



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

CACHE WATER DISTRICT BOARD OF TRUSTEES MEETING MINUTES February 1, 2021

The Cache Water District Board of Trustees convened electronically for a regular meeting on February 1, 2021, at 5:30 p.m.

MEMBERS OF THE BOARD IN ATTENDANCE:

Don Baldwin – Agricultural Representative
Scott Clark - Logan #2 Council District
Jared Clawson – At-Large Position
Shaun Dustin – Southeast Council District
Jonathan Hardman – South Council District
Kirt Lindley – At-Large Position
Max Pierce – North Council District
Bret Randall – Northeast Council District
Brett Roper – At Large Position
Jeannie Simmonds – Logan #1 Council District

MEMBERS OF THE BOARD ABSENT:

Herm Olsen – Logan #3 Council District

OTHERS IN ATTENDANCE:

Ann Neville, Keith Shaw, Eric Franson, Bryan Dixon, Chad Brown, Mike Wilson, Debbie Zilles

CALL TO ORDER

The meeting was called to order by Chairman Hardman at 5:30 p.m.
Consideration for minutes from January 4, 2021, and agenda for February 1, 2021

ACTION: Motion by Mr. Clark to approve the agenda and the minutes as submitted. Seconded by Mr. Pierce. The motion was approved unanimously.

PUBLIC COMMENT

None

FINANCIAL REPORT

See [-Attachment 1-](#)

Ms. Simmonds reviewed the financial statement. Conservation was higher due to back dues for the Slow the Flow campaign. Secondary Irrigation shows over-budget due to different billing cycles and reimbursement dates. Overall, the District is doing very well. Chairman Hardman said the Executive Committee met and recommended a 1.5% merit increase for the Manager's salary and \$3.00/hr. more for clerk duties. There is sufficient funding to cover these increases. Mr. Randall asked why the Manager's salary was 1.5% when County employees were given a 3% increase. Chairman Hardman explained that due to Covid challenges, there were many meetings canceled and the Committee felt 1.5% was appropriate. Ms. Simmonds noted that Logan City employees received no increase this year so 1.5% seemed to be a fair amount. Chairman Hardman said when Mr. Daugs was hired, the salary reflected a starting stage which would increase with experience and opportunity over time. Mr. Baldwin asked if the increases are based on time or experience. Chairman Hardman said increases are merit-based annually. He encouraged Mr. Daugs to coordinate and share all meeting information with the Board. Mr. Clark suggested having a Chairman and/or someone who could help take notes/minutes from the subcommittee meetings that could be shared with the Board. Chairman Hardman agreed and encouraged members to help carry the responsibilities of the subcommittees. He said the annual evaluation should be completed earlier in the year to include any salary increase recommendations in the final budget approval.

MOTION: Mr. Clawson moved to accept the 1.5% merit increase in the Manager's salary and an additional \$3.00/hr. for the clerk duties to be added to the budget. Mr. Lindley seconded the motion. **Motion approved unanimously (10-0).**

Aye: Baldwin, Clark, Clawson, Dustin, Hardman, Lindley, Pierce, Randall, Roper, Simmonds

Absent: Olsen

CALENDAR EVENTS

- Feb. 9 – Logan River Task Force (virtual meeting 1:00-4:00 p.m.)
- Feb. 10 – Utah Water Task Force (virtual meeting 1:30-4:00 p.m.)
- Feb. 15 – Board APO subcommittee meetings – 5:30 p.m.
- Feb. 23 – Cutler Reservoir Hydroelectric Relicensing – Initial Study Report (virtual meeting 10:00 a.m. to 4:00 p.m.)
- Mar. 1-5 – Rural Water Utah Assoc. Annual Conference – St George, UT.
- Mar. 15 – Board APO subcommittee meetings – 5:30 p.m.
- Mar. 26-27 – Home & Garden Show Booth @ Eccles Ice Arena
- May 17-19 – Utah Water Users

The March 1, 2021 CWD meeting will be held electronically due to conference schedule.

- Crockett Pressurized Irrigation (PI) – Three meetings have been held recently, one with interested parties, and an agency scoping and a public scoping meeting. The public meeting had about 35-40 participants. The next phase will be data gathering. Mr. Daug's meets bi-weekly with NRCS and the engineering team and will continue to update the Board as the project progresses.
- Wellsville/Mendon – The contract was received from NRCS last week. It has been signed and sent back; once it is finalized, a contract with Franson Engineering will be completed. The next step in the process will be setting up a scoping meeting, hopefully by the end of March or early April.

Water Banking Update – Mr. Daug's had a meeting this morning with the canal companies who have shown some interest (Hyrum Irrigation, Porcupine Highline Canal Company, Paradise Irrigation and Wellsville/Mendon) and the group from the State. At this time, a pilot program is not completely dead in that area, however, there is a lot of concern with the canal companies who store water in Porcupine Reservoir; specifically with the idea of drawing the reservoir down further than they have typically in the past. There is still some discussion with Wellsville and Mendon, Mr. Daug's will attend their next Board meeting to see if that is still a possible option. He will also contact some other canal companies to see if there are other areas of focus. There are quite a few unknowns for some of the canal companies to commit. Mr. Clawson said if nothing else in the Valley could be worked out, there may be a few ideas that could work, but there are some big concerns. One of the biggest is drawing down water in Porcupine and then possibly having a year that cannot be recovered. Mr. Clark asked if there have been any entities in the north end of the Valley express interest. Mr. Daug's said there have not because a large part is Cub River irrigation and it is difficult when the Bear River is tied into it because of how many entities are involved. There is some interest on the Logan River and Blacksmith Fork from groups who want to lease water, however, streamflow water banking is much more challenging. Mr. Baldwin noted that Cub River can rent water stock between its shareholders which works well, but there is some trepidation with the idea of banking water and some concern about moving it outside of its service area. If nothing in the Valley can be found, the group will look elsewhere in the state to find a suitable pilot program. Chairman Hardman said this will be an important discussion at the Water Banking APO subcommittee meeting on February 15.

Vehicle Policy Review See [-Attachment 2-](#) for the complete document. The policy was emailed out to Board members for review. Mr. Olsen has reviewed it and is comfortable with how it is written. Mr. Daug's will work with the Utah Local Government Trust (ULGT) insurance. He will park the vehicle at the Cache County building, where other fleet vehicles are parked. He will check into an identifying decal that will not affect the buyback of the vehicle. Mr. Pierce said that some vehicles have the logo on the back window which would not harm the paint. Mr. Randall advised that it should be specifically detailed that family members in the vehicle would be covered by ULGT; there is case law that states that if it is not explicitly listed, those members would not be covered. Mr. Daug's will make sure Mr. Olsen reviews this issue. Chairman Hardman said an Accident Reporting Form will be added in, there will also be an agreement that will need to be signed. Mr. Roper would like the issue of family members in the vehicle to be very clear so there is no conflict of interest.

MOTION: Ms. Simmonds moved to conditionally approve the Vehicle Policy as presented contingent upon Mr. Olsen’s final review. Mr. Randall seconded the motion. **Motion approved unanimously (10-0).** (See Attachment 2 for full policy)

Aye: Baldwin, Clark, Clawson, Dustin, Hardman, Lindley, Pierce, Randall, Roper, Simmonds

Absent: Olsen

2021 APO MEETING SCHEDULE

The subcommittee meetings will be held on the third Monday of each month at 5:30 and 6:00 p.m. in the District Manager’s office. Mr. Pierce suggested having someone take notes of each meeting for record purposes. Ms. Zilles offered to attend the APO meetings and take minutes.

Feb. 15

5:30 – **Multi-Jurisdictional Secondary Water** (Pierce, Clark, Roper, Randall, Lindley)

6:00 – **Water Banking** (Clark, Baldwin, Dustin, Pierce, Lindley)

Mar. 15

5:30 – **Cloud Seeding/Snotel Sites** (Clark, Hardman, Olsen, Clawson)

6:00 – **Conservation** (Clawson, Olsen, Randall, Roper)

Apr. 19

5:30 – **Multi-Jurisdictional ASR** (Clark, Roper, Dustin)

No meetings in May

Jun 21

5:30 – **Bear River Development** (Pierce, Simmonds, Roper, Baldwin)

6:00 – **Local Outreach** (Hardman, Simmonds, Clark)

Jul 19

5:30 – **Water Purchasing** (Pierce, Simmonds, Clark, Lindley)

6:00 - Irrigation **Delivery Efficiencies** (Baldwin, Lindley, Clawson, Roper)

OTHER

Mr. Daug's said it would be good anytime Board members are part of and/or involved with committees.

Mr. Clark asked to make sure all calendar dates are added to the website.

Chairman Hardman thanked Ms. Simmonds for coordinating the electronic meetings.

ADJOURN

The meeting adjourned at 6:43 p.m.

-ATTACHMENT 1-

4:49 PM

02/01/21

Accrual Basis

Cache Water District Profit & Loss Budget vs. Actual January through December 2020

	Jan - Dec 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
Cache County	275,000.00	275,000.00	100.0%
Restricted Income	34,063.50		
Total Income	309,063.50	275,000.00	112.4%
Gross Profit	309,063.50	275,000.00	112.4%
Expense			
Office			
Insurance and Bonding	3,143.60	5,000.00	62.9%
Office Furnishings	60.00	2,500.00	2.4%
Office Supplies	445.86	2,000.00	22.3%
Publications	510.00	4,500.00	11.3%
Rent	9,450.00	6,000.00	157.5%
Technology			
Cell Phone	583.99		
Computer and printer	487.62		
Technology - Other	0.00	3,000.00	0.0%
Total Technology	1,071.61	3,000.00	35.7%
Vehicle	0.00	15,000.00	0.0%
Total Office	14,681.07	38,000.00	38.6%
Outreach			
Conservation	39,900.00	30,000.00	133.0%
Dues	1,324.00	2,500.00	53.0%
Northern Utah Water Conference	25.00		
Sponsorships	150.00	3,000.00	5.0%
Training	1,243.00	6,000.00	20.7%
Website	72.55	2,000.00	3.6%
Total Outreach	42,714.55	43,500.00	98.2%
Personnel			
Salary and benefits	121,326.87	130,000.00	93.3%
Travel and Mileage	2,823.99	15,000.00	18.8%
Total Personnel	124,150.86	145,000.00	85.6%
Professional Fees			
Administrative	420.00		
Attorney Services	0.00	30,000.00	0.0%
Audit	0.00	7,000.00	0.0%
Financial Services	620.24	10,000.00	6.2%
Total Professional Fees	1,040.24	47,000.00	2.2%
Project funding			
ASR Studies	0.00	24,999.96	0.0%
Bear River Development	0.00	5,000.04	0.0%
Cloud Seeding	22,377.00	52,000.00	43.0%
Secondary Irrigation	26,034.70	24,999.96	104.1%
Seepage Loss Studies	0.00	2,500.00	0.0%
Water Master Plan	8,674.00	10,000.00	86.7%
Water Studies			
Crockett Study	4,860.27		
Water Banking	0.00	10,000.00	0.0%
Water Studies - Other	0.00	50,000.00	0.0%
Total Water Studies	4,860.27	60,000.00	8.1%
Total Project funding	61,945.97	179,499.96	34.5%

4:49 PM

02/01/21

Accrual Basis

Cache Water District
Profit & Loss Budget vs. Actual
January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>% of Budget</u>
Reconciliation Discrepancies	-106.21		
Total Expense	244,426.48	452,999.96	54.0%
Net Ordinary Income	64,637.02	-177,999.96	-36.3%
Net Income	<u>64,637.02</u>	<u>-177,999.96</u>	<u>-36.3%</u>

Draft

Cache Water District
FLEET MANAGEMENT PROGRAM GUIDELINES
February 2021

Program Purpose

At some time during employment, an employee may drive District vehicles. Consequently, it is necessary to establish a fleet management program with guidelines which address vehicle use including the District's commuting guidelines, scheduling, driver qualification and operation, training, maintenance, accident reporting, and vehicle operation violations. The intent of the program is to maintain a continued record of safe driving while providing uniform and consistent vehicle-use guidelines. It is expected that employees cooperate fully with the following guidelines and that employees be held accountable for deviations from safe practices and appropriate vehicle usage. The General Manager is responsible for training employees on these guidelines.

Definitions

Commuting - Transportation between your home and your main or regular place of work.

IRS Fringe Benefit "Commuting Rule" - Under this rule, you determine the value of a vehicle you provide to an employee for commuting use by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. If more than one employee commutes in the vehicle, this value applies to each employee. This amount must be included in the employee's wages or reimbursed by the employee.

District Vehicle - Any vehicle belonging to the District which all District employees and "board members" are authorized and qualified to operate.

Preventable Accident – An accident in which the driver failed to exercise every reasonable precaution to prevent the accident (National Safety Council).

Qualified Non-Personal Use Vehicle – These are vehicles that, by their nature, are not likely to be used more than a minimal amount for personal purposes. They include utility service vehicles, trucks and vans that have been specially modified, such as by installation of permanent shelving, tool shelves, boxes, hoists, cables, and painting to display advertising or the employer's name. They are not subject to the commute tax. (IRS)

Fleet Manager – The District General Manager

Program Guidelines

I. VEHICLE USE

A. District Property

1. All vehicles are the property of the District and use of such does not grant any expectation of privacy. Employees are discouraged from transporting, keeping and/or storing personal items with, or in, District vehicles. However, employees with assigned vehicles may have the need to occasionally keep or store personal items as a matter of necessity. The District is not responsible for personal items lost or stolen from District vehicles.
2. All District vehicles shall display an identification mark (decal) designating the vehicle as the property of the District in a conspicuous place on both sides of the vehicle (Utah Code Annotated 41-1a-407-1-B). Authorized District decals shall be placed on the front doors of each vehicle.

B. Vehicle Assignment

No District vehicle is exclusively assigned to, or operated by, and District employee.

C. Vehicle Use by Non-Employees

Use of a District vehicle is restricted to authorized District personnel. The use of District vehicle(s) by others is prohibited unless emergency circumstances warrant such use or unless approved on a case-by-case basis by the General Manager.

D. Authorized Passengers in District Vehicles

1. Authorized passengers are defined as employees of the District, family members, or other individuals authorized to be in a District vehicle. Examples of other authorized passengers may include citizens requiring assistance, authorized volunteers, media representatives, board members, elected officials, recruited individuals, participants on official District business and/or educational tours etc. Authorization for passengers other than District employees should be obtained from the General Manager.
2. This District should take every opportunity to create a professional image, as well as develop positive experiences for officials, citizens and families. Authorizing passengers in District vehicles can be a very educational and productive opportunity. In addition, recruitment of knowledgeable and informed individuals for future employment is required to accomplish the mission of the District.
3. District Employees should be aware of, and sensitive to, what the public may perceive as unofficial or personal use of District vehicles. There should always be an easily articulated, direct connection between assigned duties and passengers riding in District vehicles.
4. Liability considerations and common sense dictate that passengers need to be kept "out of harm's way". District employees should not participate in any situation where an authorized passenger is placed at unnecessary risk.

E. Vehicle Use for Personal Purposes

District vehicles are to be used for work-related purposes only and are not to be used for personal purposes, or for an employee's individual transportation, e.g. "home-work-home" etc., unless emergency circumstances warrant such use or specific approval is granted by the General Manager. Employees should be sensitive to what the public may perceive as "personal use" of District vehicles. Such use is subject to the commute tax unless the vehicle is a qualified non-personal vehicle.

F. Use of Personal Vehicles for Business Purposes

1. The District endeavors to provide a sufficient number of vehicles for business used by District employees. Consequently, employees are encouraged to use a District vehicle in lieu of a personal vehicle for District business when such are available. However, the District realizes that employees may need to use a personal vehicle when a District vehicle is not available, or in an emergency where it would be difficult to schedule and/or secure a District vehicle. Upon approval, mileage will be paid at the approved IRS rate contingent on the completion and submittal of the expense reimbursement form.
2. Personal vehicles may be used when appropriate if an employee is traveling to training or to District meetings. Mileage reimbursement shall be granted at the current IRS mileage rate when approved by the General Manager.
3. The District has non-owned/hired auto liability insurance which protects the District and its employees against claims from liability arising out of the use of an employee vehicle while on District business. This coverage does not cover the physical damage of the employee's vehicle as personal insurance should provide that coverage. The limit of coverage is \$1,000,000 per incident.

II. VEHICLE COMMUTING

At this time, not District vehicles are approved for commuting except when such commuting will result in reduced miles driven or significant time savings for an early out-of-town meeting.

III. DRIVER QUALIFICATION

All District employees, including seasonal and temporary employees from a leasing agency, must be qualified to operate a District vehicle. Each must have a current driver's license and obtain a Motor Vehicle Report prior to driving a District vehicle.

A. Verification of Driving Record

1. Motor Vehicle Records (MVR)
 - a. MVRs will be obtained for all District employees.
 - b. MVRs may be obtained
 - i. Prior to operation of a District vehicle (prior to employment)
 - ii. On an annual basis
 - iii. After involvement in an accident
 - iv. Any other time the General Manager deems necessary
 - c. The information obtained will be reviewed and discussed with the employee.

2. Driver's License Records

Verification of the validity of an employee's driver's license may be made by the District prior to employment and periodically by reviewing MVRs. The General Manager may examine the records carefully, noting:

1. The state of issue
2. The date of issue
3. The date of expiration
4. Restrictions
5. Violations (MVR)

IV. DRIVER OPERATION

A. General Requirements

1. Each employee operating a District vehicle must be courteous and safe in his/her driving and observe all local traffic laws, paying attention to speed limits. A District employee should not engage in any behavior which may be distracting while driving. Utah law prohibits the manual operation of a phone. i.e. texting while driving, dialing phone numbers manually, etc.
2. The use of seat belts by District vehicle operators and all occupants of the vehicle is mandatory. Failure to use seat belts is considered an unsafe act, and a disregard for the proper use of safety equipment.
3. Employees who receive a citation, e.g. speeding, etc. while operating a District vehicle must report this to the General Manager immediately. Employees are responsible for the payment of all fines, penalties, etc. associated with violations for the law.
4. Employees who have an accident while driving a District vehicle should complete the employee report of accident form.
5. Employees operating a District vehicle or a personal vehicle for business use, must have a current Utah Driver's License with the appropriate class for the type of vehicle being operated.
6. Smoking is prohibited in all District vehicles.

V. VEHICLE STORAGE & SECURITY

A. Vehicle Security

Employees should secure vehicles to prevent damage to, or theft of the vehicle, or of the contents therein. If the vehicle has been damaged, or theft has occurred, notify the police immediately to report the damage or theft. Employees should also notify the General Manager.

B. Vehicle Storage

1. Employees should store or park District vehicles in designated, secure parking areas.
2. Personal vehicles should not be parked in secure parking areas designated for District vehicles unless an employee has received approval from the General Manager.

VI. VEHICLE FUELING AND PREVENTATIVE MAINTENANCE

A. Vehicle Fueling

1. Employees operating District vehicles are responsible for fueling the vehicles at designated Pilot/Flying J Fleet Facilities. Where Pilot/Flying J Fleet Facilities are unavailable, or in the case of a malfunctioning Pilot/Flying J Fleet Card, employees may use their District purchasing card.
2. Problems encountered with Pilot/Flying J Fleet Card fueling procedures should be directed to the General Manager.

B. General Maintenance

Employees using District vehicles are expected to take responsibility for the general cleanliness and maintenance of such vehicles. Any problems with the vehicles should be communicated to the General Manager.

C. Preventative Maintenance

1. Normally, preventative maintenance is performed on a mileage, or a time basis. Typical jobs which are normally performed on a routine basis are oil and filter changes, lubrication, tightening of components, engine tune-ups, brake jobs, tire rotation, replacement of specific engine hoses, radiator maintenance and cleaning.
2. Each employee should create maintenance schedules with, at a minimum, track preventative and general maintenance items, dates of service and cost of maintenance. Major maintenance items should be reviewed with the General Manager.
3. Maintenance Service can be provided at various locations depending on the service required. Contact the General Manager to review available facilities.

VII. DRIVER EDUCATION

A. Defensive Driving Education

1. Employees who operate District vehicles may be required to attend the National Safety Council Defensive Driving Course (DDC). This attendance requirement will be based upon safety issues. i.e. accidents, citations, etc.
2. The General Manager will budget for, and schedule, this training for employees as needed.

VIII. DRIVER SAFETY TRAINING MEETINGS

Driver safety training meetings can often be combined with scheduled safety training meetings. It is recommended that District Managers conduct periodic driver safety meetings during the year. Topic covered should include safety aspects particular to your circumstances, i.e. vehicle operation, preventative maintenance, winter driving, fatigue, fleet managements schedules, etc. Records of such meetings with employee names and dates attended should be filed.

IX. ACCIDENT REPORTING PROCEDURES

As each accident results in a reduction of District assets, either through lost time to an injured employee or repair/replacement costs, the major goal of the District

management is the elimination of all accidents. In order to achieve this, the District has created the employee report of accident form. The post-accident information gathered may be used for training purposes and to assist the District in eliminating future accidents.

A. Driver Responsibility

As the driver will be the first person at the accident scene, his/her initial actions are often critical to minimizing the end results of the accident. The driver may be under extreme stress at the time, thus the procedures to follow must be clear and concise and thoroughly understood. After ensuring that everyone involved is safe, and that all medical needs (if any) are being met, the driver should contact the General Manager.

B. Management Responsibility

1. In the event of an accident, the employee should contact the General Manager. The employee should also complete the District Employee Report of Accident Form.
2. Once the vital facts are all collected regarding the accident, the General Manager shall determine whether it is necessary to dispatch a District representative to the scene of the accident. If there are fatalities, multiple serious injuries or extensive property damage, a District representative should be dispatched to the scene immediately.
3. All accidents should be investigated. It is the General Manager's responsibility to know exactly what happened and why it happened to determine what might be done to prevent a similar occurrence in the future. The General Manager will require that all employees involved in an accident seek needed medical evaluation and treatment.
4. The General Manager should ensure that all vehicles contain a complete first aid kit, a fire extinguisher, as well as other safety equipment. The first aid kit should be checked annually and restocked as needed.

C. Accident Records

The District Clerk shall create and maintain files containing information concerning all District vehicle accidents. This file may include the preliminary accident report from the driver, copies of accident reports submitted to various agencies, accident investigation data, police records, and any other information which might be useful when evaluating the accident.

X. VEHICLE OPERATION VIOLATIONS

A. Accidents/Incidents

1. For minor violations/incidents, or in the case of a preventable accident, the General Manager may recommend remedial training (defensive driving).
2. When there is more than one preventable accident within one year, and/or other violations/incidents of the law, the General Manager, upon investigation, may require remedial training and/or impose formal disciplinary action.

3. When a DUI incident, or other serious violation occurs involving a District vehicle, the General Manager may, upon investigation, recommend more serious disciplinary action up to, and including, termination.
4. In all cases, the General Manager should be consistent in addressing deviations from these guidelines.

X. POST-ACCIDENT DRUG/ALCOHOL TESTING

Employees have the responsibility to notify the General Manager immediately in the event of an accident or upon receipt of a citation or violation. If reasonable cause exists to believe that an accident or citation/violation was related to alcohol or drugs, as determined by the General Manager, the employee may be requested to undergo a test for the presences of alcohol and/or drugs in the body. If required, these tests shall be administered consistent with District policies.