



Board Meeting Minutes

Wednesday January 28, 2026 @ 6:00 PM
102 West Forest Street
Brigham City, UT 84302

In Attendance: Jay Capener, Chairman
Lyle Holmgren, Financial Chairman
Riggin Holmgren
Kelly Lemmon
Ryan Smith
Boyd Bingham
Lesley Kendrick, Vice-Chairman
Mike Braegger
Brian Shaffer
Joseph Summers
Tim Munns

Staff: Chance Baxter, General Manager
Jamie Williams, Office Manager

1- WELCOME

Chairman Jay Capener called the meeting to order at 6:00 pm

2- INVOCATION & PLEDGE OF ALLEGIANCE

Offered by Trustee Tim Munns

3- INTRODUCTION OF NEW BOARD MEMBERS / OATH OF OFFICE

Chairman Jay Capener led the introductions, with each board member and staff member stating their name and affiliation.

After introductions, Jay Capener welcomed the new board members Brian Shaffer and Ryan Smith and expressed appreciation for both their willingness to serve and for those who had served previously. He also announced that Lyle Holmgren and Joe Summers had been reappointed to the board.

Office Manager Jamie Williams, then administered the Oath of Office to the two new board members.

4- DECLARATION OF CONFLICTS OF INTEREST

No conflicts declared

5- CONSENT AGENDA

A- Adoption of Agenda

B- Approval of Minutes – December 10, 2025

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

6- APPROVAL OF FINANCIAL STATEMENTS – DECEMBER 2025

Chairman Jay Capener asked the Board if there were any questions or concerns regarding the financial statements, Financial Chairman Lyle Holmgren responded that he saw no issues with the financials. Trustee Kelly Lemmon made a motion to approve the December 2025 Financial Statements, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

7- CLOSED SESSION

Trustee Joseph Summers made a motion to enter into a closed session to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares; pursuant to Utah Code 52-4-205 (1)(d), Financial Chairman Lyle Holmgren seconded the motion.

Roll Call:

Jay Capener, aye; Lesley Kendrick, aye; Lyle Holmgren, aye; Mike Braegger, aye; Riggin Holmgren, aye; Brian Shaffer, aye; Kelly Lemmon, aye; Joseph Summers, aye; Ryan Smith, aye; Tim Munns, aye; Boyd Bingham, aye. Motion passed.

Trustee Tim Munns made a motion to leave the closed session and enter back into the open meeting. Trustee Brian Shaffer seconded the motion, all members vote aye; motion passed.

8- ACTION ON CLOSED SESSION

Approval of proposed farm lease with Chanshare and authorizing Chairman to sign contract

After returning to the open meeting, Chairman Jay Capener entertained a motion that the Board of Trustees of the Bear River Water Conservancy District approve the proposed land and water lease between the District and BBM Land LLC (Chanshare) with a term ending December 31, 2030 and authorize the Chairman to sign the contract, Trustee Tim Munns made the motion, motion was seconded by Trustee Brian Shaffer; all members vote aye, motion passed.

9- ACTION ITEMS

A- West Corinne Wholesale Contract (Harper Ward System) – Chance Baxter, General Manager; Steve Norman, West Corinne Water President

West Corinne Water President, Steve Norman, requested to purchase an additional 200 acre feet of water from the Bear River Water Conservancy District, following a phased approach similar to a previous agreement. Specifically, they proposed to acquire 50 acre feet per year over four years, starting in 2027, as the District's new well becomes available. They acknowledged that the well is not yet developed and are seeking the Board's input on whether this incremental purchase plan would be acceptable, as it was in their prior 400 acre feet agreement. Discussion included system capacity, impact fees, infrastructure needs, and contract terms, Steve Norman also shared a brief history of West Corinne Water.

Trustee Tim Munns made a motion to proceed with negotiations with West Corinne Water to purchase 200 acre feet of water, beginning in 2027. The impact fee of \$2,304,000 will be paid up front, payment for water usage will be phased in over four years as follows: 50 acre feet the first year, increasing by 50 acre feet each year, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

B- Adoption of the County Water Master Plan – Chance Baxter, General Manager

The board discussed the recently completed County Water Master Plan, a comprehensive 350-page document developed over the past two to three years. General Manager, Chance Baxter, explained that while there is no legislative mandate requiring the board to adopt the plan, it contains valuable guidance and action items for the District's future operations. He recommended that the board formally adopt the plan so it could serve as the District's primary guiding document, superseding previous management plans.

Board members agreed on the plan's quality and thoroughness, with some noting their involvement in its development and the importance of having a unified, countywide approach to water management.

Trustee Boyd Bingham made a motion to adopt the 2025 Countywide Water Master Plan as the official master plan for the Bear River Water Conservancy District, motion was seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

10- DISCUSSION

A- Prioritize Water Master Plan Tasks – Chance Baxter, General Manager

After formally adopting the County Water Master Plan, the board shifted its focus to prioritizing the plan's recommended action items. General Manager, Chance Baxter, presented an executive summary highlighting 15 key tasks identified in the plan. He clarified that these tasks were not yet ranked in order of importance and sought input from the board on which should be addressed first.

Key Points of Discussion:

- **Standardizing Local Water Infrastructure Project Funding:**
 - This was identified as a top priority by both Chance and several board members.
 - The board discussed the need for a transparent, systematic process to evaluate and fund water infrastructure projects across the county.
 - Chance proposed forming a committee of water professionals (including public works directors and possibly board members) to review and rank project applications annually.
 - The goal is to ensure fairness, avoid ad hoc decisions, and better manage District resources as requests increase with county growth.
- **Septic System Density Study:**
 - The board discussed the importance of understanding the impact of septic systems on groundwater.
 - It was suggested that the health department should take the lead, but the District and county should collaborate and possibly hire a consultant for a comprehensive study.
- **Secondary Water Standards:**
 - Board members emphasized the need to develop and standardize secondary (non-potable) water systems for outdoor use, especially as development increases.
 - There was consensus that having uniform standards would prevent developers from seeking out areas with less stringent requirements and ensure long-term infrastructure quality.
 - The importance of involving canal companies and other stakeholders in this process was noted.
- **Protecting Agricultural Water Use and Commercial Agriculture:**
 - Several members stressed the need to protect commercial agriculture and the broader agricultural economy, not just small-scale or hobby farms.
 - The board discussed how water policy and zoning can help preserve agricultural land and water rights for productive use.
- **Water Conservation and Xeriscaping:**
 - The board discussed the importance of public education on water conservation, including landscaping practices like xeriscaping.
 - There was interest in exploring incentives for water-wise landscaping and integrating conservation efforts into the District's outreach.
- **Other Action Items:**
 - The board reviewed additional tasks such as supporting aging infrastructure replacement, evaluating legislative and water policy, and developing policies to keep water rights tied to the land.

During the discussion of implementation and next steps, Chance Baxter pointed out that some initiatives, like developing secondary water standards, were already in progress. He also highlighted the growing need for additional staff to help manage the increasing workload that will come with putting the plan's recommendations into action. The board agreed that standardizing project funding should be the immediate focus, as it would lay the groundwork for fair and effective allocation of resources across the

District. While all fifteen action items were recognized as important, the board chose not to formally rank them beyond identifying the top priorities. Moving forward, Chance will begin creating systems and processes for the prioritized tasks and will bring proposals back to the board for approval as needed.

B- Project and Legislative Updates – Chance Baxter, General Manager

General Manager Chance Baxter provided detailed updates on District projects and legislative matters.

For projects, Chance reported significant progress on the Harper Ward project, noting that the pump house was now standing, interior piping was installed, and the well pump had been set successfully. He anticipated commissioning the project within two months. He also addressed contractor delays and the issue of liquidated damages, explaining that while the contractor had been in damages since November, pursuing compensation could be difficult due to supply chain challenges cited by the contractor. Despite delays, he was satisfied with the quality of work.

Chance then updated the board on the South Willard pump house, stating that engineering was complete, and the project was out to bid, with 18 contractors expressing interest. The board would review bids and decide on moving forward at the next meeting.

Chance announced the District's receipt of a \$2 million EPA grant for the Bothwell-Tremonton project, which will help fund engineering and initial phases of expanding pipeline capacity and constructing a new reservoir. The total project cost is estimated at \$15–20 million.

On legislative matters, Chance reported that he and the District's lobbyist, Shule Bishop, were closely monitoring the current session. No major threats had emerged, but several water-related bills were being tracked. He highlighted the state's focus on Great Salt Lake legislation, prompted by environmental lawsuits, and discussed the complexities of ensuring water leasing programs actually deliver water to the lake. Chance emphasized the importance of the state's proactive approach to avoid federal intervention.

He concluded by encouraging board members to attend upcoming water conferences and explained the District's process for registration and reimbursement.

Overall, Chance's report provided a clear overview of project milestones, funding achievements, and legislative priorities, keeping the board informed on key developments affecting the District.

C- Rural Water Conference Attendees – Chance Baxter, General Manager

Chance Baxter informed the board about the upcoming Rural Water Conference in St. George, scheduled for February 23rd through 27th. He encouraged board members to attend, noting that the District would cover all registration fees and reimburse travel expenses. Board members were asked to arrange their own accommodations and submit receipts for reimbursement. Those who expressed interest in attending included Lyle, Kelly, Tim, and possibly Boyd. Chance and two staff members also planned to attend. The conference was described as the largest water conference in Utah and an important opportunity for District representation and professional development.

D- Move February Meeting to February 18th to accommodate attendance at Rural Water Conference – Chance Baxter, General Manager

The Board discussed rescheduling the February board meeting to avoid a conflict with the Rural Water Conference. Chance Baxter explained that, in the past, the February meeting had sometimes been canceled due to such conflicts, but this year there was important business to address.

PUBLIC COMMENT

No public comment

TRUSTEES REPORT

Lesley Kendrick

No Report

Lyle Holmgren

reported on water conservation efforts, specifically mentioning the conservation of over 200 million gallons of water in the secondary system.

Mike Braegger

No report

Riggin Holmgren

No report

Brian Shaffer

No report

Kelly Lemmon

No report

Joe Summers

provided an update that Bothwell Water Co. is close to getting all new water meters installed and expected to be fully operational by April 1st.

Ryan Smith

No report

Tim Munns

Suggested having another system tour in the spring for new and old board members.

Boyd Bingham

No report

Jay Capener

Jay Capener reported that the Bear River Canal currently has a full allocation from Bear Lake. He noted that while upper levels of snowpack are good, the lower levels are poor.

ADJOURNMENT

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