



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan, UT 84321 • 35 E 100 S, Brigham City, UT 84302

Phone: 435.752.7242 • Fax: 435.752.6962 • Web: brag.utah.gov

Passed unanimously on 03.04.26

Motion: Commissioner Tyler Vincent

Second: Council Member Sandi Goodlander

GOVERNING BOARD MEETING

Wednesday, December 17, 2025– 1:00 PM

USU Brigham City Campus, Classroom D217

989 S Main Street in Brigham City

In Person Meeting with Zoom Option

MINUTES

Attendees GB 12.17.25

Welcome, Introductions and Approve Minutes*

Mayor Mike Leonhardt, Vice Chair, conducted the meeting until Commissioner Lee Perry, Chair could arrive in person to finish chairing the meeting.

The minutes of October 15, 2025 BRAG Governing Board meeting were approved with a MOTION by Commissioner Cox, a SECOND by Mayor Holly Daines. The motion to approve the minutes PASSED UNANIMOUSLY.

Annual External Audit Update for Fiscal Year 2025

Adam Chandler, BRAG Controller, explained that Jones Simkins is still finalizing the audit. During the audit process, it was brought to our attention that when BRAG became 100% owner of Tremonton Village and Box Elder Commons, these two additional entities needed to be added to BRAG books. This required more leg work to document the history of lenders, ownership, etc. These two LLC are run by Sellers Group which manages the day to day operations of the entities, but BRAG owns the properties.

Adam reported that the BRAG External Audit is a clean audit with no findings on the financials or compliance regulations.

BRAG Personnel Policy 3.12 Work Schedules Update*

One of BRAG's program directors requested help with management regarding work schedules. In response, Adam Chandler, BRAG Controller, added some more clarification to the policy including "entitled to up to one hour "unpaid" lunch break". (See [linked](#))

A MOTION to ACCEPT the clarification to the wording of **BRAG Personnel Policy 3.12 Work Schedules** was made Commissioner Bill Cox and SECONDED by Council Member Sandi Goodlander. The MOTION passed unanimately.

Nominations to the State CSBG Policy Board*

The State CSBG Policy Board requests two recommendations to be on the board. Each nomination needs to turn in a cover letter and resume to the State Board. The Governor's staff will choose who is on the board. This policy board would require approximately 2 meetings per year in Salt Lake City. This board approves the formula of how HUD money is allocated throughout the state. Lucas Martin, BRAG Executive Director asked BRAG Governing Board members to make nominations.

Mayor Larry Jacobsen, who currently serves on that state board, and **Commissioner Tyler Vincent** who has had previous experience in that area were nominated. A MOTION to approve the nominations was made by Commissioner Bill Cox and seconded by Commissioner Sim Weston and passed unanimously.



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CDBG Public Hearing [Minutes](#)*

Stephanie Gittins, CDBG/CIB Specialist, outlined the following CDBG Information:

A CDBG Public Hearing meeting was held on Tuesday, Nov. 25 at 4:30 PM in the Large Conference Room of BRAG's office at 170 N Main Street in Logan. The [Meeting minutes](#) were attached to the Governing Board agenda for board review. The format and wording have been approved by the State of Utah CDBG staff. A MOTION to APPROVE the minutes was made by Mayor Larry Jacobsen and seconded by Mayor Holmgren. **The minutes were approved.**

CDBG Project Pre-Applications*

Stephanie Gittins shared this chart of CDBG [Project Pre-Applications](#)

These are the applicants who met BRAG's Dec. 1 pre-application deadline. These applications are not complete and have not been submitted to the state.

The first two applications on the list are for BRAG's annual set-asides. These applications were previously approved by the governing board and are detailed in the Bear River Regional CDBG Allocation Policies for the 2026 Funding Year.

BRAG is also sponsoring two applications because of their regional impact:

1. Suzy's Senior Companionship Services: vehicle purchase for providing transportation services for seniors and folks with disabilities.
2. Cache Community Food Pantry: purchase and installation of swamp coolers in the warehouse and back-up generators for refrigerators and freezers.
3. There are six additional applications from our region, which are listed here for your information. BRAG has provided and will continue to provide technical assistance to these applicants.
 - Box Elder County- RNG Water- well improvement and water lines in Riverside and North Garland
 - Cache County- Election center accessible bathrooms
 - Cache County- Sr Center meals on wheels vehicles
 - Cache County- Sr Center mini-split unit
 - Cache County- fire equipment
 - Tremonton City- parking lot improvements

Not including the BRAG set-asides, we have 8 preapplications. This is an increase from 4 applications for the 2025 cycle.

Rating and ranking will happen in February.

Board Member Recognition

BRAG Executive Director Lucas Martin recognized outgoing Governing Board members **Mayor Lyle Holmgren** and **Mayor Holly Daines** for embodying BRAG's Core Values (Build, Resource, Accountability, Good Faith) throughout their years of service. Lucas shared specific examples of how they demonstrated some of the values. Other board members also took the opportunity to express their appreciation for the mayors' outstanding contributions.



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Box Elder County Happenings

Box Elder County Commissioners and Mayors

- Water source lines from Mantua
- Bridge over train tracks on Forest Street should be completed in August
- Spend lots of time preparing for inevitable growth in the county
 - Housing projects, etc.
- Water issues:
 - By adding a secondary source of water in Tremonton it has made a 20 million gallon savings in culinary water.
 - The Master Water Plan for the Unincorporated parts is now complete after a 2 year process.
- Adding Agriculture Protection Zone (APZ) to help preserve farmland by limiting non-farming development in some areas.
- Tourism showed a small decrease in some areas over the past year.
- The “Uncovering the Journey: Japanese American Pioneers” Exhibit that has been at the Brigham City Museum of Art and History is going to travel statewide and then nationwide.
- Eagle Mountain Golf Course was a co-host for the Utah State Amateur Championship.
- Plans to open public bathrooms downtown at the Chamber.
- Golden Spike Winter Steam Festival will be on December 27 - 30, 2025.

Reports from Congressional Staff

Nathan Jackson - Senator Mike Lee's Office

- Acknowledged that 2025 has been a crazy year.
- Farm Bridge Assistance Program - to aid farmers that have been affected by trade market tariffs and increased production costs.
- As chairman of Senate Committee on Energy and Natural Resources, he hopes to create reform permitting the industry to grow.
 - Supports Brigham City efforts
- Don't Tread on Our TRAX bill restores the responsibility of environmental reviews back to state agencies from the federal government.
 - This will help Utah Transit Authority (UTA) projects move faster.
- NASA has a new administrator - Jared Isaacman who is also a private astronaut.
- January 30 is the next deadline for funding.

Lisa Roskelley - Congressman Blake Moore's Office

- Healthcare Acts:
 - Wants to wind down the enhanced tax credit programs that were put into place during COVID.
 - He has a video on this topic under “The Moore You Know”
 - Federal subsidies haven't actually brought healthcare prices down.
 - Outcomes didn't match Affordable Care Act hopes.
 - Lisa said there are many good components in this piece of legislation to lower health care costs and also offer healthcare options such as telehealth and HSAs.
- Mobile Office Hours for 2026
 - Plans to hit every incorporated city in the district.



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- Many will be scheduled on the same day such as those in Rich and Cache Counties.
- Let their office know of tent events such as fairs in your cities that Moore's office could participate in.
- In general the goal is for the people to have access to interact with Congressman Moore and staff.

Val Potter - Senator John Curtis's Office

- Also recognized Mayor Holmgren and Mayor Daines for their positive contributions. Val has been a long time friend to both of them.
- Algorithm Accountability Act - Senator Curtis has meet with Senator Kelly about restricting the addictive nature of social media algorithms and their harmful effect on children, teens and adults alike. It would also allow individuals harmed by algorithms to seek legal recourse.

Other Business

Sherry Stevens - Utah Rural Outreach

- Rural Opportunity Grants are in the final approval stage with Jefferson Moss, the executive director of the Utah Governor's Office of Economic Opportunity (GOEO)
- Rural Economic Blueprint Program - this state support for local planning is a free service.
- The Economic Development and Workforce Services Interim Committee focuses:
 - Targeting industry - manufacturing modernization grant program, etc.
 - Housing Affordability Amendments are moving to GEO

BRAG Updates

- Aging Department - Angela Hauptman - over the past year, the Aging department had to lay off a few staff due to the pulling of the Veteran Directed Care program. Other work responsibilities were distributed to the remaining staff without any additional compensation. Angela proposes raises for staff. They also plan to hire a part-time Adult-Education Specialist to teach classes.
- START - Stephanie Carver - Short Term Housing Assistance Program, still unsure on funding, the Hotel Voucher Program has begun and is being utilized well. The team is great at making almost weekly pivots and adjustments to accommodate changes in programs and funding sources.
- HEAT Program -Deanna Newbold - last year they had 10 staff members to process the applications and this year they only have 3. The team is finding new creative ways to complete tasks and not burnout.
- Economic Development - Shawn Milne - also noted the uncertainty over federal programs. Their department has several new great staff members and interns. He appreciates working with the mayors and board members and requested as service delivery may change to reach out and let us know how best to move forward.

Adjourn

The meeting adjourned at 2:03 pm. With a MOTION from Commissioner Cox and seconded by Mayor Holmgren.
Next meeting: Wednesday, February 18, 2026