

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 July 21, 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
 - B. Yearly Maintenance
 - C. Quarterly Financial Statement Review
4. Approve Meeting Minutes
 - May 19, 2026
5. Motion to approve Invoice Payments (Roll Call Vote)
6. Board Member Items & Items for Next Agenda (Next regular meeting August 18th)
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 17th day of July 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 **5:26 PM Tuesday, May 19, 2026**

4
5 **Members Present:** Chairman Kevin Pebley, Vice Chairman Michael Harper, Board
6 Member Paul Nelson, Board Member Jacob Andrew

7
8 **Others Present:** Tyra Bischoff; Board Secretary, Joe Cloward (Jones & Associates)

9
10 **Members Excused:** Board Member Taylor Clark, Council Member Toby Wright

11
12 **1. Welcome and Call to Order**

13 Chairman Kevin Pebley welcomed everyone and called to order the May 19, 2026,
14 Box Elder and Perry Flood Control Special District meeting.

15
16 **2. Public Comment**

17 None.

18
19 **3. Discussion/Action Items**

20 **A. EAP – Emergency Action Plan Update**

21 Joe Cloward reported that he and Matt Robertson had spoken with Talsan
22 Schulzke, who is working with Tyra and Taylor to finalize the Emergency Action
23 Plan (EAP). The outstanding items required from the city side are a list of
24 contractors and material suppliers, and property owner contact information. Tyra
25 confirmed that she had completed compiling phone numbers for approximately
26 360 property owners and had emailed the list to Talsan that day.

27
28 The Board discussed how the completed EAP should be distributed and stored. It
29 was agreed that the plan should be made available to relevant department heads
30 and emergency responders – including public works and the police department –
31 so that they have a clear order of operations in the event of an emergency.
32 Concerns were raised about posting personal resident information publicly on the
33 city website, and the Board agreed that resident contact details should not be
34 posted publicly. The Board also discussed the importance of having on-call
35 contractors identified in the plan for scenarios where city staff may be occupied
36 with other emergency responses.

38 **B. Bench Road Update**

39 Joe reported that county representative Darren McFarland had been out to the
40 Bench Road site the previous week. A new road base was installed, and this time
41 compaction equipment was brought to properly compact the material – a step
42 that had apparently been omitted previously, which may have contributed to the
43 prior washout. The repair was reported as complete, with the expectation that it
44 would hold better than the previous attempt.

45
46 **C. Yearly Maintenance**

47 Joe presented a bid tabulation for the yearly maintenance project, prepared by
48 Jones & Associates. Three bids were received by the May 19, 2026 deadline of
49 4:00 p.m. including:

- 50
51
 - Ormand Construction at \$36,185.00
 - Allied Underground Technology at \$75,540.00
 - Braegger and Sons at \$71,000.00

54
55 The Board noted that Ormand Construction's bid was the clear low bid and was
56 consistent with amounts from prior years. The contract documents require work
57 to be substantially completed on or before August 31, 2026. No start date is
58 specified, allowing flexibility for scheduling.

59 The Board read the bids into the public record and proceeded to vote to award
60 the contract.

61
62 **MOTION:** Board Member Paul Nelson made a motion to award the yearly
63 maintenance contract to Ormand Construction in the amount of \$36,185.00. Vice
64 Chairman Mike Harper seconded the motion.

65
66 **Roll Call:** Chairman Kevin Pebley, Yes
67 Vice Chairman Michael Harper, Yes
68 Board Member Paul Yes
69 Board Member Taylor Clark, Absent
70 Board Member Jacob Andrew, Yes

71
72 **D. Bylaws Results**

73 Board Clerk Tyra Bischoff reported that she had consulted with Marla Young at
74 the county, who confirmed after consulting with the county attorney's office that,

because the Box Elder County Commission had delegated authority to the Administrative Control Board, the Board would not require the Commission's separate approval of the bylaws. As a result, the bylaws previously voted on at the March 10, 2026 meeting were confirmed as formally adopted as of that date. Tyra noted she would update the document with the March 10th adoption date and post it accordingly. The Board acknowledged that any future amendments would require a new vote.

E. UDOT SULA

Tyra explained that UDOT had reached out to update their records, as they had a vendor form previously signed by Greg Hansen on file. She has since completed a new vendor form with updated tax identification and contact information and has prepared the UDOT statewide Utility License Agreement (SULA) for signature by the Board Chair. She also obtained a certificate of liability insurance from the TRUST with UDOT named on it and indicated she was prepared to submit all document to UDOT once finalized.

4. Approve Meeting Minutes

- April 21, 2026

MOTION: Vice Chairman Mike Harper made a motion to approve the April 21, 2026 meeting minutes. Board Member Jacob Andrew seconded.

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

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

- Jones and Associates - \$598.50
- Tyra Bischoff - \$142.50

MOTION: Board Member Jacob Andrew made a motion to approve the invoices. Board Member Paul Nelson seconded.

Roll Call: Chairman Kevin Pebley, Yes

Vice Chairman Michael Harper, Yes
Board Member Paul Nelson, Yes
Board Member Taylor Clark, Absent
Board Member Jacob Andrew, Yes

6. Items for Next Agenda and Board Member Items

Tyra noted that outstanding board member training remained incomplete for a couple of board members and reminded them to complete their training

Current account balances were reported:

- Checking: \$3,944.10
- Money Market: \$196,683.67
- CD \$59,964.11

Items for the June meeting:

- The board discussed whether a June 16th meeting would be necessary. It was agreed that the Chair would contact Taylor to follow up on any outstanding concerns and on his portion of the Emergency Action Plan. If no actionable items arise, the June meeting may be cancelled. Tyra indicated she would notify board members accordingly.

The board briefly discussed secondary water (Pineview) and Board Member Paul Nelson (who serves as a member on that board) gave an explanation of how much water they have, allotment and where it goes just as general discussion, noting this had nothing to do with the flood control board.

7. Adjournment

MOTION: Council Member Paul Nelson made a motion to adjourn the meeting. Board Member Jacob Andrew seconded the motion.

All Board Members were in favor. The meeting ended at 6:04 p.m.



12 S Main
Layton, UT 84041



144313-01A**000087
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Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 5/01/26 to 5/31/26 (31 days)

PREMIER BUSINESS MMDA - XXXXXX4268

Previous Balance	\$196,683.67	Average Ledger	\$196,683.67
Deposits/Credits (0)	\$0.00	Average Collected	\$196,683.67
Checks/Debits (0)	\$0.00	Interest Earned	\$133.64
Service Charge	\$0.00	Annual Percentage Yield Earned	0.80%
Interest Paid	\$133.64	2026 Interest Paid	\$547.25
Ending Balance	\$196,817.31		

Transaction Activity

Date	Description	Debits	Credits	Balance
5/31	Interest Deposit		\$133.64	\$196,817.31

Interest Rate Summary

Date	Rate
4/30	0.80%





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143897-29A**000139
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Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 4/29/26 to 5/28/26 (30 days)

PUBLIC FUNDS CHECKING - XXXXXX1187

Previous Balance	\$6,707.35	Average Ledger	\$4,382.49
Deposits/Credits (0)	\$0.00	Average Collected	\$4,382.49
Checks/Debits (5)	\$3,504.25	Interest Earned	\$0.03
Service Charge	\$0.00	Annual Percentage Yield Earned	0.01%
Interest Paid	\$0.03	2026 Interest Paid	\$0.42
Ending Balance	\$3,203.13		

Transaction Activity

Date	Description	Debits	Credits	Balance
5/04	CHECK 572	-\$99.75		\$6,607.60
5/04	CHECK 573	-\$250.00		\$6,357.60
5/05	CHECK 571	-\$2,413.50		\$3,944.10
5/20	CHECK 575	-\$142.50		\$3,801.60
5/26	CHECK 574	-\$598.50		\$3,203.10
5/28	Interest Deposit		\$0.03	\$3,203.13

SUMMARY BY CHECK NUMBER

Date	Check No	Amount	Date	Check No	Amount
5/05	571	\$2,413.50	5/26	574	\$598.50
5/04	572	\$99.75	5/20	575	\$142.50
5/04	573	\$250.00			

* Denotes checks out of sequence

Interest Rate Summary

Date	Rate
4/28	0.01%



BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
2005 SOUTH 1200 WEST
PERRY, UT 84302-4229

DATE: April 21, 2026

PAY TO THE ORDER OF: Jones & Associates

\$2,413.50

TWO THOUSAND FOUR HUNDRED THIRTY AND 50/100 DOLLARS

CITY OF PERRY

FOR # 23513

Michael R. Harper
Kevin E. Pebley

Date 05/05/26 Check No 571 Amount \$2,413.50

BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
2005 SOUTH 1200 WEST
PERRY, UT 84302-4229

DATE: April 21, 2026

PAY TO THE ORDER OF: Tyne Birkhoff

\$99.75

NINETY AND 75/100 DOLLARS

CITY OF PERRY

FOR # 2356

Michael R. Harper
Kevin E. Pebley

Date 05/04/26 Check No 572 Amount \$99.75

BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
2005 SOUTH 1200 WEST
PERRY, UT 84302-4229

DATE: April 21, 2026

PAY TO THE ORDER OF: Davis & Roth

\$250.00

TWO HUNDRED FIFTY AND 00/100 DOLLARS

CITY OF PERRY

FOR # 214501

Michael R. Harper
Kevin E. Pebley

Date 05/04/26 Check No 573 Amount \$250.00

BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
2005 SOUTH 1200 WEST
PERRY, UT 84302-4229

DATE: May 13, 2026

PAY TO THE ORDER OF: Jones & Associates

\$598.50

FIVE AND NINETY EIGHT AND 50/100 DOLLARS

CITY OF PERRY

FOR # 23571

Michael R. Harper
Kevin E. Pebley

Date 05/26/26 Check No 574 Amount \$598.50

BOX ELDER & PERRY CITY
FLOOD CONTROL & DRAINAGE
2005 SOUTH 1200 WEST
PERRY, UT 84302-4229

DATE: May 13, 2026

PAY TO THE ORDER OF: Tyne Birkhoff

\$142.50

ONE HUNDRED FORTY TWO AND 50/100 DOLLARS

CITY OF PERRY

FOR # 2037

Michael R. Harper
Kevin E. Pebley

Date 05/20/26 Check No 575 Amount \$142.50



12 S Main
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145414-02A**000110
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Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 6/01/26 to 6/30/26 (30 days)

PREMIER BUSINESS MMDA - XXXXXX4268

Previous Balance	\$196,817.31	Average Ledger	\$196,817.31
Deposits/Credits (0)	\$0.00	Average Collected	\$196,817.31
Checks/Debits (0)	\$0.00	Interest Earned	\$129.42
Service Charge	\$0.00	Annual Percentage Yield Earned	0.80%
Interest Paid	\$129.42	2026 Interest Paid	\$676.67
Ending Balance	\$196,946.73		

Transaction Activity

Date	Description	Debits	Credits	Balance
6/30	Interest Deposit		\$129.42	\$196,946.73

Interest Rate Summary

Date	Rate
5/31	0.80%





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144768-29A**000082
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Statement of Account

Account Title: BOX ELDER COUNTY AND PERRY CITY FLOOD CO

Statement Dates 5/29/26 to 6/28/26 (31 days)

PUBLIC FUNDS CHECKING - XXXXXX1187

Previous Balance	\$3,203.13	Average Ledger	\$3,203.13
Deposits/Credits (0)	\$0.00	Average Collected	\$3,203.13
Checks/Debits (0)	\$0.00	Interest Earned	\$0.03
Service Charge	\$0.00	Annual Percentage Yield Earned	0.01%
Interest Paid	\$0.03	2026 Interest Paid	\$0.45
Ending Balance	\$3,203.16		

Transaction Activity

Date	Description	Debits	Credits	Balance
6/28	Interest Deposit		\$0.03	\$3,203.16

Interest Rate Summary

Date	Rate
5/28	0.01%





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: May 31, 2026

Invoice number: 23700

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

ENGINEERING CONSULTATIONS

2026 Basin Maintenance Project

Adrian B. Moreno, (Engineer)	0.50 hrs.
Joseph D. Cloward, (Engineer)	2.00 hrs.
Matthew L. Robertson, PE (Professional Engineer)	6.00 hrs.
Nathan P. Deschaine, (Office Technician)	18.25 hrs.
Subtotal	\$ 2,491.75

Perry Canyon Emergency Action Plan

Joseph D. Cloward, (Engineer)	1.75 hrs.
Matthew L. Robertson, PE (Professional Engineer)	1.00 hrs.
Talsan A. Schulzke, (Planning Manager)	1.00 hrs.
Subtotal	\$ 478.25

SUBTOTAL ENGINEERING CONSULTATIONS \$ 2,970.00

INVOICE TOTAL \$ 2,970.00

Perry Flood Control District Notes (May 31, 2026)

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

Date	Employee Type	Employee	Billed Units/Hours	Billed Amount	Notes
27 Perry Flood Control District			30.50	2,970.00	
300 Storm Drain 2026 Basin Maintenance Project			26.75	2,491.75	
05/18/26	Professional Engineer III	Matthew Robertson	0.50	85.50	Answered contractor questions regarding the bid
05/11/26	Professional Engineer III	Matthew Robertson	1.00	171.00	Finalized bid documents and sent to contractors.
05/11/26	Office Technician II	Nathan Deschaine	1.00	65.00	Reviewed Basin maintenance plan and sent it out to contractors.
05/07/26	Professional Engineer III	Matthew Robertson	0.50	85.50	Worked with Nate to put together the plans for the project.
05/07/26	Engineer IV	Adrian Moreno	0.50	65.50	* Aided Nathan to print his project sheets a couple of times since his computer needed the CTB assigned.
05/07/26	Office Technician II	Nathan Deschaine	4.00	260.00	Finishing basin maintenance project
05/06/26	Office Technician II	Nathan Deschaine	8.75	568.75	-Updated the Basin Maintenance model - took pictures of Perry Basin - took pictures of Cherry ridge basin
05/06/26	Professional Engineer III	Matthew Robertson	1.00	171.00	Worked with Nate on the plans and bid documents and called Taylor to verify the basins that need to be done.
05/05/26	Professional Engineer III	Matthew Robertson	1.00	171.00	Showed Nate the project and previous years and worked with him to put together the project manual.
05/05/26	Office Technician II	Nathan Deschaine	4.00	260.00	- planning basin maintenance bid - traveled to debris basin locations and took pictures of the current basin conditions
05/19/26	Engineer II	Joseph Cloward	2.00	214.00	Instructed Nathan on how to compile the bid tabulation for this project, review of bids. Reported on bids to board who approved Ormond Construction to perform the work.
05/19/26	Office Technician II	Nathan Deschaine	0.50	32.50	Bid tabulation for the Basin maintenance project
05/19/26	Professional Engineer III	Matthew Robertson	2.00	342.00	Answered contractor questions, received bids, summarized and discussed with Joe so that he could take it to the board meeting. Spoke with Darin from the County about the repair of the Firebreak Road and discussed with Joe.
300 Storm Drain Perry Canyon Emergency Action Plan			3.75	478.25	
05/19/26	Professional Engineer III	Matthew Robertson	0.50	85.50	Follow up with Talsan and Joe on the status of the plan and sent Joe an email so that he can report at the board meeting.

Date	Employee Type	Employee	Billed Units/Hours	Billed Amount	Notes
05/19/26	Planning Manager	Talsan Schulzke	1.00	120.00	- Correspondences: - Email status update to Matt R. (5/18) - Follow up email to Taylor C. checking status of contact lists (5/19) - Phone conversation with Matt R. to discuss updates for Board meeting (5/19) - Email from Tyra B. with phone numbers populated for inundation area property owners (5/19) - In-person update from Joe C. reporting on Board meeting action items; also discuss EAP completion timeline (5/20)
05/21/26	Professional Engineer III	Matthew Robertson	0.50	85.50	Review of floodplain around the Perry Basin and coordinated with Talsan on the final updates to the plan.
05/20/26	Engineer II	Joseph Cloward	0.25	26.75	Followed up with Talsan on EAP and conversation at meeting. He will recommend who the EAP should be given to when he is finished
05/19/26	Engineer II	Joseph Cloward	1.50	160.50	Spoke with Talsan to follow up on his progress in preparation for board meeting. Reported on plan progress to board.
			30.50	2,970.00	



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: April 30, 2026

Invoice number: 23634

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

ENGINEERING CONSULTATIONS

2026 Basin Maintenance Project

Matthew L. Robertson, PE (Professional Engineer)

1.00 hrs.

Subtotal \$ 171.00

Perry Canyon Emergency Action Plan

Matthew L. Robertson, PE (Professional Engineer)

1.75 hrs.

Talsan A. Schulzke, (Planning Manager)

16.75 hrs.

Subtotal \$ 2,309.25

SUBTOTAL ENGINEERING CONSULTATIONS \$ 2,480.25

INVOICE TOTAL \$ 2,480.25

Perry Flood Control District Notes (April 30, 2026)

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

Date	Employee Type	Employee	Billed Units/Hours	Billed Amount	Notes
27 Perry Flood Control District			19.50	2,480.25	
300 Storm Drain 2026 Basin Maintenance Project			1.00	171.00	
04/21/26	Professional Engineer III	Matthew Robertson	1.00	171.00	Spoke with the Board and with Taylor about the basins to include on this year's bid. Spoke with Darin from the county about the repairs on the firebreak road and reported to the board in their meeting.
300 Storm Drain Perry Canyon Emergency Action Plan			18.50	2,309.25	
04/21/26	Planning Manager	Talsan Schulzke	6.00	720.00	- Created new map layouts for Inundation Area (one with topo base map, one with aerial imagery) for additional information/resources to aid emergency managers reviewing this EAP. - Met with Matt Robertson to discuss limitations on adding to or changing the EAP template to better tailor it to actual high-priority infrastructure that would be impacted by a flood scenario. - Identified a RMP substation and the Public Works buildings as high risk, high impact infrastructure and the need to address mitigation and response specific to these sites, as opposed to simply leaving them in the generic list of impacted downstream properties. - Also discussed with Matt the need for additional time (beyond the 4/21/26 board meeting) to complete the list of 300+ property owners downstream of the dam and located, in whole or in part, within the inundation area (including assistance from Perry City in gathering contact info for those owners—phone numbers as the most immediate method of reaching people)
04/20/26	Planning Manager	Talsan Schulzke	9.25	1,110.00	- Revisions to the EAP based on feedback from the board, which included compiling emergency response contacts, digitizing the inundation area from a historic map, and identifying downstream property owners (listed in order of impact by a flooding scenario) within the inundation area. - Contacted Perry Public Works for help with compiling contact info for heavy equipment suppliers and other resources needed for response efforts.
04/20/26	Professional Engineer III	Matthew Robertson	0.25	42.75	Spoke with Talsan about the status of completing the plan and what to include on the property info.
04/29/26	Planning Manager	Talsan Schulzke	1.50	180.00	- Prepared list of property owners within the inundation area (365 records) using Box Elder County parcel data. - Exported and formatted records in Excel spreadsheet with "Owner_Phone" field and emailed same to Tyra Bischoff for assistance with populating that contact info where available.
04/28/26	Professional Engineer III	Matthew Robertson	0.50	85.50	Spoke with Talsan about the property owner table and information and sent him Tyra's contact info.
04/21/26	Professional Engineer III	Matthew Robertson	1.00	171.00	Follow up with Talsan on the status of the document, printed off a copy, spoke with Tyra about gathering additional information, joined the board meeting by phone to discuss.
			19.50	2,480.25	



50 West Forest St, Suite 101
P.O. Box 369
Brigham City, UT 84302
(435) 723-5224

36 West 100 North
Tremonton, UT 84337
(435) 257-7898

Box Elder County Perry Flood Control
C/O Tyra Bischoff
1950 S Highway 89
Perry, UT 84302

Date: 6/30/2026
Invoice Number: 219167
Client Number: 187417.

Accounting Services Rendered Through 6/30/2026:

- Monthly Accounting and Bank Reconciliations – Reconciled bank accounts and completed monthly accounting records for January through April.
- Financial Statement Preparation and Review – Prepared and reviewed monthly financial statements and year-end financial reports.
- Year-End Accounting and Reporting – Completed year-end closing procedures and prepared 2025 financial statements for submission to the State Auditor.
- Accounting Adjustments and Client Support – Resolved accounting issues, responded to client inquiries, and coordinated corrections to financial records.
- State Compliance Assistance – Assisted with state reporting requirements, including financial statement preparation and guidance related to year-end timing and EIN matters.

Invoice Total: \$993.00

Pay Now

Thank you for your business!

A FINANCE CHARGE OF 1.5% PER MONTH WILL BE CHARGED ON ANY ACCOUNT BALANCE
NOT PAID WITHIN 30 DAYS OF STATEMENT.

INVOICE

Tyra Bischoff

DATE: JULY 17, 2026

Box Elder and Perry City Flood Control
Invoice #038

FOR: FLOOD CONTROL MINUTES & MISC.
SERVICES

DATE	DESCRIPTION	HOURS	LINE TOTAL
5/19/2026	EAP Phone Numbers	1.0	
5/19/2026	Meeting/Upload Minutes and recording to PMN/Minutes prep/Emails	1.75	
5/20/2026	Meeting Minutes/Emailed SULA/Mailed pymt to Jones & Associates	1	
6/23/2026	Emails	.25	
7/2/2026	Emails	.25	
7/17/2026	Agenda/Package/PMN/Emails	1.25	
	TOTAL	5.5 hours	X 28.50
SUBTOTAL			156.75
SALES TAX			0
TOTAL			156.75

THANK YOU