



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

CACHE WATER DISTRICT BOARD OF TRUSTEES MEETING MINUTES October 1, 2018

The Cache Water District Board of Trustees convened on October 1, 2018 at 5:30 p.m. for REGULAR SESSION in the Cache County Historic Courthouse Council Chambers, 199 North Main Street, Logan, Utah.

MEMBERS OF THE BOARD IN ATTENDANCE:

Jeannie F. Simmonds – Logan #1 Council District
Jared Clawson – At-Large Position
Herm Olsen – Logan #3 Council District
Jonathan W. Hardman – South Council District
Max Pierce – North Council District
Jon White – At-Large Position

MEMBERS OF THE BOARD ABSENT:

Don Baldwin – Agricultural Representative
Shaun Dustin – Southeast Council District
David L. Erickson – At-Large Position
Bret Randall – Northeast Council District

OTHERS IN ATTENDANCE:

Nathan Daug – Water District Manager, Blaise Chanson, JoJo Matson, Mike Wilson (CRS Engineers), Lisa Welsh (USU), Hilary Shughart (Bridgerland Audubon Society), Clint Carney (USU), Quinn Dance (JUB Engineers), Ann Neville (The Nature Conservancy), Chad Brown (Franson Civil Engineers), Debbie Zilles

CALL TO ORDER

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

REVIEW AND APPROVAL OF MINUTES AND AGENDA

Consideration for minutes from August 6 and September 10, 2018 (No Quorum) and consent agenda for October 1, 2018.

ACTION: Motion by Mr. Clawson to approve the agenda and the minutes as submitted, seconded by Mr. Olsen. Motion approved unanimously.

PUBLIC COMMENT

Blaise Chanson said he would like the agenda added to the website earlier, this meeting agenda was put on the website Friday. He asked to be emailed the agendas and other information to review prior to the meetings. He also asked for background information on the Crockett Avenue obligation be provided to the public.

INVOICE APPROVAL

VENDOR	INVOICE #	AMOUNT	DESCRIPTION
Nathan Daug	Receipts	\$334.89	Reimbursement supplies
Nathan Daug	AN8BVQ5L	\$65.00	State of Bear Lake Science
Debbie Zilles		\$97.50	3rd Qtr. 2018 Clerk duties
Nathan Daug		\$291.58	Mileage Reimbursement Sept 2018
Health Equity	i7dofui	\$6.57	Monthly fees Aug 2018
Utah Local Govt Trust	1569142	\$2,000.00	Liability Policy Invoice
Utah Local Govt Trust	1569774	\$1,196.00	Workers Comp Policy Invoice
USU	201628-01	\$778.03	Cost-Share Research Project
TOTAL		\$4,769.57	

ACTION: Motion by Mr. White and seconded by Mr. Clawson to approve payment for the invoices listed above. Motion passed unanimously (6-0).

OPEN BUDGET TO INCLUDE CROCKETT AVENUE OBLIGATION

ACTION: Motion by Mr. White to open the 2018 Budget, seconded by Mr. Pierce. Motion approved unanimously (6-0).

Max Pierce explained that this is the District’s contribution to the Crockett Irrigation Board’s study that will lead to a new pressure irrigation system servicing the northwest area of Logan, North Logan and Hyde Park. The study will include ten irrigation companies that receive water through the Crockett distribution system. The study will evaluate the benefits of the additional capacity in the existing canals to convey storm water. The commitment is two years of contributing funds totaling \$6,274.00 (\$3,137 each year). The obligation was agreed upon and put in place prior to the formation of the Water District.

ACTION: Motion by Mr. White to add \$3,200 to the 2018 Budget to cover the Crockett Avenue Irrigation obligation, seconded by Mr. Pierce. Motion approved unanimously (6-0).

RESOLUTION 2018-03 – UTAH TRUST

Because this item was not posted on the agenda, no action was taken. It will be on the November agenda.

DISCUSSION OF CREDIT CARD

Chair Simmonds explained that it has been cumbersome for supplies and miscellaneous purchases to be done without a credit card. Receipts are submitted and checks must be written, approved and signed for reimbursement. This would speed up the process and reduce the number of checks processed each month. The Board will approve the purchases, with the supporting receipts, monthly. Mr. Daugs said a \$5,000 maximum limit would be fine, and can be adjusted if necessary.

ACTION: Motion by Mr. White to approve a credit card with a \$5,000 limit for Water District use, seconded by Mr. Clawson. Motion passed unanimously (6-0).

DISCUSSION REGARDING BIDS FOR PAYROLL SERVICES

Chair Simmonds said Jones Simkins was the lowest of three received bids to process payroll for Mr. Daugs, so that he can be paid timely. They will provide payroll and quarterly reports. The yearly audit will have to be bid out.

GRANT REQUEST RESUBMITTAL

The WaterSmart grant application, submitted in January, was not accepted. A meeting with J-U-B Engineers and the grantee organization will be set up (via conference call including Chair Simmonds and Mr. Daugs) to determine what information is necessary. The application will be edited and re-submitted at no cost.

WATER DISTRICT PHONE NUMBER

The District's new phone number is (435) 999-0051. It has been added to the website.

STATUS OF BOARD REPLACEMENT

Mr. Daugs said two names have been forwarded to Craig Buttars for consideration by the Cache County Council at their next meeting (October 9). The person will fulfill the remainder of Ms. Tidwell's appointment (approximately two years). Mr. Chanson asked if the newly-appointed board member will be an elected official. Chair Simmonds said she did not think so, however, they must live within District 2 (west Logan). Mr. Chanson said the Board was created by appointing elected officials and questioned why this replacement would not then have to be an elected official in some capacity. Mr. Olsen said he does not believe there is a mandate requiring that a replacement, due to resignation, be an elected official. Mr. White said Mr. Chanson's point is well taken and the matter should be reviewed. Mr. Hardman noted that this issue had been discussed and he thought that if an elected official chose to resign, a replacement could fill the position if they lived within the appropriate district. Mr. Chanson asked how this is addressed in the bylaws. Mr. Daugs said it is not included in the bylaws because the appointments were made by the County Council until the Board became all elected members. Mr. Clawson was concerned that if a member is unable to fulfill their term and another elected official is not available within that district, then the position would remain vacant. Mr. Chanson encouraged the Board to

review the legality of the issue. Chair Simmonds said the bylaws were silent on the issue, State Law indicated that the County Council could make an appointment. Mr. White said they will review the issue before an appointment is made.

EMPLOYEE MANUAL

The Employee Manual was distributed to members prior to the meeting for review. There were no questions or concerns.

ACTION: Motion by Mr. Olsen to adopt the Employee Manual as submitted, seconded by Mr. White. Motion passed unanimously (6-0).

PURCHASING POLICY

Mr. Daus suggested waiting to approve this policy until next month to ensure that it is consistent with other similar district policies. He is still reviewing information that is coming in. Chair Simmonds said Tage Flint, from Weber Basin Water District, has cautioned to be very careful about adopting a purchasing policy because special districts are strictly mandated by state law. Mr. Daus will work with Mr. Dustin and will have a copy of the policy sent out to members for review prior to the next meeting. Mr. Pierce suggested that it also be legally reviewed. Chair Simmonds noted that there are special district templates that can be used that generally encompass everything that is necessary. Mr. White agreed and said the state templates are very clear.

FINANCIAL REPORT

This matter will be continued to the next meeting when Mr. Dustin is present.. Chair Simmonds pointed out that the Board's finances are very transparent; quarterly reports, annual budgets and budget reconciliations are submitted to the State.

MANAGER'S REPORT

Mr. Daus has met with a few of the large water districts and received good information. He is meeting with Roy City next week. He plans on continuing to meet and work with canal companies, as well as conservancy outreach. USU has some studies that the Board may look at participating in. Funding for iUtah sites is going away, they will be asking for direct funding from the legislature and have asked for local support. Mr. Pierce asked if they have a timeline on state funding. Mr. Daus said Bethany Nelson has indicated they have funding for at least two more years. Requests to the legislature will be for future funding. Chair Simmonds asked how much money they need. Mr. Daus said it is approximately \$140,000 annually to maintain the program. The Board, at this time, can write a letter of support.

Mr. Daus said there will be a need to draft a separate policy on water purchases at some point. He advised that there are two attorneys that have submitted resumes for review. He will provide the information to the Board members. The attorney will then be "on retainer" to handle legal issues as needed.

BUDGET REVIEW FOR 2019

Income			\$300,000
Expenses			
	Personnel		
	Salary + Benefits	\$ 110,000	
	Travel/Mileage	\$ 5,000	
	Attorney Services	\$ 30,000	
	Financial Services	\$ 10,000	
	Audit	\$ 7,000	
	Total Personnel		\$162,000
	Outreach		
	Conservation Programs	\$ 15,000	
	Dues	\$ 1,500	
	Training	\$ 6,000	
	Insurance/Bonding	\$ 5,000	
	Total Outreach		\$27,500
	Office		
	Publications	\$ 3,000	
	Technology	\$ 3,000	
	Rent	\$ 5,500	
	Office Supplies	\$ 1,000	
	Total Office		\$12,500
	Project Funding		
	Cloud Seeding	\$ 50,000	
	Water Studies	\$ 13,000	
	Update Water Master Plan	\$ 35,000	
	Total Project Funding		\$ 98,000
Balance			\$ -

Mr. Daugs said the income has been adjusted from \$250,000 to \$300,000 to account for the \$50,000 the County will be giving the Board for cloud seeding. This allocation will be for two years, after which the Board will have to determine whether or not to continue with the seeding funding. Chair Simmonds said she thought this was the responsibility of the County. Mr. Olsen said it is an interesting question because prior to the formation of the District, the County was performing all the functions that the District now does, he thought the notion was that after the District was formed, the \$250,000 the County was spending

would be transferred to the Water District. This presents the question as to whether the County will reduce taxation by \$250,000. Mr. White said that is the idea. Mr. Olsen said the commitment to the citizenry was that the formation of the District would not add to their taxation. Mr. Clawson suggested checking with other districts and finding out if, and how, they handle cloud seeding. Mr. Daugs said he will do some research. Mr. White pointed out that the last few years it has been less than \$50,000 (which is the maximum). Mr. Hardman said years ago the three Northern Utah counties and two Southern Idaho counties worked with Bear River Resource Conservation & Development to operate cloud seeding.

Mr. Daugs said the Financial Services line item was reduced because there was nothing spent last year. He does not anticipate much in the way of Attorney Services and would like to move some of those funds to Conservation Programs, or use some of the reserve for those programs. Chair Simmonds said she would like to use reserves first and then move more if necessary.

Conservation Programs include Slow the Flow and other local programs. Mr. Daugs said there is consideration for partnering with USU to provide home sprinkler evaluations. He would like to have more money in there for other programs and suggested increasing the Conservation Programs budget to \$25,000 using reserve funds.

The line item for Dues includes the District's partnership with Utah Water Users Association. He would like to keep the Dues and Water Studies plump to encompass different groups and participation.

Chair Simmonds suggested a line item for Sponsorships. Mr. White said it might be worth doing something with the Utah Water Users mini-conference in Cache Valley. Mr. Daugs said that could come out of the Training budget. Chair Simmonds said \$6,000 for training does not go very far. Mr. Daugs said a Sponsorship line item can be added. Mr. Pierce and Mr. Hardman said the Utah Water Users conference is very good. Chair Simmonds agreed that the one she attended was very helpful.

Mr. Daugs clarified that Cache County is charging \$450/month, which is included in the Rent line item.

Mr. Daugs said he will research the cloud seeding issue. Water Studies includes the Crockett Avenue obligation and USU Water Banking Study. He anticipates that an update to the Water Master Plan may happen the second half of next year, after the Bear River Development report comes out officially. He has met with J-U-B to come up with an estimate, which, depending on how broad the update will be, could be about \$35,000. Chair Simmonds said the budget will be a public hearing at the November 5, 2018 meeting. After it is approved it will be submitted to the State.

Mr. Chanson asked if the public would be able to review the budget prior to the meeting. Chair Simmonds advised that it would be put on the website and all the information will be included and discussed in the public meeting. Mr. Daugs invited Mr. Chanson to stop by his office if he had any questions or concerns.

OTHER BUSINESS

The Division of Water Resources will be having a series of open houses discussing future water conservation goals. There will be on at the Logan City Library on October 16 from 6:30-8:30 p.m.

ADJOURN

The meeting adjourned at 6:22 p.m.