



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 December 7, 2020

The Cache Water District Board of Trustees convened for a regular meeting via electronic format.

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
Herm Olsen – Logan #3 Council District
Max Pierce – North Council District
Jeannie Simmonds – Logan #1 Council District

MEMBERS OF THE BOARD ABSENT:

David Erickson – At-Large Position
Bret Randall – Northeast Council District

OTHERS IN ATTENDANCE:

Nathan Daus (Manager), Ann Neville, Chad Brown, Jason Craig, Mike Wilson, Chris Slater, Debbie Zilles

CALL TO ORDER

The meeting was called to order by Chairman Hardman at 5:30 p.m.
Consideration for minutes from November 9, 2020 and agenda for December 7, 2020

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

PUBLIC COMMENT

None

FINANCIAL REPORT

See [-Attachment 1-](#)

CALENDAR EVENTS

- January 20, 2020 – Crockett PI project – Agency/Stakeholder meeting - 11:00 a.m.
- January 28, 2020 – Crockett PI Project Meeting – Public Scoping meeting - 6:00 p.m.
- March 1-5, 2021 – Rural Water Association of Utah
- March 15-17, 2021 – Utah Water Users

Mr. Daugs said the public meeting for the Crockett project will provide a general overview of the project. Ms. Neville asked how to get on the mailing list for the meetings. Mr. Daugs said there will be public outreach and advertisements. There is a link to the Crockett project through the CWD website. The other water user meetings should have more information on their individual websites.

The January 4, 2021 Board meeting will be held in-person at the Cache County Event Center (to allow for social distancing) in order to administer the Oath of Office to the newly elected members and handle the annual position elections.

Mr. Clark asked if there are any upcoming task force meetings. Mr. Daugs will double-check on the Water Quality task force and forward a link to the meeting if there is one scheduled.

MANAGER'S REPORT

Update on PL 566 Applications/Projects

- Cub River – Franklin County is the sponsor and CWD is a co-sponsor. The project is intended to pipe the last section of canal through the southern end of Franklin County and Lewiston. The initial kickoff meeting was held a couple of weeks ago.
- Crockett Pressurized Irrigation (PI) – A kickoff meeting with the various co-sponsors and NRCS was held last week. Outreach meetings will begin in January (as noted under calendar items). He encouraged Board members to be involved in the scoping meetings. As meeting dates and times are set, Mr. Daugs will send out the information to the members.
- Wellsville/Mendon – The initial phase for the Plan Environmental Assessment (EA) has been funded and will begin moving forward as soon as the contract with NRCS is signed. This project will work on pressurized irrigation and flood control measures.

Sponsorship for Cache Conservation Newsletter

This is a quarterly newsletter addressing various natural resource issues and reaches ~2,500-3,000 residents. The Water District has an article in the upcoming issue, which will be coming out in the next few weeks. As a sponsor (\$200 per year), CWD can put information in the newsletter each quarter. This is a good way to reach residents.

Chairman Hardman is familiar with the newsletter and said it fulfills a good purpose in getting conservation-related issues out. Mr. Clark said this is a cost-effective way to get exposure and information out to the public.

Ms. Simmonds asked who some of the other sponsors are. Mr. Daugs said USU Extension, IFA, Circle B Irrigation, Lewiston State Bank and Farm Bureau are some.

Mr. Daugs will forward the next copy of the newsletter out to all members as soon as it is published.

MOTION: Mr. Dustin moved to **approve** \$200 to become a sponsor of the Cache Conservation Newsletter. Mr. Olsen seconded the motion. **The motion was approved (9-0).**

Aye: Baldwin, Clark, Clawson, Dustin, Hardman, Lindley, Olsen, Pierce, Simmonds

Nay:

Absent: Erickson, Randall

Water Banking

The Water Banking Pilot Project is moving forward. There have been meetings with the canal companies on the south end of the valley. Mr. Daugs spoke with Emily Lewis, who advised that HDR Engineering will begin doing some evaluations on the canal systems to determine the capacities. He will keep the Board updated.

District Vehicle Update

Ms. Simmonds contacted the Young Automotive Group about their rollover program. A vehicle would be sold at the state-contracted price, which includes all maintenance – the initial price would be \$33,861. At the end of the annual contract, if the vehicle is returned with less than 12,000 miles, they give you the same amount of money toward a new vehicle. If the vehicle has less than 24,000 miles, the rollover amount would be \$31,950. The vehicle would be a 2021 Chevy Silverado 1500 4WD Trail Boss which retails for \$47,270. Trucks have better buybacks because vehicles depreciate faster.

Mr. Dustin is familiar with the program when he researched it for Nibley City. He said it is a great deal. Mr. Clawson agreed. Ms. Simmonds noted that Logan City has 45 vehicles through this program.

Ms. Simmonds said the program can begin at any time. Mr. Daugs suggested possibly waiting until meetings resume back to in-person; at which time he will be driving more frequently.

Mr. Daugs will research vehicle insurance options. Mr. Olsen said he would be happy to review the contract prior to the purchase of the vehicle.

MOTION: Mr. Dustin moved to **approve** CWD to obtain a vehicle through the state contract program as discussed. Mr. Daugs' will have discretion on when the program should begin. Mr. Olsen seconded the motion. **The motion was approved (9-0).**

Aye: Baldwin, Clark, Clawson, Dustin, Hardman, Lindley, Olsen, Pierce, Simmonds

Nay:

Absent: Erickson, Randall

2021 BUDGET REVIEW & APPROVAL

Income	Taxes		\$ 275,000
	PL-566		\$ 1,000,000
Transfer from Reserves			\$ 254,500
		Total Income	\$ 1,529,500
Expenses			
	Personnel		
	Salary + Benefits	\$ 128,500	
	Vehicle	\$ 50,000	
	Fuel	\$ 2,500	
	Travel	\$ 5,000	
	Professional Services	\$ 1,500	
	Attorney Services	\$ 30,000	
	Financial Services	\$ 10,000	
	Audit	\$ 7,000	
	Total Personnel		\$ 234,500
	Outreach		
	Conservation Programs	\$ 25,000	
	Dues	\$ 2,500	
	Training	\$ 6,000	
	Website	\$ 2,000	
	Sponsorships	\$ 2,500	
	Insurance/Bonding	\$ 5,000	
	Total Outreach		\$ 43,000
	Office		
	Publications	\$ 5,000	
	Technology	\$ 3,000	
	Rent	\$ 5,500	
	Office Supplies	\$ 1,500	
	Total Office		\$ 15,000
	Project Funding		
	Cloud Seeding	\$ 50,000	
	Water Studies	\$ 150,000	
	Water Purchases	\$ 37,000	
	Crockett Project	\$ 400,000 *	
	Wellsville/Mendon	\$ 600,000 *	
	Total Project Funding		\$ 1,237,000

		Total Expense	\$ 1,529.500
Balance			\$ -

* Will be reimbursed by NRCS funds

Mr. Daugs noted that the PL-566 Income amount changed from \$400,000 as discussed last meeting to \$1,000,000 to reflect the \$600,000 for the Wellsville/Mendon project that has been approved. This will not be a cost to the District, funds will come in and out of the budget. Because this change does not affect taxation, it does not require additional noticing or a public hearing. The other categories are similar to last year’s budget.

There was discussion about increasing funds for administrative/clerk duties. It was determined to make this a separate line item labeled “Professional Services” with an annual amount not to exceed \$1,500. “Salary & Benefits” was reduced by \$1,500 to reflect this change, so the overall amount stayed the same.

MOTION: Mr. Dustin moved to **approve** the 2021 Cache Water District Budget as presented with the changes as discussed. Mr. Clawson seconded the motion. **The motion was approved (9-0).**

Aye: Baldwin, Clark, Clawson, Dustin, Hardman, Lindley, Olsen, Pierce, Simmonds

Nay:

Absent: Erickson, Randall

OTHER

Chairman Hardman said the Crockett PI and Wellsville/Mendon projects are positive and will give the District an initial direction to focus efforts.

Mr. Clark asked about the APO meetings schedule. Mr. Daugs said there were none scheduled in December. As soon as it is safe to begin meeting in-person again, he will put together a 2021 schedule.

ADJOURN

The meeting adjourned 6:22 p.m.

-Attachment 1-

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12/07/20

Accrual Basis

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

	Jan - Mar 20	Budget	% of Budget	Apr - Jun 20	Budget	% of Budget	Jul - Sep 20
Ordinary Income/Expense							
Income							
Cache County	275,000.00	275,000.00	100.0%	0.00	0.00	0.0%	0.00
Restricted Income	19,163.00			1,900.50			13,000.00
Total Income	294,163.00	275,000.00	107.0%	1,900.50	0.00	100.0%	13,000.00
Gross Profit	294,163.00	275,000.00	107.0%	1,900.50	0.00	100.0%	13,000.00
Expense							
Office							
Insurance and Bonding	0.00	1,249.98	0.0%	3,143.60	1,250.00	251.5%	0.00
Office Furnishings	60.00	627.00	9.6%	0.00	627.00	0.0%	0.00
Office Supplies	375.25	500.01	75.0%	0.00	500.01	0.0%	70.61
Publications	0.00	1,125.00	0.0%	0.00	1,125.00	0.0%	0.00
Rent	5,400.00	1,500.00	360.0%	1,350.00	1,500.00	90.0%	1,350.00
Technology							
Cell Phone	187.51			113.99			228.88
Computer and printer	144.00			51.08			74.88
Technology - Other	0.00	750.00	0.0%	0.00	750.00	0.0%	0.00
Total Technology	331.51	750.00	44.2%	165.07	750.00	22.0%	303.76
Vehicle	0.00	3,750.00	0.0%	0.00	3,750.00	0.0%	0.00
Total Office	6,166.76	9,501.99	64.9%	4,658.67	9,502.01	49.0%	1,724.37
Outreach							
Conservation	19,900.00	7,500.00	265.3%	20,000.00	7,500.00	266.7%	0.00
Dues	100.00	625.02	16.0%	814.00	625.00	130.2%	0.00
Northern Utah Water Conference	375.00			0.00			-350.00
Sponsorships	0.00	750.00	0.0%	325.00	750.00	43.3%	-175.00
Training	1,243.00	1,500.00	82.9%	0.00	1,500.00	0.0%	0.00
Website	72.55	499.98	14.5%	0.00	500.00	0.0%	0.00
Total Outreach	21,690.55	10,875.00	199.5%	21,139.00	10,875.00	194.4%	-525.00
Personnel							
Salary and benefits	23,469.23	32,502.00	72.2%	43,591.87	32,500.00	134.1%	27,493.89
Travel and Mileage	2,197.13	3,750.00	58.6%	626.86	3,750.00	16.7%	0.00
Total Personnel	25,666.36	36,252.00	70.8%	44,218.73	36,250.00	122.0%	27,493.89

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12/07/20

Accrual Basis

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

	Jan - Mar 20	Budget	% of Budget	Apr - Jun 20	Budget	% of Budget	Jul - Sep 20
Professional Fees							
Administrative	112.50			82.50			0.00
Attorney Services	0.00	7,500.00	0.0%	0.00	7,500.00	0.0%	0.00
Audit	0.00	1,750.02	0.0%	0.00	1,750.00	0.0%	0.00
Financial Services	168.75	2,500.02	6.7%	244.25	2,500.00	9.8%	18.74
Total Professional Fees	281.25	11,750.04	2.4%	326.75	11,750.00	2.8%	18.74
Project funding							
ASR Studies	0.00	6,249.99	0.0%	0.00	6,249.99	0.0%	0.00
Bear River Development	0.00	1,250.01	0.0%	0.00	1,250.01	0.0%	0.00
Cloud Seeding	14,774.00	13,000.02	113.6%	7,603.00	13,000.00	58.5%	0.00
Secondary Irrigation	3,447.95	6,249.99	55.2%	22,586.75	6,249.99	361.4%	0.00
Seepage Loss Studies	0.00	2,500.00	0.0%	0.00	0.00	0.0%	0.00
Water Master Plan	6,674.00	2,500.02	267.0%	0.00	2,500.00	0.0%	0.00
Water Studies							
Crockett Study	1,080.87			1,000.00			2,779.40
Water Banking	0.00	2,500.02	0.0%	0.00	2,500.00	0.0%	0.00
Water Studies - Other	0.00	12,499.98	0.0%	0.00	12,500.00	0.0%	0.00
Total Water Studies	1,080.87	15,000.00	7.2%	1,000.00	15,000.00	6.7%	2,779.40
Total Project funding	25,976.82	46,750.03	55.6%	31,189.75	44,249.99	70.5%	2,779.40
Reconciliation Discrepancies	0.00			0.00			0.01
Total Expense	79,781.74	115,129.06	69.3%	101,532.90	112,627.00	90.1%	31,491.41
Net Ordinary Income	214,381.26	159,870.94	134.1%	-99,632.40	-112,627.00	88.5%	-18,491.41
Net Income	214,381.26	159,870.94	134.1%	-99,632.40	-112,627.00	88.5%	-18,491.41

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 Accrual Basis

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

					TOTAL		
	Budget	% of Budget	Oct - Nov 20	Budget	% of Budget	Jan - Nov 20	Budget
Ordinary Income/Expense							
Income							
Cache County	0.00	0.0%	0.00	0.00	0.0%	275,000.00	275,000.00
Restricted Income			0.00			34,063.50	
Total Income	<u>0.00</u>	<u>100.0%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>309,063.50</u>	<u>275,000.00</u>
Gross Profit	0.00	100.0%	0.00	0.00	0.0%	309,063.50	275,000.00
Expense							
Office							
Insurance and Bonding	1,250.01	0.0%	0.00	833.34	0.0%	3,143.60	4,583.33
Office Furnishings	627.00	0.0%	0.00	418.00	0.0%	60.00	2,299.00
Office Supplies	500.00	14.1%	0.00	333.32	0.0%	445.86	1,833.34
Publications	1,125.00	0.0%	0.00	750.00	0.0%	0.00	4,125.00
Rent	1,500.00	90.0%	1,350.00	1,000.00	135.0%	9,450.00	5,500.00
Technology							
Cell Phone			0.00			530.38	
Computer and printer			0.00			269.96	
Technology - Other	750.00	0.0%	0.00	500.00	0.0%	0.00	2,750.00
Total Technology	<u>750.00</u>	<u>40.5%</u>	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>	<u>800.34</u>	<u>2,750.00</u>
Vehicle	<u>3,750.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>13,750.00</u>
Total Office	<u>9,502.01</u>	<u>18.1%</u>	<u>1,350.00</u>	<u>6,334.66</u>	<u>21.3%</u>	<u>13,899.80</u>	<u>34,840.67</u>
Outreach							
Conservation	7,500.00	0.0%	0.00	5,000.00	0.0%	39,900.00	27,500.00
Dues	624.99	0.0%	410.00	416.66	98.4%	1,324.00	2,291.67
Northern Utah Water Conference			0.00			25.00	
Sponsorships	750.00	-23.3%	0.00	500.00	0.0%	150.00	2,750.00
Training	1,500.00	0.0%	0.00	1,000.00	0.0%	1,243.00	5,500.00
Website	500.01	0.0%	0.00	333.34	0.0%	72.55	1,833.33
Total Outreach	<u>10,875.00</u>	<u>-4.8%</u>	<u>410.00</u>	<u>7,250.00</u>	<u>5.7%</u>	<u>42,714.55</u>	<u>39,875.00</u>
Personnel							
Salary and benefits	32,499.00	84.6%	18,154.91	21,666.00	83.8%	112,709.90	119,167.00
Travel and Mileage	3,750.00	0.0%	0.00	2,500.00	0.0%	2,823.99	13,750.00
Total Personnel	<u>36,249.00</u>	<u>75.8%</u>	<u>18,154.91</u>	<u>24,166.00</u>	<u>75.1%</u>	<u>115,533.89</u>	<u>132,917.00</u>

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Accrual Basis

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

			TOTAL				
	Budget	% of Budget	Oct - Nov 20	Budget	% of Budget	Jan - Nov 20	Budget
Professional Fees							
Administrative			112.50			307.50	
Attorney Services	7,500.00	0.0%	0.00	5,000.00	0.0%	0.00	27,500.00
Audit	1,749.99	0.0%	0.00	1,166.66	0.0%	0.00	6,416.67
Financial Services	2,499.99	0.7%	19.00	1,666.66	1.1%	450.74	9,166.67
Total Professional Fees	11,749.98	0.2%	131.50	7,833.32	1.7%	758.24	43,083.34
Project funding							
ASR Studies	6,249.99	0.0%	0.00	4,166.66	0.0%	0.00	22,916.63
Bear River Development	1,250.01	0.0%	0.00	833.34	0.0%	0.00	4,583.37
Cloud Seeding	12,999.99	0.0%	0.00	8,666.66	0.0%	22,377.00	47,666.67
Secondary Irrigation	6,249.99	0.0%	0.00	4,166.66	0.0%	26,034.70	22,916.63
Seepage Loss Studies	0.00	0.0%	0.00	0.00	0.0%	0.00	2,500.00
Water Master Plan	2,499.99	0.0%	2,000.00	1,666.66	120.0%	8,674.00	9,166.67
Water Studies							
Crockett Study			0.00			4,860.27	
Water Banking	2,499.99	0.0%	0.00	1,666.66	0.0%	0.00	9,166.67
Water Studies - Other	12,500.01	0.0%	0.00	8,333.34	0.0%	0.00	45,833.33
Total Water Studies	15,000.00	18.5%	0.00	10,000.00	0.0%	4,860.27	55,000.00
Total Project funding	44,249.97	6.3%	2,000.00	29,499.98	6.8%	61,945.97	164,749.97
Reconciliation Discrepancies			-106.22			-106.21	
Total Expense	112,625.96	28.0%	21,940.19	75,083.96	29.2%	234,746.24	415,465.98
Net Ordinary Income	-112,625.96	16.4%	-21,940.19	-75,083.96	29.2%	74,317.26	-140,465.98
Net Income	-112,625.96	16.4%	-21,940.19	-75,083.96	29.2%	74,317.26	-140,465.98

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 Accrual Basis

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

	<u>TOTAL</u>
	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
Cache County	100.0%
Restricted Income	
Total Income	<u>112.4%</u>
Gross Profit	112.4%
Expense	
Office	
Insurance and Bonding	68.6%
Office Furnishings	2.6%
Office Supplies	24.3%
Publications	0.0%
Rent	171.8%
Technology	
Cell Phone	
Computer and printer	
Technology - Other	<u>0.0%</u>
Total Technology	29.1%
Vehicle	<u>0.0%</u>
Total Office	39.9%
Outreach	
Conservation	145.1%
Dues	57.8%
Northern Utah Water Conference	
Sponsorships	5.5%
Training	22.6%
Website	<u>4.0%</u>
Total Outreach	107.1%
Personnel	
Salary and benefits	94.6%
Travel and Mileage	<u>20.5%</u>
Total Personnel	86.9%

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 Accrual Basis

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

	TOTAL
	% of Budget
Professional Fees	
Administrative	
Attorney Services	0.0%
Audit	0.0%
Financial Services	4.9%
Total Professional Fees	1.8%
Project funding	
ASR Studies	0.0%
Bear River Development	0.0%
Cloud Seeding	46.9%
Secondary Irrigation	113.6%
Seepage Loss Studies	0.0%
Water Master Plan	94.6%
Water Studies	
Crockett Study	
Water Banking	0.0%
Water Studies - Other	0.0%
Total Water Studies	8.8%
Total Project funding	37.6%
Reconciliation Discrepancies	
Total Expense	56.5%
Net Ordinary Income	-52.9%
Net Income	-52.9%