Annual Board Meeting Minutes

Wednesday September 23, 2026 @ 7:00 PM
102 West Forest Street
Brigham City, UT 84302

In Attendance:	Jay Capener, Chairman	Lesley Kendrick, Vice-Chairman
	Lyle Holmgren, Financial Chairman	Mike Braegger
	Brian Shaffer	Kelly Lemmon
	Ryan Smith	Joseph Summers
	Boyd Bingham	
Staff:	Chance Baxter, General Manager	
	Jamie Williams, Office Manager	
Presenters:	Ridley Griggs, Hansen Allen & Luce	

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

2- INVOCATION & PLEDGE OF ALLEGIANCE
Trustee Kelly Lemmon

3- DECLARATION OF CONFLICTS OF INTEREST
No conflicts declared

4- CONSENT AGENDA
A- Adoption of Agenda
B- Approval of Minutes – July 22, 2026
Financial Chairman Lyle Holmgren made a motion to approve items A-B on the consent agenda, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

5- APPROVAL OF FINANCIAL STATEMENTS – JULY & AUGUST 2026
Financial Chairman Lyle Holmgren reported that he had thoroughly examined the financials. The only notable item was the $7.6 million budgeted for the Bothwell Project, of which very little had been spent. This project budget amount will roll over into the next year, and there is no cause for concern.

Trustee Kelly Lemmon questioned the $4,000 monthly payment to Bishop Consulting Group. Clarification was provided that this is a retainer fee, totaling $48,000 annually. General Manager Chance Baxter discussed the value received from this arrangement, noting that the consultant helped secure $2 million in funding during the recent legislative session, making the return on investment favorable. The board also confirmed that the contract is renewed annually and can be discontinued if desired.

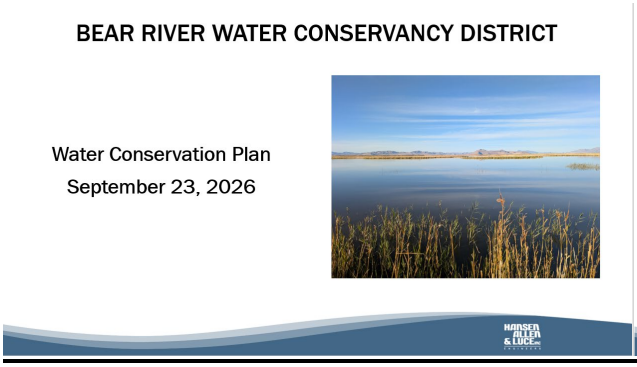
After discussion, Trustee Joe Summers made a motion to approve the financial statements, motion was seconded by Trustee Brian Shaffer; all members vote aye, motion passed.

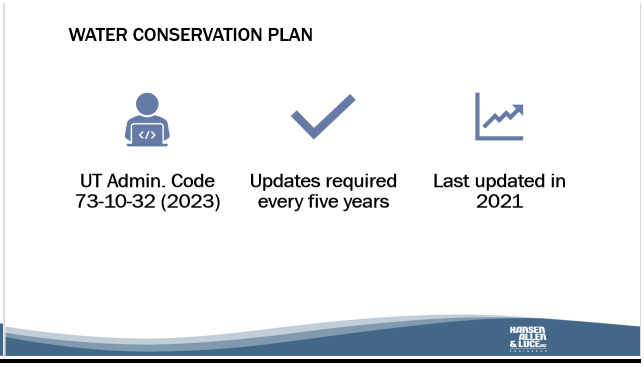
6- PUBLIC HEARING ***(action may be taken on items following the public hearing as deemed necessary)***
Ridley Griggs of Hansen, Allen, and Luce presented the proposed updated Water Conservation Plan for the District prior to the public hearing. He explained that the update is required by Utah's Water Conservation Plan Act, which mandates that such plans be revised every five years. The presentation

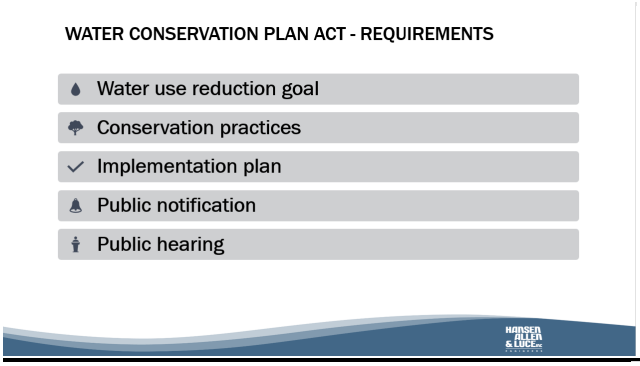
focused on the District's retail systems, noting that wholesale customers are responsible for their own conservation plans.

Ridley reviewed recent water use trends, highlighting that usage has remained relatively stable over the past decade, with notable increases during the COVID-19 pandemic in 2020 and the drought in 2022. He pointed out that the District's average water use is already below the state's regional goals projected for 2065, largely because most outdoor irrigation is supplied by sources other than the District. The updated plan sets a target maximum of 200 gallons per capita per day, aiming to remain below the highest recent usage year, while recognizing that most years already fall under this threshold.

Ridley also described the District's current conservation measures, such as public education, metering, and tiered usage rates, and outlined plans to enhance customer communication and monitor large water users in the future. He addressed questions from the board regarding the applicability of state conservation goals to small water systems and the effectiveness of conservation education, emphasizing the importance of keeping conservation efforts a priority.







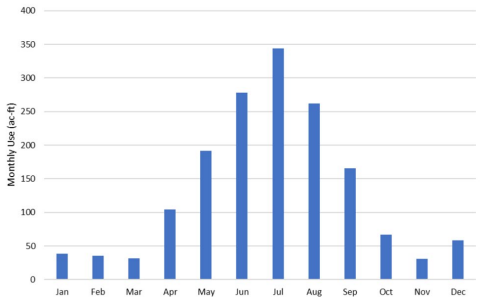


Figure 2-1: Monthly Average Residential Water Use (2025-All Systems)

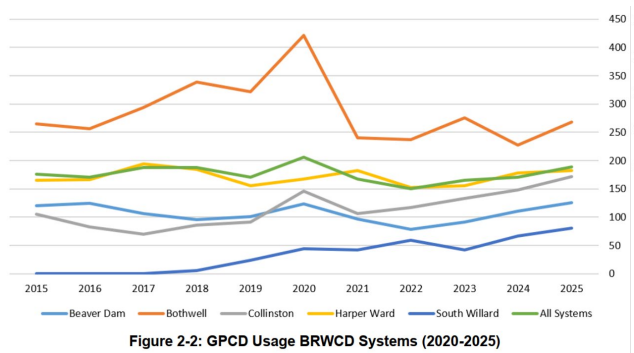


Figure 2-2: GPCD Usage BRWCD Systems (2020-2025)

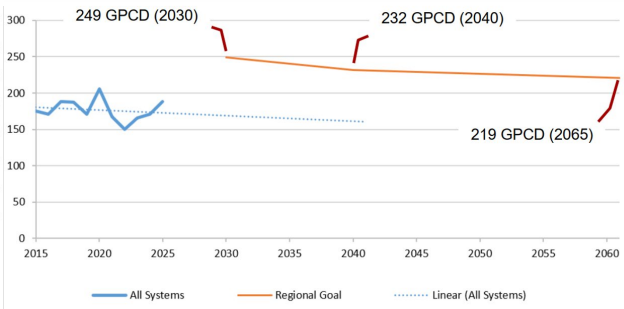


Figure 2-3: Historical GPCD with Regional Goals

WATER USE REDUCTION GOAL

Use Condition	Usage (GPCD)
Low Year (2022)	150
Average (2020-2025)	175
Goal	200
High Year (2020)	206

EXISTING CONSERVATION MEASURES

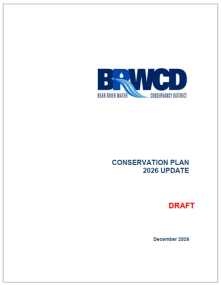
- Metering
- Meter testing
- Meter replacement
- Time of day watering
- Public education
- Leak repair
- Customer notification
- Drought resiliency plan
- Tiered usage rates
- Drought contingency plan

PROPOSED CONSERVATION MEASURES

- Public education
- Update website
- Encourage water-efficient landscaping
- Customer communication
- Periodically re-evaluate rates
- Drought response actions
- Evaluation of future large water users

NEXT STEPS

- Adopt plan
- Submit adopted plan (and evidence of adoption) to the Utah Division of Water Resources by December 31, 2026



Following Ridley Griggs' presentation on the updated Water Conservation Plan, board members asked questions regarding conservation education and practices. Lyle Holmgren inquired about effective educational strategies, to which Ridley responded that including water use comparisons in customer bills and providing information on the District website are common and effective methods. He also mentioned that some districts host community events or conservation fairs, though it is difficult to quantify their direct impact. Chance Baxter added that larger districts have dedicated conservation staff, but for this district, new metering technology allows for daily monitoring and quicker response to leaks, which helps customers conserve water.

With no further questions, the board thanked Ridley and Chance for their work. Trustee Kelly Lemmon made a motion to open the public hearing for the updated Water Conservation Plan, motion was seconded by Trustee Brian Shaffer; all members vote aye, motion passed.

Office Manager Jamie Williams stated that the purpose of the public hearing was to receive public comment on the proposed updated Water Conservation Plan and its adoption.

No members of the public came forward to comment. Trustee Boyd Bingham made a motion to close the public hearing, motion was seconded by Trustee Joseph Summers; all members vote aye, motion passed.

The board proceeded to consider adoption of the updated Water Conservation Plan, Trustee Mike Braegger made a motion to adopt the plan as presented, motion was seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

7- ACTION ITEMS

A- Jeff Richins Water Service Petition requesting approval for 12 new water connections associated with the development at 10000 W 10400 N Bothwell- Jeff Richins
Jeff Richins presented his petition to the board for water service to a proposed 12-lot subdivision on approximately 68 acres in Bothwell. He described the layout of the lots, the location of the property, and his plan to install an 8-inch water line at his own expense, following District specifications and engineering requirements. Jeff explained that he had already completed perk tests, obtained a feasibility letter from the health department, and submitted all necessary documentation to the county, with the exception of a will serve letter for water.

The board discussed the availability and allocation of secondary (irrigation) water for the lots. Jeff stated he has Bear River Canal Company shares that he intends to divide among the lots, and that the culinary water from the District would not be used for irrigation. Chairman Jay Capener raised questions regarding the sufficiency of the canal shares, the use and retention of spring and well water rights associated with the property, and the need to ensure that adequate secondary water remains with the land. General Manager Chance Baxter noted that spring water is currently available on the property and could provide an additional secondary water source for the proposed lots. Discussion followed regarding whether the spring water rights would remain with the property and how they could be utilized to help meet future irrigation demands. The board also discussed the challenges of managing and enforcing secondary water requirements for multiple lot owners, as well as the potential for the District to pursue acquisition of surplus spring water rights if they become available.

Financial Chairman Lyle Holmgren made a motion to offer a conditional will serve letter to Jeff Richins, with continued negotiations regarding water rights and shares associated with the property to ensure all secondary water requirements are met. The motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

B- Dylan Oyler Water Service Petition requesting 2 connections on 3400 W Deweyville-Dylan Oyler
Dylan Oyler appeared before the board to request culinary water service for a proposed subdivision of his five-and-a-half-acre parcel located off 3400 West in the Deweyville area. Mr. Oyler explained that he intends to split the parcel into two lots—one approximately 2.9 acres and the other just under 2.5 acres—and is seeking two culinary water hookups from the Bear River Water Conservancy District.

Mr. Oyler stated that he possesses five and a half shares of Bear River Canal Company irrigation water, which is sufficient to meet the secondary water requirements for both lots. Chance Baxter confirmed the property location and reviewed the District's infrastructure in the area. He noted that there is an 8-inch water main approximately 700 feet north of the property, and that Mr. Oyler would be responsible for extending the water line to serve the new lots, as well as installing a fire hydrant as required by the fire marshal. All engineering, construction, and associated costs would be the responsibility of the developer.

The board discussed the unique nature of the area, noting that while some nearby homes are served by Tremonton City, the proposed subdivision is within the District's service area and outside Deweyville's city limits. The board confirmed that the District has the capacity to provide water service to the proposed lots.

Trustee Brian Shaffer made a motion to provide a will serve letter to Dylan Oyler for his two-lot subdivision, motion was seconded by Vice-Chairman Lesley Kendrick; all members vote aye, motion passed.

C- Cloud Seeding Letter of Support – General Manager, Chance Baxter
The board discussed the District's annual participation in the state's cloud seeding program. General Manager Chance Baxter explained that the District has been involved in this program for over 15 years, partnering with the State of Utah and Rainmaker Technologies. The program's total cost is $60,000, with the District and the state each covering half. Chance noted that Rainmaker Technologies would present more information at the next board meeting, including updates on new technology such as drone-based cloud seeding and recent data supporting the program's effectiveness. Baxter is asking for board approval to send the letter of intent.

Trustee Kelly Lemmon made a motion to authorize Chairman Jay Capener to sign the letter of intent for the District's participation in the state cloud seeding program, motion was seconded by Financial Chairman Lyle Holmgren; all members vote aye, motion passed.

D- Tremonton Booster Station Re-Equipping
General Manager Chance Baxter and consulting engineer Ridley Griggs provided an update on the status and challenges of the Tremonton Booster Station. Chance explained that the booster station, originally constructed in the early 1990s, was designed to convey water from the District's system to Tremonton City, Riverside North Garland, and Ukon Water. The station contains a large vault with two pumps, but due to changes in Tremonton City's system and increased pressures, the pumps have sat idle for approximately 15 years and were not properly maintained. When an attempt was made to use the pumps about five years ago, both were found to be nonfunctional and were removed for repairs that never occurred.

For the past several years, Tremonton City's pressure has been sufficient to supply water to Riverside North Garland and Ukon Water without the need for the booster pumps. However, this summer, a drop in Tremonton's pressure resulted in the District being unable to deliver adequate water to Riverside North Garland, forcing that system to isolate part of its network to create a lower pressure zone.

Chance and Ridley investigated the situation, running hydraulic models and working with Riverside North Garland to determine the cause of the delivery issues. Their conclusion was that the booster station needs new pumps to reliably push water to Riverside North Garland. They also discussed the possibility of upsizing the pumps to provide redundancy and the ability to fill Ukon's tanks if needed.

Trustee Brian Shaffer suggested exploring alternative solutions before investing in new pumps. He noted that Ukon Water is planning to install a new 10-inch line that could improve regional water delivery, and that recent operational changes demonstrated Ukon's ability to deliver high pressure to the vault. Brian also mentioned the possibility of utilizing a nearby well as an additional water source for Riverside North Garland. He recommended that the District further evaluate these alternatives, including the feasibility of backfeeding water through Ukon's system, before committing to the expense of new pumps.

Chance agreed that redundancy is important and that the District should continue to investigate all options, including the cost and sizing of new pumps and drives, as well as the alternative delivery scenarios discussed. He emphasized that no money would be spent until the board had reviewed all findings and options.

Trustee Brian Shaffer made a motion to continue exploring all options for addressing the water delivery issues at the Tremonton Booster Station. This includes evaluating and obtaining pricing for new pumps and drives, as well as investigating all alternative solutions discussed during the meeting. The findings and recommendations will be brought back to the board for further consideration before any expenditures are made, motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

E- Utah Rural Water Association Board Member Appointment – General Manager Chance Baxter
General Manager Chance Baxter informed the board that he had been approached by the Utah Rural Water Association (URWA) to serve as a board member. He explained that the URWA is a significant organization in the state, providing training, resources, and support to rural water systems. The board position became available due to the retirement of Paul Fulghum, the long-serving representative from Tremonton City.

Chance clarified that the region he would represent on the URWA board includes Box Elder, Cache, and Rich counties, and that there are two representatives for this area. Chance outlined the benefits of serving on the URWA board, including that the association covers all travel and conference expenses for board members, which would relieve the District of those costs. He also emphasized his long-standing involvement with the association and expressed enthusiasm for the opportunity to represent the region and influence water policy and support for rural systems.

Trustees expressed support for Chance's appointment, recognizing the value of having the District represented at the state level and the benefits of the association's programs, such as circuit riders and technical assistance. Trustee Brian Shaffer specifically commented on the practical help the association provides to small systems like Ukon Water.

Chance requested the board's formal approval before accepting the appointment, stating that he would not proceed without the board's blessing.

A motion was made by Vice-Chairman Lesley Kendrick to approve General Manager Chance Baxter's appointment to the Utah Rural Water Association board as one of two representatives for Box Elder, Cache, and Rich counties, the motion was seconded by Trustee Mike Braegger; all members vote aye, motion passed.

8- DISCUSSION

A- Brigham City Water Supply Agreement – Chance Baxter, General Manager and Ridley Griggs, Hansen, Allen & Luce
General Manager Chance Baxter provided an update on the ongoing discussions and engineering studies related to Brigham City's request for a temporary wholesale water supply from the Bear River Water Conservancy District. Brigham City has requested up to 800 gallons per minute, or approximately 1,300 acre-feet per year, to be delivered through the Harper Ward system.

Chance explained that the District, in coordination with consulting engineer Ridley Griggs and Brigham City's staff and engineers, has been evaluating the feasibility of this request. A preliminary engineering memorandum indicated that while delivery through existing infrastructure may be possible, it would likely create hydraulic challenges. To further investigate, a real-world test was conducted using the current interconnection. The test initially allowed for about 100 gallons per minute to be delivered, which later increased to 350–400 gallons per minute as additional valves were isolated. However, the test results were inconclusive, with fluctuations in flow believed to be related to Procter & Gamble's water usage and possible incomplete isolation of Brigham City's pressure zones.

Chance noted that further coordination between the District's and Brigham City's SCADA systems is needed to fully understand the interactions and limitations. Additional modeling and testing will be required to determine whether the requested flow can be reliably delivered and what infrastructure improvements might be necessary.

On the policy side, Chance reported that the District's current water service policy does not allow for temporary water sales to municipalities. Legal counsel has begun drafting changes to allow for such

contracts, which would require board approval. The District is also developing potential contract language and evaluating the financial and operational implications of a temporary supply agreement.

The board discussed the importance of ensuring any agreement would be mutually beneficial and not negatively impact the District's existing customers. Chance emphasized that no decisions or commitments would be made until all technical, legal, and policy questions are resolved and brought back to the board for consideration.

The board agreed to continue studying the issue, updating the hydraulic model, confirming system operations, and developing policy and contract language. No action was taken at this time, and Chance committed to keeping the board informed as further information becomes available.

B- Expiring Board Member Terms – Jamie Williams, Office Manager
Office Manager Jamie Williams informed the board that three trustee positions on the Bear River Water Conservancy District board will be expiring soon. She explained that the county manages the application and appointment process for these positions. The vacancies include representatives for the County Commission; Portage/Plymouth/Fielding and Riverside; and Western Box Elder County. Jamie stated that anyone interested in serving should submit their application and express their interest to Chrissy Bennett, who will forward applications to the County Commissioners for consideration and appointment.

She noted that applications are typically due by 3:00 p.m. on the last Tuesday of November (November 24th this year), with the goal of having appointments made at the first County Commission meeting in December. Trustee Brian Shaffer also announced that he would not be seeking reappointment due to work conflicts. Jamie encouraged board members to suggest potential candidates for the open positions.

9- PUBLIC COMMENT
No public comment

10- TRUSTEES REPORT

Lesley Kendrick
Vice-Chairman Lesley Kendrick reported that she did not have a formal trustee report but raised a question regarding the status of Deweyville's contract with the District. She asked whether the final draft of the contract had been completed and adopted by Deweyville City. General Manager Chance Baxter responded that the contract was expected to be adopted by the city council soon and that he had recently spoken with the Council Member Nate Spackman, who indicated the council was supportive. Lesley expressed her intent to follow up with the mayor to help ensure the contract process moves forward in a timely manner.

Lyle Holmgren
Financial Chairman Lyle Holmgren did not present a formal trustee report but expressed interest in expanding the District's efforts in water conservation education. He suggested that the board consider additional educational initiatives to help residents conserve water, possibly in partnership with local extension services or other organizations. Lyle noted that such efforts would not require significant resources but could provide value to the District and the broader community.

Mike Braegger
No report

Brian Shaffer
No report

Kelly Lemmon
No report

Joseph Summers
No report

Ryan Smith
No report

Boyd Bingham
No report

Jay Capener
Chairman Jay Capener did not give a formal trustee report but took the opportunity to express his gratitude for the District's favorable water situation. He reflected on how fortunate the area has been compared to other regions experiencing water shortages and hardship. Jay emphasized the importance of recognizing and appreciating the District's blessings, noting that while others are struggling, the community has been able to share resources and remain in a strong position.

Chance Baxter (General Manager)
General Manager Chance Baxter informed the board about a potential collaboration with Utah State University on an aquifer storage and regeneration (ASR) project. He explained that ASR involves injecting high-quality water into underground aquifers that currently have lower water quality, with the goal of improving the aquifer and creating a form of underground water storage. Chance noted that Brigham City has successfully used this technique for many years, and that the state has recently allocated funding for innovative water projects like this.

A graduate student from Utah State University had reached out to Chance seeking a letter of support from the District to include in a grant application for state funding. The proposed project would involve studying the feasibility of injecting treated water—potentially sourced from deep wells and processed to drinking water standards—into local aquifers in Box Elder County. Chance clarified that the request was only for a letter of support, not for financial backing, and that the project was still in the application phase. He said he would circulate more information to the board and individually poll members for their support before issuing any letter on behalf of the District.

11- ADJOURNMENT

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

Meeting adjourned at 8:45 PM