Annual Board Meeting Minutes

Wednesday May 27, 2026 @ 6:00 PM
102 West Forest Street
Brigham City, UT 84302

In Attendance: Jay Capener, Chairman
Lyle Holmgren, Financial Chairman
Ryan Smith
Kelly Lemmon
Lesley Kendrick, Vice-Chairman
Tim Munns
Mike Braegger
Joseph Summers

Staff: Chance Baxter, General Manager
Jamie Williams, Office Manager

Presenters: Chris Slater, JUB Engineering
Riker Porter, Gardner Engineering

1- WELCOME
Chairman Jay Capener called the meeting to order at 7:01 pm

2- INVOCATION & PLEDGE OF ALLEGIANCE
Financial Chairman Lyle Holmgren

3- DECLARATION OF CONFLICTS OF INTEREST
No conflicts declared

4- CONSENT AGENDA
A- Adoption of Agenda
B- Approval of Minutes – March 25, 2026
Trustee Tim Munns made a motion to approve items A-B on the consent agenda, motion was seconded by Trustee Kelly Lemmon; all members vote aye, motion passed.

5- APPROVAL OF FINANCIAL STATEMENTS – FEBRUARY 2026
Financial Chairman Lyle Holmgren reported that he reviewed the bank statements, expenditures, income, and financial statements. He found everything to be in order, with no unusual or out-of-place expenditures. Trustee Joseph Summers made a motion to approve the March & April 2026 financial statements, motion was seconded by Vice-Chairman Lesley Kendrick; all members vote aye, motion passed.

6- PUBLIC HEARING
UTAH PERMANENT COMMUNITY IMPACT FUND BOARD (CIB) LOAN APPLICATION
(Office Manager Jamie Williams read the purpose of the public hearing in detail)

The purpose of this public hearing is to gather input on the Bothwell/Tremonton water system improvement project, including a proposed $5 million funding request to the Utah Community Impact Board (CIB).

The total project cost is estimated to be between $15 and $20 million and will be funded through a combination of CIB funds, impact fees, available reserves, grants, and potentially bonds.

This project includes key upgrades to the Bothwell system, including new transmission pipelines, a new approximately 2.5-million-gallon storage tank, and other improvements needed to increase capacity and reliability.

Recent engineering analysis shows the current system cannot meet peak demand when fire flow is required, lacks sufficient storage, and has no available capacity for new growth.

These improvements are necessary to:

- *Meet current fire flow and safety standards*
- *Improve system reliability and emergency storage*
- *Support existing and future growth and development in the area*

The Board is not making any decisions today. Any funding decisions will occur at future meetings with additional public hearings.

The purpose of this hearing is to receive public input on the project and the CIB funding application. General Manager Chance Baxter will be happy to answer any questions before opening the public hearing.

Board members asked for clarification on the total project cost and the nature of the $5 million CIB request. They confirmed the total project is estimated at $15–20 million and questioned whether the $5 million would be a grant or a loan. The response was that the district is hoping for a grant, but it is more likely to be a low-interest loan (2–3%), as advised by their financial consultant.

Board members also asked if the CIB typically funds projects in Box Elder County and were told that while it hasn't in the past, there may now be an opportunity since the CIB funded the County Water Master Plan. The purpose of the current hearing is to see if any funding is available at all.

Questions were raised about whether a local match would be required, and it was confirmed that a match is often needed. The board discussed other funding sources already secured, including a $4 million state grant to Tremonton City (to be used for water shares and project costs), impact fees from Tremonton City, and a $2 million grant previously received by the district, all of which will go toward the project.

Overall, the board is working to assemble a comprehensive funding package from various sources and is seeking public input before proceeding further. No decisions are being made at this meeting; the process is exploratory to determine what funding options are available.

Financial Chairman Lyle Holmgren made a motion to move into the public hearing for the purpose to receive public input on the project and the CIB Funding, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

After giving the public an opportunity to speak and receiving no comments, Trustee Tim Munns made a motion to close the public hearing, motion seconded by Trustee Joseph Summers; all members vote aye, motion passed.

7- ACTION ITEMS

A- Marriott Elk Lodge water service and powerline easement – Riker Porter, Gardner Engineering
The board discussed action items related to providing water service and a power line easement for the Marriott Elk Lodge property. Riker Porter with Gardner Engineering explained that the Marriotts need an easement from the Bear River Water Conservancy District to run a buried power line (about 10 feet wide

and 350 feet long) to supply electricity to a booster pump for their water system. The easement would not interfere with existing or future district infrastructure.

The water service plan involves connecting to an existing district water line near the Marriott property. The Marriotts have two existing homes and a bunkhouse located about 450 feet higher than the connection point, so a booster pump (powered by the new line) and a storage tank are needed to provide adequate water pressure and fire protection. The tank will be sized to serve up to five homes (two existing, one new, and two future), meeting fire marshal requirements for fire flow and residential needs.

General Manager Chance Baxter clarified that the district will only be responsible for infrastructure up to the meter; everything beyond that point will be privately owned and maintained by the Marriotts. The Marriotts will pay five impact fees (one for each home) and will be billed monthly for water usage. The district confirmed that there is ample water supply and system capacity to support these connections, as the system is currently operating well below its maximum capacity. The arrangement is designed to avoid the need for future oversight by the district as more homes are added, as long as the total does not exceed five.

Trustee Kelly Lemmon made a motion to approve the powerline easement and the water service for Marriott Elk Lodge, motion was seconded by Trustee Tim Munns; all members vote aye, motion passed.

B- Hawk Way Bench design approval – Chance Baxter, General Manager
The board considered the design approval for the Hawk Way Bench subdivision, General Manager Chance Baxter led the discussion, confirming that the project had undergone an extensive review process involving both the district's engineers and the developer's engineers, with back-and-forth communication and revisions spanning nearly two years. The proposed improvements were ultimately found to meet all district standards.

The subdivision is located in Harper Ward, at the far north end of the Harper Ward water system. The development will connect to an existing district main line, and the project includes the construction of a booster station equipped with three pumps to provide adequate household water pressure, as well as a dedicated fire pump capable of delivering up to 1,000 gallons per minute for fire protection. Unlike a previous plan for the project, there will be no new storage tank; instead, the booster station will handle both daily and emergency needs.

The water lines for the project will be standard 8-inch diameter, and the terrain is notably steep, making the engineering somewhat complex. The subdivision is anticipated to have 11 or 12 residential connections, each of which will be subject to an impact fee if the developer proceeds with construction. Once all improvements are completed, the infrastructure will be deeded over to the district, which will then own and maintain it.

The board inquired about the engineering review process, and Chance confirmed that all documentation, requirements, and requested changes had been addressed and that the district's engineers were satisfied with the final plans. The developer, Kory Wayment, has also paid for all engineering costs incurred by the district's engineers.

Financial Chairman Lyle Holmgren made a motion to approve the Hawk Way Bench design, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

C- Lower Bear River Watershed Plan Agreement – Chance Baxter, General Manager
Chris Slater, JUB
Chris Slater from JUB presented an overview and update on the Lower Bear River Watershed Plan, a multi-year, multi-entity effort focused on improving water infrastructure, environmental protection, and watershed management in the Lower Bear River region. The plan originated several years ago when the

Bear River Canal Company sought funding from the NRCS (Natural Resources Conservation Service) for system improvements near Cutler Dam. The NRCS encouraged a broader, regional approach, prompting the canal company to partner with other local water entities, municipalities, and environmental groups.

The Bear River Water Conservancy District was asked to serve as the lead sponsor for the watershed plan, primarily because it covers the entire area and has the authority to exercise eminent domain if necessary for future projects. Chris clarified that the district's role is mainly administrative and facilitative, not as a direct project implementer.

The plan encompasses a variety of proposed projects, including:

- Piping and enclosing sections of the Hammond Canal and Western Main Canal to improve reliability and reduce water loss in steep canyon areas.
- Replacing aging infrastructure such as the New Bear Canal Company's flume with a new siphon under the river.
- Pressurizing the Bear River City community's irrigation system for greater efficiency.
- Piping and upgrading the Highland Ditch and Central Canal.
- Watershed protection actions, such as rebuilding levees near duck clubs and Salt Creek to protect wetlands from flooding and degradation.

Chris reviewed the funding structure, noting that the NRCS is the primary funding source, typically covering 75% of construction costs for agricultural and environmental projects, with the remaining 25% local match to be provided by the participating entities. The local match can come from state grants, loans, or other non-federal sources. The total estimated cost for all projects is approximately $115 million, with about $90 million anticipated from the NRCS and $26 million from local and state sources.

The planning process has taken about three years and included extensive environmental studies, stakeholder engagement, and a public comment period. The current phase involves finalizing the Environmental Impact Statement (EIS) and incorporating public and agency feedback. Chris noted that the earliest possible timeline for design funding would be in the fall, but actual construction is likely several years away, depending on federal funding availability.

Board members asked about the district's financial obligations and liability as lead sponsor. Chris and Chance clarified that the district has not contributed direct funding to date, serving instead as a facilitator and pass-through for grant administration. The district received a small administrative grant for this role. The board expressed concern about language in the agreement documents that could imply financial responsibility for the district.

Trustee Mike Braegger made a motion to approve the Lower Bear River Watershed Plan Agreement contingent on adding language specifying that the district is not financially obligated for the local match or project costs, which would instead be the responsibility of the individual participating entities, motion was seconded by Trustee Tim Munns; all members vote aye, motion passed.

D- Memorandum of Agreement with Natural Resources Conservation Services (NRCS)
Trustee Mike Braegger made a motion to approve the Memorandum of Agreement (MOA) with the NRCS which allows for continued environmental studies and project development, motion seconded by Vice-Chairman Lesley Kendrick; all members vote aye, motion passed.

8- DISCUSSION ITEMS

A- District tour dates – Chance Baxter, General Manager
General Manger Chance Baxter discussed holding a district tour to see new and completed infrastructure projects, noting that the Harper Ward project is nearly finished. Chance will propose several possible dates for the tour, which will likely take most of a day and include lunch. Board members agreed it would be helpful, Chance suggested extending the invite to the County Commissioners and wholesale water recipients. He will coordinate and send out dates for everyone to consider.

B- Board of Trustees photos – Jamie Williams, Office Manager
Office Manager Jamie Williams informed the board that updated photos of trustees will be taken before the next meeting, on June 24th at 5:30 p.m., for use on the district website. She will coordinate the schedule and contact new board members and staff with individual times.

9- General Manager's Report

General Manager Chance Baxter gave a quarterly report summarizing year-to-date activities and progress. The main focus was the completion of the Three Wells Project, including the Harper Ward well, tank, and pipeline, which is nearly finished and expected to be fully operational and paid out within a month. The South Willard well house is also under construction and should be completed by November, wrapping up the district's major infrastructure investment of nearly $7 million over the past four years.

Chance noted that operational demands are high this time of year as water usage increases across the cities and towns the district serves. He commended the operations staff for their efforts in meeting these challenges. The district has also begun implementing tasks from its recently adopted master plan.

Work continues on the long-term Bothwell Tremonton project, with efforts focused on securing funding and commitments from local entities. Environmental studies are underway for a new tank location on BR Mountain, with cooperation from the Marriott family, and Chance anticipates it will take another six to seven months to complete the necessary environmental and cultural reviews before engineering can begin.

Other updates included the successful overhaul of the Bothwell Newman pump station and ongoing progress on secondary water studies. Chance also addressed questions about new subdivisions in South Willard, noting that Mountain Bay (26 homes) is moving forward, while other developments are in early stages.

Chance encouraged board members to review the full written report in their packets and to reach out with any questions, emphasizing his commitment to transparency in district operations.

10- PUBLIC COMMENT

Justin Tang
Justin Tang, a first-time attendee, introduced himself and explained he is developing a platform to provide water intelligence reports for farmers in several Utah and Idaho counties. He asked the board about gaps in water information for local farmers and how farmers in the district typically access such information. Board members and General Manager Chance Baxter explained that the district primarily manages culinary water, while agricultural water is handled by entities like the Bear River Canal Company. They noted that most farmers rely on word of mouth, meetings, and state or federal data sources. Chance offered to meet with Justin to discuss further and provide additional resources and contacts.

11- TRUSTEES REPORT

Lesley Kendrick
Vice-Chairman Lesley Kendrick asked General Manager Chance Baxter if anyone had contacted him about a proposed subdivision near the cemetery in Deweyville. Chance replied that one individual had expressed interest and said he had the property under contract, but no formal petition or further action had been taken at this time.

Lyle Holmgren
Financial Chairman Lyle Holmgren reported that Tremonton City received a $4 million state grant, which will be used in partnership with the district to support local water projects.

Mike Braegger
No report

Riggin Holmgren
Absent

Brian Shaffer
Absent

Kelly Lemmon
Trustee Kelly Lemmon reported that he spoke with Scott Waldron from Thatcher Hills, who mentioned that no maintenance or bill collection support from the district had occurred yet. Kelly asked Chance Baxter for an update on this assistance. Chance responded that the district is still working on cost estimates for the requested support and added that a group of senior engineering students from Utah State University (USU) has taken on a project to study long-term water solutions for Thatcher Hills and nearby developments. The students will explore different scenarios and provide engineering recommendations, though their work will not be officially stamped. Kelly also referenced a letter about tiered water rates for private water companies, and Chance confirmed that some private companies already have tiered rates in place.

Joe Summers
No report

Ryan Smith
Trustee Ryan Smith reported that Brigham City is currently working through its budget process and has a long list of projects needing attention. He provided an update on a recent major issue involving the city's spring water line from Mantua Canyon. Due to a UDOT infrastructure failure, the city's culinary water lines were pinched off, cutting off spring water and causing significant operational challenges, including flooding and backed-up sewer lines in Mantua. The city had to pump excess water into Box Elder Creek to manage the situation. Ryan confirmed that repairs have been completed and the system is now functioning properly.

Tim Munns
No report

Boyd Bingham
Absent

Jay Capener
Chairman Jay Capener reported that the Canal Company experienced a major failure on the Hammond Canal during the first week of the season, but repairs have been completed. He noted at the recent board meeting that, surprisingly, they have not yet needed to use any storage water, which he considers a blessing. He expects storage water use may begin soon, but overall, water conditions have been favorable. He concluded by expressing appreciation to the board members for their service and expertise.

12- ADJOURNMENT

Trustee Tim Munns made a motion to adjourn; motion seconded by Trustee Mike Braegger; all members vote aye. Meeting adjourned.