

**Bear River Water Conservancy District
Board Meeting
Wednesday, December 30, 2014 @ 6:00 p.m.
Bear River Water Conservancy District Conference Room
102 West Forest Street, Brigham City, Utah**

Minutes

Present: Trustees: Chairman Clinton Burt, Vice Chairman David Forsgren, Financial Chairman Charles Holmgren, Roger Fridal, Tyler Vincent, Jay Carter, Richard Day, Russell Howe 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

Excused: Neil Capener, Brent Baugh

Invocation: Board Member Fridal

Pledge of Allegiance

Adoption of the Agenda – Chairman Clinton Burt

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

Approval of the Minutes for the Board Meeting held November 19, 2014

The minutes of the meeting held November 19, 2014 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 19, 2014. The motion was seconded by Board Member Day. Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

UNAPPROVED

Budget Amendment – Voneene Jorgensen

The Utah State Auditor sent out an alert requesting that cities, counties, school districts and special service districts need to report the revenue generated by the taxes it levy's as well as any corresponding expenditures to the Redevelopment Agencies. Independent auditors should ensure that any financial statement for December 31, 2014 or later properly include revenues for tax increment revenues and associated expenditures. Budgets for current fiscal years should be amended to properly account for all tax increment revenues and expenditures whether received by your jurisdiction or paid on behalf of your jurisdiction to one or more RDA's. In order to be in compliance with the requirements of the Utah State Auditor we must amend the 2014 budget to reflect the \$106,914 that went to RDA's in 2014. General Manager Jorgensen requested a motion to amend the 2014 budget.

A motion was made by Board Member Scott to approve the amended 2014 Budget. The motion was seconded by Financial Chairman Holmgren. Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

Public Hearing – BRWCD 2015 Budget

Opening of Public Comment

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

A motion was made by Financial Chairman Holmgren to close regular meeting and open the public hearing. The motion was seconded by Board Member Vincent. A roll call vote was taken:

Jeff Scott – Aye	Jay Carter – Aye
Roger Fridal – Aye	Russ Howe – Aye
Tyler Vincent – Aye	Richard Day – Aye
Charles Holmgren – Aye	Dave Forsgren – Aye
Clint Burt – Aye	

There were no public comments on the budget for 2015.

Closing of Public Comment

A motion was made by Vice Chairman Forsgren to close the public hearing. The motion was seconded by Board Member Day. A roll call vote was taken:

Jeff Scott – Aye	Jay Carter – Aye
Roger Fridal – Aye	Russ Howe – Aye

Tyler Vincent – Aye Richard Day – Aye
Charles Holmgren – Aye Dave Forsgren – Aye
Clint Burt – Aye

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

The 2015 Tentative Budget was approved and there has been an addition of the RDA increment as required by the Utah State Auditor. We have an estimate of \$110,000 to be put in as the 2015 RDA revenue and expenditure. This has changed the amount of the budget from \$1,269,352 to \$1,379,352 for the proposed budget for 2015.

General Manager Jorgensen presented a summary of the budget for 2015. Included in the budget is bringing Robert Thayne on as a full-time employee and for a COLA of 3% to be granted at the Board's discretion.

Adoption of 2015 Budget

A motion was made by Board Member Carter to adopt the budget for 2015 as amended. The motion was seconded by Board Member Fridal. Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

Bothwell M&I Water System Impact Fee Analysis – Bill Bigelow

Bill Bigelow of Hansen, Allen & Luce has prepared the Impact Fee Capital Facilities Plan and Analysis. It was publicly noticed and given to all the libraries in the county. The engineer has certified that he has done this study in the proper manner and it has been calculated accurately according to the Impact Fee law. A copy was included in the Board packets for review.

Bill Bigelow summarized the Impact Fee Plan and Analysis for the Board Members. In 2005 the District adopted impact fees for the Bothwell M&I Water System. The life of an impact fee is generally between 6-10 years so the auditor has recommended that the District take a look at updating them. There have been several projects added to the Bothwell M&I Water System: the new reservoir was increased from 400,000 to 1,000,000 gallons because of outdoor irrigation; we have added an overflow pond for the tank since the existing overflow pond is too small and has caused trouble to the property owner; \$300,000 added to build a booster station next to the Newman well to increase the delivery flow rates to the M&I System; the installation of 12 fire hydrants and the cost of impact fee study. The Bothwell M&I Water System Impact fee went from \$2,860 to \$3,875. Impact Fees will become effective March 30, 2015.

**A PUBLIC HEARING TO RECEIVE INPUT FROM THE PUBLIC
REGARDING THE BOTHWELL M&I WATER SYSTEM IMPACT FEE
FACILITY PLAN, IMPACT FEE ANALYSIS AND THE PROPOSED
BOTHWELL M&I WATER SYSTEM IMPACT FEE ENACTMENT
RESOLUTION**

A motion was made by Financial Chairman Holmgren to close the regular meeting and open the public hearing regarding the impact fees pertaining to the Bothwell M&I Water System. The motion was seconded by Vice Chairman Forsgren. A roll call vote was taken:

Jeff Scott – Aye	Jay Carter – Aye
Roger Fridal – Aye	Russ Howe – Aye
Tyler Vincent – Aye	Richard Day – Aye
Charles Holmgren – Aye	Dave Forsgren – Aye
Clint Burt – Aye	

Chairman Burt asked for any public comment. There were no public comments.

A motion was made by Financial Chairman Holmgren to close the public hearing return to general session. The motion was seconded by Board Member Scott. A roll call vote was taken:

Jeff Scott – Aye	Jay Carter – Aye
Roger Fridal – Aye	Russ Howe – Aye
Tyler Vincent – Aye	Richard Day – Aye
Charles Holmgren – Aye	Dave Forsgren – Aye
Clint Burt – Aye	

**CONSIDERATION OF A RESOLUTION FOR THE APPROVAL AND
ADOPTION OF THE IMPACT FEE FACILITY PLAN AND THE IMPACT FEE
ANALYSIS AND THE SUMMARY THEREOF PERTAINING TO THE
BOTHWELL M&I WATER SYSTEM**

**CONSIDERATION OF THE ADOPTION OF THE ENACTMENT
RESOLUTION FOR THE IMPOSITION OF IMPACT FEES PERTAINING TO
THE SERVICE AREA OF THE BOTHWELL M&I WATER SYSTEM**

A motion was made by Board Member Vincent to adopt Resolution 03–2014 for the Impact Fee Facility Plan, Analysis and Summary and impose the proposed impact fees pertaining to the Bothwell M&I Water System. The motion was seconded by Board Member Howe. Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

Updates – Bill Bigelow, Bob Phippen and Rob Thayne

Collinston – Bill Bigelow

The booster stations are completed and operational. Both tanks have been tested and filled. The pipelines have been pressure tested and any problems have been fixed. Ukon has a spring that feeds their tank with a separate pipeline. The spring box that controls that spring needs to be built before the system can be put into service. Ukon had looked at the design and said it didn't have enough capacity and asked to have a design for a larger control station that would handle their full water right. The larger design had a much higher cost and so they decided to go with the original design and upgrade at a later time when the demand was higher. Also, the Cedar Hills subdivision meter station hasn't been installed yet because all the people will be out of water when that is done so that will be done very last. Rupp's will build that meter station within the next few weeks as planned. We are hoping to have everyone set up and obtain an operating permit within a month and have the system in operation.

Trustee Reports – Board Members

Jeff Scott – There are a couple of companies interested in coming to the County and if they do they will have some significant water needs.

Jay Carter – No Report

Russ Howe – No Report

Richard Day – It looks like South Willard is moving ahead with their secondary water system. They got a letter from Pineview Water with the costs and it will start up in 2016.

Roger Fridal – No Report

Tyler Vincent – Brigham City is having significant growth coming to the north end of town with more homes and more growth.

Charles Holmgren – The Canal Company has an election coming up in February. Bernie Nelson and Jeff Hardy are up for re-elections so they will be advertising for nominations. Proctor & Gamble is planning another phase of expansion on their plant and they want to move the canal to accommodate the build out. When the canal is moved it will affect wetlands and Proctor & Gamble has asked Charles to participate when they go before the Army Corp of Engineers. The snowpack numbers are impressive but the last storm didn't give what was expected for the Bear River Basin. Tony Grove is, of records, the wettest place in the State of Utah.

Dave Forsgren – No Report

Clint Burt – No Report

General Manager's Report – Voneene Jorgensen

The Collinston Project has been going great and it is finally coming to an end. I feel really good about the outcome. We have had good contractors on both the tanks and the pipelines and booster stations. Tomorrow is the last day that people have to pay for their connections. We have a list of a few that haven't paid yet. In the beginning we offered an incentive price of \$4,000 for every connection and it was to be paid by the end of the year, December 31, 2015. We are asking for direction what to do about those who haven't paid. The board said to give those who haven't paid a call tomorrow morning and if they don't pay tomorrow the early incentive price goes away.

Procurement (Purchasing) Policy

General Manager Jorgensen went over the Procurement Policy with the board members. It is very important for us to adopt the Purchasing Policy otherwise we will be subject to the State Procurement rules. This policy was written by the UASD for use by special districts. It fulfills the state requirements and gives special districts the ability to ensure that it is workable for our district. General Manager Jorgensen reviewed the small purchase amounts being recommended to the board for approval. She and the Financial Chairman met last week and worked through these amounts they felt were reasonable for our District. The Purchasing Policy was approved as written with the General Manager assigned as the Purchasing Officer.

A motion was made by Board Member Scott to adopt Resolution 04–2014 approving the Bear River Water Conservancy District Purchasing Policy. The motion was seconded by Financial Chairman Holmgren. Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

Personnel Policy

It has been recommended by the auditor that we update our Personnel Policy. The new policy comes from a template from the UASD and it covers the requirements that are needed to safeguard the District regarding employment issues. The previous Personnel Policy was adopted in 1995 and a majority of those policies have been incorporated into the new policy. The Personnel Policy was adopted with a few minor changes to the Sick Leave and Vacation Policies.

A motion was made by Board Member Carter to adopt Resolution 05–2014 the Bear River Water Conservancy District Personnel Policy and Procedures Handbook. The motion was seconded by Board Member Fridal. Chairman Burt, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion. Vice Chairman Forsgren opposed the motion. Motion carries.

2015 Board Meeting Schedule, Holiday Schedule, IRS Standard Mileage Rate and Per Diem, COLA and Trustee Compensation

The 2015 Board Meeting Schedule and Official 2015 Holiday schedule were mailed to the Board Members in their packets.

A motion was made by Board Member Vincent to approve the Bear River Water Conservancy District 2015 Board Meeting Schedule. The motion was seconded by Board Member Carter, Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

A motion was made by Board Member Scott to approve the Bear River Water Conservancy District 2015 Holiday Schedule. The motion was seconded by Board Member Fridal. Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

The IRS Standard Mileage Rate for 2015 is 57.5¢

A motion was made by Board Member Day to adopt the IRS Standard Mileage Rate for 2015. The motion was seconded by Board Member Howe. Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

The per diem rates for 2015 have not changed they are \$10.00 for breakfast, \$13.00 for lunch and \$16.00 for dinner comes to \$39.00 per full day.

General Manager Jorgensen asked that the Board consider a COLA for District employees for 2015 and mentioned that Box Elder County gave their employees a 2.1% for 2015.

A motion was made by Board Member Vincent approving a COLA of 2.1% for the Bear River Water Conservancy District Employees for 2015. The motion was seconded by Board Member Fridal. Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

General Manager Jorgensen stated that the \$60 per meeting compensation for Board Members has been in place for many years. A minimal increase has been budgeted for the board to consider an increase for the board member compensation from \$60 to \$75.

A motion was made by Financial Chairman Holmgren to increase Trustee compensation to \$75.00 per meeting. The motion died for lack of a second.

The spring conference information was included with the packets. The Rural Water Conference is at the end of February and Utah Water Users Workshop is scheduled March 16-18. Both are in St. George.

Reappointment of Trustees

We appreciate the County Commission for reappointing Commissioner Scott to our Board as the representative from the County Commission; Jay Carter who represents Western Box Elder County and Neil Capener for the Portage, Plymouth, Fielding, Riverside area. We appreciate your service.

Financial Business – Charles Holmgren Approval of Financial Statements

The financial statements for November 2014 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 Vincent to approve the financial statements as presented. The motion was seconded by Board Member Howe. Chairman Burt, Vice Chairman Forsgren, Financial Chairman Holmgren and Board Members Carter, Scott, Fridal, Vincent, Day and Howe voted in favor of the motion.

Vice Chairman Forsgren warned that Honeyville City had some checks come back that didn't match any of their vendors. The checks had been washed and cashed by other people. So be careful and watch the checks that have cleared the bank.

Public Comment

There was no public comment.

Adjourn

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

The meeting adjourned at 8:00 p.m.