



## Board Meeting Minutes

Wednesday November 19, 2025 @ 7:00 P.M.  
102 West Forest Street  
Brigham City, UT 84302

**In Attendance:** Jay Capener, Chairman  
Lyle Holmgren, Financial Chairman  
Mike Braegger  
Kelly Lemmon  
Joseph Summers  
DJ Bott  
Tim Munns

**Excused:** Riggin Holmgren  
Brodie Calder  
Boyd Bingham  
Lesley Kendrick

**Staff:** Chance Baxter, General Manager  
Jamie Williams, Office Manager  
Cody Deeter, EFG Consultants

### **1- WELCOME**

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

### **2- INVOCATION & PLEDGE OF ALLEGIANCE**

Offered by Trustee Kelly Lemmon

### **3- DECLARATION OF CONFLICTS OF INTEREST**

No conflicts declared

### **4- CONSENT AGENDA**

#### **4.1 Adoption of Agenda**

#### **4.2 Approval of Minutes – October 22, 2025**

Financial Chairman Lyle Holmgren made a motion to adopt items listed on the consent agenda, motion was seconded by Trustee DJ Bott; all members vote aye, motion passed.

### **5- APPROVAL OF FINANCIAL STATEMENTS – SEPTEMBER 2025**

Financial Chairman Lyle Holmgren stated that after reviewing the October financials and bank statements he found them to be in order. Trustee Tim Munns made a motion to approve the financial statements for October 2025, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

### **6- PUBLIC HEARING (action may be taken following the public hearing as deemed necessary)**

Trustee DJ Bott made a motion to open a public hearing for the purpose of amending the Water Service Policy, to include water rates specific to District owned property, motion seconded by Trustee Tim Munns; all members vote aye, motion passed.

Seeing no public in attendance, Trustee Tim Munns made a motion to close the public hearing and move back into the regular meeting, motion seconded by Trustee DJ Bott; all members vote aye, motion passed.

Trustee DJ Bott made a motion to approve the proposed amendments to the water service policy, specifically incorporating the verbiage discussed in the previous meeting and outlined in Section 2, 7.1 of the packet. *The District may provide water service to District-owned property at a rate that is “unique to this use”.* The motion was seconded by Trustee Tim Munns; all members vote aye, motion passed.

## **7- ACTION ITEMS**

### **7.1 Review and approve the 2026 Tentative Budget and set public hearing for final adoption**

Cody Deeter with EFG Consulting, reviewed the 2026 Tentative Budget, which included a 2.2% increase in operational expenses. The budget accounted for potential capital projects, such as the Bothwell project, which would be funded by a combination of water revenue bonds and impact fees from Tremonton City, if Tremonton City purchases additional water from the District. The board discussed the possibility of issuing bonds to fund the project, with the revenue from the bond issuance being supported by the rates of all water users.

They also reviewed the debt service coverage ratio, which showed that the district had a healthy amount of operating revenue to cover debt service. The budget included the 3% rate increase that was approved in 2024 for retail and wholesale rates, which would result in a gradual increase in rates every year for 5 years which was effective in 2025.

The board discussed the need to distinguish between different projects in the budget, such as the Bothwell project to include Tremonton to avoid confusion. They also reviewed the cash reserves and non-operating income, including property tax and impact fees.

Overall, the budget review showed that the district was in a good financial position, with a healthy amount of cash reserves and a stable revenue stream.

Trustee DJ Bott made a motion to approve the 2026 Tentative Budget and set the public hearing for final approval for December 10, 2025, motion was seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

(Tentative Budget attached)

### **7.2 Fraud Risk Assessment**

Jamie Williams presented the Fraud Risk Assessment for 2025, which is a required annual report by the state. The assessment showed that the district is at a very low risk for fraud, with a score of 375.

Williams explained that the assessment looks for mitigating controls, such as ensuring that multiple people are involved in financial transactions and that there are checks and balances in place.

The board did not take any action on the report, as only a review of the assessment is required. Williams noted that she would follow up on the ethical behavior policy and ensure that it is signed by the board.

## **PUBLIC COMMENT**

No public comment

**TRUSTEES REPORT**

**Lyle Holmgren**

No report

**Mike Braegger**

No report

**Kelly Lemmon**

No report

**Joe Summers**

No report

**DJ Bott**

Bott reported on the replacement of the aqueduct in Brigham City, which is currently underway and expected to be completed by the beginning of next year's irrigation season. Bott also addressed questions about the nuclear power project.

**Tim Munns**

No report

**Jay Capener**

No report

**ADJOURNMENT**

Trustee DJ Bott made a motion to adjourn, motion seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

## Bear River Water Conservancy District

2026 Budget



	Actual	Budget	Budget
	2024	2025	2026
<b>Growth</b>			
Average Monthly Retail Fee per ERC	77.50	\$ 75.96	\$ 78.24
Annual Retail Rate Increase	37.15%	3.00%	3.00%
Total Beginning Retail Users		295	310
Total New Retail Users	-	15	22
Total Ending Retail Users	295	310	332
Retail Growth Rate		5.08%	7.10%
Wholesale Rate/AF	\$ 465.75	\$ 478.95	\$ 493.32
Wholesale Rate Increase	35.00%	3.00%	3.00%
<b>Operating Revenue</b>			
<b>Water Sales</b>			
<b>Retail</b>			
5141 Beaver Dam Dry Taps	600	600	600
5142 Beaver Dam Retail	22,500	23,175	24,439
5152 Bothwell M&I Retail	70,000	72,100	82,927
5161 Collinston Dry Taps	11,235	11,572	11,919
5162 Collinston Retail	68,000	70,040	74,718
5172 Harper Ward Retail	111,000	114,330	120,003
5173 Harper Ward Dry Taps	-	-	-
5182 South Willard Retail	2,840	2,925	4,519
5190 Water Testing Reimbursed	240	247	255
<b>Wholesale</b>			
5153 Bothwell M&I Wholesale	292,000	300,760	309,783
5163 Collinston Wholesale	79,000	81,370	83,811
5183 South Willard Wholesale	21,500	22,145	22,809
<b>Rental Income</b>			
5212 Farm Power Reimbursement	40,000	40,000	-
5213 Farm Rent	80,700	83,121	-
5214 Office Space Rental	-	-	-
5215 Riverside North Garland Lease	2,218	2,218	2,218

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5216 Ukon Sublease	12,286	12,286	12,286
5217 Farm Water Sales			275,000
5218 Farm Land Lease			23,500
5219 Farm Building Lease		-	-
<b>Total Operating Revenue</b>	<b>814,119</b>	<b>836,889</b>	<b>1,048,787</b>

	Actual	Budget	Budget
	2024	2025	2026
<b>Operating Costs</b>			
<b>Wages</b>			
6110 Gross Wages	486,000	649,136	649,136
6111 Gross Wages: Bonuses	-	-	-
6112 Trustees Payroll Expense	10,000	12,360	12,000
6144 Payroll Expense - Other	4,000	4,994	-
<b>Benefits</b>			
6131 FICA Expense	38,097	54,936	56,584
6132 SUTA Expense	1,045	1,507	1,552
6133 Employee Health Insurance	137,850	198,780	198,780
6134 Dental Insurance Expense	7,500	10,815	10,815
6135 Employee Life Insurance	637	919	919
6136 Employee LT Disability	2,596	3,743	3,743
6138 Vision Insurance Expense	1,245	1,795	1,795
6139 HSA Contribution-Employer Paid	24,000	34,608	34,608
6140 Retirement & Benefits	89,650	129,275	129,275
6141 Workers Compensation	4,500	6,489	6,489
6143 General Gov Pension Expense	2,880	4,153	-
<b>Operations</b>			
6191 Uniforms-Office Personnel	450	450	450
6192 Uniforms-Systems Operators	600	600	1,050

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6210 Memberships & Registrations	8,000	20,000	25,000
6232 Mileage Reimbursement	10,000	10,000	10,000
6233 Travel Expenses & Meals	8,000	10,000	15,000
6241 Office Supplies & Postage	12,000	12,000	12,000
6261 Automotive Repairs	8,000	8,000	8,000
6262 Office Building Repairs & Maintenance	22,500	20,000	20,000
6263 Computer/Networking	11,000	20,000	20,000
6281 Office Utilities	10,000	15,000	15,000
6282 Telephone & Internet	10,000	12,000	12,000
6310 Lobbying	-	50,000	50,000
6311 Legal	60,000	60,000	60,000
6312 Accounting	25,000	50,000	50,000
6313 Engineering	70,000	100,000	100,000
6314 Exploration & Studies	150,000	300,000	300,000
6320 Engineering Howell Town (2025)		15,000	
6322 County Water Master Plan		175,000	
6448 Equipment and Tools	80,000	80,000	80,000
6449 Operating Supplies	45,000	20,000	20,000
6450 Beaver Dam O&M Expenses	30,000	30,000	30,000
6451 Bothwell System O&M Expenses	140,000	140,000	200,000
6452 Collinston System O&M Expenses	75,000	75,000	75,000
6453 Harper Ward System O&M Expenses	125,000	125,000	125,000

	Actual	Budget	Budget
	2024	2025	2026
6454 So Willard System O&M Expenses	30,000	30,000	30,000
6456 SCADA	50,000	50,000	50,000
6457 System O&M Expenses Fuel	25,000	20,000	20,000
6461 Water Service Connection Costs	10,000	10,000	10,000
6480 Weather Modification Expense	56,100	60,000	60,000
6490 Advertising & Media	7,000	7,000	7,000
6491 Printing and Reproduction	5,000	5,000	5,000
6510 Auto Insurance	4,000	4,000	7,000
6511 Fidelity Bonds	3,000	10,000	10,000

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6512 Liability Insurance		10,000	10,000	10,000
6611 Bank Service Charges		1,000	1,500	1,500
6612 Merchant Card Services		3,500	3,500	3,500
6613 Bad Debt		150	150	150
<b>Water purchased</b>				
6672 Water Purchased-BC		50,000	50,000	50,000
6673 Water Purchased-Deweyville		20,000	20,000	20,000
<b>Depreciation</b>				
6690 Depreciation		400,000	400,000	412,000
6691 Amortization Expense				
Add Back Depreciation		(400,000)	(400,000)	(412,000)
<b>Total Operating Costs</b>		1,985,300	2,742,710	2,618,346
<b>Net Operating Income</b>		(1,171,181)	(1,905,821)	(1,569,560)
<b>Non-Operating</b>				
<b>Non-Operating Income</b>				
<b>Property taxes</b>				
5501 Property Taxes		1,731,797	1,787,326	1,822,919
5502 Property Tax RDA		125,080	125,080	128,832
<b>Grants</b>				
5511 Weather Modification Grant		29,200	30,000	30,000
5512 Regional Drought Planning		-	-	-
5515.1 BR Canal PL 566	PL-566	750,000	750,000	244,330
<b>Impact fees</b>				
5521 Beaver Dam Impact Fees		-	-	-
5522 Bothwell Impact Fees		13,058	91,405	7,601,809
5523 Collinston Impact Fees		12,868	38,603	38,603
5524 Harper Ward Impact Fees		8,410	16,821	16,821
5525 South Willard Impact Fees		3,886	7,772	11,657
<b>Other non-operating income</b>				
5310 Connection Fees Collected		3,000	45,000	66,000
5410 Finance Charge Income		2,800	2,800	-
5610 Interest Income		60,000	-	85,000
5611 Bad Debt--inactive		-	-	-

	Actual	Budget	Budget
	2024	2025	2026
5630 Gain on Disposal of Asset	-	-	-

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5631 Contributed Capital		88,150	-	-
5640 Contribution from Fund Balance		-	-	-
<b>Non-Operating Expenses</b>				
<b>Contributions to other governments</b>				
6910 Contr. to other Gov'ts-RDA Encr		(125,080)	(125,080)	(128,832)
6911 Contr. to Other Governments		-	-	-
6313.5 BR Canal PL 566	PL-566	(750,000)	(750,000)	(244,330)
Thatcher Penrose IFFP	Other			(20,000)
Deweyville Pipeline	Other			(35,000)
Willard City PRV	Other			(75,000)
Mantua Town Generator	Other			(50,000)
<b>Total Non-Operating Revenue (Expenses)</b>		<b>1,926,947</b>	<b>2,019,726</b>	<b>9,492,810</b>
<b>Net Revenue Before Debt Service</b>				
<b>Debt Service Coverage Ratio</b>		<b>2.50</b>	<b>0.40</b>	<b>19.60</b>
<b>Debt Service</b>				
2008 South Willard Bond		116,126	115,892	115,614
2013 Beaver Dam Bond		8,000	8,000	8,000
2014 Collinston Bond		104,348	104,796	104,238
2018 Master Plan Bond		10,000	10,000	10,000
2020 Flat Canyon Well Bond		2,000	3,000	2,000
2021 Harper Ward Test Well		7,000	7,000	7,000
2024 SRF Loan		-	35,500	157,400
<b>Proposed 2026 Bonds</b>				
<b>Total Debt Service</b>		<b>302,614</b>	<b>284,188</b>	<b>404,252</b>
<b>Net After Debt Service</b>		<b>453,153</b>	<b>(170,282)</b>	<b>7,518,998</b>

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Other Sources				
2024 Bond Proceeds	SRF	2,840,000		
Proposed 2026 Bonds				8,500,000
Developer Contribution (Bothwell Segement A)				
Proposed 2030 Bonds				
<b>Grants</b>				
5510 State Grants	GOEO	-	900,000	100,000
5510 State Grants	CIB/County Water Master Plan		175,000	
5515 Federal Grants	USBR	434,724	1,580,223	-
5516 County ARPA Fund Grant		595,851	354,294	
Sale of Capital Assets -7 Acres				
<b>Total Other Sources</b>		<b>3,870,574</b>	<b>3,009,517</b>	<b>8,600,000</b>

	Actual	Budget	Budget
	2024	2025	2026
<b>Capital Projects</b>			
Pipe Segment A (10800 West & 12800 North to I-84) Bothwell	-		3,075,000
Pipe Segment B (Tank & 10800 West to 13600 North) Bothwell	-		3,539,000
Pipe Segment C (Along I-84 from 12800 North to 1000Bothwell	-		4,100,000
2.5m Gallon Storage Tank with Segment B	Bothwell	-	3,100,000
Collinston Project	Collinston	-	-
Additional Source - Future Well East Side	Collinston	-	-
Harper Well	Harper Ward	-	2,814,560
500,000 Gallon Storage Tank	Harper Ward	-	1,800,000
Transmission Line	Harper Ward	-	390,000
South Willard Well #2 - Drilling	South Willard	-	2,000,000
South Willard Pump House	South Willard		900,000
Transmission Line	South Willard	-	300,000
Transmission Line	Beaver Dam		-
Farm Building Purchase	Other		63,172
Depreciation or Asset Replacement		400,000	-
<b>Total Capital Projects</b>	<b>400,000</b>	<b>7,304,560</b>	<b>14,877,172</b>
<b>Change in Cash</b>	<b>3,923,727</b>	<b>(4,465,325)</b>	<b>1,241,826</b>
Beginning Cash	5,025,296	8,949,023	4,483,698
<b>Ending Cash</b>	<b>8,949,023</b>	<b>4,483,698</b>	<b>5,725,524</b>