



Annual Board Meeting Minutes

Wednesday July 22, 2026 @ 7:00 PM
102 West Forest Street
Brigham City, UT 84302

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

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

Presenters: Maddie Brown, Willard City

1- WELCOME

Chairman Jay Capener called the meeting to order at 7:00 pm

2- INVOCATION & PLEDGE OF ALLEGIANCE

Trustee Riggin Holmgren

3- DECLARATION OF CONFLICTS OF INTEREST

No conflicts declared

4- CONSENT AGENDA

A- Adoption of Agenda

B- Approval of Minutes – June 24, 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 – JUNE 2026

Financial Chairman Lyle Holmgren reported that the district is about halfway through the year and in a strong financial position. Water sales are running ahead of budget, with 86% of the full-year water sales budget already earned. Operating expenses are at 31% of the annual budget. Overall, the financials are well organized, and the district is in good shape. Trustee Riggin Holmgren made a motion to approve the June 2026 Financial Statements, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

6- ACTION ITEMS

A- Approval of Hansen, Allen & Luce Engineering Scope and Fee Proposal for the Brigham City Water Supply Evaluation – Chance Baxter, General Manager

General Manager Chance Baxter presented a Scope and Fee Proposal developed with Hansen, Allen & Luce Engineering to analyze the Brigham City water supply, as requested by the board at the previous meeting. He clarified that Hansen, Allen & Luce handles all the district's modeling work, and this proposal would cover the necessary engineering analysis.

Trustee Rigglin Holmgren asked whether the district typically pays for this type of engineering analysis when other cities, such as Tremonton or West Corinne, request water supply evaluations. Baxter confirmed that the district has traditionally covered these costs, especially at this level of analysis.

Trustee Rigglin Holmgren made a motion to approve the Hansen, Allen & Luce Scope and Fee Proposal for Brigham City Water Supply Evaluation, motion was seconded by Trustee Kelly Lemmon; all members vote aye, motion passed.

B- Review and approval of the revised Developer Checklist

General Manager Chance Baxter presented a new Developer Checklist he created for both wholesale and retail water service, based directly on the district's existing policy. The checklist is designed as a practical tool to help cities, towns, and developers easily track requirements and progress for water service petitions. Chance clarified that while the checklist is not a new policy, it organizes existing requirements in a more user-friendly format, and he requested board approval to formally include it in the water service policy. After brief discussion—including a note to update the adoption date, Trustee Tim Munns made a motion to approve the adoption of the Developer Checklist, motion was seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

C- Willard City PRV Replacement Project Presentation and Project Update – Maddie Brown, Willard City

Maddie Brown with Willard City presented an update and expressed gratitude to the Bear River Water Conservancy District for their \$75,000 contribution toward a pressure reducing valve (PRV) as part of Willard's 600 South improvement project. She emphasized that the PRV was a critical and long-needed infrastructure upgrade, improving water reliability and longevity for the area, especially given the city's challenging topography and ongoing development.

During the discussion, it was clarified that the PRV is housed in a large underground vault with 8-inch piping and operates entirely on water pressure, without electrical components. The funding covered the entire installation, not just the valve itself. The project was timed to coincide with street reconstruction, making the installation more efficient. Trustee Mike Braegger noted the valve replaced an outdated system from the 1960s or 70s and agreed the upgrade was essential, especially with new subdivisions being built above the valve. Willard City representatives highlighted the value of the partnership and expressed appreciation for the district's support.

D- Authorization of payment for the previously approved \$75,000 Contribution to Willard City PRV Replacement Project

The board considered authorizing payment of the previously approved \$75,000 contribution to Willard City for the PRV replacement project. General Manager Chance Baxter confirmed the work was completed, operational, and met all expectations.

During discussion, Trustee Kelly Lemmon, asked how much property tax Willard City contributes to the district, and it was noted that their annual contribution is close to the amount of the grant. The board also discussed that this type of funding prompted the creation of a new, more formal policy for future project funding to ensure fairness and transparency. Going forward, cities will be able to apply for funds during an application period, and projects will be ranked and scored. Trustee Rigglin Holmgren made a motion to authorize payment, motion seconded by Vice-Chairman Lesley Kendrick; all members vote aye, motion passed.

7- DISCUSSION

A- Deweyville Town Water Supply Contract Renewal / Extension –Vice Chairman Lesley Kendrick; Trustee Kelly Lemmon

Vice-Chairman Lesley Kendrick, Trustee Kelly Lemmon and General Manager Chance Baxter reported on a meeting with Deweyville Town regarding renewal of the water supply contract, which expires at the end of the year. Baxter clarified that Deweyville pumps district-owned water from their well, and the contract is for pumping services, not water purchase. The new contract will clarify this distinction.

Deweyville is open to renewing the contract, and their city council will review it before adoption, expected in September. The board discussed the possibility of a longer-term or even perpetual contract, with inflation adjustments written in. It was noted that the current fee paid to Deweyville is likely too low and does not cover all their costs; Deweyville was asked to analyze their true expenses for pumping, maintenance, and infrastructure.

The board also discussed the need for the contract to at least cover commitments to Ukon Water through 2034. With the new Flat Canyon well coming online, Deweyville's supply role has decreased, but their well remains critical. The Deweyville pump is aging and may require maintenance or replacement; the board discussed including an annual maintenance fee in the new contract. They also explored options for backup power and creating a redundant water connection for Deweyville.

Overall, the board and Deweyville are working toward a fair, updated contract that reflects actual costs and ensures long-term water reliability for both parties. The revised contract will be brought back to the board for approval after Deweyville's city council review.

B- August Board Meeting

The board discussed whether to hold the August meeting, noting that it would coincide with the Box Elder County Fair. Board and Staff agreed that meetings are typically not scheduled during the fair, and there was consensus to cancel the August meeting. The board will reconvene in September.

8- PUBLIC COMMENT

No public comment

9- TRUSTEES REPORT

Lesley Kendrick

Trustee Lesley Kendrick reported that her main update was the Deweyville contract renewal, which had already been discussed earlier in the meeting. She also asked about scheduling a tour of district facilities, General Manager Chance Baxter agreed that a tour should be arranged.

Lyle Holmgren

No report

Mike Braegger

Trustee Mike Braegger thanked the district for its support with the Willard City project, noting that it was important to complete infrastructure upgrades while the street was already under construction. He also mentioned that the spring up the canyon is currently at its lowest flow ever, but since the city relies mostly on wells, this has not significantly impacted their water supply.

Riggin Holmgren

No report

Brian Shaffer

No report

Kelly Lemmon

No report

Joseph Summers

No report

Ryan Smith

No report

Tim Munns

Trustee Tim Munns discussed the topic of cloud seeding. He shared that he had been reading about Utah's laws regarding cloud seeding and asked about the district's practices, specifically whether cloud seeding occurs in the summer or just in the winter. General Manager Chance Baxter clarified that the district's cloud seeding is done from late October through March to increase snowfall, using generators along the Wasatch Front.

Jay Capener

Chairman Jay Capener reported that the canal system is holding up well and water supplies are good, allowing them to run two and a half to three weeks longer than initially expected. Overall, he expressed satisfaction with the current water situation.

10- ADJOURNMENT

Financial Chairman Lyle Holmgren made a motion to adjourn; motion seconded by Trustee Riggin Holmgren; all members vote aye. Meeting adjourned.