



Our Water. Our Future. Our Choice.

The District's purposes 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 December 2, 2024

The Cache Water District Board of Trustees convened for a meeting on December 2, 2024, at 5:30 p.m. in the Cache County Historic Courthouse Council Chambers, 199 North Main Street, Logan, Utah.

MEMBERS OF THE BOARD IN ATTENDANCE:

Mark Anderson – Logan #3 Council
Jared Clawson – At-Large Position
Jonathan Hardman – South Council District
Kirt Lindley – At-Large Position
Beth Neilson – Southeast Council District
Jeff Ostermiller - Logan #1 Council District
Max Pierce – North Council District
Bret Randall – Northeast Council District
Brett Roper – At Large Position
Jeannie Simmonds – Logan #2 Council District

MEMBERS OF THE BOARD EXCUSED:

Regan Wheeler – Agricultural Representative

OTHERS IN ATTENDANCE:

Nate Daug

CALL TO ORDER

Chairman Pierce called the meeting to order at 5:30 p.m.

ACTION: Mr. Clawson moved to approve tonight's agenda and the November 4, 2024 meeting minutes as submitted. Mr. Hardman seconded the motion. The motion was approved (10-0).

Yea: Anderson, Clawson, Hardman, Lindley, Neilson, Ostermiller, Pierce, Randall, Roper, Simmonds

Nay: None

Absent: Wheeler

PUBLIC INPUT

No comments.

FINANCIAL REVIEW

-See [Attachment 1](#)-

Ms. Neilson asked if Bob Oaks had been paid. Mr. Daugs said he would be paid via check when an invoice is received. She will remind him to turn in an invoice for his services. All the data has been received and is being put in for the digital GIS. CWD will submit a funding request to receive Cache County funds for their portion of this project.

CALENDAR

- January 6, 2025 meeting – will be a legislative update.
- No Dec. APO meeting.

MANAGER REPORT

PL-566 Updates

A Logan River Watershed public outreach meeting last month had good attendance; overall, the meeting went well. Many questions were asked, and a few emails were received expressing appreciation for the update. NRCS representatives will meet with a few interested groups to answer specific questions on the process. Ms. Simmonds said she thought the meeting went well and helped clarify things. Mr. Daugs said the draft was submitted today to NRCS; there will be more ability for public comment this fall. He will keep everyone updated on the process. Ms. Neilson asked if a preferred alternative was selected; Mr. Daugs said the First Dam option was selected.

The Wellsville Canyon Watershed draft should be ready for submission in the next few weeks.

Discussion of studies that could be completed

CWD will receive \$740,000 from the legislature to study future water supply (broad topic). Initial ideas included increasing Hyrum Reservoir and a complete feasibility study on the Rock Creek site that USU looked at a few years ago. Another idea is to consider the possibility of an interconnected system between Lewiston, Cornish, Newton, Trenton, and Clarkston culinary water systems back up. There has been discussion about a project that would benefit the entire County, such as a county-wide water supply inventory, or use some of the funding to enhance or offer conservation programs (outreach and education) like other districts have. A meeting will have to be set up with Rep. Snyder to consider these new options.

Mr. Randall asked if the northern cities would contribute any funding for the study if that option were chosen; Mr. Daugs said they would, but no ratios or amounts have been determined at this preliminary time.

Ms. Simmonds suggested not stretching the resources too thin so that whatever is chosen could be done well.

Mr. Daugs said a few members had expressed a desire to send out an RFQ in January for the Hyrum Dam and Northern Valley studies (included in the original funding request) and, in the meantime, meet with Rep. Snyder to talk about other possibilities. The funding needs to be spent by June 2026.

Mr. Randall asked what the estimate of the North Valley project is; Mr. Daugs said initially, it was discussed to be approximately \$160,000.

Ms. Neilson pointed out that the District has invested thus far in more infrastructure-based projects and suggested focusing on conservation efforts.

Mr. Roper agreed but also felt that a water inventory might change year-to-year, so it is important to have that information. Ms. Neilson said a complete inventory of supply and use is vital so the Board can be educated about what is available. Having all that information in one place would be extremely helpful. Mr. Daugs said those numbers could be updated annually. Ms. Simmonds said the general public would use a summary, but in-depth numbers, such as pumping rates, may not be something that will not be referenced. Chairman Pierce said it is important to have accurate information in one location; he is afraid that although it might be a good idea, it might cause controversy because the numbers may not be correct or data may not be compiled correctly. Ms. Simmonds said the public will probably want more basic numbers. Mr. Randall said the amount of water needs to be known if it is to be conserved. Communication is critical. Mr. Clawson said this study might stir some discussion but agrees it may cause controversy. Chairman Pierce said that as long as CWD recognizes that if the numbers are incorrect, the debate needs to be "how to make it correct." While he agrees that the data is essential, going back many years may have incorrect data. Ms. Simmonds asked if areas could be divided up. Mr. Daugs said it is worth considering the whole area while funds are available. Chairman Pierce said data could be shared, and there is good that can come from the study, but it may be somewhat controversial. The question would be how to collect the correct data and from what sources.

Mr. Daugs asked if there was a consensus on putting out an RFQ for the Hyrum Dam and Northern Valley studies. The CWD agreed there was. Mr. Daugs said a discussion with Rep. Snyder may answer whether other options could be considered.

Mr. Ostermiller said conservation ideas have many components. Mr. Daugs noted there could be many future discussions on how to use the funding most efficiently.

Mr. Anderson left at 6:15 p.m. before the discussion/vote for the budget.

BUDGET APPROVAL

Chairman Pierce said \$90,000 (salary and benefits) has been proposed for the new employee. The final determination should be made so the job can be offered. Ms. Simmonds said \$50,000-60,000 with benefits seems to be fair. Mr. Lindley said Hyrum has been trying to hire someone to help with water for several months; Mr. Clawson said that position is in this same range, but no applications have been received. This

might be a good starting point. Mr. Daugs said a position with benefits would be attractive. Mr. Lindley is concerned about how long this salary range would work; Mr. Clawson noted that, at this point, that is unknown, and the job could grow over time. Ms. Neilson said potential new graduates would be interested. Mr. Daugs will get the announcement ready to go out in the next few weeks.

Mr. Roper said he is okay with the range but is still not a proponent of the position in general. He thinks more time should be spent on what the person will be doing and whether those funds would be better spent on something else. Mr. Randall said this can be re-addressed annually to determine if the position is helpful or should be eliminated. He would like to move forward. Ms. Simmonds said her only reservation is that there will be enough for the person to do and that the duties will be clearly laid out. Chairman Pierce agreed and hopes that the person hired will have the ambition to make it successful. Mr. Daugs said that with the change of direction with conservation and the Utah Water Ways program, now might be a good time to implement this.

Chairman Pierce pointed out that this budget would allow a 4% increase for the manager and the clerk's positions and asked if there was any discussion that should be considered. There were none.

Mr. Randall asked about Financial Services of \$5,000; Ms. Simmonds said this pays for payroll processing through Jones Simkins.

Mr. Daugs said there is a \$10,000 line item for a vehicle; he tried to get several bids but only received \$9,000 for a leasing option (lowest mileage). He felt that there is no need to purchase a vehicle yet; however, the mileage rate for using a personal vehicle does not cover the actual usage (maintenance and wear and tear), so the request is for a monthly vehicle stipend (cost between the purchase price to lease a vehicle and mileage reimbursement). Ms. Simmonds asked if an increased vehicle stipend would adequately cover the needs for the two positions. Mr. Daugs said initially, the new position would not be traveling to as many meetings and would be attending many of the same meetings he is in, and they could ride together. Mr. Randall said this could be re-addressed in July if necessary. Mr. Daugs pointed out that this line item would be "vehicle" and not "travel." Chairman Pierce said the vehicle stipend should be considered monthly; Mr. Daugs said it would make it more affordable to use a personal vehicle but still cheaper than leasing a vehicle. Ms. Simmonds said the federal mileage rate (currently .67/mi) is supposed to cover gas, insurance, and wear and tear. Mr. Roper prefers mileage reimbursement because a stipend could offer an incentive not to drive. Mr. Daugs said many of his meetings are in Salt Lake, and even though a mileage reimbursement helps, it is still wear on his vehicle, and close to 1/3 of his total mileage is work-related. Mr. Daugs said if a stipend is not the choice, he would suggest reconfiguring the budget to consider a vehicle lease. Mr. Randall said a new set of policies and procedures would have to be set up if a vehicle is purchased or leased. It can certainly be done, but it could open a Pandora's box of considerations. Ms. Simmonds said if it is paid this way, it is not a reimbursement but would be considered income and have to be taxed. Mr. Randall agreed but noted that many cities/governments provide department heads with vehicle stipends. Ms. Simmonds would prefer mileage reimbursement. Mr. Roper asked what would happen when

members travel to training. Mr. Daugs said it has all been budgeted under “travel/training” and there would still be funds to use for members to attend trainings.

ACTION: Mr. Randall moved to allow a \$550/month vehicle stipend. Mr. Roper would like to see what has been used before deciding. He would like to know the mileage reimbursement history for the past few years to determine a monthly or annual amount. Mr. Daugs said the average last year was approximately \$375/month. Chairman Pierce said the proposal would increase \$175/month, but that amount would also be taxed. Mr. Roper said an amount should be defensible. **Mr. Lindley seconded the motion.** Ms. Simmonds would prefer an analysis before a decision is made. Mr. Hardman asked what she wanted to see in a “further analysis” and what more was needed than the last 12 months. Ms. Simmonds said a report can be printed to reflect the amount accurately. Mr. Ostermiller pointed out that the budget being considered for approval has \$10,000 allocated; the question is how that money is being spent. Mr. Roper said the funds must be reallocated to an income item. Ms. Simmonds said it could be moved to be listed under “travel/training.” Mr. Daugs said a decision should be made because if it is determined that a vehicle needs to be leased, more funds would have to be moved around. Mr. Hardman is comfortable moving forward with moving the amount to travel/training. Mr. Roper asked how a new hire would be compensated. Chairman Pierce said the new employee could receive a similar stipend or mileage reimbursement. Mr. Randall said mileage reimbursement should be used until it becomes more definitive how much the new employee will travel. Mr. Daugs travel has been consistent. Mr. Randall said \$550/month would be \$6,600/year (from the \$10,000 budgeted), allowing for mileage for the new employee. Mr. Daugs said a decision needs to be made before the budget is approved. Ms. Neilson suggested allowing the stipend but also tracking it for a year to see how it works out, and then another decision can be made for next year’s budget if necessary. She recommended amending the motion to \$525/month. **Mr. Randall amended the motion to \$525/month for a vehicle stipend. Mr. Lindley seconded the amended motion. The motion was approved (7-2).**

Yea: Clawson, Hardman, Lindley, Neilson, Ostermiller, Pierce, Randall,

Nay: Roper, Simmonds

Absent: Anderson, Wheeler

ACTION: Mr. Hardman moved to approve the 2025 Budget as previously discussed and amended. The motion was seconded by Mr. Clawson. The motion was approved (9-0).

Yea: Clawson, Hardman, Lindley, Neilson, Ostermiller, Pierce, Randall, Roper, Simmonds

Nay: None

Absent: Anderson, Wheeler

ADJOURN

The meeting adjourned at 7:03 p.m.

-Attachment 1-

4:17 PM
12/02/24
Accrual Basis

Cache Water District Profit & Loss Budget vs. Actual January through October 2024

	Jan - Oct 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
Cache County	1,662.84		
Cache County Property Taxes	336,155.46	298,598.00	112.6%
Cloud Seeding	0.00	28,000.00	0.0%
PL-566 Watershed Grant NRCS	252,586.25	1,000,000.00	25.3%
Restricted Income			
Northern Utah Water Conference	2,000.00		
Restricted Income - Other	117,855.39		
Total Restricted Income	119,855.39		
Trapper Park Study	336,383.33	2,000,000.00	16.8%
Wellsville Mendon Study NRCS	323,409.39		
Total Income	1,370,052.66	3,326,598.00	41.2%
Gross Profit	1,370,052.66	3,326,598.00	41.2%
Expense			
Operations			
Insurance and Bonding	868.91	5,000.00	17.4%
Office Supplies	1,416.22	2,000.00	70.8%
Publications	0.00	3,000.00	0.0%
Rent	1,350.00	6,000.00	22.5%
Technology			
Cell Phone	375.31	2,500.00	15.0%
Computer and printer	327.64	2,000.00	16.4%
Total Technology	702.95	4,500.00	15.6%
Vehicle			
Fuel	0.00	3,500.00	0.0%
Vehicle - Other	0.00	50,000.00	0.0%
Total Vehicle	0.00	53,500.00	0.0%
Total Operations	4,338.08	74,000.00	5.9%
Outreach			
Conservation	10,000.00	30,000.00	33.3%
Dues	1,296.00	2,500.00	51.8%
Northern Utah Water Conference	3,952.36		
Sponsorships	200.00	2,500.00	8.0%
Training	2,375.72	5,000.00	47.5%
Website	643.30	2,000.00	32.2%
Total Outreach	18,467.38	42,000.00	44.0%

Cache Water District
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Vehicle - Other	0.00	50,000.00	0.0%
Total Vehicle	0.00	53,500.00	0.0%
Total Operations	4,338.08	74,000.00	5.9%
Outreach			
Conservation	10,000.00	30,000.00	33.3%
Dues	1,296.00	2,500.00	51.8%
Northern Utah Water Conference	3,952.36		
Sponsorships	200.00	2,500.00	8.0%
Training	2,375.72	5,000.00	47.5%
Website	643.30	2,000.00	32.2%
Total Outreach	18,467.38	42,000.00	44.0%

-Attachment 2-

2025 Budget

Income

Taxes	\$ 613,000
Cloud Seeding	\$ 28,000
Trapper Park	\$ 1,500,000
State Grant	\$ 740,000
PL-566	\$ 250,000
Transfer from Reserves	-

Total Income **\$ 3,131,000**

Expenses

Personnel

Salary & Benefit	\$ 270,000
Travel	\$ 10,000
Attorney Services	\$ 10,000
Financial Services	\$ 5,000
Admin Services	\$ 1,500
Audit	\$ 10,000
Total Personnel	\$ 306,500

Outreach

Conservation	\$ 15,000
Dues	\$ 2,500
Training	\$ 5,000
Website	\$ 2,000
Sponsorships	\$ 2,500
Total Outreach	\$ 27,000

Operations

Insurance/Bonding	\$ 5,000
Publications	\$ 3,000
Vehicle	\$ 10,000
Fuel	\$ -
Technology	\$ 4,000
Rent	\$ 5,500
Office Supplies	\$ 2,000
Total Office	\$ 29,500

Project Funding

Cloud Seeding	\$ 63,000
Water Studies	\$ 60,000
Water Resiliency	\$ 740,000
Water Purchases	\$ 150,000
Crockett	\$ 100,000
Trapper Park	\$1,500,000
Logan Observatory	\$ 5,000
Wellsville/Mendon	\$ 150,000
Total Project Funding	\$ 2,768,000

Balance **\$ -**