B.
- Tyler Timmons talked to CIB candidates to propose options discussed last week: connecting to Austin, the Meadow Work loop, and the maintenance shop building.
- Candace said it's possible to make the money go further, and the well option would be the most well-received due to it being grant funding.
- They were hesitant towards the building because it was a drastic change of scope.

## **Well and Water System**

- The building could be made the back of the pump house on the same property as the well.
- Donna in Maxville has six well permits with two acre feet each, totaling 12 acre feet of water, and is willing to deal.
- She owns the field east of the Elsmore addition and has it subdivided into six lots with a well permit with two acre feet of water in each.
- There is a possibility of hooking her up to the system and building some water into a well right off the bat.

## **Legal Requirements and Future Planning**

- A question was raised about legal requirements when buying a well from one person.
- There is a need to establish a use agreement, outlining the plan for the future, lot sizes, and water requirements.
- Someone called today about trading a well permit to get on the system.
- It's important to decide what is required regarding property and water to negotiate effectively.

## **Well Drilling and Hydrogeologic Engineer**

- "Last time we talked about you can drill well, you just can't pump any water until you have water rights."
- With the board's approval, a hydrogeologic engineer can be scheduled to determine the size and prime spots for the well.
- The data will be brought back to the district regarding the recommendations from the hydrogeologist group.
- Candace said the district may not need to go in front of the board to get that scope changed.

## **Next Steps and Financials**

- Next steps include getting the group's approval, working with Parker and others to provide Candace with a description of the new project and probable costs.

- They want to see financials, bid tabs, and an explanation of how the funds are overreached.
- Phase one made the EPA money go further, and bids came in low.
- They want to ensure the remaining money can fully fund the well drilling without needing more money later.

## **Project Portal and County Improvement List**

- Last year all the district's projects were put on the county's improvement list.
- R6 compiles a list of each entity's upcoming improvements and CIB.
- To get CIB and other funding, projects need to be on that list.
- Suggested putting the well, maintenance shop, Austin Loop, and backhoe on the list.

## **Project Prioritization and Funding**

- Listing projects helps make the case for funding applications for CIB and others.
- R6 has a ranking system that prioritizes projects.
- The well and maintenance shop are considered priority one, followed by the backhoe.
- The Austin Loop is considered the lowest priority.

## **Project Logistics and Coordination**

- Malcolm will handle getting the projects on the portal.
- The board is under the county, so the projects can be kept where Austin keeps theirs.
- Meeting with the hydrogeologist to get locations, sizes, costs, and schedule for the well.
- CIB doesn't care about the location, but groundwork will be done to get a couple of proposed locations.

## **Motion for Priority List**

- A motion was made to create a priority list and put it on the county's portal.

- Matt made the motion, and Tyler seconded it.
- The motion was approved.

## **Next Meeting**

- Next meeting is scheduled for February 19th at 6 PM.
- Planning and zoning will be there at 7 PM.
- The asset transfer agreement and water purchase agreement between the district and Elsa need to be ready for the next meeting.
- The town had a meeting and discussed the water purchase agreement, and they seemed to prefer table two with the 25 and then the lower price per gallon.

## **Water Usage and Rates**

- An assignment is to calculate individual water rates and compare them to the provided table.
- The speaker mentions that Brooklyn Tap line is in good shape with the current contract, even though the town might not reach 79 million gallons a year.
- The water usage fluctuates with high points in the summer and low points in the winter.
- Cody Dieter is working on setting the rates high enough to cover expenses.

## **Upcoming Meetings and Public Hearing**

- A public hearing is scheduled for March 31st to discuss rates and policies.
- In February, a meeting needs to be scheduled to set a date for the public hearing in March.
- A newsletter with the new rates will be sent to users in May, with the new system going online July 1st.

## **Assignments and Tasks**

- The district clerk is in charge of all financial records and recordings.

- Matt and Debbie need to figure out the minutes and record keeping to alleviate Malcolm's workload.
- Transferring assets into the new bank account needs to be completed before July 1st.
- Need to find out what computer program is needed for the meters and billing, how much it costs, and how to get it in place and working.
- Need to find out about printer options for printing out the bills.

## **Additional Information**

- Annabella might use Polaris, a full-service accounting program.
- Brad Christensen has already contacted CA.
- The speaker is assigned as the treasurer.

## **Water Maintenance and Lot Size**

- The discussion revolves around water maintenance, lot sizes, and how individuals can connect to the water system.
- The possibility of dictating lot sizes beyond county regulations is questioned.
  - The county dictates septic system requirements, which influence lot sizes.
  - Lot sizes can be smaller if connected to a water system, but drainage, determined by the health department, is a factor.
- The district can petition or advise the county on land use in specific areas, but it lacks land use authority.
  - In the addition, a minimum of two lots are required to build a house.
  - The goal is to determine desired lot sizes outside the addition and seek the county's agreement.

## **Contacting County Officials**

- Jason McElpain, the zoning administrator, is the primary contact.
- Another planner will be involved to assist with language.

- Malcolm will help coordinate meetings with county officials to discuss lot size requirements for the addition and outside areas.

## **Restrictions on Developers**

- The possibility of restricting applications to individuals rather than developers is raised, but its feasibility is questioned.
- Concerns arise regarding the capacity to provide numerous connections to developers.
- Water usage and sustainability need assessment, potentially involving Koi.
  - Adding five new connections per year could strain the system.
  - Buying well rights could increase capacity.

## **Elsnore Addition and Water Requirements**

- Adjusting lot sizes could improve the standard of living in the Elsnore addition.
- The discussion shifts to water requirements, referencing existing bylaws.
  - Bylaws specify 1.2 cfs for typical lots and 0.5 cfs for the addition.
  - These numbers are based on state values and assumed irrigation.
- Concerns arise that the addition's water requirements might be misapplied to the entire SSD, especially by developers.

## **Acre-Feet and Document Updates**

- The conversation touches on 1.2 acre feet per standard residential connection.
- A newer version of the document is needed.
- Coy is asked about the water volume associated with a typical well permit (0.015 cfs) in acre-feet.

## **Water Measurements and Conversions**

- Cubic feet per second (CFS) needs to be equated to acre feet.

- 11.67 acre feet is the total year's worth for the whole system.
- An individual asked about getting on with a well permit of .015 CFS, which converts to .02978 acre feet.

## Well Rights and Usage

- Typical well rights should be converted to show equivalents.
- ".015 is plenty based on 8.68 acre feet per year."
- An acre foot is about 325,851 gallons, which is about 7755 gallons a day.

## Water Rights Complexity

- Irrigation water is discussed differently in different counties (e.g., Sevier County vs. Beaver County), adding complexity.
- Different units/shares add another layer of complexity.

## Action Items

- Brent and someone else will get together to break down what needs to be done and by when.
- They will then distribute this information to everyone.
- A sign has already been given out, and they're going to get it on paper.