

**CASTLE VALLEY SPECIAL SERVICE DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 19, 2013**

**MEMBERS PRESENT**

DEAN ALLEN

JOANN BEHLING

BRYAN CHRISTENSEN

MISTIE CHRISTIANSEN

BRAD GILES

HILARY GORDON

BRENT HADFIELD

PAT JONES

JEFF TUTTLE

KENT WILSON

**STAFF PRESENT**

JACOB SHARP

CRAIG BUNNELL

MERRIAL JOHANSEN

DIANE HAGARA

**MEMBERS NOT PRESENT**

JR NELSON

**OTHERS PRESENT**

BRANDON HESS

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

1. **Review and Approval of Minutes of November 21, 2013**

Motion was made by Hilary Gordon and seconded by Dean Allen to approve the minutes of November 21, 2013. All those present voted for.

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

There were none.

3. **Consideration of Outside District Water Connection for Brandon and Susan Hess**

Hilary stated that this request was approved by her council when Darrel was still here. However, she realized recently that it was never approved by the board and apologized for this.

Jacob stated that this is the request that started off the complete overhaul of our outside connection policy over four years ago. After looking back at the minutes of June, 2009, this request was denied and tabled until we formed a committee to review our outside district connection policy. After the new policy was in place, they never came back before the board with this request.

Jacob asked Brandon to fax over the denial from the North Emery Canal Company.

Motion was made by Bryan Christensen and seconded by JoAnn Behling to approve the connection. Motion carried by all those present.

4. **Discussion of 2013 Construction Projects**

a. **Curb & Gutter**

Jacob stated that B Hansen has finished this project; however, they still have clean up to do in Huntington, Ferron and Castle Dale. Jacob explained that after the final inspection a punch list was created for them. Jacob stated he would like to close out the project on the books and have them finish up the clean-up in the spring.

The final pay estimate is \$35,239.10. We are releasing retainage in the amount of \$21,057.82. The total pay estimate is \$56,296.92.

Merrial explained change order #3.

Motion was made by JoAnn Behling and seconded by Hilary Gordon to approve change order #3 for an increase to the contract by \$24,392.99. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; JoAnn Behling – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; Brent Hadfield – yes; Dean Allen – yes.

b. **Review of Funding Status**

Jacob reviewed the cost breakdown of the Community Impact Board money. He explained that with the additional change order, we used up the remaining contingency money and went over our total Community Impact Board funding by \$11,054.94.

5. **Discussion and Approval of Engineering Contracts**

Merrial reviewed the 2014 proposed engineering contracts.

Motion was made by Dean Allen and seconded by Pat Jones to accept the proposed engineering contracts for the 2014 projects. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; JoAnn Behling – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; Brent Hadfield – yes; Dean Allen – yes.

6. **Discussion and Approval of Revised Amended Budgets**

Jacob explained that after doing the amended budgets last month we found that the judgment levy needed to be coded 41.53% to the general fund and 58.47% to the debt service fund. He explained that this was already approved in the commission meeting, but we thought it best to re-approve here.

Motion was made by Brent Hadfield and seconded by JoAnn Behling to approve the revised amended 2013 budget. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; JoAnn Behling – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; Brent Hadfield – yes; Dean Allen – yes.

7. **Approval of 2014 Holiday Schedule**

Motion was made by Mistie Christiansen and seconded by Bryan Christensen to approve the holiday schedule for 2014. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; JoAnn Behling – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; Brent Hadfield – yes; Dean Allen – yes.

8. **Approval of 2014 Board Meeting Schedule**

Motion was made by Brent Hadfield and seconded by Hilary Gordon to approve the board meeting schedule. Motion carried by all those present.

9. **Closed Session (Discussion of Personnel Issue)**

Motion was made by Hilary Gordon and seconded by Dean Allen to close the board meeting and enter into a closed meeting. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; JoAnn Behling – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; Brent Hadfield – yes; Dean Allen – yes.

Motion was made by Hilary Gordon and seconded by Dean Allen to resume the regularly scheduled meeting. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; JoAnn Behling – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; Brent Hadfield – yes; Dean Allen – yes.

10. **Discussion Regarding Property Purchase for New Service District Office Building**

Jacob stated that our next step in the process is to set up an intergovernmental agreement.

Brad stated that Castle Dale City is back on board, but will not have council approval until next month.

Jacob explained that the Co-Op purchase will be finalized in 2014. We need to decide if we want to cut the check for the Co-Op building or if we want Emery Water Conservancy District to.

Craig stated that if the Emery Water Conservancy District is willing to come up with that payment, in his opinion, that would be best.

Jacob explained that this will be a combined group of the three entities going to the Community Impact Board for funding. Jacob stated that we need to get started and asked Craig what he thought the next steps should be.

Craig stated that we need to form a committee with a representative from each entity who will have a list of each of their needs, what they perceive to happen, a general idea of what the building should look like, a plan and a schedule. Once this is done, he can write up a more specific description and a letter of understanding.

11. **Manager's Report**

a. **Update on Ferron Water Treatment Plant Study**

Jacob stated that he, a couple employees and Johansen & Tuttle have visited a couple membrane treatment plants. They will be visiting other treatment plants with different technologies and speak with their operators.

12. **General Operational Items**

Kent asked what happened when the Sheriff's Office ran out of water.

Jacob explained that the plant shut down in the middle of the night. There is a 500,000 gallon tank by the treatment plant, there is one in Orangeville on the hill and one here in Castle Dale up on the bench. Jacob explained that we do not have the equipment that records the tank levels. Apparently, there was a call for water that drained the tank up the canyon. The plant operates and keeps that tank up the canyon full and as these tanks call for water, based on altitude valves, they fill and if there is a high demand, the tank up the canyon lowers.

The plant shut off in the middle of the night because of high trans membrane pressures; if the pressure gets too high, it forces the water through the membranes so a safety switch shuts it down. At that time, those units need to be backwashed and cleaned. Jacob explained that, as a result, the higher locations (XTO, Gary Curtis, Mrs. Peacock and the Sheriff's Office) did not have water.

Jacob stated that there is a tank by the land fill that is there for a fire protection flow, so instead of having a direct supply line up to it and then a feed line coming out of it, like every other tank, it has got only one line with a valve that floats and keeps it full. Jacob explained that he was told years ago that this valve has never worked, the tank was always over flowing and wasting water. Our guys gutted that valve years ago, then shut it off. Now they let water into that tank manually and the only draw on it is what the land fill uses.

Jacob stated that the plant could shut down and we would still have water, but that night, there must have been a heavy draw on the tank. Jacob stated that he wants to take another line to that tank with one going in, one going out so that the water is always exchanged.

Kent asked if there is an alarm or warning signal when this happens.

Jacob replied that there is no warning signal. There is a phone line and there is probably an auto dialer that has been turned off. The guys check it every day and the auto dialer would dial out for many minor things. This is a flaw on our part. It would be nice to have SCADA technology to see what is going on from a computer at another location. This is the plan for the new plant in Ferron and maybe at that same time we can upgrade on the other plants.

Kent suggested putting in a tank monitor so we can make sure the tanks are at the right depths before going into the evening. He was told that there is SCADA technology that can monitor three gas tanks for a cost of \$3,000, so it shouldn't cost too much for us.

Jacob stated that we do have a monitor; the guys must not have noticed it when they went up to check it in the afternoon.

Brad stated that the cities should consider putting SCADA technology on the project list instead of curb and gutter projects.

Bryan stated that it would be easy to put in a communication device between the plant and in town that could monitor the important things, rather than the less important things such as filters or sensors.

Bryan brought up an earlier topic of engineering inspections and costs. He stated that he is very disappointed in some of the work that our engineers do. An example is the wall last year; there wasn't enough forethought in the design to bring that wall up high enough; now the sidewalk is actually higher than some spots on the wall, so they rolled new concrete over the wall and it looks stupid.

Bryan stated that another example is, Johansen & Tuttle put a block wall around Tyson Huntington's property. Bryan explained that this year, they want to continue that sidewalk down and Bryan is certain they're going to have to rip out at least 20' of that wall, because Johansen & Tuttle didn't have the forethought to wrap it around at the right radius. Bryan stated that he thinks we deserve more than we've been getting; he thinks Johansen & Tuttle has been lazy; there's been a lot of oversight and there needs to be more forethought in planning in order to get our money's worth.

Brad asked if there is someone on Cleveland's City Council that watches these projects. He stated that we as cities, have a responsibility to keep in contact with the engineering firm and the contractor as the projects are being put in.

Bryan replied yes; there is someone from their city council and himself that is there most of the time, but he doesn't feel that he should pay his employee to inspect Johansen & Tuttle's work. This is why we pay the inspection fees.

Craig stated that the engineer should meet with the city to discuss design.

Jacob stated that the cities get invited to the bids and preconstruction and each city gets a drawing of what is being designed.

Pat stated that in Orangeville, the approaches that come in from the corner have had to be torn out several times.

Brent stated that he's had issues that he's brought up to Red, but has been ignored. He is only going to deal with Merrial in the future.

Brad asked what we can do as a board.

Brent stated that we should be getting the billings that show hours each engineer is charging to each project. He stated that he's never seen Merrial at the project site when there is a problem, he only sees Red. He stated that there seems to be no communication between the inspector and the engineer.

Brad stated that he's had just the opposite experience.

Jacob stated that he wants to know about any of these problems as he does not go to the job sites every day.

Kent asked about the changes to the board after the New Year.

Brad stated that the new mayor has retained him on this board. We don't know what Orangeville, Cleveland or Ferron is going to do. And the Mayor's that are on the board could actually change their minds too.

Flowers were presented to Pat, JoAnn and Bryan. Brad and Jacob expressed their appreciation to them for their service since this may be their last meeting on this board.

13. **Approval of Vouchers**

Motion was made by Pat Jones and seconded by Hilary Gordon to approve the vouchers. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; JoAnn Behling – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; Brent Hadfield – yes; Dean Allen – yes.

Motion was made by Hilary Gordon and seconded by Mistie Christiansen to adjourn the meeting at 9:00pm. All those present voted for.