



Board Meeting Minutes

Wednesday December 10, 2025 @ 7:00 P.M.
102 West Forest Street
Brigham City, UT 84302

In Attendance: Jay Capener, Chairman
Mike Braegger
Brodie Calder
Kelly Lemmon
Joseph Summers
Tim Munns
Boyd Bingham

Excused: Riggin Holmgren
Lyle Holmgren
DJ Bott
Lesley Kendrick

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 Joseph Summers

3- DECLARATION OF CONFLICTS OF INTEREST

Trustee Joseph Summers declared a conflict of interest on action item 7.3 (extension of the Bothwell Water Company wholesale water agreement) and announced that he would abstain from voting on this item.

4- CONSENT AGENDA

4.1 Adoption of Agenda

4.2 Approval of Minutes – November 19, 2025

Trustee Kelly Lemmon 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 – NOVEMBER 2025

Chairman Jay Capener invited the board to provide any questions or comments regarding the financial statements included in the meeting packet; no questions or comments followed. Trustee Tim Munns made a motion to approve the financial statements for November 2025, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

6- PUBLIC HEARING *(action may be taken following the public hearing as deemed necessary)*

Trustee Tim Munns made a motion to open a public hearing for the purpose of adopting the 2026 Budget which includes a 3% COLA increase for District employees, motion seconded by Trustee Boyd Bingham; all members vote aye, motion passed.

Seeing no public in attendance, Trustee Mike Braegger made a motion to close the public hearing and move back into the regular meeting, motion seconded by Trustee Joseph Summers; all members vote aye, motion passed.

Discussion centered around the proposed 2026 budget, which includes a 3% Cost of Living Adjustment (COLA) increase for District employees.

Trustee Boyd Bingham initiated the conversation by explaining that the COLA increase is a topic of discussion in the County, with some arguing whether it should or should not be an automatic thing. Bingham mentioned that the purpose of the COLA is to keep the cost of labor competitive with similar organizations.

Trustee Brodie Calder responded by stating that Box Elder County's current cost of labor is below the state average.

General Manager Chance Baxter explained that the proposed 3% COLA increase was not arbitrarily chosen, but rather was determined by researching the compensation rates of surrounding entities, including Tremonton City, Brigham City, and the Box Elder County. He noted that while some areas in the state may offer higher salaries, they also come with higher costs of living. Baxter stated that the District aimed to find a middle ground, settling on a 3% increase.

Trustee Brodie Calder expressed his thoughts on the budget, stating that he had been reviewing the income and expenses of various systems, Calder suggested that some of these systems should be able to support themselves financially, rather than relying on tax dollars, and proposed making changes to certain rates to achieve this goal.

General Manager Chance Baxter acknowledged that the District's current uniform fee structure was not always the case, and that it was previously set up in a way that allowed different systems to support themselves financially. Baxter expressed his agreement with Trustee Brodie Calder's suggestion to revisit this approach and stated that the District's financial team will explore this further in the coming year.

After discussion, Trustee Tim Munns made a motion to approve the 2026 final budget which includes a 3% COLA increase for District employees, motion was seconded by Trustee Brodie Calder; all members vote aye, motion passed.

7- ACTION ITEMS

7.1 2026 Annual Board Meeting Schedule / 2026 Calendar – Jamie Williams, Office Manager

The board discussed the meeting schedule for 2026 which proposed the meetings begin at 6:00 p.m. instead of 7:00 p.m. Trustee Tim Munns proposed a compromise: meetings at 6:00 p.m. from October to March and 7:00 p.m. from April to September. This would be a six-month split, similar to the schedule previous to 2025. The proposal was made to accommodate farmers and others who have to travel to attend meetings. Trustee Tim Munns made a motion to approve the 2026 schedule with the change that meetings in April to September would begin at 7:00 p.m., meetings from October to March will begin at 6:00 p.m., motion was seconded by Trustee Joseph Summers; all members vote aye, motion passed.

7.2 Steve Elliott (Whites Valley) water lease agreement – Chance Baxter, General Manager

General Manager Chance Baxter presented the Steve Elliott Whites Valley water lease agreement, which had been previously approved by the board. The agreement involves transferring 8 acre feet of water from the District's Bothwell rights to Steve Elliott's well in Whites Valley. Baxter explained that he was asked to bring the contract back to the board for their approval and the chairman's signature, which was included in the packets provided to the board members. The lease is a simple, year-to-year agreement, and that Elliott is actively seeking his own water rights. Once Elliott secures his own water rights, the contract will terminate, and he will use his own rights going forward. Baxter also highlighted a clarification

on the 3% annual increase to wholesale rates, which was included in the contract to ensure Elliott's awareness of the annual increases.

Trustee Brodie Calder made a motion to authorize Chairman Jay Capener to sign the Steve Elliott (Whites Valley) water lease agreement, motion was seconded by Trustee Kelly Lemmon; all members vote aye, motion passed.

7.3 Bothwell Water Company wholesale water agreement extension (perpetual term / 40 AF per year) Chance Baxter, General Manager

General Manager Chance Baxter presented a proposal to extend the wholesale contract with Bothwell Town and Cemetery, which expires at the end of the year. Baxter explained that Bothwell is requesting to extend the contract in perpetuity. He noted that the board has discussed similar contracts in the past, such as the Ukon water contracts and Riverside North Garland contracts, which have 10-year terms. Baxter stated that under the new contract, the water allocation would initially increase from 38 acre-feet to 40 acre-feet, with no annual increases thereafter. He also mentioned that Bothwell has not used their full allotment in the past three years, despite having to pay for it.

Baxter clarified that the contract would be held in perpetuity and would not require renegotiation unless Bothwell wants to change the terms. He also explained that Bothwell can exit the contract by simply not paying the District, which would put them in default and terminate the contract.

Trustee Boyd Bingham made a motion to approve the Bothwell Water Company wholesale water agreement and authorize the chairman to sign the contract, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

PUBLIC COMMENT

No public comment

TRUSTEES REPORT

Mike Braegger

No report

Brodie Calder

No report

Kelly Lemmon

Trustee Kelly Lemmon reported on two emails from the Rural Water Association. The first email informed him of a new method for requesting state funding, which includes private water companies. The second email announced a new fee for drinking water, proposed by the Division of Drinking Water, to start in 2026. However, after a meeting, the implementation was pushed back to 2028 and reduced to 50% of the original proposed amount. Lemmon forwarded both emails to independent water companies and private water companies and reported no negative feedback.

Joe Summers

No report

Tim Munns

No report

Boyd Bingham

Trustee Boyd Bingham expressed appreciation for the County Water Master Plan meeting at Utah State, where the county had input and opportunity to discuss the plan. He noted that the plan was accepted into the County Master Plan and that Scott and Chris provided a clear explanation of the process and outcome.

ADJOURNMENT

Trustee Tim Munns made a motion to adjourn; motion seconded by Trustee Boyd Bingham; all members vote aye. Meeting adjourned.