

**CASTLE VALLEY SPECIAL SERVICE DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 17, 2015**

**MEMBERS PRESENT**

BRAD GILES  
TRENT JACKSON  
GARY PRICE  
ROGER SWENSON

MICHAEL TAYLOR  
JEFF TUTTLE  
KENT WILSON

**STAFF PRESENT**

JACOB SHARP  
CRAIG BUNNELL  
MERRIAL JOHANSEN  
DIANE HAGARA

**MEMBERS NOT PRESENT**

VARIAN ALLEN  
ETHAN MIGLIORI

BRENT HADFIELD

HILARY GORDON

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

1. **Review and Approval of Minutes of November 19, 2015**

Motion was made by Roger Swenson and seconded by Jeff Tuttle to approve the minutes of November 19. All those present voted for.

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

There were none.

3. **Discussion of 2015 Construction Projects**

a. **2015 Curb & Gutter Project**

Jacob stated that B. Hansen Construction has completed the work with UDOT in Huntington. Final inspection and all punch list items are complete.

Final Pay Estimate #5 is in the amount of \$8,963.24. Jacob recommended releasing retainage in the amount of \$11,346.75. This is a total of \$20,309.99.

Change Order #2 will zero out the quantities.

Motion was made by Jeff Tuttle and seconded by Gary Price to accept Change Order #2 in the amount of \$10,563.60. Motion carried by roll call vote: Jeff Tuttle – yes; Michael Taylor – yes; Trent Jackson – yes; Kent Wilson – yes; Gary Price – yes; Roger Swenson – yes.

b. **Castle Dale / Orangeville SCADA Project**

Jacob stated that ECI is installing equipment that will communicate with each other at three locations (the landfill tank, the Orangeville tank and at the plant). ECI is still working on the Castle Dale tank.

Jacob stated that some existing level sensing equipment is not working and will need to be replaced. This will be an additional cost. The invoice on vouchers is \$25,482.28. The total contract is for \$48,085.71.

c. **2015 Project Cost Overview**

Jacob reviewed the cost overview handout stating that we have approximately \$1,438.56 in contingency.

4. **Approval of 2016 Holiday Schedule**

Motion was made by Roger Swenson and seconded by Trent Jackson to approve the 2016 Holiday Schedule as printed. All those present voted for.

5. **Approval of 2016 Board Meeting Schedule**

Motion was made by Gary Price and seconded by Michael Taylor to approve the 2016 Board Meeting Schedule as printed. All those present voted for.

6. **Discussion of New City Hall Project**

Jacob stated that we have been through several iterations of the Inter-local Agreement with comments and changes that have been made. Everyone should have the final version.

Craig has prepared an operating criteria document that will be incorporated with the Inter-local Agreement. Craig stated that he wanted to include a budget for operating costs.

Jacob stated that the design of the project is moving forward. The weekly design meetings continue with the architects.

Jacob announced that we will be going before the Community Impact Board on January 7<sup>th</sup> regarding the Capital Projects. If we can get these agreements finalized, this project may be on the CIB agenda as well.

7. **Discussion of Ferron Water Treatment Plant Project**

Jacob stated that we should have approval from the Division of Drinking Water this week or next. Once approved, we can bid the project and close on the bond. Jacob reviewed the cost sheet overview with the comparisons to original estimates.

a. **Easement Agreement with Tracy Behling**

Jacob stated that he found out that Tracy had contacted most of the board members regarding his concerns about us not using a local contractor for the geothermal system. Jacob has since reached out to Gayland Dugmore several times, but has yet to hear back from him.

Jacob reiterated Tracy's terms for using his land. Tracy wants \$500 refund of connection from a few years ago, water connection and reimbursement for alfalfa seed.

Jacob and Tracy need to meet and sign the easement paperwork.

8. **Manager's Report**

a. **Mill Ditch Water Right**

Jacob reviewed the Mill Ditch Water Right Agreement. Everyone should have received a copy of this agreement via e-mail for their review.

Jacob stated that this is regarding the water rights that are associated with the sewer lagoons. This has already been approved. The canal company has an agreement with the Mill Ditch water users that everyone who wants to, will transfer their water right into the company and receive shares of the company as compensation. This agreement was prepared by Cottonwood Creek's attorney.

b. **2015 Secondary Water Usage**

Jacob reviewed the Secondary Water Usage Summary sheet for each city/town.

c. **Approval of Leave of Absence**

Jacob informed the board that JK Allred, a District employee has asked for a leave of absence without pay. JK has received a couple of bids with the Huntington Cleveland Irrigation Company, and he needs time off to do this work.

Jacob stated that the time he has asked for this leave is in the winter and will not affect us.

The board discussed this issue and came to the conclusion that the stipulations will be as follows...

1. Make written application as stated in the policy
2. Employee will need to specify when he will leave and when he will return
3. Insurance premiums, while absent, be reimbursed by employee on prorated basis
4. Not to exceed 30 calendar days

Motion was made by Roger Swenson and seconded by Michael Taylor to grant JK Allred an unpaid leave of absence with the stipulations noted above. All those present voted for.

9. **General Operational Items**

Jeff stated that the leak at Peacock Pond needs to be repaired.

10. **Approval of Vouchers**

Motion was made by Jeff Tuttle and seconded by Trent Jackson to approve the vouchers. Motion carried by roll call vote: Jeff Tuttle – yes; Michael Taylor – yes; Trent Jackson – yes; Kent Wilson – yes; Gary Price – yes; Roger Swenson – yes.

Motion was made by Trent Jackson and seconded by Gary Price to adjourn the meeting at 8:16 pm. All those present voted for.