

Pine Valley Special Services District

Meeting Minutes

Pine Valley Fire Station, 680 East Main Street, Conference Room

Wednesday, January 14, 2026

Board Members: Bob Dalley, Chairman
 Emily Neilson, Vice-Chair
 Mark Owens
 Steve Shakespeare (via Zoom)
 Allen Cannon

PVSSD Assistants: Rick Peetz, Clerk
 Teri Forbes, Treasurer (Excused)

Others: Frank Davie
 Robert Hardy
 Kendall Sullivan
 Scott Dunkleman

1. Welcome New Board Members.

Vice-Chairman Bob Dalley called the meeting to order and reported that he and Mark Owens were appointed to fill positions on the Board with terms ending December 31, 2029.

2. Election of New Chair and Vice-Chair.

Allen Cannon moved to NOMINATE Bob Dalley to serve as Chairman. Emily Neilson seconded the motion. There were no further nominations. The motion passed with the unanimous consent of the Board.

Bob Dalley moved to NOMINATE Emily Neilson to serve as Vice-Chair. Allen Cannon seconded the motion. There were no further nominations. The motion passed with the unanimous consent of the Board.

3. Meeting Minutes.

A. Approval of the December 10, 2025, PVSSSD Meeting Minutes.

Emily Neilson moved to APPROVE the minutes of December 10, 2025. Allen Cannon seconded the motion. The motion passed with the unanimous consent of the Board with one abstention. Mark Owens abstained from the vote.

4. Update on Flooding and Mitigation Efforts – Mark Owens.

Mark reported that plans have been submitted to the National Resources Conservation Service (“NRCS”) and are under review. The County is awaiting their recommendations. He expected there to be minor changes and noted that environmental permits will likely be delayed. He expected the project to be advertised mid to late February. The contract was supposed to have been completed by the end of March with construction from April 1 and through June. Mark expected the timeline to be firmed up prior to the next meeting.

Chair Dalley asked about the three most significant projects they are working on. Mark identified the three Water and Sediment Control Basins (“WASCOBs”) on the south end. They drop the sediment out, but allow the water to go to the Santa Clara River. The water company has a diversion structure just past the gate to prevent the lines from clogging.

Emily noticed that in one of the culverts that was installed, the direction of the flow was changed. Mark stated that the County is aware that the new and existing culverts are at about half capacity due to sediment. The hope was that they will be cleaned in the near future. He suggested that property owners be diligent in caring for their areas because the County has limited resources. He encouraged the community to be patient. Chair Dalley suggested that the Board lead that charge.

Allen asked about work being done at the reservoir. Fire Chief, Robert Hardy, reported that that was an entirely separate contract. The U.S. Forest Service planned to redo the reservoir and was in the process of putting the project out to bid when the fire occurred. The bids came back higher than what was budgeted. As a result, they had to go back and get approval for a higher amount. They plan to place a drain at the bottom of the reservoir to provide more control over the water levels. Joe Rechsteiner informed him that they plan to dredge the reservoir and rebuild the dam. Chief Hardy explained that the dam was not breached by the flood, but was intentionally breached by the track hoes. They channeled the water toward the spillway and cut out the dam to work on the drainage project. Chair Dalley commented that there is a false rumor circulating that the Board can help with.

Chief Hardy stated that one of the U.S. Forest Service Engineers gave a preliminary estimate that the campground will reopen in 2029. The water system was completely destroyed along with all of the infrastructure. Mark noted that a County Commissioner estimated the cost at \$42 million.

Scott Dunkleman commented on 24-inch drain lines that come off the mountain to the streets. He asked if there is a meter that measures volume to determine whether the existing pipes are adequate. Mark responded that hydrology studies have been conducted to calculate flows and calculate the size and capacity of the culvert. As a result, additional culverts were installed to meet the need. The County has a map of every culvert and understands that they are currently at half capacity.

5. Webmaster Update – Robert Hardy.

Chief Hardy reported that he has set up files on individuals who have been granted access. They can begin looking at those folders and adding documents. A public folder has been shared as well. Joseph Hunt was in the process of figuring out how to give the public access to public documents in read-only format. The website was near completion and the board member emails were up and running. It is now possible to have board member emails forwarded to a personal email. The board members were encouraged to use their PVSSD emails going forward for their own protection.

6. Fire Department Report – Robert Hardy.

Chair Dalley asked what mile marker the Pine Valley Fire Department (“PVFD”) responds to on Highway 18. Chief Hardy stated that EMS covers mile markers 24 through 28, which is just south of Baker Dam Road. For fire and traffic accidents, Pine Valley has an Automatic Aid Agreement with Central and will respond to any incidents. They respond with the appropriate vehicles based on the need.

Emily asked about flooding and if there has been a debrief on the community information provided during the flood and if he was happy with how the County is doing community notices. Chief Hardy stated that there were two incidents. The one in October was the most severe, with a lot of damage being done to homes and infrastructure. The other took place on Christmas Eve, where there was little to no damage. He agreed with Mark that the County has done a tremendous job of improving the culverts.

In terms of critical information that needs to get to residents she recognized that the County sent something out, but she was not sure how timely it was. She asked if there were any changes needed. Chief Hardy stated that when flooding happens, a Sheriff's deputy comes down on the north side and blocks traffic and communicates with the PVFD. The best way to get the work out was on Nextdoor.

Chief Hardy reported that the Fire Department is doing well overall. They are using a new availability app that was developed through a friend of a department member. It is free and more user-friendly.

7. Clerk and Treasurer’s Reports (December) – Rick Peetz and Teri Forbes.

Rick presented the Clerk’s Report and stated that expenses were light.

Allen suggested that Chair Dalley be put on the account to sign checks. Currently, Allen is a signator along with Teri Forbes. Chair Dalley was happy to be a signer but noted that he has a slight conflict in that a person writing a check should never reconcile the account. He

does not do the reconciliation but observes it. If anyone was uncomfortable with that, a change could be made to have someone else be a signer.

Rick pointed out that signing checks is important because someone needs to be available when needed. It was recommended that Emily and Mark be made signers on the account so that there is no potential conflict with Chair Dalley and Allen reviewing the reconciliations.

Emily Neilson moved to CHANGE the Policies and Procedures for Board Member and Meeting Guidelines to move from the “Vice-Chair leads bank reconciliations quarterly to the Chair” and add that he either serves or appoints a board member to serve. Mark Owens seconded the motion. The motion passed with the unanimous consent of the Board.

Rick reported that they were under budget in nearly every category with the exception of office supplies due to the purchase of a laptop in the amount of \$800. Capital purchases were \$82,205 and was to be moved Capital Items. Other purchases made throughout the year were reviewed.

Chair Dalley reported that they continue to underspend the budget. There is approximately \$225,000 in cash and \$100,000 in impact fees that is designated for certain capital. That leaves about \$125,000, which is less than the annual budget. He mentioned the possibility of moving long-term money and changing the account name to Future Capital Projects to align more with the State’s guidance that allows them to hold cash as long as it is allocated for a fund. Rick indicated that with money donated by the Elks, they purchased weather stations and headlamps. Chair Dalley noticed that the balance sheet shows approximately \$6,500 in Accounts Payable and asked if there was something significant that has not yet been paid for. Rick explained that at the end of the year, he wrote a number of checks that had not cleared the account.

Chair Dalley reported that there is about \$100,000 in impact fees with about \$100,000 in the long-term capital account. They will need plans for spending the funds at some point. Allen suggested that they designate the capital appreciation to target the PVFD wish list and any apparatus repairs or replacements. Chief Hardy stated that Engine 141 was recently repaired and is in much better shape. It is old, however, and could fail at any time. He was pleased to have reserves in the event they are needed.

Chair Dalley clarified that they cannot exceed the budget in total, but they can in different categories. The net income was \$51,000 and the budget was \$60,000. The total expenses for the year were \$272,640 while the budgeted expenses were \$251,000. Capital purchases totaled \$100,000. If removed, it will come from budget and actual. Rick explained that the one line of depreciation of \$23,000 included the asphalt and the fire hydrant and will be

moved and paid with impact fees. Once the adjustment is made, the net income will above the budget level.

Allen Cannon moved to ACCEPT the Clerk's Report. Mark Owens seconded the motion. The motion passed with the unanimous consent of the Board.

The Treasurer's Report was included in the packet along with the bank reconciliations. Chair Dalley had questions in that two of the accounts did not appear to balance. He asked for further clarification. The quarterly review of the accounts was also to take place prior to the next meeting.

Mark Owens moved to TABLE approval of the Treasurer's Report to the February 11, 2026, meeting. Emily Neilson seconded the motion. The motion passed with the unanimous consent of the Board.

8. Citizen Requests.

Frank Davie commended the County for their work on the culverts. They have a good attitude and have worked diligently.

Emily commented that providing information to the public on the timeline and expectation cuts down on many of the negative comments within the community. She suggested there be regular updates. Many residents only see what is taking place in their area and are unaware of what is planned. She suggested that the Board find other ways to better communicate with the public to disseminate information. Mark offered to work with Teri and prepare bullet points to be posted on Nextdoor. It was suggested that a monthly update also be provided.

Scott Dunkelman questioned on the diversion created at the top of Cedar Berry. He asked if it should be higher and longer. Mark explained that everything that is being designed and built is based on models they have created and is based on scientific data. Chief Hardy commented that four inches of rain fell in a 24-hour period and there were no flooding issues. Other diversions were identified as Pole Creek Canyon Forsyth. Three areas have been designed to control that water.

There were no further citizen requests.

9. Designate Board Member to Sign Checks with Cache Valley Bank.

Allen Cannon moved to have new signature cards created for the accounts to include Mark Owens and Emily Neilson as signers. Chair Dalley seconded the motion. The motion passed with the unanimous consent of the Board.

10. PVSSD Policies and Financial Compliance Audit by the Washington County Commission Audit Department.

Chair Dalley reported that a complaint was received from someone in the community who asked for a review of the financial records, which the County has agreed to. Susan Lewis is the Assistant Auditor with the County. She will be asking questions of all board members. There are procedures in place that follow the self-assessment work completed last year. Chair Dalley was not aware of any concerns. Ms. Davis plans to attend a meeting at some point and will likely contact board members individually with questions. The questions Chair Dalley has received to date pertain to policies, ethics, conflicts of interest, and nepotism. Ms. Lewis has raised a series of very specific requests to Rick. Rick reported that the requests have been based on reviews that have been done internally. She asked for copies of the budget, what has been spent, the revised budget, and checks with backup. He has responded to all of her questions thus far.

11. Other Business.

Allen reported that he has a meeting in two weeks with Commissioner Almquist and invited Mark Owens to participate. Emily's understanding was that the flooding mitigation work would limit the available land. Chief Hardy explained that the flood broke the berm behind the fire station. He did not expect issues with the community center. Allen explained that the County is looking at the preliminary plat that was prepared by JMI Constructors. The building could be moved anywhere on the six-acre site, but will depend on what the County has determined they are willing to acquire from the U.S Forest Service. They completed an appraisal prior to the fire and may want to have it reappraised. As of September, he had heard that the County had completed their appraisal and the County Attorney was drafting the document for the acquisition from the U.S. Forest Service.

12. Adjournment.

Allen Cannon moved to ADJOURN. Emily Neilson seconded the motion. The motion passed with the unanimous consent of the Board.

The meeting adjourned at 7:56 PM.

The next PVSSD meeting will be on Wednesday, February 11, 2026.