



## 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 February 5, 2018 MINUTES**

The Cache Water District Board of Trustees convened on February 5, 2017 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

##### **PUBLIC ATTENDANCE:**

Hilary Shughart (Bridgerland Audubon Society), Ann Neville (The Nature Conservancy), Wayne Hunsaker, Chris Slater (J-U-B Engineering), Wayne Hunsaker, Clint Carney(USU), Lisa Welsh (USU), Joe Tennant, Debbie Zilles

A closed session was held prior to the meeting to discuss a legal matter.

#### **CALL TO ORDER**

The meeting was called to order by Chair, Jeannie Simmonds at 5:34 p.m.

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

MINUTES (January 8, 2018) and AGENDA (February 5, 2018)

**ACTION: Motion by Mr. Clawson and seconded by Mr. Olsen to approve the January 8, 2018 minutes and the February 5, 2018 agenda as presented. Mr. Dustin requested to add a discussion regarding the Cache County Resolution to hire a manager to tonight's agenda. Mr. Erickson seconded the amendment. The motion passed unanimously.**

## **PUBLIC COMMENT**

Hilary Shughart encouraged keeping the webpage current, especially regarding meeting notifications. Ms. Zilles said the meeting agenda was posted to the website last week and will include Ms. Shughart on email notifications.

## **DISCUSSION ITEMS**

### **UPDATE - CACHE COUNTY RESOLUTION 2018-04 – HIRING A WATER MANAGER**

Mr. Erickson recapped discussion from the January 23, 2018 Cache County Council meeting regarding Resolution 2018-04. County Executive Craig Buttars voiced frustration with the delay of hiring a full-time manager for the Water District. The County has committed funds for this endeavor and he would like to see someone hired who will be proactive regarding the water needs of the Valley. It is imperative to move forward. Mr. Ward agreed. Mr. Erickson said there is a need for familiar and consistent representation at various meetings. The motion to move forward with the hiring of a manager was passed by the Council unanimously.

### **COMMITTEE UPDATES**

Mr. White asked about the search committee progress. Chairman Simmonds advised that she received the bank checks today and a posting can now be done. Mr. Dustin said he was not notified about anything and would like to be included in this committee.

### **UPCOMING ELECTION**

Chairman Simmonds advised that there will be 5 seats on the Board up for selection this November. The election will be held in conjunction with the County election. Candidates must reside within the division of the District from which they are elected and be a registered voter. She suggested adding that they own property, however, Mr. Olsen said property ownership cannot be mandated criteria. Mr. White noted that a member should own something in order to have a legitimate right to vote on taxation issues. It was determined that the standard candidate application form be used.

Chairman Simmonds asked if there should be a filing fee associated. There is currently a \$25.00 filing fee for the County and a \$50.00 fee for the School Board. Mr. Randall noted that this is not a paid position. Mr. White recommended \$25.00. Mr. Clawson agreed that this would demonstrate a good faith effort in the decision to run for election.

**ACTION: Motion by Mr. White and seconded by Mr. Clawson to approve a \$25.00 filing fee to be required for candidates running for election to the Cache Water District Board. The motion passed unanimously 10-0\*.**

**\*(Max Pierce absent at the time of the vote)**

Mr. White said he would find out whether the Board needs to pay any fees for the election process.

Mr. Dustin advised the filing dates begin March 9 and end March 15, 2018 @ 5:00 p.m.

Chairman Simmonds said County Clerk Zollinger would take care of the appropriate noticing requirements.

Seats open for election: Brett Randall, Shaun Dustin, Jon White, Jonathan Hardman and Herm Olsen.

## **PROCUREMENT POLICY**

Ms. Tidwell did not get all the information together for this meeting.

Chairman Simmonds advised that a computer and QuickBooks accounting software need to be purchased. Mr. Dustin suggested using QuickBooks online rather than purchasing the software. The online version will allow multiple users to access the information and does not have to be tied to just one computer. The software is \$350.00 and the online version is a monthly subscription of \$40-50. The desktop version is less expensive in the long run but cannot be installed on more than one machine or have more than one user.

Chairman Simmonds requested approval for the purchase of an accounting software or subscription up to \$50/month.

5:56 p.m. Max Pierce arrived.

**ACTION: Motion by Mr. Dustin and seconded by Mr. Olsen to approve a purchase of up to \$50/month for accounting software or subscription. The motion passed unanimously 11-0.**

## **ACCOUNTING ROLES, RESPONSIBILITIES, CLARIFICATION & DISCUSSION**

Mr. Dustin had asked for more detailed clarification regarding the discussion at the last meeting, specifically related to his financial responsibilities and who would be signing checks. The minutes, as submitted, were amended to be more specific. Mr. Dustin confirmed that he will handle the quarterly and annual reports as well as be an authorized signer on checks.

Chairman Simmonds said her understanding was that Ms. Zilles would print checks and be an authorized signer (two signatures required on each check). Ms. Zilles asked if she should sign the checks if she is getting paid. Mr. Dustin noted that Nibley City has three authorized signers. Mr. Erickson said he would be willing to be a signer. Ms. Tidwell advised that the authorized signers need to go to Lewiston State Bank and be put on the account. She asked if she would be signing checks. Chairman Simmonds said she would make the deposits and manage the funds but would not sign checks.

## **PURCHASE OF WATER DISTRICT COMPUTER & SOFTWARE**

Mr. Dustin recommending purchasing a computer after a manager is hired.

## **STATUS OF BUREAU OF RECLAMATION GRANT**

Chairman Simmonds worked with J-U-B Engineering to submit the grant application for \$106,000 prior to the January 31, 2018 deadline. The filing was done as a new watershed group, so there will be no required funding match other than \$6,000 for staff time.

Chairman Simmonds informed members that she has applied for a Dun & Bradstreet (D-U-N-S) number, which is required by the federal government for contracts or grants; and registered in SAM (System for Award Management) in order to do business with the U.S. government, and applied for a CAGE (Commercial and Government Entity) Code. The grant was filed under the County's information and will be changed over when the Board receives the information.

### **COMPOSITION, LEADERSHIP & PROGRESS OF SEARCH COMMITTEE**

Mr. Pierce apologized for arriving late. He questioned whether there would be enough work for a full-time manager. Mr. White advised that there would be plenty to do based upon Bob Fotheringham's (the previous Water Manager) role. A manager is needed to attend the many committees and meetings, write grants, research and data collection, oversee management of the program and provide continuity for the District. Mr. Erickson agreed and said there needs to be a "familiar face at the table" and a main point of contact for Cache Valley.

Mr. Dustin noted that there are only three years of financial support from the County left, the manager would begin working on long-term funding and help "keep the ball rolling". A commitment was made to the voters. Ms. Tidwell agreed and pointed out that there are so many things going on that representation from the Valley is absolutely necessary.

Chairman Simmonds said she has worked hard to provide representation and has attended many meetings. Mr. Dustin noted that she has done a good job, Ms. Tidwell agreed and said a full-time person is needed. Mr. Hardman said the Board has control over who is hired, the position will be as successful as the person who is selected.

Ann Neville, from the Nature Conservancy, pointed out that she has been in her position for just over a year and is finally getting familiar with the vernacular and representatives of the many different committees and boards. There is quite a learning curve, which takes time. She believes there will be more than enough work for a manager.

Chairman Simmonds said she will get a job posting out by the end of the week. An advertisement will be placed in the Herald Journal and on the Special District website. It will be open for 30 days. A sub-committee, comprised of Mr. Hardman, Mr. White, Mr. Randall, Mr. Dustin and herself, will review the applications and bring the finalists to the Board for consideration.

### **REVIEW OF FINANCE & CONTRACTING POLICY**

Chairman Simmonds met with the State Auditor and advised that the Board must follow the state policies for local government. Mr. Dustin said that there is state law as well as city policy (for example, state law does not require two signers on checks, however, city policy can). He has talked with the Nibley City Treasurer and has copies of the policies and procedures that have been developed. He would like to have a concise and easy-to-follow policy for day-to-day operation that is consistent with state law.

Chairman Simmonds tasked Mr. Erickson, Mr. Dustin, Mr. Olsen and Ms. Tidwell to begin working on a finance policy.

Ms. Tidwell asked for clarification of the specific duties of the Treasurer, as outlined in the bylaws (3.3.4 (5) “*along with any other person authorized by the Board, sign all checks, provided, however, that the person maintaining the financial records may not sign any single signature check*”. This seems to indicate that she would be an authorized signer on checks.

Chairman Simmonds suggested having Ms. Zilles be responsible for only the printing of the checks and Mr. Dustin, Mr. Erickson and Ms. Tidwell be authorized signers. The Board agreed with this recommendation.

### **RESOLUTION FOR GRANT SUBMITTAL**

Chairman Simmonds presented the resolution as follows:

**OFFICIAL RESOLUTION  
RESOLUTION NO. 2018 - 01  
Cache Water District**

WHEREAS, The **Cache Water District Board** must maintain, provide for, and service the Water System,

WHEREAS, The **Board** sees the need to implement the **Watershed Management and Conservation Project** to improve water efficiency,

WHEREAS, The **Board** desires to obtain grant funding from the Bureau of Reclamation through the **WaterSMART: Cooperative Watershed Management Program – Phase I Grants for Fiscal Year 2018**.

NOW, THEREFORE, BE IT RESOLVED that the **Board of Directors**, agrees and authorizes that:

1. The **WaterSMART: Cooperative Watershed Management Program – Phase I Grants for Fiscal Year 2018** application prepared by **J-U-B Engineers, Inc.** has been reviewed by the Board of Directors and supports the contents therein;
2. The **Cache Water District** is capable of providing the amount of funding specified in the funding plan; and
3. If selected for a **WaterSMART: Cooperative Watershed Management Program – Phase I Grant for Fiscal Year 2018**, the **Board** will work with the Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement.

**ACTION: Motion by Mr. Olsen and seconded by Ms. Tidwell to approve Cache Water District Resolution No. 2018-01 for submission of 2018 WaterSMART grant application. The motion passed unanimously 11-0.**

**PRESENTATION by Dr. Beth Nielson – Logan River Observatory**

This project began as part of the iUTAH program, an interdisciplinary research and training program aimed at strengthening science for Utah's water future. iUTAH brings together a network of researchers, universities, governmental agencies, industry partners, and non-profit organizations.

Utah received a 20 million dollar EPSCoR (Established Program to Simulate Competitive Research) grant to build infrastructure and help make Utah more competitive in research. As part of the program, equipment was installed in three different watersheds (Logan River, Red Butte Creek and Provo River) including weather, water quality and flow monitoring stations. The program is at the end of its funding, however, USU has figured out a way for it to continue it for the next three years.

Logan GAMUT (Gradients Along the Mountain to Urban Transitions) consists five primary monitoring sites located at Franklin Basin, Tony Grove, USU Water Lab, Main Street and Mendon Road which collect real time research data such as water flow and help monitor how water resources change as the landscape transitions from a natural mountain environment to an urbanizing valley. The lower stations near Mendon Road help quantify the impacts of mixed urban and agricultural surface types on the river hydrology and ecology. By measuring stream flow and a wide variety of chemical parameters, the research provides a better picture of where the water is coming from, where it is going, and where it is being stored.

Ms. Nielson wanted the Board to know that these resources are available and partner in figuring out what other areas should be monitored, what the future direction should be, and work together to make better decisions about water management. She explained that fluorescent-dye tracing was used to determine recharge areas, general directions of groundwater flow from four karst springs in the Logan Canyon area of the Bear River Range in northern Utah. Dewitt, Wood Camp Hollow, Logan Cave, and Ricks Springs discharge from carbonate rocks into the Logan River, and are the base level of ground water that discharges from this region. Karst features include large springs that discharge along major rivers, losing streams in tributary drainages, caves and pits, blind valleys, sinkholes, and dolomite pavement

Mr. White asked about recharge loss on the Island area in Logan. Ms. Nielson said she does not know specifically what has been done to address the issue, but it has been minimized.

Mr. Erickson said some of the research seems to be redundant to what has been done in the past. Ms. Nielson explained that each basin geology is unique. Measuring real time flows at various locations helps determine where there are gains and losses.

Chairman Simmonds went the last iUtah presentation. The data collected can be useful in making long-term decisions about how to manage water effectively for Cache Valley.

### **OTHER BUSINESS**

Chairman Simmonds noted that the next meeting is scheduled for February 19, which is President's Day and most government offices will be closed. Mr. White asked if there were any agenda items that need to be discussed before the March meeting. Mr. Olsen suggested that if something comes up before the March meeting the Board can be notified.

Next meeting scheduled for March 5, 2018 @ 5:30 p.m.

### **ADJOURN**

The meeting adjourned at 6:55 p.m.