

**CASTLE VALLEY SPECIAL SERVICE DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 18, 2014**

**MEMBERS PRESENT**

MISTIE CHRISTIANSEN  
BRAD GILES  
HILARY GORDON  
BRENT HADFIELD  
TRENT JACKSON

JR NELSON  
GARY PRICE  
ROGER SWENSON  
MICHAEL TAYLOR  
JEFF TUTTLE

**STAFF PRESENT**

JACOB SHARP  
CRAIG BUNNELL  
MERRIAL JOHANSEN  
DIANE HAGARA

**MEMBERS NOT PRESENT**

KENT WILSON

Welcome by Chairman, Brad Giles at 7:00pm.

1. **Review and Approval of Minutes of November 20, 2014**

Motion was made by Hilary Gordon and seconded by Trent Jackson to approve the minutes of November 20. All those present voted for.

2. **Public Comments – Comments From the Public on Items Not on Agenda**

There were none.

3. **Discussion of 2014 Construction Projects**

a. **2014 Street Project**

Jacob stated that the Street project was closed out several months ago. At that time there wasn't a quorum, then it was left off the agenda; we would now like to approve and close out the contract.

Merial reviewed change order #2.

Motion was made by Hilary Gordon and seconded by Mistie Christiansen to approve change order #2 in the amount of \$12,759.67. Motion carried by roll call vote: Jeff Tuttle – yes; Gary Price, - yes; Trent Jackson – yes; Michael Taylor – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Roger Swenson – yes.

b. **2014 Drainage Project**

Jacob stated that Nielson Construction is complete with this project, but we did not approve the final change order. They are in receipt of a letter indicating punch list items. Retainage will be held until these items are complete.

Merial reviewed change order #2 in the amount of \$54,842. This increases the contract amount to \$690,806.70.

Trent stated that Idris Walker, who lives along Canyon Road in Ferron, has complained that Nielson Construction got into the roots of his tree and wants it taken care of.

Jacob stated that trimming the tree is on the punch list, but removing the tree is not on the punch list.

Motion was made by Hilary Gordon and seconded by Mistie Christiansen to approve change order #2 in the amount of \$54,842. Motion carried by roll call vote: Jeff Tuttle – yes; Gary Price, - yes; Trent Jackson – yes; Michael Taylor – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Roger Swenson – yes.

c. **2014 Curb & Gutter Project**

Jacob stated that B Hansen Construction is finishing placement of concrete in Elmo. There are a few clean up items. Most of the posts are set for the fence in Cleveland. We are giving them substantial completion today.

Jacob explained that the pay estimate does not show all the concrete quantities, because we cut it off last week, which is typical policy. There will be another pay estimate. We are projecting that we'll have about \$5,000 left after everything is paid for, but this is an approximation. We are still working out prices with them on added work in Cleveland.

Pay Estimate #8 is \$51,885.20 with \$2,730.80 being held in retainage. They are 99% complete. They were out of time last month.

Merrial reviewed change #4 order giving them 42 days, which includes weather days and days for work in Huntington, Castle Dale and Emery.

Jacob reminded the board that B Hansen Construction lost half of their crew last summer, due to a shooting. It has been hard for them to find good help.

Motion was made by Gary Price and seconded by Jeff Tuttle to approve change order #4, which gives the contractor 42 additional days to complete the project. Motion carried by roll call vote: Jeff Tuttle – yes; Gary Price, - yes; Trent Jackson – yes; Michael Taylor – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Roger Swenson – yes.

d. **2014 Funding Review**

Jacob reviewed the funding review handout.

4. **Approval of 2015 Holiday Schedule**

Motion was made by Hilary Gordon and seconded by Trent Jackson to approve the 2015 Holiday Schedule as printed. All those present voted for.

5. **Approval of 2015 Board Meeting Schedule**

Motion was made by Brent Hadfield and seconded by JR Nelson to approve the 2015 Board Meeting Schedule. All those present voted for.

6. **Review of 2014 Budget and Consideration of Employee Bonuses**

Jacob stated that the budget meeting with Commission went well. Jacob reminded the board that we talked about giving a bonus to the District employees if we came under budget. We have, indeed, come under budget by approximately \$50,000.

Jacob stated that we also received an insurance rebate in July that can be redistributed. Jacob referred to the percentages listed on the board. He asked the board for their thoughts.

Motion was made by Mistie Christiansen and seconded by Mike Taylor to approve a one time bonus of \$1,000 for each full time District employee. Motion carried by roll call vote: Jeff Tuttle – yes; Gary Price, - yes; Trent Jackson – yes; Michael Taylor – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Roger Swenson – yes.

7. **Manager's Report**

a. **Discussion of Ferron Gasoline Leak**

Jacob informed the board that there was a notice of violation issued to the owners of the Gilly's. They are to work on a corrective action plan for contamination.

Jacob explained that the sheriff asked the District to do some clean up with the Vactor truck, which was done.

Jacob stated that there have been concerned citizens wondering what is being done and why they weren't informed of the gas leak.

Trent stated that he has been referring the citizens to the state Division of Water Quality.

b. **Discussion of Mill Ditch Water Right**

Jacob stated that there has been no change on this topic since last month.

This discussion will remain ongoing.

c. **Discussion of Fire Hydrant Testing**

Jacob stated that he did find out that the reductions in class were simply housekeeping items and records training.

Jacob stated that Ferron, Clawson and Huntington have retained class. Orangeville and Castle Dale did get bumped down, but the Insurance Systems Officer (ISO) has entered into agreements with the fire chiefs to do a few simple tasks that will retain class.

Brad read the hydrant inspection list.

Diane will e-mail this list to all board members.

d. **Discussion of Secondary Water Usage**

Jacob reviewed the Secondary Water Usage summary sheet for each city/town. Jacob stated that we have conserved water over the last two years compared to numbers historically.

Jacob stated that the Cleveland number looks low. The meter did go out in September; we will be repairing that meter, but it looks like it is tracking low.

8. **General Operational Items**

JR stated that he has appreciated working with this board and the District and that Jacob runs a tight ship. He complimented the District on being an amazing team.

JR stated that he has strongly recommended appointing another Commissioner to be on this board.

Mistie stated that she will be appointing someone else to represent Emery. She has enjoyed being on this board for nearly seven years.

Mistie informed the board of a topic that was discussed in the Conservation District. As all the canals are piped, the easements will be given up. The flood protection that the towns have had, that protects our drainage systems will be impacted greatly. There needs to be a frank discussion of who will take liability and responsibility of keeping those canals clean as the drainage system will be overwhelmed.

Mistie also stated that the Conservation District will be doing water test studies in all of these drainages and would encourage everyone to be part of that.

JR stated that Emery County owns more than a quarter of a mile of Mammoth canal. Between Castle Dale, Orangeville and Emery County we need to maintain that easement.

Brad stated that the board has appreciated JR's time serving on the board. Brad also thanked Mistie for her many years of service on the board.

Jacob also thanked everyone for their service on the board.

Brad wished everyone a Merry Christmas.

9. **Approval of Vouchers**

Motion was made by Brent Hadfield and seconded by Gary Price to approve the vouchers. Motion carried by roll call vote: Jeff Tuttle – yes; Gary Price, - yes; Trent Jackson – yes; Michael Taylor – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Roger Swenson – yes.

Motion was made by Trent Jackson and seconded by Jeff Tuttle to adjourn the meeting at 7:50pm. All those present voted for.