

**Bear River Water Conservancy District
Board Meeting
Wednesday, December 18, 2013 7:00 p.m.
BRWCD Conference Room
102 West Forest Street, Brigham City, Utah**

Minutes

Present: Trustees: Chairman Clinton Burt, Vice Chairman Ross Rudd, Financial Chairman LaRall Thompson, Brent Baugh, Tyler Vincent, Roger Fridal and Richard Day, Charles Holmgren, Jay Carter and LuAnn Adams

Staff: General Manager Voneene Jorgensen, System Operator Bob Phippen, Administrative Assistant Cassee Harper

Visitors: Bill Bigelow – Hansen Allen and Luce
Lance Postma

Excused: Board Member David Forsgren and System Operator Robert Thayne

Invocation: Board Member Charles Holmgren

Adoption of the Agenda – Chairman Clint Burt

A motion was made by Board Member Charles Holmgren to adopt the agenda as written. The motion was seconded by Board Member Brent Baugh. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Holmgren, Day, Carter and Adams voted in favor of the motion.

Approval of the Minutes for the Board Meeting held November 13, 2013

The minutes of the meeting held November 13, 2013 were included with the packet that was mailed to the Board Members. There were no changes to the minutes.

A motion was made by Board Member Richard Day to approve the minutes of the meeting held November 13, 2013 as written. The motion was seconded by Vice Chairman Ross Rudd. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Day, Holmgren, Carter and Adams voted in favor of the motion.

Public Hearing – BRWCD 2014 Budget

Open of Public Comment

Chairman Burt called for a motion to open the budget public hearing.

Board Member Adams moved to open the Public Hearing for the 2014 Budget. The motion was seconded by Financial Chairman Thompson. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Adams, Day, Holmgren and Carter voted in favor of the motion.

Public Hearing – Public Comment

There were no public comments on the budget for 2014.

Closing of Public Comment

A motion was made by Board Member Richard Day to close the Public Hearing. The motion was seconded by Board Member Charles Holmgren. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Carter, Day, Holmgren and Adams voted in favor of the motion.

Adoption of 2014 Budget

The Board Members were given a copy of the tentative budget that was presented at the last meeting. It was mailed with their packet for review. General Manager Jorgensen asked if anyone had any questions or comments about the budget and wanted to make a note that a 3% COLA for the employees and also consideration for a merit increase for the General Manager were built into the budget.

Board Member Charles Holmgren moved to adopt the budget for 2014 as presented. The motion was seconded by Board Member Richard Day. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board members Baugh, Holmgren, Day, Carter and Adams voted in favor of the motion.

Lance Postma – Cache Valley Property

Mr. Postma apologized for missing last month's meeting. He received the District's letter and immediately started working with Cache County; however, it takes a couple of weeks to get on their meeting agenda. He met with Cache Metropolitan Planning Commission and was told it will take at least 3 months to get through their process. That was back in the September/October time

period. The bank is requiring him to get approval from the District before they can provide financing. The bank is also requiring building plans and a current appraisal of the property. It will probably be January before he hears from UDOT on their traffic count study so he doesn't believe he is going to be able to get all the financing in order by the end of the year. He has building plans being designed by an engineer and has an architect involved to help design the facility. He also has several groups that are supporting him as far as leasing the facility when construction is completed. Chairman Burt asked what time frame he was looking at. He said the bank would need 60 to 90 days to finalize SBA financing. Richard Day asked about the UDOT study that was being done. Mr. Postma said it is a traffic study based on the type of business and they are trying to determine if they need to extend the center median of the highway to see if they have enough room to make a left hand turn and if they need to put in a right turn lane. If it does need to be done, UDOT will do the construction work but the business owner has to finance it. It is not a hindering factor but may delay the project.

Tyler Vincent arrived at this time.

Mr. Postma is willing to sign a lease to secure the property until financing comes through and when he is approved for financing he will start construction.

Roger Fridal arrived at this time.

Board Member Brent Baugh made a motion to allow Mr. Postma to lease the property for one year with an option to purchase until the 30th of June 2014, and to encourage Mr. Postma to sub-lease the property to the current tenant. The motion was seconded by Vice Chairman Rudd. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Vincent, Fridal, Day, Holmgren, Carter and Adams voted in favor of the motion.

General Manager Jorgensen said she will contact the current tenant and have him contact Mr. Postma if he wants to lease the property this coming year.

Project Updates – Bill Bigelow

Beaver Dam – The District developed the Lower Beaver Dam Spring as part of the Beaver Dam Project. There were wetlands within a stone's throw of the spring itself and the Army Corp of Engineers, through the NEPA process, required us to keep those wetlands wet. To do that, they made us design it so that the overflow of the spring collection box and the overflow of the booster station were at the same elevation. This was all required by the Army Corp of Engineers during the design process. After the project was built, the rules had changed and that requirement no longer applied. To protect the integrity of the springs we lowered the overflow. It has been lowered 3 feet so the springs aren't flooded all the time. There was a concern that muskrats might be attracted to the area and the water may find another path and escape from the in box. Bill Bigelow reported the springs have been flowing nicely.

Collinston Project – General Manager Jorgensen reported that we are still in the process of getting easements for the waterline and the second reservoir site. The second reservoir site is looking good and the landowner is working with us and is being very cooperative. We are still waiting to hear back from the landowner on the easements for the waterline. Chairman Burt asked how hard it would be to change the route of the waterline to go up to the dairy road and bypass their property. General Manager Jorgensen told him it was more expensive and not as direct and would be very intrusive to go around the landowner's house and through his back yard to get back down to the highway.

Trustee Reports – Board Members

Luann Adams: No Report

Jay Carter: No report

Charles Holmgren: Has an update on the Hansen, Allen & Luce Engineers, Greg Poole and Ryan Christensen. They have completed a study on the Hammond West and East Canal (Corrine canal) for Proctor & Gamble to transfer water shares. The preliminary work shows there are a lot of issues to deal with. They will not get a definite answer to approve the transfer to Proctor & Gamble.

Charles reported a concern from NRCS that the Canal Safety Project that Debbie Roper is working on may be given to the NRCS to complete because of lack of funding to UACD and they don't have the ability to do this. General Manager Jorgensen said Debbie Roper's position was only funded through 2013 so she is leaving the UACD. They aren't going to replace her yet the canal program to help people with compliance for HB 60 & 298 for Canal Safety still needs to be done. She is working on funds they received for last year. She had four meetings today and has some completed alignments and information for others. We are collecting all the letters for her and then we will be sending them to the State. We have talked about getting some funding from the legislature because it needs to be done in every county. Debbie Roper talked to Clint Hill about the possibility of the NRCS helping. We will step up and help complete the project in Box Elder County. Board Member Holmgren suggested that the Northern Utah Conservation District and the Conservancy District, and maybe the Canal Company, get together and see what we should be doing to help complete the project. Other counties don't have money to do the work and it is not their job to do it.

Charles Holmgren said that in the water resources meeting a couple of weeks ago they said in 2008 the legislature pulled \$500,000 from Water Resource's Dam Safety budget. The legislature mandates that dam's be made safe but don't give any funding to get it done. The alternative is to leave the dam dry and then farmers and ranchers are impacted. Water Resources needs to get together with the legislature and see if they will fund any of these projects they have mandated. General Manager Jorgensen mentioned the new proposed Canal Safety Legislation; as drafted it is modeled after the Dam Safety Act, whereas the State Engineer would have to inspect all canals in the state every 5 years. There is not enough money, time or personnel to accomplish that.

Richard Day: No Report

Roger Fridal: No Report

Tyler Vincent: A pork processing plant is coming into Brigham City. It is going to be a good thing for our county and a good thing for our city. When they are in full operation they will have 240 employees. We had a very good meeting with them today and they are ready to set up shop here in Brigham City. He went to Modesto and saw their plant in operation. It is amazing how organized they are; it is very impressive. Also, they are using some of our local trucking companies and have been buying pork, and will continue to buy pork, from our county. They are using Swift and Miller and have used Francis Trucking on occasion but will be using more. It will have a big impact on our county. Luann Adams said the pork processing plant property is set farther back and they are talking about putting retail and commercial on the front of their property. They are a great group of people and they will be a real asset to our area. Tyler Vincent said they will be processing 1,000 pigs a day and they will be buying some of those from local people. Brigham City was concerned with Premium Meats processing plant but they are very supportive.

Brent Baugh: No Report

LaRall Thompson: He just wanted to ask Charles Holmgren if they have finished work on Cutler Dam. Charles said they will be going into January. PacifiCorp called Darrin McFarland because of the freezing weather, the ice was plugging up their inlet and they thought they were going to have to run water down the canal but they got everything cleared of the ice and they didn't have to put water back into the canals. It should be finished in the next month. LaRall Thompson was concerned about where the water was going to come from to fill the reservoir again. Charles said that reservoir is so small it can be filled in 4 days. The average depth of Cutler is two feet.

Ross Rudd: He made a proposal to give General Manager Jorgensen a merit increase. She is doing a great job and we need to support her.

Clint Burt: No Report

General Manager's Report – Voneene Jorgensen

She appreciates the support from the Board in passing the 2014 budget. She went to the very first meeting of the State Water Strategy Advisory Team. There were about thirty people sitting around the table with all very different interests. We all left a little more frustrated than when we got there. We have a lot of work to do and everyone has to compromise but we need to make sure it is a feeling of "win-win" for everyone. She appreciates the direction on where we should go with Mr. Postma. She will get the lease agreement done and sent to Mr. Postma. Information was sent about the annual conferences in St. George in February and March. They were mailed with the packets.

Reappointment of Trustees – The County Commission has reappointed LaRall Thompson and Tyler Vincent to the Board. We are glad to have them back.

New Employee – Robert Thayne – She interviewed and hired Robert Thayne to be a System Operator to take over Bob’s responsibilities while he oversees the inspection on the Collinston Project when it begins. Robert Thayne has been with the District since December 2nd and he is really excited to be here.

Lower Beaver Dam Spring – The Lower Beaver Dam Spring adjustment is finished. It cost us just a little under \$3,000 but it is worth it because if the spring isn’t healthy we don’t pass all our testing and monitoring.

2014 Board Meeting and Holiday Schedules

General Manager Jorgensen stated the schedules were included with the packet that was mailed. The meetings are on the 4th Wednesday of each Month except in February, November and December.

Board Member Adams moved to approve the meeting schedule for 2014. Board Member Vincent seconded the motion. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Vincent, Fridal, Day, Holmgren Adams and Carter voted in favor of the motion.

The official holidays are the same as in previous years and are recognized state and federal holidays.

Board Member Adams moved to approve the Holiday Schedule for 2014. The motion was seconded by Financial Chairman Thompson. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Adams, Vincent, Fridal, Day, Holmgren and Carter voted in favor of the motion.

We have provided an updated schedule for the terms of office and it shows everyone’s terms of office and when they expire and we also sent out a new office information sheet. It has update phone numbers, etc.

Personnel Policy – We have been working very diligently on updating our personnel policy. That was one of the items in our audit was that we update our personnel policy. We almost had it done for Board Meeting but not quite so we will get it in the mail to you before next meeting so we can receive comments and finalize the policy.

2014 – IRS Standard Mileage Rate - \$.56 per mile

We have a standard motion to accept the IRS Standard Mileage Rate. It is at \$.56 for 2014 and we will begin using that January 1. It has gone down from last year.

New Truck - We have ordered a new pick-up truck from McFarland Ford in Brigham City and we paid \$21,000. Retail was \$35,000. The direction we got in the July 2013 Board meeting was to use local dealers if we could get a good price. We will get the truck at the end of January.

Board Member Vincent moved to approve the purchase of new pickup truck to serve the Bear River Water Conservancy District. Board Member Baugh seconded the motion. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Vincent, Baugh, Fridal, Day, Holmgren, Carter and Adams voted in favor of the motion.

Financial Business – LaRall Thompson

Approval of Financial Statements

The financial statements for November 2013 were prepared and provided to the Board Members in the packet that was mailed to them. Financial Chairman Thompson asked for the Board to review the financial statements and approve them.

General Manager Jorgensen pointed out that Chanshare has been doing really well and they have been current for several months. They have been cutting grass up until the snow fell. Also, Hot Springs Trailer Park in South Willard has asked us to set the pressure so they can take our water when their pressure goes down.

A motion was made by Board Member Adams to approve the financial statements as presented. The motion was seconded by Board Member Day. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Adams, Day, Vincent, Fridal, Holmgren and Carter voted in favor of the motion.

Closed Meeting To discuss Personnel Compensation

A motion was made by Board Member Adams to go into Executive Session to discuss Personnel Issues. The motion was seconded by Board Member Vincent. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Fridal, Adams, Vincent, Day, Holmgren and Carter voted in favor of the motion.

A motion was made by Board Member Vincent to approve a Cost of Living Increase at 2% for the District Employees. The motion was seconded by Board Member Carter. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Vincent, Carter, Fridal, Day, Holmgren, and Adams voted in favor of the motion.

Richard Day wants to task Financial Chairman Thompson to bring information on salaries so we can get moving on a merit increase for General Manager Jorgensen. The board members want information on salaries in other districts to see what they are paying. They want to look at all employees and look at steps for the personnel policy. General Manager Jorgensen mentioned the personnel policy will include job grades. Board Member Vincent would like to see a breakdown of benefits and would like to have us put a policy in place so we have some guidelines set up and we won't have to address this every year. Roger Fridal would like to express his appreciation for all the work the District employees do.

Unfinished Business – Chairman Clint Burt

There was no unfinished business discussed.

Public Comment

There was no public comment

Adjourn

A motion to adjourn the meeting was made by Board Member Adams. The motion was seconded by Board Member Fridal. Chairman Burt, Vice Chairman Rudd, Financial Chairman Thompson and Board Members Baugh, Vincent, Adams, Fridal, Day, Holmgren and Carter voted in favor of the motion.

The meeting adjourned at 9:11 p.m.