Meeting Minutes

Emery County Special Service District #1
P.O. Box 1055, Castle Dale, UT 84513
435-381-5217
Box Room @ 10:00 a.m.
January 13, 2025

Attendance: Board Members Present: Chairman Bevan Wilson, Vice Chairman Wayde Nielsen, Kresha Eastman, Kash Winn, Merrill Swasey, Secretary Jan Olsen.

Excused members: None

Public: Commissioner Keven Jensen, Brock Winn, Justin Truman, Howard Tuttle & Merrial Johansen (J&T)

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1. **Welcome/Approval of Dec 9, 2024, meeting minutes.**
   Bevan Wilson welcomed everyone to the meeting. Wayde motioned to approve the meeting minutes, which Merrill Swasey seconded. The motion passed.

2. **GRAMA Training Meeting 3:00 - 4:30, 5:30 - 7:00 Swell Room. Attendance in person is preferred, but online attendance will be available.**
   There are two mandatory meetings; people are confused, so there are two meetings that you will attend in person, and then one is online.

3. **Ratification of 2025 Adopted budget adjustments.**
   Brenda Tuttle, clerk/auditor, brought a couple of additional budget errors to our attention. Bevan Wilson and Jan Olsen reviewed the information and adjusted the differences to reflect the actual amounts. Merrill Swasey motioned to ratify the 2025 adopted budget adjustment, and Kresha Eastman seconded the motion, which passed.

4. **Discuss/Award Contracts to the lowest qualified bidder for the following**
   a. **2025 Crack Seal Project**
      We opened the bids last Friday. Howard Tuttle recommends awarding CKC the Contract for the amount of $222,000. Merrill Swasey motioned to move forward with CKC, and Wayde Nielsen seconded the motion. Motion passed.

   b. **4 BLM Dip projects**
      J & T opened a bid on this project, which was awarded to Allred Construction for $352,203.23; Howard Tuttle recommended moving forward with this bid. Merrill Swasey motioned to move forward with this bid, and Cash Winn seconded the motion, which was passed.

c. **Tree Removal/Trim projects**
Allred Construction was the low bidder at $449,000, which was over our budget. We have adjusted the project to $292,952, aligning with our budget.

5. **Discuss/Approve the Contract for Engineering Services for the Tree Removal/Trim Tree Project.**
Wayde Nielsen motioned to award J&T and the project and ratify this contract in February meeting. Authorize the Chairman to sign the notice of award after the necessary adjustments had been finalized, not to exceed $323,000.00. Merrill Swasey seconded it. The motion was passed.

6. **Johansen and Tuttle Engineering - Report on current projects.**

a. **Green River 9-Mile Dip**
The most significant update is that we received the stream alteration permit. The project is ready to bid.

b. **Cottonwood & Ferron Dip Projects**
This project has been completed and signed off on.
$49,500.00

c. **2024 Fall Crack Seal Project**
This is sitting on the shelf at J&T, waiting for us to issue a notice to proceed, which should occur in the February board meeting. We can start them back up with a letter.

d. **4-BLM Dip Projects, ECRD #332**
Discussed above

e. **2025 Crack Seal Project**
The contract went to CKC, and the new contract was not drafted for this meeting. The engineering cost will be $14,000.00 to be ratified in next month's meeting. Kash Winn motioned to approve this contract and ratify this action in our next meeting in February, which Merrill Swasey seconded, and the motion passed.

f. **Tree Removal/Trim project**
The Engineering services for $25,000.00 Wayde Nielsen motioned to accept the bid and seconded by Krisha Eastman, motion passed

7. Election of Chairman and Vice Chairman for 2025

According to our by-laws, we must elect a new chairman each year.

Bevan Wilson entertained opening the nominations for those two positions. Kash Winn nominated Wayde Nielsen as Chairman and Merrill Swasey as vice chairman. The chairman asked for any other nominations. Seeing none, I would entertain a motion to cease nominations and put them in by acclamation.
Kresha Eastman moved to proceed with the Chairman, and Vice Chairman Kash Winn seconded the motion, and the motion passed.

Thank you to all who have served and will serve in the future. Merrill Swasey thanked Bevan Wilson for all his years of service. He has served since 1989.

8. Discuss/Approve any change orders and project advancement.

J&T is preparing the County's application for the upcoming 5-year crack seal funding program. We request they allocate 50% in 2027 and 50% in 2028.

9. Board Member reports and any other business that may come before the Board.

Chairman Wilson asked Jan, will you do what needs to be done to get Merrill and Wayde as signers on the ECSSD#1 on the Zions bank account, please?

Bevan would like to have a handwritten history. I think it would be about the district, why it was created, and how it came about while there were still resources available to assist with the creation of the history of this district. Bevan was asked to do that, and he agreed.

We have the stream alteration permit for the 9-mile dip. Merrill Swasey made a motion to move forward with advertising, and Kash Winn seconded the motion, and the motion passed.

10. Assign project managers to 2025 projects, dips, crack seal, and trees.

Dips - Merrill Swasey
Crack Seal - Kash Winn
9-Mile - Kresha Eastman also Tree at Fasselin and Minchy north
Trees- Bevan and Wayde

Merrill Swasey motioned to approve the project managers, and Kresha Eastman seconded the motion, which passed unanimously.

11. Distribution of the Mineral Lease Undistributed CAP Funds from 2024, as instructed by the Emery County Commission.

EEMSSD	**$ 169,650.00**

ECSSD#1 -	**$ 384,000.00**
Fire SSD -	**$ 44,874.18**
CVSSD -	**$ 130,500.00**
Rec SSD -	**$ 104,748.00**
North Emery Water Users -	**$ 133,534.56**
TOTAL	**$ 931,306.74**

Kash Winn motioned to distribute the undistributed CAP fund, and Kresha Eastman seconded it, and the motion passed.

12. Approval of payment of bills, financial reports, and distribution of mineral lease funds.

a. **Payment of Bills presented by Jan Olsen:**
Merrill Swasey motioned to pay the bills, and Kash Winn seconded the motion, which passed.

b. **Approval of the distribution of mineral lease revenue:**
For Nov., in the gross amount of **$46,489.81** less the Carbon shift of **$9,340.00** for a net amount of **$37,149.81** to be distributed as follows:
After EEMSSD's 5% of **$1,857.50,** the remaining amount for distribution to the following Districts is **$35,292.31**

ECSSD#1 - 47%	**$ 16,587.39**
Fire SSD - 16%	**$ 5,646.77**
CVSSD - 16%	**$ 5,646.77**
Rec SSD - 16%	**$ 5,646.77**
North Emery Water Users - 5%	**$ 1,764.61**

Kresha Eastman motioned to distribute the mineral funds for Nov. Kash Winn seconded the motion and passed.

13. Adjourn

Merrill Swasey motioned to adjourn, and Kash Winn seconded the motion.

The next meeting will be held on **Feb 10, 2025.**

Kash Winn