



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan, UT 84321 • 35 E 100 S, Brigham City, UT 84302

Phone: 435.752.7242 • Fax: 435.752.6962 • Web: brag.utah.gov

Box Elder County Economic Opportunity Advisory Board Monday, 6 July 2026 at 2PM

Physical Address: 01 South Main Street, Brigham City, Utah 84302
Community Development Board Room - 3rd Floor, East end

Minutes

1. Welcome & Roll-Call:

Stefanie Tugaw-Madsen called the meeting to order at 2:03 PM. Following introductions, the board reviewed the minutes from the previous meeting. Ginger Chin made a motion to approve the October 6, 2025, minutes seconded by Mayor Bott and unanimously passed.

Attendees:

- Stefanie Tugaw-Madsen: Vice Chair/Chair pro tem
- Joan Hammer: Tourism Director for Box Elder County
- Cambria: Intern for Bear River Association of Governments (BRAG)
- Shawn Milne: Bear River Association of Governments (BRAG)
- Ginger Chin: Northrop Grumman
- Monica Holdway: Box Elder Chamber of Commerce
- DJ Bott: Brigham City Mayor
- Tyler Vincent: Box Elder County Commissioner

Absent: Current Chair Drew Anderson and Mark Alexander.

2. Annual Review of Open Public Meetings Act (OPMA): Shawn Milne presented the required annual OPMA training mandated by the Governor's Office of Economic Development (GOED). Key points included:

- Public Deliberation: All decisions and deliberations must happen in public to avoid breeding distrust.
- Quorum & Authority: A simple majority of the nine-seat board (currently holding eight filled seats) is required for a quorum. The board functions as an advisory body, with final authority retained by the County Commission.
- Logistics: Public meetings must be posted at least 24 hours in advance with a clear agenda. Anchor locations are required for hybrid meetings so the public can attend.



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- **Closed Sessions:** Closed meetings are rare but could be used to protect proprietary information, such as real estate acquisition plans, to prevent land speculation.

3. **Leadership Elections:** Shawn informed the board that current Chair Drew Anderson needed to step back from leadership.

- **Chair:** Ginger Chin made a motion to nominate Stefanie Tugaw-Madsen as Chair, seconded by Monica Holdway. Stefanie Tugaw-Madsen was unanimously approved to serve as Chair.
- **Vice Chair:** Following a brief discussion where Mayor Bott declined a nomination, Mayor Bott made a motion to nominate Ginger Chin, second by Commissioner Tyler Vincent. Ginger Chin was unanimously approved to serve as Vice Chair.

4. **Approval for Small Business Grants Application Process:** The board thoroughly discussed structuring the \$75,000 small business grant pool. Using Rich County's online application as a model, the board made several key decisions:

- **Eligibility:** The board elected to keep the grant open to both established businesses and new startups. Eligibility is restricted to businesses with 50 or fewer employees located specifically within Box Elder County to target truly small, local enterprises.
- **Matching Funds:** To ensure applicants have a vested interest, the board established a strict 1-to-1 matching requirement. Matches can come from SBA loans, traditional bank loans, private equity, or other grants, but in-kind donations and labor are strictly prohibited to prevent budget inflation.
- **Relocation Debate:** The board heavily debated adding a payback clause if a business relocates out of the county after receiving funds. Ultimately, the board decided against a payback period for the inaugural year to gauge actual demand and avoid punishing growing businesses.
- **Timeline:** To avoid conflicts with back-to-school and Peach Days, grant writing workshops will be held on August 31 and September 1. The application window will be strictly open from September 1 through September 30.

5. **Approval of Infrastructure Grant Application Process:** To avoid applicant confusion between the small business grant and the infrastructure grant, the board elected to stagger their release. The infrastructure grant application process will be delayed until January 2027, with evaluations taking place in February or March.

6. **Review of FY26 Economic Development Updates:** Shawn Milne provided an operational update for the ongoing fiscal year:

- **Current Allocations:** The board currently funds \$6,000 for a chamber employment dashboard and \$75,000 for the small business grant.
- **Ongoing Projects:** Discussions are ongoing regarding an expansion for Proctor and Gamble (their third expected CRA/RDA). Interest from data centers remains, despite passed moratoriums.



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- **Infrastructure Constraints:** A Fortune 1000 company explored building a 1-million-square-foot distribution facility in the county requiring 3 to 5 megawatts of power. However, Rocky Mountain Power indicated that necessary transmission line upgrades are 5 to 9 years out, marking a major hurdle for large-scale development.
- Despite a statewide drop in site selector inquiries, Box Elder County's unemployment rate remains in healthy, positive territory compared to state averages.

7. Review of New RCG Contract Process & FY27 Recommendations: Shawn introduced a memo from James Dixon of GOED, requiring strict oversight for rural county grant funds used to pay in-house employees and/or third-party consultants.

- Because Box Elder County contracts BRAG to act as their economic development liaison using State funds, the County Commission must formalize this relationship with a specific contract.
- This contract must outline a clear scope of work, county objectives, and performance metrics to ensure accountability. Shawn noted that his department's contracted cost to the county has not increased in four years, despite inflationary pressures.
- For the FY 2027 budget application, the board suggested keeping the funding allocations the same as FY26, pending the demand results from the upcoming grant cycles.

8. Opportunity Zones 2.0 Submission to GOED & Board Vacancies:

- **Opportunity Zones 2.0:** Shawn provided an informational update that GOED recently opened applications for "Opportunity Zones 2.0," which do not expire. Box Elder County successfully resubmitted the eligible Brigham City Main Street census tract.
- **Vacancies:** The board discussed filling two upcoming vacancies, including Commissioner Vincent's rotating spot. Strong recommendations included Kim Larson from Post and the Mayor of Tremonton (Mayor Baiton) to ensure strong manufacturing representation.

9. Determine Next Meeting & Adjournment: The board agreed to hold its next meeting on Monday, October 19, 2026, from 3:00 p.m. to 5:00 p.m. The main agenda item will be reviewing the submitted small business grant applications. The meeting was officially adjourned.