Box Elder and Perry Flood Control Special Service District
Perry City Offices 1950 S Highway 89
5:23 PM Tuesday, February 17, 2026

Members Present: Chairman Kevin Pebley, Vice Chairman Michael Harper, Board Member Paul Nelson, Board Member Taylor Clark, Board Member Jake Andrew

Others Present: Tyra Bischoff; Board Secretary, Toby Wright (City Council), Matt Robertson (Jones and Associates)

Members Excused: None

1. **Welcome and Call to Order**
Chairman Kevin Pebley welcomed everyone and called to order the February 17, 2026, Box Elder and Perry Flood Control Special District meeting.

2. Public Comment
None.

3. Discussion/Action Items
A. Board Positions/Bonding
Board Secretary Tyra Bischoff reported that based on her training, the board needed to adjust positions as the chairperson, treasurer and clerk cannot be the same person. She explained that after reaching out to the state auditor's office, she confirmed that they are silent on the vice chairman and treasurer being the same person, but specify the chairman and treasurer could not.

After discussion, the board determined that Kevin would remain as chairman and Mike would serve as both vice chairman and treasurer.

MOTION: Board Member Paul Nelson made a motion to appoint Michael Harper as the Flood Control Board Vice Chairman and Treasurer. Seconded by Board Member Taylor Clark.

Roll Call: Vice Chairman Kevin Pebley, Yes
Board Member Michael Harper, Yes
Board Member Paul Nelson, Yes

Board Member Taylor Clark, Yes
Board Member Jacob Andrew, Yes

Regarding bonding requirements, Tyra had reached out to the Utah Local Government Trust and was informed that the state legislature passed a law in May 2025 requiring crime coverage in place of fidelity bonds. Since Perry City and the Box Elder County Perry City Flood Control and Drainage District have property insurance, crime coverage is already included at no additional cost. This coverage is broader than traditional bonding and covers all employees, board members, and volunteers.

B. Special Service District Training/Stipend
Tyra raised the possibility of providing a stipend for board members who complete the required special service district training, noting that the training takes approximately 1.5-2 hours to complete. The board discusses whether compensation was appropriate given that board members are volunteers.

After discussion, the board decided to add a $100 stipend for completing the special service district training, which is required once every four years. The board also agreed that members who recently completed the training would be eligible for the stipend.

C. UASD – Utah Association of Special Service Districts
The board discussed whether to join the Utah Association of Special Districts. Membership would cost $228 (50% off) for the first year, based on their annual operation budget of approximately $118,000, with future annual dues of $457.

Board Member Paul Nelson shared his experience with UASD through Pine View, noting that while there are benefits such as legislative advocacy and training opportunities, the value for a small district like theirs might be limited. After reviewing information about UASD's purpose and benefits, the board decided not to join at this time.

MOTION: Board Member Paul Nelson made a motion to have a vote on whether to join UASD. No second.

Motion failed.

D. Bylaws
Tyra distributed draft bylaws that incorporated changes recommended by Bill Morris (legal counsel). The board agreed to review the bylaws before the next meeting, including adding the $100 stipend for training completion. Tyra will make the necessary corrections, resend the updated bylaws to the board, and place them on the next meeting's agenda for approval. After board approval, the bylaws will be submitted to the county for their approval.

E. EAP – Emergency Action Plan Update – Matt Robertson
Matt Robertson presented a simplified emergency action plan draft for moderate hazard dams. He explained that although Perry Canyon Dam is listed as a high hazard dam on the state website, the inspector indicated it was more appropriately treated as a moderate hazard dam.

Matt outlined what was still needed to complete the plan:

- Contact information for local emergency services
- Updated maps with the inundation area clearly marked
- A list of downstream property owners who would be affected
- Information about equipment and supplies that might be needed in an emergency

The board agreed that Matt would work with city staff to complete these items and send an updated draft to the board before submitting it to the state.

F. Project Update Overview Report to take to City Council
Matt discussed his preparation for an upcoming presentation to the Perry City Council on February 26, 2026. He showed a sample presentation from a previous flood risk management workshop that included information about the district's history, major drainages (Perry Canyon, Evans Canyon, and Mathias Canyon), and past flood events.

The board recommended including information about recent projects and a map showing the district's responsibilities versus the city's responsibilities for clarity. Matt will update the presentation and email it to the board for feedback.

G. Bench Road Update – Matt Robertson

Matt Reported on erosion issues on the bench road. The county inspected the area and found a deep cut in the road where water was washing out material and depositing sediment in the basin. The county plans to repair the road in April when weather permits.

The board discussed possible solutions, including banking the road, creating a V-channel against the hillside to direct water flow, and potentially using riprap or check dams to slow water flow. Matt will continue working with the county and get written confirmation of their plan to address the issue.

H. Fraud Risk Assessment
Tyra explained that the district needs to complete a fraud risk assessment and self-evaluation form, which the state auditor estimates would take 4-8 hours. She presented options including an auditor at a cost of $500-$1,000 or attempting to complete it herself.

After discussion, the board agreed to have Tyra attempt the assessment with help from Toby if needed, and they would determine at the next meeting whether to proceed with her work or hire a professional.

4. Approve Meeting Minutes

- January 20, 2026

MOTION: Vice Chairman Mike Harper moved to approve the January 20, 2026 meeting minutes. Board Member Taylor Clark seconded the motion.

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

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

- Lieutenant Governor's office Entity Renewal - $25
- Jones and Associates - $235.50
- Davis & Bott - $826.00
- Tyra Bischoff - $156.75

MOTION: Board Member Paul Nelson made a motion to approve the Invoice payments. Board Member Jake Andrew seconded.

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

6. Items for Next Agenda and Board Member Items

The Board discussed changing the next meeting date as several members would be unavailable on March 17. The meeting was rescheduled for March 10, 2026.

Chairman Kevin Pebley noted current account balances:

- Checking: $8,648.66
- Money Market: $96,249.51
- CD $59,964.11

Kevin will deposit the check for $100,092.22 this week that was received from the County.

Items for the March meeting**:**

- Emergency Action Plan Update
- Bench Road situation update
- Fraud Risk Assessment/Self Evaluation presentation
- Bylaws

7. Adjournment

MOTION: Board Member Paul Nelson moved to adjourn the meeting.

All Board Members were in favor. The meeting ended at 6:32 p.m.