

CACHE WATER DISTRICT BOARD OF TRUSTEES MEETING
NOVEMBER 6, 2017
MINUTES

The Cache Water District Board of Trustees convened on November 6, 2017 at 4:30 p.m. for a WORK SESSION and 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
Barbara Y. Tidwell – Logan #2 Council District
Herm Olsen – Logan #3 Council District
Max Pierce – North Council District
Bret Randall – Northeast 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

MEMBERS OF THE BOARD ABSENT:

Jon White – At-Large Position

ALSO IN ATTENDANCE:

Craig W Buttars – Cache County Executive
Blaise Chanson
Ann Neville – The Nature Conservancy
Chris Slater – J-U-B Engineers
Marcus Murdock – The Langdon Group
Lisa Welsh – Utah State University
Mike Allred – Utah DWQ
Kelly Anderson – Pheasants Forever, Cache Valley Chapter
Janeen Allen

WORK SESSION

The Work Session was called to order by Chair, Jeannie Simmonds at 4:35 p.m.

Items discussed in this session were in an outline distributed by the Board Chair which is part of these minutes as “Attachment A.”

The overall objective of the session was to try to determine long-term goals that correspond with the Water Master Plan and priorities of the newly formed Cache Water District.

Simmonds has attended all of the Bear River Work Group meetings and has been very vocal speaking for Cache County's interests and needs.

Issues discussed in the work session included:

- Pacificorp actively pursuing consumptive rights to the water of Bear Lake
- Irrigation Companies request to be on the Cache Water District agenda to discuss their position and get opinion from the Cache Water District
- Formation of committees to monitor and keep current with water issues that are ongoing with the State , Pacificorp, etc.
- Having a representative to attend meetings on the Water Banking study
- Giving high priority to studying environmental water demands
- Attending meetings, working closely with irrigation companies and helping them to see the importance and contribution of the Cache Water District
- Hardman to work on forming 3 committees to cover the following areas and issues:
 - Bear River
 - Education
 - Canal Companies
- Have a single person from Board dedicated to attend water banking study meetings

ACTION: Motion was made by Hardman and seconded by Tidwell to move into an Executive Session. The vote in favor was unanimous, 8-0; Olsen, Erickson, and White absent at time of vote

EXECUTIVE SESSION

The Board adjourned to an Executive Session to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(d)

CALL TO ORDER

The regular meeting was called to order by Chair, Jeannie Simmonds at 5:36 p.m.

REVIEW AND APPROVAL OF MINUTES AND AGENDA

1. MINUTES (October 2, 2017)
2. AGENDA (November 6, 2017)

ACTION: Motion was made by Olsen and seconded by Pierce to approve the October 2, 2017 minutes and the November 6, 2017 agenda of the Cache Water District as written. The vote in favor was unanimous, 9-0; Erickson and White absent at time of vote

PUBLIC COMMENT

Lisa Welsh

- Informed the Board members that they will be starting to set up meetings next week for the Water

Banking study and wondered who needs to be invited to attend. Simmonds said she would like to be invited and that there will be a designated board member who will attend, as well.

5:40 p.m. – David Erickson arrived

Blaise Chanson

- Expressed appreciation for the work session meeting and thought board members have some great ideas. He would like to see an emphasis on Bear Lake and the ability to get storage water for our 60,000 acre feet allocation and to stop other entities from obtaining consumptive rights.
- Suggested that a General Manager could be the person to attend meetings and keep current with state activities and issues
- Pointed out some erroneous dates in the Interlocal Agreement
- Expressed concern that the citizens were misled as to the district being “tax neutral” for four years. He said the County will fund the District based on their water development budget of about \$250,000 per year, but the Interlocal Agreement states that at the end of the four-year period, the County will not fund the District because it will be a taxing entity at 1 mil that equates to \$667,000. He would like an explanation from the County on this issue.
- He also expressed his opposition to the clause in the Interlocal Agreement stating that the District will pay the County back for the money that was spent in the formation of the District.

Kelly Anderson

- Informed the Board that the national chapter of Pheasants Forever has offered, free of charge, to conduct an environmental impact study of the proposal to raise Cutler Reservoir. A national biologist will provide the service.

Ann Neville

- Asked for consideration of the metrics that will be used for the impact study so there can be cooperation with other entities such as Utah State University and The Nature Conservancy,

ITEMS OF BUSINESS

DISCUSSION ITEMS

1. REVIEW OF JOB DESCRIPTION FOR GENERAL MANAGER

Baldwin expressed concern that the knowledge and skills requirements of the job description are too narrow and will eliminate too many qualified candidates that would do a great job as General Manager.

ACTION: Motion was made by Dustin and seconded by Tidwell to approve the job description portion for General Manager as written. The vote in favor was unanimous, 10-0; White absent at time of vote

Baldwin believed that the salary and compensation package is too large and that there will be interest from enough people without offering half of the budget for the position. He suggested looking more at people with experience and not necessarily at the education aspect of the job. He believes the District can bring in someone at a lower salary level who can grow with the District.

Discussion followed regarding the salary and compensation package for the General Manager. Simmonds noted that Tague Flint from the Weber Basin District is willing to come speak to the Board on this subject.

Dustin said he'd like to see the General Manager become certified from a water association as a Water Rights Examiner as soon as they are hired.

After discussion, it was determined to word it as: "Compensation based on qualification" and leave \$100,000 as a cap for total compensation.

Simmonds summarized that the job notice will have added to it the certification requirement and a compensation range.

ACTION: Motion was made by Dustin and seconded by Erickson to approve the job description for General Manager as amended to include a certification requirement and compensation range. The vote in favor was unanimous, 10-0; White absent at time of vote

2. CACHE WATER DISTRICT FUNDING

Tidwell received an offer from one bank and she will look at several different banks to see what they can get as far as services charges and other items they offer.

There is also a balance of \$1,373 from the promotion fund that needs to be transferred as soon as the District has a bank account.

Tidwell will be applying for a tax ID number. The Board will need to appoint a clerk who can countersign the checks that go out.

3. REPORTS FROM CONFERENCES AND MEETINGS

Simmonds will attend the Bear River Work Group meeting tomorrow. She attended the Utah Water User's Association meeting a couple weeks ago. The State is requiring districts to conduct an audit on all of their capital assets which is a huge undertaking. Simmonds presented at an engineering seminar series at USU on the history of the Cache Water District, as well.

Clawson spoke with a representative from the Bureau of Reclamation. The Bureau is interested in how the District is operating and would like to come speak with the Board at a future meeting.

4. CACHE WATER DISTRICT WEBSITE

Simmonds is working to have a USU student update the Cache Water District website. She will monitor it and let the Board know how it goes. It should be complete by the middle of this month.

5. BUDGET WORKSHOP

Simmonds informed the Board that by law they have to review the budget this month and hold a public hearing and approve the 2018 Budget next month. The District is also required to conduct an audit every year starting in 2018.

Simmonds distributed the proposed 2018 Budget which is part of these minutes as “Attachment B.”

She explained that she set the Salary & Benefits balance at \$150,000 to cover the General Manager position and the services of Debbie Zilles in taking the minutes. She will be paid \$15 an hour for her services.

The proposed budget for attorney services is set at \$30,000 but that may need to be adjusted if additional services are required.

The budget for financial services is set at \$20,000 because any money coming from the State in 2018 requires additional accounting. Financial services will include payroll and accounts payable. Several board members thought this figure was too high.

Simmonds continued to go through the budget line by line and explained her reasoning for each of the proposed budget amounts and discussion followed.

After discussion, it was determined to set the Salary & Benefits budget amount to \$110,000.

There was also some discussion regarding the Cache Water District participation in the Cloud Seeding program beginning in 2018. Erickson will get more details on how the funding works for the program and report back to the Board.

OPEN ITEMS

Mike Allred and Ann Neville from the informed the Board about several upcoming meetings including:

- Bear River Commission
- Bear River Water Quality
- Tri-State Task Force (Hardman will attend)
- Weber River Confluence
- Salt Lake Watershed Symposium

ADJOURN

The meeting adjourned at 6:46 p.m.

**CACHE WATER DISTRICT BOARD OF TRUSTEES MEETING
NOVEMBER 6, 2017**

ATTACHMENT A

**Working Group
Cache Water District
November 6, 2017**

Water Master Plan Proposed Projects and timelines

1. Implement a Long Term Water Conservation Program
 - a. Timeframe 2017-2025
 - b. Participation in Slow the Flow
 - i. Provides statewide presence
 - ii. Provides educational materials
 - iii. The Salt Lake team will come to Cache Valley to do presentations
 - iv. Access to statewide rebate program monies
 - c. Statewide goal of 25% reduction in M&I water use by 2025
2. Aquifer Storage and Recovery
 - a. Timeframe 2017 to 2040
 - b. Evaluation, environmental and contracting costs estimated at \$400,000
 - c. Need to evaluate what is currently being studied at the University
 - d. The IUtah Project data and its future
 - i. Do we want to participate in the maintenance of the database?
3. Environmental Water Demands Study
 - a. 2018-2020
 - b. Locate and prioritize wildlife habitat areas and their water demands
 - c. Possible grant funding?
 - d. Estimated cost \$2-300,000
4. Water Bank
 - a. Currently funded and underway
 - b. Study may take 2-3 years to complete
5. Bear River reservoir and delivery development
 - a. 2014-2060
 - b. I have been attending all of the meetings and speaking regularly to the other participants in this project to ensure that Cache Water District is a full partner
 - c. Costs to develop the water will be very expensive
 - d. Water will be pumped to Cache Valley as a part of this project, but we will have to determine how to move it throughout the valley
6. Canal Rehabilitation Program
 - a. 2020-2060

Our Role

- Protect the Bear River water allocation through planning and development
- Promote water conservation

- Provide representation for irrigators and drinking water users
- Provide a stronger voice for Cache County on water legislation issues
- Function as a water bank
- Facilitate cooperation between communities and irrigation companies to complete regional projects
- Provide a funding sources to plan for and help complete needed regional water projects
- Allow individual communities and irrigation companies to manage their own water systems

Priorities

- Jon White
 - Protect our 60,000AF from future allocation
 - Water Banking
 - Water injections into aquifer
 - Work on getting trust developed with water companies in the valley
 - Become a voice in the process of determining water use and development in the state
- Herm Olsen
 - Water Conservation and Education
 - Environmental Water Demands
 - Water banking
 - Helping communities develop secondary water systems

**CACHE WATER DISTRICT BOARD OF TRUSTEES MEETING
NOVEMBER 6, 2017**

ATTACHMENT B

**Preliminary Budget
Cache Water District
2017**

Income **\$250,000.00**

Expenses

Personnel

Personnel prior	\$18,000.00	
Personnel (Salary +benefits)	\$100,000.00	
Attorney prior	\$20,000.00	
Attorney Services	\$20,000.00	
Finance/Audit	\$4,000.00	
Total Personnel		\$162,000.00

Outreach

Governor's Water Board	\$10,000.00	
Utah Water Users Association	\$500.00	
Cache County Fair	\$250.00	
Training	\$6,000.00	
Travel	\$3,000.00	
Mileage	\$7,000.00	
Total Outreach		\$26,750.00

Office

Publication costs to est. district	\$8,000.00	
Technology	\$3,000.00	
Rent	\$1,200.00	
Office Supplies	\$500.00	
Total Office		\$12,700.00

Project Funding		
USU Water Marketing Study	\$7,000.00	
Total Project Funding		\$7,000.00

Balance **\$41,550.00**

**Preliminary Budget
Cache Water District
2018**

Income **\$ 250,000**

Expenses

Personnel

Salary + Benefits	\$	150,000
Attorney Services	\$	30,000
Financial Services	\$	20,000
Audit	\$	7,000

Total Personnel **\$ 207,000**

Outreach

Slow the Flow	\$	10,000
Utah Water Users	\$	500
Utah Association of Special Districts	\$	750
Training	\$	6,000
Travel	\$	3,000
Mileage	\$	7,000
Insurance/Bonding	\$	5,000

Total Outreach **\$ 22,250**

Office

Technology	\$	3,000
Rent	\$	5,400
Office Supplies	\$	500

Total Office **\$ 8,900**

Project Funding

Water Banking Study	\$	7,000
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Total Project Funding **\$ 7,000**

Balance **\$ 4,850**

Note to budget: We may be required to fund a portion of the cloud seeding program current