



## CACHE WATER DISTRICT

Our water. Our future. Our choice.

The purposes of the District include planning for and facilitating the long-term conservation, development, protection, distribution, management and stabilization of water rights and water supplies for domestic, irrigation, power, manufacturing, municipal, recreational and other beneficial uses, including the natural stream environment, in a cost-effective way to meet the needs of the residents and growing population of Cache County.

[www.cachewaterdistrict.com](http://www.cachewaterdistrict.com)

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## CACHE WATER DISTRICT BOARD OF TRUSTEES MEETING MINUTES January 8, 2018

The Cache Water District Board of Trustees convened on January 8, 2018 at 5:30 p.m. for a REGULAR SESSION in the Cache County Historic Courthouse, Council Chambers, 199 North Main Street, Logan, Utah.

### **ATTENDANCE**

#### **MEMBERS OF THE BOARD IN ATTENDANCE:**

Jeannie F. Simmonds – Logan #1 Council District  
Herm Olsen – Logan #3 Council District  
Max Pierce – North Council District  
Jonathan W. Hardman – South Council District  
Shaun Dustin – Southeast Council District  
Jared Clawson – At-Large Position  
David L. Erickson – At-Large Position  
Don Baldwin – Agricultural Representative  
Jon White – At-Large Position  
Barbara Y. Tidwell – Logan #2 Council District  
Bret Randall – Northeast Council District

#### **ALSO IN ATTENDANCE:**

Justin Maughan, Paul Thompson (Utah Division of Wildlife Resources), Keith Shaw, Blaise Chanson, David Rosenberg (USU Department of Civil & Environmental Engineering), Lisa Welsh (USU), Clint Carney (USU), Hilary Shughart (Bridgerland Audubon Society), Chris Slater (J-U-B Engineering), Debbie Zilles

### **CALL TO ORDER**

The meeting was called to order by Chair, Jeannie Simmonds at 5:33 p.m.

### **REVIEW AND APPROVAL OF MINUTES AND AGENDA**

MINUTES (December 4, 2017) and AGENDA (January 8, 2018)

**ACTION: Motion by Ms. Tidwell and seconded by Mr. White to approve the agenda for January 8, 2018 and the meeting minutes from December 4, 2017 as submitted. The motion passed unanimously.**

## **PUBLIC COMMENT**

Blaise Chanson thanked the Board and expressed appreciation for all the work that has been done.

Hillary Shugart advised that the National Audubon Society has a grant opportunity titled "Plants for Birds" to help fund a water wise native plant demonstration garden. She considered the Logan River Golf Course clubhouse, however, Logan City Parks Director Russ Akina, is not interested at this time due to insufficient funds for maintenance. She asked the Board to consider locations that might be appropriate. She can get up to \$10,000 in funding to help.

## **DISCUSSION ITEMS**

### **COMMITTEE ASSIGNMENTS**

Conservation/Education – Tidwell, Hardman  
Bear River - Olsen  
Canal Companies – Clawson, Dustin  
Water Banking/Aquifer Storage – Dustin, White, Erickson

### **STATUS OF FUNDING**

Ms. Tidwell advised that an account was opened at Lewiston State Bank and the funds from Cache County were deposited. She recommended an interest-bearing account with the ability to transfer funds as needed. Mr. Clawson said he would be concerned with a CD that has a time limit. Chairman Simmonds said because the Board is a legal entity within the state it should allow access to a higher interest rate and complies with the Utah Money Management Act. Ms. Tidwell said it would be a savings or money market. Some banks have a "sweep account" that automatically transfers amounts that exceed, or fall short of, a certain level into a higher interest-earning investment option. Lewiston Bank will allow six (6) transfers per quarter from a savings account without any fees. She will get more information and report back at the next meeting.

Chairman Simmonds spoke with Jones Simkins about writing checks. They prefer not to take on this responsibility because of auditing obligations, however, they would be willing to issue checks and provide accounting and bookkeeping services if there is not a member of the Board who would be willing to sign checks. A bill would be presented to the group for authorized payment, Jones Simkins would issue a check, and then someone from the Board would sign it. Debbie Zilles could do that as the clerk if she was interested. Ms. Zilles said she would be happy to help if needed.

Mr. White asked why we would have to pay someone to write checks and suggested having two Board members write and sign checks rather than hiring Jones Simkins. Chairman Simmonds there is still a need for financial statements to be created; funds were put in the budget for them to do some of the financial work. Mr. White asked if there would be more than 3 checks a month written. Chairman Simmonds said she did not know for sure, but it would be doubtful. Chairman Simmonds said she performs these duties for another organization and it can be a lot of work. As the Board grows, she believes it would be good to have an entity in place to help with some of these responsibilities.

Mr. Clawson would like to see a bid/cost breakdown from Jones Simkins for the services.

Chairman Simmonds said someone needs to be identified to perform the quarterly and annual financial statements, according to the chart she passed out several months ago. Mr. Dustin volunteered to assist, with the amount of money it should be pretty straight forward. Chairman Simmonds asked Mr. Dustin if he wanted to take care of the reports or the checks. Mr. Dustin said he would not mind signing checks and take care of quarterly statements. Chairman Simmonds asked if he wanted to issue the checks. Mr. Dustin asked, "if by issue you mean writing them out?" Chairman Simmonds said yes. Mr. Dustin said he would, at least on a temporary basis. If it becomes too much, he will let the Board know. Chairman Simmonds asked if any members had concerns. Mr. White said it is a good idea.

Mr. Randall asked if a co-signer would be necessary. Chairman Simmonds said it will depend upon the policy that is put in place. Mr. Dustin said he would only do it if there are two signers required. Chairman Simmonds asked if Ms. Zilles could be the second signer, she could print the checks and work with you. Mr. Dustin said that would be fine. Mr. Clawson suggested approving and signing the checks at the end of each meeting. Mr. Dustin said he would be fine with that. Chairman Simmonds said she would get the software to print the checks and asked Ms. Zilles to be responsible for printing and Mr. Dustin to be in charge of signatures, and annual and quarterly statements.

Ms. Tidwell will have the bank statements sent to the District office. She asked about having a credit card. Mr. Dustin said that should be determined included in the financial policy. Chairman Simmonds said there are some policy documents on the special district websites. Brent Sandberg, from Jones Simkins, is reviewing the Board's audit compliance.

### **WaterSMART GRANT UPDATE**

Chairman Simmonds has a copy of the grant that was submitted in 2016 (but was not funded). She asked for permission to have J-U-B Engineering help with a proposal aimed at creating more cohesive ways to interact with cities and canal companies. Mr. Hardman said there is a need for community interaction and to identify needs. Putting together a structure of how to capture that information is an important element.

Mr. Randall asked what the cost for this service would be. Mr. Dustin suggested asking for a proposal based on the scope of work. Chairman Simmonds explained that the challenge is that the grant is due January 31, 2018.

Chris Slater, from J-U-B Engineering, said he does not have a formal cost and is hesitant to give out a price without consulting with a funding specialist.

Chairman Simmonds explained that J-U-B has all the formatting/information for the state portion of the grant. Mr. Randall said he is not opposed to the idea, he just wants to be prudent with the costs because of limited funding. Chairman Simmonds can get the cost and email the details out to each member.

Mr. Hardman advised that WaterSMART gives up to \$100,000 (\$50,000 annually for two years). Chairman Simmonds said she is going to try for \$25,000-\$50,000 over two years to be used for education programs and water resource data collection.

Mr. Erickson asked Mr. Hardman how this would fit into the grant specifications. Mr. Hardman said there is an implementation process and now that the District has been formed, it would be prudent to begin identifying local needs and prioritize future projects.

**ACTION: Motion by Mr. Olsen and seconded by Mr. White to move forward with the WaterSMART grant application, with no expenses over \$5,000. The motion passed unanimously (11-0).**

Mr. Dustin suggested setting limits when contracting with a company. The District should determine what needs to be approved and what should go out for bid. Mr. White pointed out that this is a unique and time-sensitive issue. Mr. Pierce agreed and suggested to begin working on a procurement policy. Chairman Simmonds said this is part of what Ms. Tidwell will be working on.

Mr. Randall asked if there is a match on funds awarded from the grant. Mr. Hardman said it is 50% of the total grant (some can be in-kind). Mr. Randall wondered if the vote was premature. Chairman Simmonds pointed out that one of the District's priorities is education and this helps to fulfill that goal. She will send the grant application out to be reviewed by the members before it is submitted. Mr. Dustin said that the grant does not have to be accepted if matching funds are not available.

#### **2018 MEETING SCHEDULE**

Mr. Pierce suggested meeting twice a month until summer to accomplish more. Mr. White recommended that each meeting have a specific purpose/goal. Mr. Clawson suggested re-evaluating the need for two meetings a month at the end of April.

**ACTION: Motion by Mr. Clawson and seconded by Mr. Pierce for the Board to meet twice a month (1<sup>st</sup> & 3<sup>rd</sup> Monday) beginning in February through April 2018. The motion passed (10-1). Mr. Baldwin opposed.**

Mr. Erickson said there is a need for a manager to be hired to help organize and focus the efforts of the Board. Mr. Clawson agreed.

#### **PRESENTATION: Restoration Efforts on the Blacksmith Fork River – Ann Neville**

- ✓ The Nature Conservancy started as a group of volunteers in the 1950's and is now the largest conservation organization. There are over 120 million acres and 4,00 river miles protected.
- ✓ The mission is "*Conserving the land and waters on which all life depends*".
- ✓ The action planning process identifies needs/management, defines the project, develops strategies and implementation and uses results to adapt and improve.

- ✓ In 2008 the Nature Conservancy, Bridgerland Audubon Society and the Division of Wildlife Resources began looking at ways to manage the Bear River, water supply and demand inventory and begin to build partnerships and programs to identify needs.
- ✓ Conservation Action Plan (CAP) is a collaboration to develop a river-wide, biologically driven plan for the Bear River. Introduction of some of the individuals who have participated in some of the projects.
- ✓ Summary of efforts on the Little Bear watershed were distributed.
- ✓ In 2013 Governor Herbert invited a group of stakeholders with extensive backgrounds in various aspects of water and with a diverse set of perspectives to form the State Water Strategy Advisory Team to solicit and evaluate potential water management strategies; frame various water management options and the implications of those options for public feedback; and, based on broad input, develop a set of recommended strategies and ideas to be considered as part of a 50-year plan.
- ✓ Bear River Commission - create a stakeholder task force to foster collaboration on watershed health. Support and facilitate the collection, sharing, interpretation and evaluation of environmental data.
- ✓ A main goal is to identify where water is needed and how to manage it, as well as focusing on education to maintain healthy tributaries.

### **OTHER BUSINESS**

Chairman Simmonds said Beth Nielson who has done a lot of work with aquifer storage and stream monitoring will do a presentation next month.

Mr. Dustin requested to receive the meeting agenda a week earlier, Chairman Simmonds said she would do that.

Mr. Randall asked for a status report on the time frame for hiring/interviewing a manager. Chairman Simmonds said there is a committee established that will begin moving forward.

Chairman Simmonds is working on the web page and will begin posting meeting minutes, the current interlocal agreement, bylaws, budget and other information.

### **ADJOURN**

The meeting adjourned at 6:43 p.m.