Administrative Control Board Meeting
For the Box Elder and Perry City Flood Control
Special Service District
Perry City Offices – 1950 S Highway 89
Tuesday February 17, 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. Board Positions/Bonding
   B. Special Service District Training/Stipend
   C. UASD – Utah Association of Special Service Districts
   D. Bylaws
   E. EAP – Emergency Action Plan update Matt Robertson
   F. Project update overview report to take to City Council – Matt Robertson
   G. Bench Road update – Matt Robertson
   H. Fraud Risk Assessment
4. Approve Meeting Minutes
   - January 20, 2026
5. Motion to approve Invoice Payments (Roll Call Vote)
6. Board Member Items & Items for Next Agenda (Next regular meeting March 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 10th day of February 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

The Bylaws of the Box Elder and Perry Flood Control Special Service District

Adopted: ____________

Article I: Name and Purpose

1.01 Name: The name of this entity shall be the Box Elder and Perry Flood Control Special Service District (hereafter "District").

1.02 Purpose: The District is governed by a Board of Trustees (hereafter "Board") who oversee the District's operations to ensure the effective provision of flood control, drainage, and related services to District residents. The overarching goal is to protect public health, safety, and welfare by minimizing losses from flood conditions. The District boundaries are the same boundaries as Perry City. However, the District operates as a separate entity.

Article II: Powers and Duties

2.01 Statutory Powers: The Board shall exercise all powers of the District as specified in Utah Code Title 17D, Chapter 1, and Title 17B, Chapter 1.

2.02 General Duties: The Board manages the business of the District including, but not limited to, budget powers and the financing of specific projects, limited only as required by applicable provisions of the Utah Code.

2.03 Financial Responsibilities: The Board shall oversee district finances and ensure an annual audit or self – evaluation is performed. It must also comply with all state reporting requirements.

Article III: Board of directors

3.01 Composition: The Board shall consist of 5 voting members appointed by the Mayor (and approved by the City Council) and 2 alternate members, one from the City Council and one from Box Elder County. Each member shall be a registered voter within the District. Alternate members shall vote only in absence of a voting member, with the City Council member first, and the Box Elder County member voting when two or more voting members are absent.

3.02 Terms: Each Board member serves a 4-year term and is eligible for re-appointment. Board members may be removed for cause by a majority vote of the Board.

3.03 Vacancies: Any vacancy may be filled by the Board at a regular or special meeting and in accordance with Utah code 17B-1-304.

3.04 Compensation. The Board may fix compensation as provided by state law. The Board may provide a stipend for training and as otherwise allowed by the Board. The Board and its officers are eligible for reimbursable expenses related to the District and per diem.

Article IV: Officers

4.01 Officers: The Board will elect a Chair, Vice-chair, and Treasurer. The Board Clerk is designated by Perry City.
4.02 Officer Positions: The positions of Chair, Treasurer and Clerk must be held by different people.
4.03 Duties of Officers:

- **Chair**: Presides over all board meetings.
- **Vice-chair:** Presides in absence of the Chair.
- **Treasurer:** Oversees the District's financial administration.
- **Clerk:** Keeps accurate records of Board meetings and official documents.

Article V: Meetings

5.01 Regular Meetings: The Board shall determine the schedule for regular meetings.
5.02 Open Meeting Act: All meetings of the Board are subject to the Utah Open and Public Meetings Act set forth in Title 52, Chapter 4 of the Utah Code.
5.03 Quorum: A quorum shall be required to conduct official business, as defined by state law.

Article VI: Official Records

6.01 Record-keeping: The Board through its Clerk maintains official District records including meeting minutes, policies, and financial documents, in accordance with state law.
6.02 Public Access: All public records shall be made available to the public as required by law.

Box Elder and Perry Flood Control Special Service District
Perry City Offices 1950 S Highway 89
5:21 PM Tuesday, January 20, 2026

Members Present: Chairman Kevin Pebley, Vice Chairman Michael Harper, Board Member Paul Nelson

Others Present: Tyra Bischoff; Board Secretary, Toby Wright (City Council), Boyd Bingham (County), Bill Morris (Perry City Attorney), Matt Robertson (Jones and Associates)

Members Excused: Board Member Taylor Clark, Board Member Jake Andrew

1. **<u>Welcome and Call to Order</u>**
Vice Chairman Kevin Pebley welcomed everyone and called to order the January 20, 2026, Box Elder and Perry Flood Control Special District meeting.

2. <u>Public Comment</u>
None.

3. <u>Discussion/Action Items</u>
A. Motion to re-appoint Michael Harper to Flood Control Board
The board discussed the reappointment of Michael Harper to the Flood Control Board.

MOTION: Board Member Paul Nelson made a motion to reappoint Michael Harper to the Flood Control Board. Seconded by Vice Chairman Kevin Pebley.

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

B. Motion to accept Jake Andrew appointment by City Council to Flood Control Board

The board discussed accepting Jake Andrew's appointment to the Flood Control Board, noting that Mayor Jeppsen had appointed him at the last council meeting and he had already attended a meeting.

MOTION: Board member Paul Nelson made a motion to accept the appointment of Jake Andrew to the Flood Control Board. Seconded by Board Member Michael Harper.

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

C. Motion to appoint new Chairman/Vice-Chairman/Treasurer to Flood Control Board

The board discussed the appointment of officers, with Kevin Pebley willing to serve as both Chairman and Treasurer temporarily (until the board did the special service district training to determine whether the Chairman could be both chair and treasurer), and Michael Harper as Vice Chairman. It was noted that the bank would need meeting minutes documenting these appointments, particularly for adding Mike as a signature on the checking account.

MOTION: Board Member Paul Nelson made a motion to approve Kevin Pebley as Chairman/Treasurer and Michael Harper as Vice Chairman. Board Member Michael Harper seconded the motion.

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

D. OPMA Training – Bill Morris

Bill Morris conducted the annual Open and Public Meetings Act (OPMA) training, which is required for all public officials. He covered five key parts of the act: what constitutes a meeting, public notice requirements, minutes and recordings, closed meetings, and enforcement.

Morris explained that all meetings must be open to the public with few exceptions, proper notice must be given, and minutes must be kept. He outlined the limited situations where closed meetings are permitted and discussed the enforcement of the act. He also addressed how to handle disruptive attendees at meetings, noting that while extreme cases are rare, the board had the right to ask disruptive individuals to leave.

E. Bylaws

Board Secretary Tyra Bischoff presented draft bylaws for the district, with Bill Morris providing guidance. The board discussed the composition of the board, noting that according to section 3.1, it should consist of five people appointed by the mayor and approved by the city council, plus one non-voting member from the city council.

The board decided to modify the bylaws to add a second non-voting member from the county commission. They also discussed making these non-voting members into alternates who could vote if needed to reach a quorum. The board agreed that a quorum would be three voting members, and the city representative would be the first alternate to vote if needed, followed by the county representative.

Other bylaw sections discussed included officer positions, meeting procedures, and record-keeping. Tyra will modify the bylaws based on the discussion and present them at a future meeting for approval.

F. EAP- Emergency Action Plan Update – Matt Robertson

Matt Robertson reported that he was still waiting for guidance from the state regarding whether the Emergency Action Plan needs a complete overhaul or just updated contact information. The current plan is more than 20 years old though it was updated with contact information in 2014.

The board decided that Matt's office would update the contact information in the current plan using the state's templates and submit it this month, then continue to investigate whether more substantial updates are needed. The updated plan will be presented at the next meeting.

G. Project Update Overview Report to take to City Council – Matt Robertson

The board discussed preparing a presentation for the City Council about the Flood Control District's activities, particularly focusing on the Matthias and Evans expansion projects. They decided Matt Robertson would present to the City Council on February 26th, after reviewing the presentation at the February 17th board meeting.

Matt showed maps outlining the district's areas of responsibility, which include the main drainages coming out of Perry Canyon, Evans, and Matthias. The maps indicated shared responsibilities with Perry City for certain areas where city infrastructure connects to these drainage systems.

H. Bench Road Update – Matt Robertson

Matt Robertson reported on issues with the second bench road, where water runoff is causing erosion. He had spoken with Darren McFarland from the county about a spot that had been repaired previously but is experiencing similar problems again. The county road crews had previously filled in and banked up the area to keep drainage on the road, but it appears the fix was not sufficient.

The board discussed potential solutions, including installing a culvert or creating better drainage. Matt will coordinate with Darren to inspect the site and develop a better plan. Board members expressed interest in joining the site visit when it is scheduled.

I. Special Service District Training

Board Secretary Tyra Bischoff reported that only Paul and Mike have completed the required Special Service District training, which is good for four years. The remaining board members, including Kevin, Taylor, Jake and Tyra, need to complete the training. The board discussed options for completing the training, including doing it individually online or as a group. Tyra will coordinate scheduling for those who need to complete the training.

4. Approve Meeting Minutes

- December 16, 2025

MOTION: Vice Chairman Mike Harper moved to approve the December 16, 2025 meeting minutes. Board Member Paul Nelson seconded the motion.

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

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

- Jones and Associates – $549.50
- Tyra Bischoff - $93.98

MOTION: Board Member Paul Nelson made a motion to approve the Invoice payments. Vice Chairman Mike Harper seconded.

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

6. Items for Next Agenda and Board Member Items

The Board discussed several items for the January meeting**:**

- Emergency Action Plan Update
- Review of the City Council presentation
- Bench Road situation update
- Fraud Risk Assessment presentation
- Possibly bylaws, depending on when training is completed

7. Adjournment

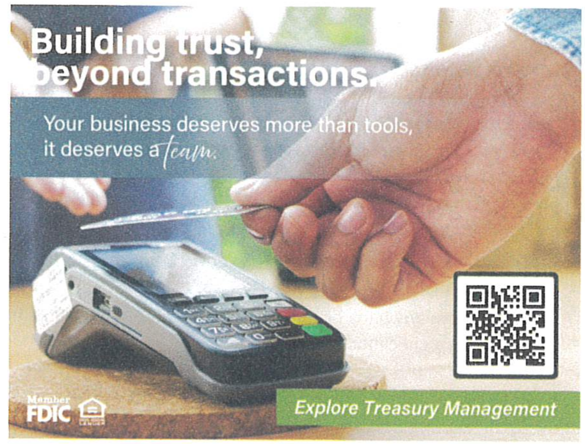
MOTION: Board Member Paul Nelson moved to adjourn the meeting. Vice Chairman Mike Harper seconded the motion.

All Board Members were in favor. The meeting ended at 6:21 p.m.

FIRST COMMUNITY BANK
Division of Glacier Bank

12 S Main
Layton, UT 84041

140501-29A**000143
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 12/29/25 to 1/28/26 (31 days)

PUBLIC FUNDS CHECKING - XXXXXX1187

Previous Balance	**$39,466.94**	Average Ledger	$23,886.68
Deposits/Credits (0)	$0.00	Average Collected	$23,886.68
Checks/Debits (2)	$30,268.98	Interest Earned	$0.20
Service Charge	$0.00	Annual Percentage Yield Earned	0.01%
Interest Paid	$0.20	2026 Interest Paid	$0.20
Ending Balance	**$9,198.16**		

Transaction Activity

Date	Description	Debits	Credits	Balance
1/13	CHECK 562	-$30,175.00		$9,291.94
1/27	CHECK 564	-$93.98		$9,197.96
1/28	Interest Deposit		$0.20	$9,198.16

SUMMARY BY CHECK NUMBER

Date	Check No	Amount
1/13	562	$30,175.00
1/27	564 *	$93.98

* Denotes checks out of sequence

Interest Rate Summary

Date	Rate
12/28	0.01%

Member FDIC
EQUAL HOUSING LENDER

00000497

BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
PERRY, UT

562

DATE 12-16-25

PAY TO THE ORDER OF Ormond Construction $ 30,175.00

thirty thousand one hundred seventy five DOLLARS

FOR Estimate #1

Date 01/13/26 | Check No 562 | Amount $30,175.00

BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
PERRY, UT

564

DATE 1-23-2026

PAY TO THE ORDER OF Tyra Biscoff $ 93.98

ninety three dollars and 98/100 DOLLARS

FOR D-33

Date 01/27/26 | Check No 564 | Amount $93.98

00000499

JONES & ASSOCIATES
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: December 31, 2025

Invoice number: 23403

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

ENGINEERING CONSULTATIONS

2025 Basin Maintenance Project

Matthew L. Robertson, P.E. (Senior Engineer II)		1.00 hrs.
	Subtotal	$ 157.00

Perry Canyon Emergency Action Plan

Matthew L. Robertson, P.E. (Senior Engineer II)		0.50 hrs.
	Subtotal	$ 78.50
	SUBTOTAL ENGINEERING CONSULTATIONS	**$ 235.50**

INVOICE TOTAL	**$ 235.50**

Perry Flood Control District Notes (December 31, 2025)

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

Date	Employee Type	Employee	Billed Units/Hours	Billed Amount	Notes
27 Perry Flood Control District			1.50	235.50	
300 Storm Drain 2025 Basin Maintenance Project			1.00	157.00	
12/16/25	Senior Engineer II	Matthew Robertson	1.00	157.00	Sent an email to the District about the work. Prepared the pay request and sent to the board for approval.
300 Storm Drain Perry Canyon Emergency Action Plan			0.50	78.50	
12/16/25	Senior Engineer II	Matthew Robertson	0.50	78.50	Review of old EAP document and current state guidelines. Called dam inspector to get his opinion and left message. Updated the board.
			1.50	235.50	

INVOICE

Tyra Bischoff

DATE: FEBRUARY 17, 2026

Box Elder and Perry City Flood Control
Invoice #034

FOR: FLOOD CONTROL MINUTES & MISC. SERVICES

DATE	DESCRIPTION	HOURS	LINE TOTAL
1/20/2026	Meeting	1.75	
01/23/2026	Special Service District Training State Auditor Website	1.5	
1/30/2026	Minutes/Agenda	1.5	
2/9/2026	Emails	.25	
2/10/2026	PMN/Posting/Packet/Emails	.5	
	TOTAL	5.5 hours	X 28.50
		SUBTOTAL	156.75
		SALES TAX	0
		TOTAL	156.75

THANK YOU

Disbursement Statement For BE CO/PERRY FLD CONTR/DRAIN
12/31/2025 to 01/31/2026

Box Elder County Treasurer
Shaun Thornley
1 South Main Street
Brigham City, UT 84302

Circuit Breaker	$103.15
Motor Carrier	$0.00
Delinquent Property Tax	$175.51
Penalty / Interest on Delinquent Taxes	$11.37
Current Property Taxes	$0.00
Current Property Taxes	$944.28
Personal Property Taxes	$0.00
Delinquent Personal Property Taxes	$0.00
Motor Vehicle Fee Based / Fee in Lieu	$378.25
Bank Interest	$0.00
RDA Return	$0.00
RDA Revenue	$0.00
RDA Expense	$0.00
Personal Property True Up Adj	$0.00
FIL True Up Adj	$0.00
Rail Car	$0.00
Penalty/Interest on Current Taxes	$5.31
Tax Sale Fees	$0.00
Other	$98,474.35

Total $100,092.22

I Shaun Thornley Box Elder County Treasurer, do hereby certify that the above is a true and correct statement of your account covering the collection of Fee in Lieu, Prior Year Taxes, Penalty, Interest and Current Year Collections.

____
Box Elder County Treasurer