Box Elder and Perry Flood Control Special Service District
Perry City Offices 1950 S Highway 89
5:20 PM Tuesday, March 10, 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), Boyd Bingham (Box Elder County)

Members Excused: None

1. **<u>Welcome and Call to Order</u>**
Chairman Kevin Pebley welcomed everyone and called to order the March 16, 2026, Box Elder and Perry Flood Control Special District meeting.

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

3. <u>Discussion/Action Items</u>
A. EAP – Emergency Access Plan
Matt Robertson was not present at the meeting but had sent an email update. The Emergency Action Plan is not yet finished, with some emergency contacts still needed to be added. Matt indicated the EAP would be finalized before April and ready for the next meeting. Board members discussed that is was not a significant concern and they would wait for completion.

B. Bench Road Update
Matt's email update indicated that the county visit to the second bench road washout area had not yet occurred, but he would contact them again to schedule a meeting. He had visited the four basins with Dan Bingham, who conducts appraisals for the TRUST, and that visit went well. Matt also mentioned giving a presentation to the city council the previous month, which was well received by council members who expressed appreciation for the work being accomplished. Board Members reflected on the long timeline of this project, noting it had been in progress for at least eight to ten years, with previous engineering challenges

and an expired state loan that could not be utilized and was not needed because they had saved enough money during the time that it took to accomplish.

C. Fraud Risk Assessment/Self Evaluation Review

Board Clerk Tyra Bischoff presented the fraud risk assessment and self-evaluation documents for board review. The fraud risk assessment required signatures from the chair and vice-chair before submission. Discussion arose regarding a written purchasing policy, which the district does not currently have. Board members concluded that since they do not make purchases in the traditional sense- only approving invoices through the board process with dual signatures required – and have no credit cards, a formal purchasing policy may not be necessary unless specifically required.

Questions were raised about board members with accounting degrees, with Tyra clarifying that while no board members have accounting credentials, the district uses a CPA firm (Davis and Bott) for budget preparation and financial statements, considering them part of the management team.

The self-evaluation revealed that the district had not been conduction quarterly financial reviews previously, only annual budget reviews. The board decided to implement quarterly financial statement reviews going forward, with the first quarterly report scheduled for April.

MOTION: Board Member Paul Nelson made a motion to approve the fraud risk assessment and self-evaluation documents. Vice Chairman Mike Harper 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

D. Bylaws

Board Secretary Tyra Bischoff presented updated bylaws with two main changes: adding “drainage” to the district name to match the official registration with the lieutenant governor's office and adding language about board member compensation for training. The word "drainage" was included because that is how the entity is officially registered and better describes the district's actual work. For compensation, Tyra left the dollar amount unspecified to provide flexibility for future adjustments without requiring bylaw changes.

The board discussed the approval process, determining that both the board and Box Elder County would need to approve the bylaws. Tyra volunteered to present the bylaws to the county commission on April 8th at 5:00 p.m., with the adoption date to be finalized after both entities approve them.

MOTION: Board Member Paul Nelson made a motion to approve the new bylaws. Vice Chairman Mike Harper 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

4. Approve Meeting Minutes

- February 17, 2026

MOTION: Vice Chairman Mike Harper moved to approve the February 17, 2026 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, Yes
Board Member Jacob Andrew, Yes

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

- Lieutenant Governor's office Entity Renewal - $25 (already paid)
- Jones and Associates - $513.00
- Tyra Bischoff - $185.25

Discussion of training stipends was postponed until all board members complete their required training.

MOTION: Vice Chairman Mike Harper made a motion to approve the Invoice payments. Board Member Taylor Clark 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

Current account balances were reported:

- Checking: $7,405.49
- Money Market: $196,425.28
- CD $59,964.11

Items for the March meeting**:**

- Emergency Action Plan Update
- Bench Road situation update
- Financial Statement
- Bylaws Results
- Clean Up Plan

Board members planned a field trip to inspect the basins on March 26th at 9:00 a.m., with Taylor coordinating the visit. The group discussed using a city side-by-side vehicle for easier access to the sites.

7. Adjournment

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

All Board Members were in favor. The meeting ended at 5:57 p.m.