

MINUTES OF THE REGULAR MEETING OF THE
EMERY COUNTY SPECIAL SERVICE DISTRICT #1
January 12, 2015

Attendees at the meeting:

Chairman Kent Petersen

Board Members, Bevan Wilson, Richard Jensen, Merrill Swasey and Dean King
Howard Tuttle and Merrial Johansen, Johansen and Tuttle Engineering

Paul Cowley, Emery County Commissioner

Mike Olsen, Emery County Attorney

Leslie Bolinder, Secretary for District

DISCUSSION OF ADOPTING NEW PURCHASING POLICY

Kent Petersen explained that any local or special service district that does not adopt its own purchasing rules by the end of calendar year 2014, or shortly thereafter, may be subject to state rules. Utah Association of Special Service Districts has drafted a Purchasing Policy and Procedures template based on procurement rules found in Rule 33 of the Utah Administrative Code. This template is 81 pages long. The district has adopted the county policy. The chairman suspects there are things in the sample document that the district should be doing. Merrill Swasey made a suggestion to modify the present county policy and add the necessary items to be compliant with state rules. The county attorney was asked to look into this issue.

A motion was made by Merrill Swasey to table this item in order to gather further information. The motion was seconded by Richard Jensen and approved by all members present.

DISCUSSION OF RFP FOR INDEPENDENT AUDIT FOR 2015

Smuin, Rich and Marsing, Certified Public Accountants, sent a letter requesting that the district consider using their firm for the annual independent audit. Kimball and Roberts, CPAs from Richfield, Utah has done the independent audit for the past several years. The district would probably have to advertise a Request For Proposals before any change

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be made. The chairman will draft a letter to Smuin, Rich and Marsing thanking them for their interest and will advise them if Request for Proposals will be sought this year

UPDATE OF CURRENT PROJECTS

South Moore Phase 10 - County Road 803

This project has not been advertised as of yet.

SITLA ROW Acquisition - B Roads

Mike Olsen will look into the status of a letter that SITLA requires from Emery County accepting the description of the ROWs that will be purchased with CIB funding. He will report back at the next board meeting.

Cleveland South Flat Bus Route - County Road 201

Howard Tuttle presented an overview of the project. The center line will be the existing center line. He has meet with a representative from Rocky Mountain Power about moving the power poles and with North Emery Water User's concerning the relocation of their water lines. He is meeting with Emery Telcom this week. He has drafted a new ROW with a clause concerning ownership of any fences, gate, etc. that may be built as part of a ROW agreement. He asked that the project manager, and Emery County Road Supervisor go with him to get the ROWs signed by the landowners. Historically, the district has not paid cash for any ROW acquisition.

Chip Seal Application for Goblin Valley and Millsite State Park Roads

Howard Tuttle reported to the board that applications to the Joint Highway Committee/State Park Access for a chip seal project on the Goblin Valley and Millsite State Park Access Roads were approved by the Emery County Commission. The funding for these projects will not be available until FY2020. The grant would be a 50/50 match, if approved. It was noted that the county road to Millsite State Park goes down to the boat

ramp and doesn't end at the cattle guard at the entrance to the state park.

APPROVAL OF MEMBERSHIP DUES TO UTAH ASSOCIATION OF SPECIAL SERVICE DISTRICTS

A motion was made by Merrill Swasey to approved \$400.00 be sent to the Utah Association of Special Service Districts for FY2015 dues. The motion was seconded by Bevan Wilson and approved by all members present.

APPROVAL OF BILLS AND FINANCIAL REPORT

The bills and the financial report were approved on a motion by Dean King and a second by Richard Jensen. The motion was approved by all members present.

A motion to ratify distribution of MMS for October and November 2014 was made by Bevan Wilson. The motion was seconded by Dean King and approved as follows:

The 2015 fiscal year 2nd qtr. (October 2014) mineral lease allocation (through UDOT) will be \$390,541.10 and distributed as follows:

Emery County Special Service District #1	\$156,216.40
Local Building Authority of Emery County	\$113,256.92
Castle Valley Special Service District	\$ 50,770.34
Emery County Recreation Special Service District	\$ 31,243.30
Emery County Fire Protection Special Service District	\$ 31,243.30
North Emery Water Users Special Service District	\$ 7,810.84
Total	\$ 390,541.10

The 2015 fiscal year 2nd qtr. (November 2014) mineral lease allocation (through UDOT) will be \$194,716.74 as follows:

Emery County Special Service District #1	\$ 77,886.70
Local Building Authority of Emery County	\$ 56,467.85
Castle Valley Special Service District	\$ 25,313.17
Emery County Recreation Special Service District	\$ 15,577.34
Emery County Fire Protection Special Service District	\$ 15,577 34
North Emery Water Users Special Service District	\$ 3,894.34
Total	\$ 194,716.74

APPROVAL OF NOVEMBER 10, AND DECEMBER 8, 2014 MEETING MINUTES

The minutes for 11/10/2014 and 12/8/2014 were approved on a motion by Merrill Swasey and a second by Bevan Wilson. The motion was approved by all members present.

ADJOURNMENT

The meeting was adjourned as the agenda came to the end. The next meeting is scheduled for February 9, 2015.

Approved by:



Kent Petersen, Chairman



Date

BILLS APPROVED BY ECSSD#1

January 12, 2015

Emery County - 98-4000-2800 - Telephone	\$30.00
Rocky Mountain Power - 98-4000-7503 (estimated amount as billing had not been received by meeting time)	\$250.00
FC Organizational Products, Inv. 82182389 - 98-4000-2400	\$29.77
Utah Local Governments Trust, Inv, 1493987 - 98-4000-5100	\$857.50
Emery County Progress/Sun Advocate Legal 2015 Meeting Schedule 98-4000-2200	\$84.00
Johansen & Tuttle Engineering, Inv. 11516 - Cleveland South Flat Bus Loop (New project for 2015 - needs new code) - 98-4000-	\$8,400.00
Utah Association of Special District - 2015 Dues - 98-4000-6220	\$400.00
Bevan K. Wilson 98-4000-2800 - Cell Phone	\$50.00
98-4000-2300 - Mileage	\$11.50
98-4000-6210- Board Meeting Stipend/Project Mgr.	<u>\$300.00</u>
	\$361.20
Richard Jensen - 98-4000-6210 - Board meeting Stipend/Project Mgr.	\$300.00
98-4000-2800 - Cell Phone	\$ 50.00
98-4000-2300- Mileage	<u>\$ 20.13</u>
	\$370.13
Dean King - 98-4000-6210 - Board meeting Stipend/Project Mgr.	\$300.00
98-4000-2300 - Mileage	\$108.10
98-4000-2800 - Cell Phone	<u>\$ 50.00</u>
	\$458.10
Kent Petersen - 98-4000-6210 - Board meeting Stipend/Project Mgr.	\$300.00
98-4000-2300 -Mileage/Lodging/Meeting Treats	\$11.50
98-4000-2800 - Cell Phone	<u>\$50.00</u>
	\$361.50
Merrill A. Swasey - 98-4000-2800 - Cell Phone	\$50.00
98-4000-2300 - Mileage/Expenses	\$6.90

98-4000-6210 - Board member Stipend/Project Mgr.

\$300.00

\$356.90

Total

\$11,959.40

January 14, 2015

Steven Barton
Emery County Treasurer
Emery County Courthouse
Castle Dale, UT 84513

Dear Steve:

Please transfer sufficient funds from PTIF 1325 to ECSSD#1 checking account to cover bills approved in their regularly scheduled meeting on January 12, 2015 (attached). Thank you.

Sincerely,

Leslie Bolinder, Secretary for District

cc: Brenda Dugmore