

CACHE WATER DISTRICT BOARD OF TRUSTEES MEETING
SEPTEMBER 11, 2017
MINUTES

The Cache Water District Board of Trustees convened in a regular session on September 11, 2017 at 5:30 p.m. 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
Barbara Y. Tidwell – Logan #2 Council District
Max Pierce – North Council District
Jonathan W. Hardman – South Council District
Jon White – At-Large Position
David L. Erickson – At-Large Position
Don Baldwin – Agricultural Representative

MEMBERS OF THE BOARD ABSENT:

Herm Olsen – Logan #3 Council District
Bret Randall – Northeast Council District
Shaun Dustin – Southeast Council District
Jared Clawson – At-Large Position

ALSO IN ATTENDANCE:

Craig W Buttars – Cache County Executive
Clint Carney – Utah State University
Tyler Withers – Franson Civil Engineers
Hilary Shughart – Bridgerland Audubon Society
Ann Neville – The Nature Conservancy
Mike Allred – Utah DWQ
Ron Natali
David Koontz
Scott Clark
Rebecca Thorpe
Casey Saxton
Jess Bradfield
Janeen Allen

CALL TO ORDER

The meeting was called to order by Chair, Jeannie Simmonds at 5:31 p.m.

REVIEW AND APPROVAL OF MINUTES AND AGENDA

1. **MINUTES** (August 7, 2017)
2. **AGENDA** (September 11, 2017)

ACTION: Motion was made by Baldwin and seconded by Tidwell to approve the August 7, 2017 minutes and the September 11, 2017 agenda of the Cache Water District as written. The vote in favor was unanimous, 6-0; Olsen, Randall, Dustin, White and Clawson absent at time of vote

PUBLIC COMMENT

There was no public comment.

ITEMS OF BUSINESS

5:32 p.m. – Jon White arrived

1. APPROVAL OF INTERLOCAL AGREEMENT

ACTION: Motion was made by Erickson and seconded by White to approve the Interlocal Agreement between Cache County and the Cache Water District. The vote in favor was unanimous, 7-0; Olsen, Randall, Dustin and Clawson absent at time of vote

Simmonds will present the resolution from the district's attorney at the next meeting to be approved and signed. A resolution will then go before the Cache County Council to approve the County Executive to sign the Interlocal Agreement with the Cache Water District.

DISCUSSION ITEMS

1. REVIEW OF CACHE WATER DISTRICT BOOTH AT THE COUNTY FAIR

Hardman expressed appreciation for the cooperation and work of board members who helped man the booth during the County Fair.

An example of the survey Hardman put together using the 2013 Water Master Plan and the results of the survey are a part of these minutes as "Attachment A." The survey asked people to mark what they believed to be the highest priority for the Cache Water District to focus on. The categories were:

- Water Conservation & Education
- Study Aquifer Storage & Recovery
- Environmental Water Demands (Identify instream flows & critical habitats)
- Develop Additional Water Storage
- Develop a Water Banking System to Facilitate Water
- Help Communities Develop Secondary Water Systems for Irrigation
- Help Maintain and Improve Aging Irrigation Delivery Systems (canals)

Hardman reported that the survey produced 57 responses. The top priority according to the survey was **Water Conservation & Education** with 37%. **Developing Additional Water Storage** received 21% of the vote. A chart showing the survey results is also a part of these minutes as “Attachment B.”

Hardman asked for reimbursement from the district in the amount of \$197.22 for items purchased for the booth. Also attached to these minutes is a pamphlet on Water Conservation in the Home that was given out from the booth.

After a brief discussion, the board determined to budget money towards a booth during the County Fair as a means to educate the public on the purpose and function of the Cache Water District.

2. REPORT OF PREVIOUS COUNTY WATER DEPARTMENT BUDGET – Craig Buttars

Buttars reported the remaining balance for the 2017 County Water Department is \$168,009.00. Previously, two-thirds of Cherie Davis’ salary came from the Water Department budget, but as of September 1, 2017, her salary will come completely from the GIS budget. However, 10% of Jacob Adams’ salary will come from the Water Department budget. Buttars said he would look into and provide more detail as to the type of work Adams is doing for the Water Department. This will continue to the end of the year.

Simmonds will take over the transfer of money and make it match the budget for the Water District for next year. White suggested cutting all ties with the County by the end of the year so that the district can function on its own.

3. FUTURE PLANNING

The board members discussed how to handle planning to move forward with the district infrastructure and goals. Several ideas were put out regarding when to hire a manager and secretary and if that will fit into the budget.

Erickson said a manager and secretary should be hired as soon as possible, but Simmonds thought that the money needs to be in place before they can be hired.

Buttars noted that a lot of interest has been expressed in the Manager’s position and there are a lot of qualified people who can fill the role quickly.

After more discussion, the board decided to form a subcommittee to look into job descriptions for a manager and secretary for the district. Hardman, Tidwell, and Simmonds volunteered for the subcommittee.

4. PRESENTATION: UTAH DIVISION OF WATER RIGHTS – Will Atkin, TAC

The remainder of the meeting was a presentation from the Utah Division of Water Rights by Will Atkin. The Powerpoint presentation is part of these minutes as “Attachment C.”

The audio of his presentation is available on the Utah Public Notice Website at: www.utah.gov/pmn/index.html

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ATTACHMENT A

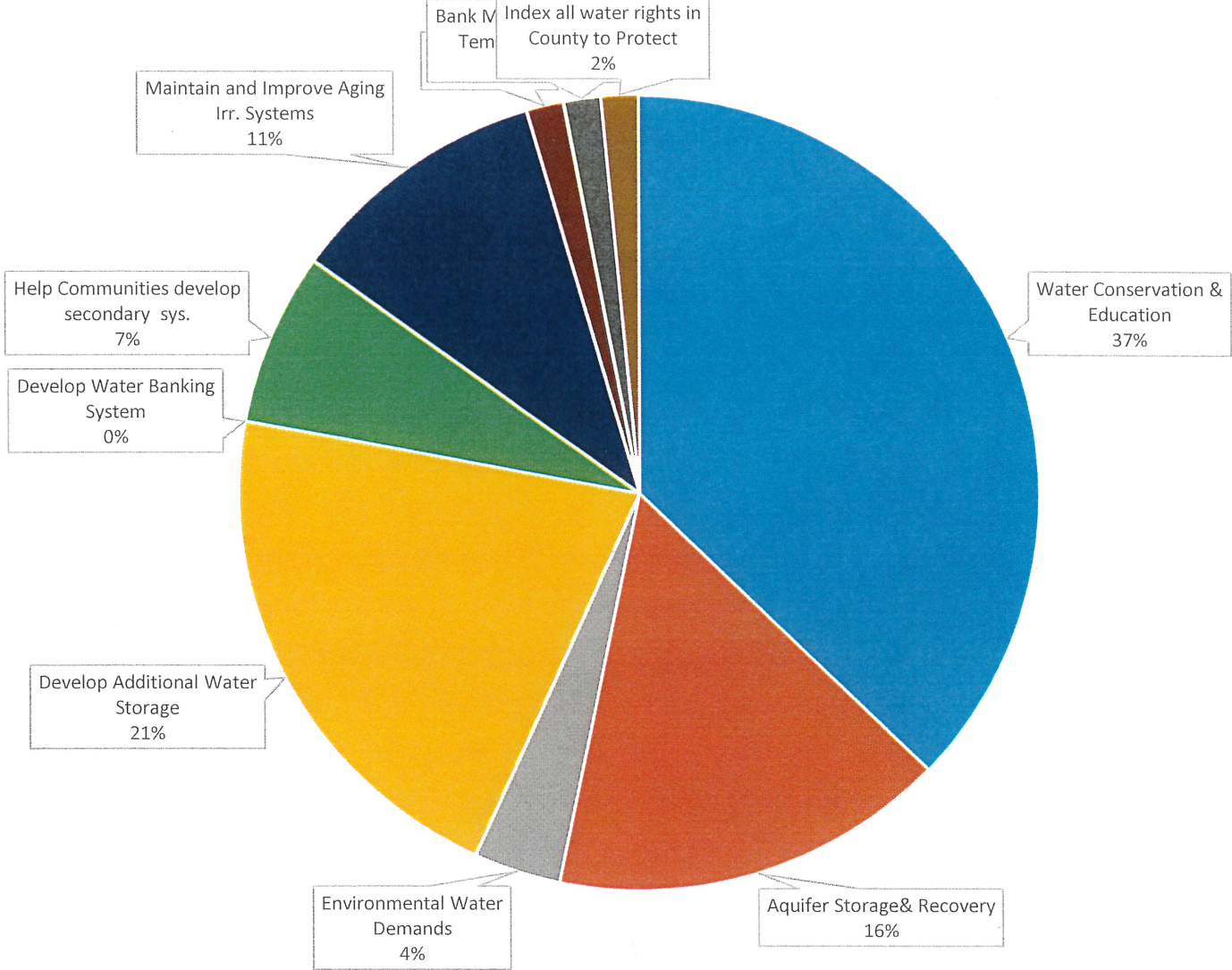


CACHE
WATER
DISTRICT

The current Cache County Water Plan identifies 7 key areas to guide future planning and project development. In your opinion what should be the highest priority for the Cache Water District to focus on next? (Please mark one)

- Water Conservation & Education
- Study Aquifer Storage & Recovery
- Environmental Water Demands (identify instream flows & critical habitats)
- Develop Additional Water Storage
- Develop a Water Banking System to facilitate water
- Help Communities Develop Secondary Water Systems for Irrigation
- Help Maintain and Improve Aging Irrigation Delivery Systems (Canals)

Cache Water District Priorities



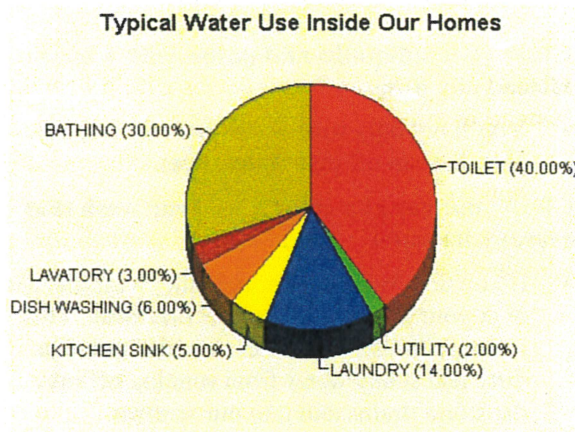
- Water Conservation & Education
- Aquifer Storage & Recovery
- Environmental Water Demands
- Develop Additional Water Storage
- Develop Water Banking System
- Help Communities develop secondary sys.
- Maintain and Improve Aging Irr. Systems
- Recycle Water
- Bank Money to Litigate Temple Fork Dam
- Index all water rights in County to Protect

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ATTACHMENT B

TIPS TO SAVE WATER IN YOUR HOME:

The average household in Utah uses about 650 gallons of water per day. About half of that water is used in the home. We're fortunate to have good quality water in Utah, but drought periods remind us that water is not limitless. We have many opportunities to save water throughout the house. Most of these are as simple as fixing a leak or making a small change in our habits. In addition to saving water, some of these tips will also help save energy and save you money.



http://www.water.utah.gov/brochures/uws_broc.htm

SOURCES:

American Water Works Association Water
Wiser Water Efficiency Clearinghouse

<http://www.waterwiser.org/>

City of Albuquerque Water Conservation
Office

[http://www.cabq.gov/waterconservation/
indoor.html](http://www.cabq.gov/waterconservation/indoor.html)

USGS Domestic Water Use

[http://ga.water.usgs.gov/edu/tables/
dldo.html](http://ga.water.usgs.gov/edu/tables/dldo.html)



Water Conservation in the Home

In addition to saving water, you can learn tips to help save energy and money!

For more information on how you can save water in your home:

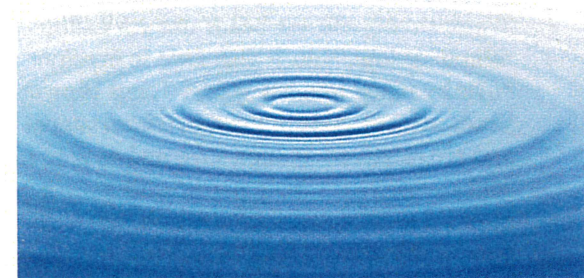
Contact USU Extension's water quality program (435-797-2580) or visit our web page:

www.extension.usu.edu/waterquality

UtahState
UNIVERSITY

COOPERATIVE
extension

Utah State University is an affirmative action/equal opportunity institution.
NR/WQ/04



Water is Life: Quality Matters

TO SAVE WATER IN YOUR BATHROOM:

Check your toilet for leaks.

- Take off the toilet tank cover and add 10 drops of food coloring to the water in the tank
- Wait to see if the dye goes into the bowl (approximately 30 minutes).
- Any color in the bowl indicates a leak, which should be fixed immediately.
- *A leaking toilet can waste 15 gallons of water a day.*

Check the water level in the toilet tank.

- The fill line in the tank should be about an half inch below the overflow tube.
- *Water spilling over this line can waste hundreds of gallons each day.*

Fill a 2 liter bottle and place it in the toilet tank.

- This will reduce the amount of water used each time you flush your toilet.
- *This saves about half a gallon per flush on any toilet.*

Turn off the water when brushing your teeth.

- Wet your brush then turn off the water while brushing.
- *This can save 10 gallons of water each time you brush.*

Install water saving shower heads and faucets.

- Water saving shower heads use 2.5 gallons per minute or less. You'll also save in energy costs by using less hot water! These shower heads are available at most hardware stores and are relatively inexpensive and easy to install .
- *Save 25 to 50 gallons of water during a 10 minute shower.*

TO SAVE WATER IN YOUR KITCHEN:

Fill the dishwasher all the way.

- You use the same amount of water for a full dishwasher as a half full dishwasher.
- *A standard dishwasher uses 15 gallons per cycle.*

Use your dishwasher's water saver cycle. If buying a new dishwasher, choose one with water conserving features.

- Many dishwashers have shorter cycles that get your dishes clean but use less water and less energy.
- *These will save up to 30% of your water use.*

Use a dishpan or a stopper in your sink.

- Dishwashing by hand or rinsing with the tap running can use up to 30 gallons.
- *Using a dishpan instead of running the water can save 25 gallons.*

Keep a pitcher of drinking water in your refrigerator.

- This will save water you might otherwise waste when you let the faucet run until the water is cool.



TO SAVE WATER IN YOUR LAUNDRY ROOM:

Select the proper level for each load of laundry.

- *A full cycle at the top level can use up to 40 gallons per wash.*

If buying a new washing machine consider high-efficiency.

- Consider a front loading machine or a high-efficiency washer.
- *These machines use about 25 gallons per wash, and are big energy savers.*

TO SAVE WATER AROUND THE HOME:

Clean your sidewalks and patios with a broom instead of a hose.

- You'll not only save water, but reduce pollutants that run off into our streams.

Clean your car at a commercial car wash that recycles its water.

- If you do clean your car at home, wash the car over your lawn instead of the driveway. This not only re-uses the water, but also prevents dirty and soapy water from running off into the storm drains and into our streams.

Reuse your fish tank water.

- Water the plants with your old fish tank water. Your plants will love it!

CLERK	TREASURER
Appointed by board of trustees. § 17B-1-631(1).	Appointed by board of trustees. § 17B-1-633(1)(a).
If required, may be a board member. § 17B-1-631(2). May not also be the chair. § 17B-1-63631(2). May not also be the treasurer. § 17B-1-633(1)(ii).	If required, may be a board member. § 17B-1-633(b)(i). May not also be the chair or the clerk. § 17B-1-633(b).
Shall attend the meetings and keep a record of the proceedings of the board of trustees. (This task may also be done by another appointed person.) § 17B-1-631(3).	Is custodian of all money, bonds, or other securities. § 17B-1-633(2).
Shall maintain the financial records for each fund and all subsidiary records, including a list of outstanding bonds, their purpose, amount, terms, date, and place payable. (This task may be done by another designated person not performing treasurer duties). § 17B-1-632.	Shall determine the cash requirements of the district and provide for the deposit and investment of all money by following the State Money Management Act. § 17B-1-633(3)(a).
Shall prepare and present to the board of trustees detailed quarterly financial reports showing the financial position and operations of the district for that quarter and the year to date status. (This task may also be done by another delegated person). § 17B-1-638.	Shall receive all public funds and money payable to the district within three business days after collection, including taxes, licenses, fines, and intergovernmental revenue. § 17B-1-633(3)(b).
Shall prepare necessary checks after determining that the claim was authorized by the board or financial officer* (if the financial officer is not the clerk), the claim does not overexpend the budget, and the expenditure was approved in advance by the board or its designee. (This task may also be done by another designated person not performing treasurer duties). § 17B-1-635(1).	Shall keep an accurate detailed account of all money received under Subsection (3)(b) as provided by Code and by the Board. § 17B-1-633(3)(c).
May administer oaths of office to members of a board of trustees. (This may also be done by a judge, county clerk, notary public, or county clerk.) The oath shall be filed with the clerk. §§ 17B-1-303(3)(a)(ii), (b).	Shall collect all special taxes and assessments as provided by law and ordinance. § 17B-1-633(3)(d).
	Shall give a receipt for every payment, stating the date and account paid, and shall file a duplicate of the receipt. § 17B-1-634.
	Shall sign all checks. (This task may be done by another person appointed by the Board, except that no person maintaining financial records may sign any single signature check). Before signing, this person shall determine

	that a sufficient amount is on deposit in the bank account. §§ 17B-1-635(2)(a), (c).
	Shall promptly deposit all district funds in the appropriate bank account. § 17B-1-637.

* Additionally, the Board may authorize the district manager or other official to act as the “financial officer” for the purposes of approving payroll checks and routine expenditures (utility bills, payroll expenses, supplies, materials, etc.). The Board shall review, at least quarterly, the expenditures authorized by the financial officer, and shall set a maximum sum over which all purchases may not be made without the board’s approval. § 17B-1-642.

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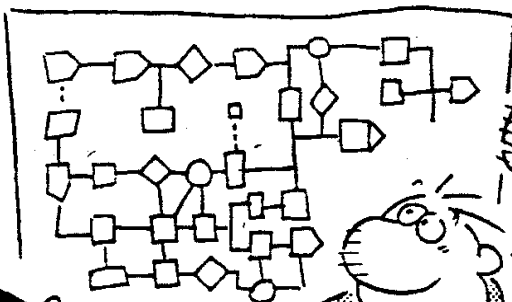
ATTACHMENT C

Bridgerland Water Conservancy District

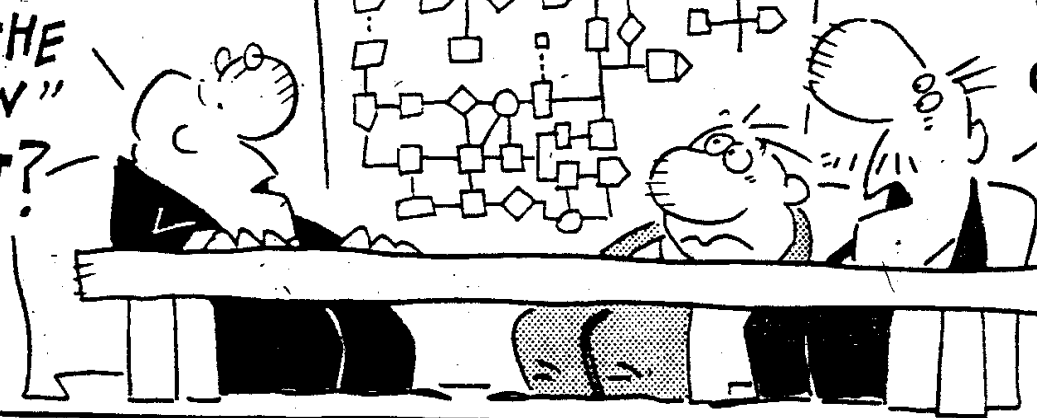


Will Atkin, Regional Engineer Utah Division of Water Rights

WHERE ARE WE
ON THE
"FLOW"
CHART?



UP THE
CREEK.



My perspective

- How water rights work.
- How water is allocated in the Bear River system.
- Thoughts on PacifiCorp's plan to raise Cutler Reservoir.
- Thoughts on developing and operating a Water Bank within the county.
- Q & A

How water rights work

Prior Appropriation Doctrine

- 1st in time is 1st in rights

Adjudicated rights:

Diligence rights and Decreed rights

Appropriation since 1903

Beneficial Use

BWCD as a “Public Water Supplier”

How water is allocated in the Bear River system

Distributed based on established water rights.

- Lower Bear River Distribution System and others (Logan, Little Bear, Summit Creek, etc.)
- Legislature allocated Utah's portion of the Bear River Compact allocation in 1991 with the Bear River Development Act. (Box Elder: 60,000 AF, Cache: 60,000 AF, Weber/Davis: 50,000 AF, Salt Lake 50,000 AF).

PacifiCorp's plans

Raise Cutler Reservoir from 4407.0 to 4410.0 (15,000 AF)

- What they would need to do:
 - Water rights
 - Dam Safety
 - Contract for use

Other proposals

- Bear Lake (140,000 AF)
- Spinning Reserve
- Conservation (180,000 AF)

Thoughts on developing and operating a water bank within Cache County:

- Change applications would still have to be filed
- Who would do a project with temporary water?
- Coordinate a water market



Any questions?