

Administrative Control Board Meeting
For the Box Elder County and Perry City Flood Control Drainage
Special Service District
Perry City Offices – 1950 S Highway 89
Tuesday May 19, 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. EAP – Emergency Action Plan update Matt Robertson
 - B. Bench Road update – Matt Robertson
 - C. Yearly Maintenance
 - D. Bylaws Results
 - E. UDOT SULA
4. Approve Meeting Minutes
 - April 21, 2026
5. Motion to approve Invoice Payments (Roll Call Vote)
6. Board Member Items & Items for Next Agenda (Next regular meeting June 16th)
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 15th day of May 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

1 **Box Elder and Perry Flood Control Special Service District**
2 **Perry City Offices 1950 S Highway 89**
3 **5:20 PM Tuesday, April 21, 2026**

4
5 **Members Present:** Chairman Kevin Pebley (via phone), Vice Chairman Michael
6 Harper, Board Member Taylor Clark, Board Member Jake Andrew

7
8 **Others Present:** Tyra Bischoff; Board Secretary, Toby Wright (City Council), Matt
9 Robertson (Jones & Associates) via phone

10
11 **Members Excused:** Paul Nelson

12
13 **1. Welcome and Call to Order**

14 Chairman Kevin Pebley welcomed everyone and called to order the April 21, 2026,
15 Box Elder and Perry Flood Control Special District meeting.

16
17 **2. Public Comment**

18 None.

19
20 **3. Discussion/Action Items**

21 **A. EAP – Emergency Access Plan**

22 Matt Robertson provided an update on the Emergency Action Plan Progress. He
23 reported that most of the plan has been completed, but the consultant needs to
24 finish creating tables for all residents in the inundation area. Matt noted that
25 there are approximately 325 properties in the affected area, which proved to be
26 more than the consultant initially estimated. The consultant is working through
27 county records to obtain names and addresses for each property to include in the
28 report tables.

29
30 Matt explained that phone numbers are not required by the plan, but he
31 discussed with Tyra the possibility of obtaining phone numbers from the city for
32 as many properties as possible. If the city does not have phone numbers
33 available, the table will include only addresses and names. He indicated the
34 affected area extends from the basin in a triangular shape down to about 700
35 West, primarily on the east side of town.

37 Matt mentioned that Taylor had been contacted about filling out information
38 regarding local contractors and material suppliers who could mobilize quickly
39 during an emergency. This would include companies like Ormond and the city's
40 public works department. Once the property tables and contractor information
41 are completed, the plan will be finished and submitted to the dam safety office
42 for their records.

43 44 **B. Bench Road Update**

45 Matt reported that Box Elder County plans to address the Bench Road repairs
46 either the following day or Monday with improved equipment. Darren McFarland,
47 the county road supervisor, indicated they have better equipment this time
48 compared to their previous attempt, which used only a straight blade dozer that
49 did not tip well. Matt explained that the previous repair work likely failed due to
50 poor compaction of fresh material followed by a large storm before proper
51 compaction could occur.

52
53 The county is bringing more appropriate equipment and operators to ensure
54 better results. Taylor requested to be notified when the work begins so he can
55 observe the repairs. Robertson agreed to have McFarland contact Taylor directly
56 when the work commences. There was discussion about weather conditions
57 affecting the timing, as rain was expected.

58 59 **C. Clean Up Plan**

60 The board discussed the annual cleanup projects that need to be scheduled.
61 Taylor identified several locations requiring attention: Maddox Ditch, Perry Basin
62 (done annually), and the Cherry Ridge area which needs mowing again. Matt
63 suggested adding Evans to the list, noting that while it was not cleaned last year
64 due to recent project completion, there has been significant silt accumulation
65 from the hillside.

66
67 Taylor agreed to conduct a comprehensive survey of all areas in the morning and
68 report back to Matt about any additional cleanup needs beyond the identified
69 locations of Evans, Cherry Ridge, Maddox ditch, and Perry Basin.

70 71 **D. Quarterly Financial Statement Review**

72 The board reviewed the quarterly financial statement as required. Vice Chairman
73 Mike Harper stated he had examined the documents and found nothing

concerning, noting that while there were many numbers to review, everything appeared in order. The board confirmed this was a routine review requirement with no specific action needed unless issues were identified.

E. Bylaws Results

Tyra Bischoff reported that she had submitted the bylaws to Marla Young at Box Elder County for approval, but they were not included on the County's April 8th meeting agenda. When she followed up, Young indicated that the county attorney was also reviewing the bylaws. Since they were not addressed at the previous meeting, the matter will be deferred to the next county meeting.

There was discussion about the county meeting schedule, with Toby noting that county meetings are held on the fourth Wednesday of each month at 11:30 a.m., which would place the next meeting on April 22nd (the following day). Tyra indicated uncertainty about whether the bylaws were on that agenda but committed to contacting Marla Young to determine the status and whether her attendance would be required.

4. Approve Meeting Minutes

- March 10, 2026

MOTION: Board Member Taylor Clark made a motion to approve the March 10, 2026 meeting minutes. Vice Chairman Mike Harper seconded the motion.

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

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

- Davis & Bott – \$250.00
- Jones and Associates - \$2413.50
- Tyra Bischoff - \$99.75

MOTION: Board Member Jake Andrew made a motion to approve the invoices.
Vice Chairman Mike Harper seconded.

Roll Call: Chairman Kevin Pebley, Yes
Vice Chairman Michael Harper, Yes
Board Member Paul Nelson, Absent
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: \$6,707.29
- Money Market: \$196,554.43
- CD \$59,964.11

Items for the March meeting:

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

Board members planned a field trip to inspect the basins and County bench road repairs. After discussing various dates around conflicting conferences and meetings, they settled on May 7th at 4:00 p.m. for the field visit.

7. Adjournment

MOTION: Council Member Toby Wright made a motion to adjourn the meeting.
Board Member Taylor Clark seconded the motion.

All Board Members were in favor. The meeting ended at 5:44 p.m.



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: March 31, 2026

Invoice number: 23571

Professional Engineering Services rendered during the month of March, 2026 for work on the following projects:

ENGINEERING CONSULTATIONS

Master Plan Review & Construction Projects Recommendations & Meeting Attendance

Matthew L. Robertson, PE (Professional Engineer)

3.00 hrs.

Subtotal \$ 513.00

Perry Canyon Emergency Action Plan

Matthew L. Robertson, PE (Professional Engineer)

0.50 hrs.

Subtotal \$ 85.50

SUBTOTAL ENGINEERING CONSULTATIONS \$ 598.50

INVOICE TOTAL \$ 598.50

Perry Flood Control District Notes (March 31, 2026)

The following notes summarize the Engineering Services provided by Jones & Associates for the month of March 2026

Date	Employee Type	Employee	Billed Units/Hours	Billed Amount	Notes
27 Perry Flood Control District			3.50	598.50	
300 Storm Drain Master Plan Review & Construction Projects Recommendations & Meeting Attendance			3.00	513.00	
03/05/26	Professional Engineer III	Matthew Robertson	2.50	427.50	Went to the city and met with Dan Bingham from the Land Trust and took him around to the 4 basins and showed him the structures maintained by the District.
03/03/26	Professional Engineer III	Matthew Robertson	0.50	85.50	Spoke with Dan Bingham and emails with Tyra about the Land Trust appraisals and setup a time to meet Dan to take him to the District's sites.
300 Storm Drain Perry Canyon Emergency Action Plan			0.50	85.50	
03/10/26	Professional Engineer III	Matthew Robertson	0.50	85.50	Spoke with Talsan about the status of completing the EAP and gathering contact info. Spoke with Taylor and sent an email to the board.
			3.50	598.50	

INVOICE

Tyra Bischoff

DATE: MAY 15, 2026

Box Elder and Perry City Flood Control
Invoice #037

FOR: FLOOD CONTROL MINUTES & MISC.
SERVICES

DATE	DESCRIPTION	HOURS	LINE TOTAL
4/21/2026	Meeting	1.0	
4/22/2026	Uploaded Minutes/Recording to PMN	.25	
4/29/2026	UDOT SULA Setup	.50	
5/12/2026	UDOT SULA emails	.25	
5/15/2026	Agenda/Minutes	1.0	
5/15/2026	EAP Phone Number/PMN/Package/Emails	2.0	
	TOTAL	5.0 hours	X 28.50
SUBTOTAL			142.50
SALES TAX			0
TOTAL			142.50

THANK YOU



12 S Main
Layton, UT 84041



143665-04B**000080
BOX ELDER COUNTY AND PERRY CITY FLOOD CO
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PERRY UT 84302



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Website:

www.fcbutah.com

Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 4/01/26 to 4/30/26 (30 days)

PREMIER BUSINESS MMDA - XXXXXX4268

Previous Balance	\$196,554.43	Average Ledger	\$196,554.43
Deposits/Credits (0)	\$0.00	Average Collected	\$196,554.43
Checks/Debits (0)	\$0.00	Interest Earned	\$129.24
Service Charge	\$0.00	Annual Percentage Yield Earned	0.80%
Interest Paid	\$129.24	2026 Interest Paid	\$413.61
Ending Balance	\$196,683.67		

Transaction Activity

Date	Description	Debits	Credits	Balance
4/30	Interest Deposit		\$129.24	\$196,683.67

Interest Rate Summary

Date	Rate
3/31	0.80%





12 S Main
Layton, UT 84041



143009-29A**000140
BOX ELDER COUNTY AND PERRY CITY FLOOD CO
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PERRY UT 84302



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Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 3/30/26 to 4/28/26 (30 days)

PUBLIC FUNDS CHECKING - XXXXXX1187

Previous Balance	\$6,707.29	Average Ledger	\$6,707.29
Deposits/Credits (0)	\$0.00	Average Collected	\$6,707.29
Checks/Debits (0)	\$0.00	Interest Earned	\$0.06
Service Charge	\$0.00	Annual Percentage Yield Earned	0.01%
Interest Paid	\$0.06	2026 Interest Paid	\$0.39
Ending Balance	\$6,707.35		

Transaction Activity

Date	Description	Debits	Credits	Balance
4/28	Interest Deposit		\$0.06	\$6,707.35

Interest Rate Summary

Date	Rate
3/29	0.01%

