

# **Meeting Minutes**

## **Emery County Special Service District #1**

### **Box Room @ 10:00 a.m.**

### **August 14, 2023**

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**ATTENDANCE:** Chairman: Bevan Wilson, Vice Chairman Dale Curtis, Dean King, Wayde Nielson, Kash Winn, Secretary Jan Olsen. Merrial Johansen (J&T), Justin Truman (Road department).

**1. Approval of July 10, 2023, meeting minutes.**

Dean King made a motion to approve the meeting minutes as written, and Kash Winn seconded the motion, motion carried.

**2. Open Public Hearing to discuss Amending the 2023 Budget.**

No one was present in this meeting, from the public, to comment. Chairman Bevan Wilson reviewed the 2023 budget and gave the items that were added to the budget, those being: Cottonwood Canyon culvert project, 190,000.00, Emery Water project 425,000.00, Engineering Cottonwood Canyon project 23,000.00, added to revenue, Secure Rural School Distribution, 109,140.00.

Dean King made a motion to close the Public Hearing and was seconded by Wayde Nielson; the motion carried.

**3. Discuss/Approve the Proposed Amended 2023 Budget.**

The board discussed the proposed changes, followed by a motion by Wayde Nielson to adopt the amended 2023 budget, which Dale Curtis seconded; the motion carried.

**4. Discuss/Approve the 2022 Audit Report.**

The audit was discussed. Kash Winn motioned to approve the audit by Kimble and Roberts for December 2022; Dean King seconded the motion, and the motion carried.

**5. Discuss Quitchupa, bid opening/concurrence motion.**

The district is moving forward with funding these four Emergency Water Projects. This is an Emery County project, but the funding for Emery County's local match will be paid through ECSSD#1. Of which there is an Interlocal Agreement. J&T gave a presentation on the bid opening for the Quitchipua project. The low bidder was Perco Rock. J&T will recommend to the Emery County Commission that the contract be awarded to the low bidder, Perco Rock.

Kash Winn motioned that the district concurs with J&T's recommendation that the contract be awarded to the low bidder, Perco Rock; Dean King seconded the motion, and the motion carries.

**6. Discuss/Approve the Interlocal Agreement for EWP Projects between Emery County and ECSSD #1.**

Bevan and Jan Olsen drafted this Interlocal Agreement after reviewing information from other Interlocal Agreements drafted by the County Attorney's office and changed some wording to fit our needs. which was reviewed by Jim Jennings (EWP interim manager) and Commissioner Jensen and was sent to the County Attorney's office. Bevan stated it went to the County Attorney for review and correction or concerns. This Interlocal Agreement has been in and out of the Attorney's office, and we are forwarding the agreement to the Emery County Commission for approval and signature.

Payment procedures have not been included in other Interlocal Agreements. This payment procedure needs to be in the Interlocal Agreement to specify who is responsible for each step in making payments and reimbursements for these projects.

Wayde Nielsen motioned to accept and approve the Interlocal Agreement as presented and seconded by Dean King; the motion carried.

**7. Johansen and Tuttle Engineering report on current projects:**

**a. Jurassic National Monument Access Road**

Merrial Johansen stated that Jim Jennings, Commission Jensen, and Justin Truman were in a meeting to determine if we were stopping everything but the two culverts on the top of the road and the possibility of completing the design.

**b. Lone Tree Bridge Project:**

We are finishing with payroll from subcontractors and calling UDOT to see if we need to send anything more to finish this.  
If there is a change order, our portion is 7.6%

**c. Trail Mountain Road 2023 Project:**

J&T will schedule a precondition meeting with Allred Construction. Bear Creek Canyon and Cottonwood will be similar projects with riprap, culvert, and retaining wall; these must be bid separately. Quitchupa has not been awarded, but we can combine Mill Fork with a change order; no bidding is required. Timing for these projects is critical; we will advertise for bids while designing these projects. NCRS's policy is they do not pay for culverts. The cost of these culverts will likely have to come from the Road Department or ECSSD#1.

**d. Bridge inventory report by J & T:**

Howard Tuttle has been on-site at many of these bridges to get an update on what needs to be done.

**e. EWP 4 projects.**

NCRS will pay 100% for the engineering process. Other information was discussed above.

**8. Discuss/Approve any change orders generated from work on current projects.**

No change order at this time.

**9. Approval of payment of bills, financial reports, and distribution of Mineral Lease funds.**

**a. Payment of Bills presented by Jan Olsen:**

Wayde Nielsen motioned to approve the payment of the bills and was seconded by Dale Curtis; the motion carried.

**b. Approval of the Distribution of mineral lease revenue:**

For July 2023, in the gross amount of **\$71,082.87** less the Carbon shift of **\$113.00** for a net amount of **\$71,082.87** to be distributed as follows:

After EEMSSD's 5% of **\$3,554.14**, the remaining amount for distribution to the following Districts is **\$67,528.73**

ECSSD#1 - 47%	<b>\$31,738.50</b>
CVSSD - 16%	<b>\$10,804.60</b>
Fire SSD - 16%	<b>\$10,804.60</b>
Rec SSD - 16%	<b>\$10,804.60</b>
North Emery Water Users - 5%	<b>\$ 3,376.43</b>

Kash Winn motioned to approve the distribution of the mineral lease revenue and was seconded by Dean King; the motion carried.

**10. Discussion of other business that may come before the Board.**

Dean King reported that there have been two culverts installed at 5-Mile wash southeast of Green River. There was more discussion about other needs at different drainage crossings further south on this road. There will be further discussion about this section of this road, at budget time.

**11. Adjourn.** The next meeting will be held on **September 11, 2023**