

**Bear River Water Conservancy District  
Board Meeting  
Wednesday, December 14, 2016 @ 7:00 p.m.  
Bear River Water Conservancy District Conference Room  
102 West Forest Street, Brigham City, Utah**

**Minutes**

**Present:** Trustees: Chairman Clinton Burt, Financial Chairman Charles Holmgren, Roger Fridal, Tyler Vincent, Jay Carter, Richard Day, Russell Howe, Neil Capener, and Jeffrey D. Scott

Staff: General Manager Voneene Jorgensen, System Operators Robert Phippen and Robert Thayne and Administrative Assistant Cassee Harper

Visitors: Bill Bigelow – Hansen, Allen & Luce  
Gabriel Blackham – Perry, Utah

Excused: David Forsgren

**Invocation:** Board Member Scott

**Pledge of Allegiance lead by Chairman Clinton Burt**

**Adoption of the Agenda – Chairman Clinton Burt**

A motion was made by Financial Chairman Holmgren to adopt the agenda as presented. Board Member Vincent seconded the motion. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion.

**Approval of the Minutes for the Board Meeting held November 9, 2016**

The minutes of the meeting held November 9, 2016 were included with the packet that was mailed to the Board Members.

A motion was made by Board Member Fridal to approve the minutes for the meeting held November 9, 2016. The motion was seconded by Board Member Vincent. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion.

### **Public Hearing – BRWCD 2017 Budget**

General Manager Jorgensen presented a summary of the budget for 2017. The Tentative Budget was presented to the Board on November 9, 2016. There has been 30 days to review the budget and the proposed budget remains unchanged. We have a balanced budget of \$1,850,368.00.

### **Opening of Public Comment**

Chairman Burt called for a motion to open the public hearing to hear comments from the public regarding the 2017 proposed budget.

A motion was made by Board Member Day to open the public hearing. The motion was seconded by Board Member Scott. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion.

**Gabriel Blackham** –I have had some interest for a while in protecting the Great Salt Lake. The Bear River feeds the Great Salt Lake and I view the water in the Bear River as belonging to the Great Salt Lake. I'm interested in familiarizing myself with projects that are diverting the water from the Bear River which I understand has happened for a long time but I just want to make sure it is done responsibly. I don't really know what your meeting is about I am just here to learn. I grew up in Box Elder County and realized that half of the Great Salt Lake is in Box Elder County. It is very special to have that here because the only other place in the world that is even like it is the Dead Sea in Israel.

### **Closing of Public Comment**

A motion was made by Board Member Day to close the public hearing. The motion was seconded by Board Member Vincent. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion

### **Adoption of 2017 Budget**

### **RESOLUTION 03–2016 ADOPTING THE BEAR RIVER WATER CONSERVANCY DISTRICT'S BUDGET FOR FISCAL YEAR 2017**

Board Member Scott made a motion to pass Resolution 03–2016, the Adoption of the 2017 Budget. Board Member Vincent seconded the motion. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion

### **Master Plan Update – Bill Bigelow**

We are making a lot of progress on the Master Plan. We have analyzed all the public water systems water usage as we have reported in the past. Right now, we are focusing our efforts on estimating what kind of facilities are going to be needed in the future for the District's five areas, Bothwell, Fielding, Beaver Dam, Collinston, Harper Ward and South Willard. We are also predicting facilities that will be needed to help the District to supply water to some of the agencies the District sells water to. We are also looking at strategies the District can use to encourage conservation in the county and looking for opportunities for more water sources. All this leading up to and prior to the development of the Bear River Project. The schedule is to have the Master Plan draft completed sometime in January then have about a 30-day review period for board members and other interested parties and adopt the Master Plan at the March Annual Meeting. Chairman Burt asked how many systems were identified in Box Elder County. Bill Bigelow replied there are about 32 water agencies not including the district's five service areas. There are a couple of small ones that include a small group of homes and some trailer courts. The Park Valley School District was counted as one but did not count the churches camp grounds or mantua campgrounds.

### **Trustee Reports – Board Members**

**Charles Holmgren** – The Bear River Canal Company has been approved on a loan application from the Division of Water Resources to improve the lining of the canals primarily in the Deweyville, Honeyville, Harper Ward Area to find seepage losses.

We have been negotiating with PacifiCorp on getting water before May 1 for irrigation purposes. The board of directors met this morning and we feel like we need to go before the shareholders of the company before we enter into any agreement with PacifiCorp for water before May 1. They want \$150,000 per year in a take or pay contract. We have used water before May 1 four or five times over the years when we have had an extremely dry spring and they have never charged us for it. What they have done is looked at water values along the Wasatch Front and think that we can pay Wasatch front water values. The thing that is most difficult is that it is take or pay so we could go 4-5 years and never need it and we think that money would be better used to make improvements to the canal.

The Snowpack at is 110% in the Bear River Basin which means we are off to a decent start, but my cloud seeding device has not been lit yet.

One interesting thing I would like to mention, when we were at the Board of Water Resources meeting we had an interesting project come before us in Weber County where West Warren Culinary Water System is making improvements to the waterline and Weber County is contributing \$220,000 to the waterline project as they are improving 12<sup>th</sup> street to little mountain. This is a big contrast as to what happened with the waterline replacement in Riverside with the Box Elder County Roads. Weber County is actually participating with waterline moving and road projects.

**Tyler Vincent** – If you want to hear what is going on in Brigham City come to council meeting tomorrow night. We are always grateful for the snow. We had a slow start and I was concerned about water. Brigham City has a lot of projects going on. Other than that, things are good.

**Roger Fridal** – Life is generally good in Tremonton. We need more water and it would be beneficial for the District to put a line in from Bothwell to Tremonton. We were told the other day by some people that we need to quit growing until we get more water. Our best source of water in real life is the Conservancy District right now so we are encouraging as much as possible to get more water from the Bothwell pocket into Tremonton. We would like to drill a well we but can't. We are implementing a tiered rate structure for water conservation and we will use the extra money to invest in secondary water but we still need more water in Tremonton. People do not like their water rates to increase. I was at the State Drinking Water Board and had a conference call from a little town on an Indian Reservation and their monthly water bill is \$144. Tremonton resident's pay \$13.00 for 13,000 gallons per month. It's like we are giving water away. We should be thankful and realize how blessed we are. To put in secondary water would cost a lot of money and need to obtain the water shares. We would have to run new pipe, it will be a big project.

**Neil Capener** – We might not have gotten the snow but we sure got a lot of rain.

**Richard Day** – Up above Pineview they had about 4 inches of snow 2 weeks ago so they are up about a foot to 18 inches with this last storm. That mountain is what brings everything into the Perry/Willard area.

**Russ Howe** – We used our 10 AF of water from the District in November and Rob was on the ball telling us what we were using. We had a meeting last night with Blaine Anderson from the Sunset Park Development and they are trying to prepare to tie onto our system and having water wheeled through our system to them. He would like to be put on the agenda next month. There is only 600 feet to connect our lines.

**Jay Carter** – Park Valley has been blessed all day today. We had about 3 inches of snow when I left. 2 weeks ago until the other day their was .7 inches of water in the rain gauge. It's been good, we had a little bit of snow and it melted and then we got about 3 inches today.

**Jeff Scott** – No report

**Clint Burt** – You all know this is my last meeting. I have appreciated it so much being on the board and the progress we have made compared to the first years we met in the Tremonton City building. We have made a lot of progress. Obtaining this building was a great deal and there were a lot of other things. We have had some good financial heads with and were able to purchase the farm in Bothwell. In hindsight, it was a steal for what it was purchased for. I have appreciated how the board backed me when I had problems a couple of years ago, and I am feeling good right now. I still feed the cows everyday so I'm in pretty good shape. Thank you a lot.

### **General Manager's Report – Voneene Jorgensen**

There is a copy of my written General Manager's report in your packet. Bill mentioned and talked about the Master Plan. We went to a meeting with the county and city planners on the 17<sup>th</sup> of November and got to talk to them about the population projections. It was a good meeting and I felt like they were interested in our findings and we vowed to keep everyone informed and share our information as we go along.

The Beaver Dam spring development has been completed as far as putting in the extension of the root barrier. Now the walkway needs to be completed.

The Bothwell road repair has needed to be done for some time now. There are some low spots and when the wind blows it blows the snow in so it is very difficult to access. We have gotten some quotes and we have done a lot of homework on it. Clayton Grover was out there giving us some good ideas on what grading was needed and the gravel etc. The cost of the road will be \$15,300 and Chanshare will share in the cost. It will be a quality road and will last a long time.

We are in the process of signing documents to have the property in Cache Valley listed. We have noticed the board vacancies and we have received letters of interest from Jay Capener for the Bear River Canal Company, Kip Heiner from Marble Hills and Kendal Morris from Acme Water Company and Mark Larson from Ukon Water Company for Independent Water Companies. The County Commission appointed Mark Larson for Independent Water Companies and Jay Capener for Bear River Canal Company. Richard Day was reappointed for the Mantua, Perry, Willard, and South Willard areas. Mayor Karen Cronin put in a letter of interest for that area also. We appreciate those who put in letters of interest to be on our Board of Trustees and we appreciate the County Commission for appointing our new trustees. Letters from the County went out yesterday to everyone who applied and was appointed.

We had a really good meeting today with the Department of Health and they gave us an opportunity to review the proposed design for septic system that would go in the C-Store above the Hot Springs Trailer Park. Lance Nielsen had an opportunity to review the design and is confident that using the pack bed media waste water system will do the job. It recirculates twice and breaks down the nitrates. The Health Department is comfortable with it and we feel like the Department of Health is ready to move forward and approve the conceptual design of that system. What makes me comfortable is that the Health Department will inspect the construction of the septic system and they will sign a contract with a stipulation that the system is evaluated every 6 months and if it is not in compliance or if it is not working as designed or there is a problem they will take away the permit until it is working properly. Also, the permit must be renewed annually. This has been a solution where everyone benefits. We have been able to protect the ground water and the developer has been able to do what he wants with his land also.

### **Purchase Order Policy –**

The purchase order policy in the past has required us to do a purchase order on all professional service and utilities, so all we would do is receive the bill then prepare a purchase order which defeats the purpose of the purchase order. General Manager Jorgensen requested the policy be amended as follows: Purchase orders will not be required for the following procurements:

employee wages and benefits, visa card purchases, cash purchases, postal service and stamps, professional services and utility expenses and other incidentals costing less than \$100.00.

A motion was made by Board Member Fridal to adopt Purchase Order Policy. The motion was seconded by Board Member Capener. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion.

**Resolution 04-2016 – Membership in the Utah Local Governments Trust**

A motion was made by Financial Chairman Holmgren to adopt Resolution 04–2016 to continue membership in the Utah Local Governments Trust by Resolution 04–2016. The motion was seconded by Board Member Day. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion.

**Personnel Policy Update –**

General Manager Jorgensen is proposing a vacation rate schedule change to more reflect the county’s policy. It will adjust everyone’s vacation time and will affect some employees positively and some negatively. The current year cap on vacation that can be carried over each year is equal to one year’s accrual. General Manager Jorgensen is proposing a change to the vacation time accrual as follows:

**Full-Time Employees**

<b><u>Years of Service</u></b>	<b><u>Pay Period Accrual</u></b>	<b><u>Annual Accrual</u></b>
0 through 3 years	3.68 Hours	95.68 Hours
4 through 7 years	4.68 Hours	121.68 Hours
8 through 11 years	5.52 Hours	143.52 Hours
12 through 15 years	6.48 Hours	168.48 Hours
16 through 19 years	7.36 Hours	191.36 Hours
20+ Years	8.32 Hours	216.32 Hours

A motion was made by Financial Chairman Holmgren to adopt the changes to the Personnel Policy. The motion was seconded by Board Member Fridal. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion.

**2017 Board Meeting Schedule, Holiday Schedule, IRS Standard Mileage Rate and Per Diem, Employee COLA and Compensation and Payroll Schedule**

The 2017 Board Meeting Schedule and Official 2017 Holiday schedule were sent to the Board Members with their packets. Vice Chairman Forsgren, who couldn't be here tonight, has asked that we move the November and December Board Meetings to the first Wednesday of the month rather than the second Wednesday because of a conflict with his city council meetings. The board discussed all options and made the decision to keep the original schedule.

A motion was made by Financial Chairman Holmgren to approve the Bear River Water Conservancy District 2017 Board Meeting Schedule and the 2017 Official Holiday Schedule. The motion was seconded by Board Member Howe. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion.

The IRS Standard Mileage Rate of 53.5¢ was announced on December 13, 2016.

The per diem rates for 2017 have changed slightly; they are \$10.00 for breakfast, \$14.00 for lunch and \$17.00 for dinner which comes to \$41.00 per full day.

A motion was made by Board Member Scott to adopt the 2017 IRS Standard Mileage Rate and State Per Diem Rates for 2017. The motion was seconded by Board Member Vincent. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion.

Financial Chairman Holmgren asked the Board if they wanted to consider a COLA for District employees following what the County has done by giving their employees a 1% COLA for 2017.

A motion was made by Financial Chairman Holmgren adopt a COLA of 1% for the Bear River Water Conservancy District Employees for 2017. The motion was seconded by Board Member Fridal. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion.

**Financial Business – Charles Holmgren  
Approval of Financial Statements**

The financial statements for November 2016 were prepared and provided to the Board Members. Financial Chairman Holmgren asked for the Board to review the financial statements and approve them.

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

**Open and Public Meetings Act Review –**

A 10-minute slide presentation was presented to the Board Members of the Utah State Auditors Introductory Course of the Open and Public Meetings Act.

**Public Comment**

There was no public comment.

**Adjourn**

A motion to adjourn the meeting was made by Board Member Fridal. The motion was seconded by Board Member Day. Chairman Burt, Financial Chairman Holmgren and Board Members Vincent, Fridal, Capener, Day, Howe, Carter and Scott voted in favor of the motion

The meeting adjourned at 8:50 p.m.