

**ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD
MAY 22, 2020
COUNTY COMMISSION CONFERENCE ROOM**

APPROVED MINUTES

Members Present – Dee Draney; Chairman, Gaye Christiansen; Member, Paul Burgon; Member, Phil Emmerson; Member, Mike Dalton; Member

Electronic Participation – Shane Gadbaw; Member

Members Absent – Ron Torgerson

Officers Present –Jeremy Carroll; District Manager, David White; District Treasurer, Leo Kanell; District Attorney and Heidi Eyre District Secretary

Electronic Participation – None

Officers Absent – None

Audience – Mark Direske, Lance Wood, Robert Montague

9:00 a.m.

Call to Order – Dee Draney called the meeting to order at 9:00 a.m. stating that a quorum is present.

Review and Approve February 28, 2020 Minutes. The board reviewed the February 28, 2020, minutes for approval and corrections if necessary.

Motion – Gaye Chirstiansen made the motion to approve the regular minutes. Paul Burgon seconded. All approved without objection.

The approved minutes will be posted to the Utah Public Notice Website at www.pmn.utah.gov

MAINTENANCE BUILDING UPDATE – Jeremy reported that the cement pad for the maintenance building has been poured and the building is being delivered today.

Jeremy stated that there is no concrete pad in front of the building. David asked if it was in the plans. Dee responded that it was not in the plans but we do need it. Mike suggested that we open it for bid. Jeremy responded that he will contact Tushar and get a bid.

Dee asked Jeremy what the time frame is for having the building dried in. Jeremy responded

they will have to wait for the concrete to dry before they start bolting the building together. Jeremy is estimating the end of August.

Snow Plow Procedures Notification – Heidi reported that this was a follow up item from a previous meeting. Heidi stated that it was decided that David would send out a Snow Plow Procedures list in the October billings. David stated that he had not yet received a list. Jeremy responded that he would complete the procedure list and get it to Heidi.

Dee asked for this to stay on the agenda until it is completed.

Jeremy asked if he should be specific with time dates and routes. Dee responded that it should only include priorities such as what's first what's second etc.

Mount Holly Parking Lot – Dee asked Jeremy if we have the bids for the parking lot. Jeremy responded that he does have bids for asphalt. Dee asked if they had received bids for chip seal. Jeremy responded that he does not have a bid. He will talk to Cory Beebe from the County Road Dept. about chip seal. Mike stated that Jeremy needs to contact Cory right away and get the material ordered and delivered.

Dee commented that there is a valley in the parking lot that may require different material. Jeremy asked if the state regulated road base would work in the valley. Dee responded that it needs to be something that is certified for use in this application. Jeremy responded that Martin Marietta should have the materials. Aspen Equity has a truck and could pick up and deliver it. Dee commented that Jeremy will need to water and roll it.

David asked if chip seal would be in place of the asphalt. Dee responded yes the cost difference is significant. Mike commented that the preparation of the base is the most important part. Jeremy responded that he plans to sweep then layer by layer compact it and layer it.

Mark Direske asked if the road crew has approval to proceed. Mike responded that he does have the approval but Jeremy needs to get with Cory to get it scheduled. Mike stated that Cory has extensive experience with this and would have a lot of good information he could give to Jeremy so that it is done correctly. Dee stated that after Jeremy gets it swept he should have Cory do a physical inspection.

Water Rights Update – Leo reported that he has received a time extension on the Kent's Lake change application until 2025. Leo stated the problem is in 2000 the State engineer for some unknown reason only included 69 acre feet and we have 130 acre feet. Leo will do a change application and work with the state so it applies to all of our Kent's Lake water and our Mammoth Canal water.

Leo reported that he is working on a temporary change application and permanent change application on the water for snow making. Last year we received a temporary change application. The state recommends that we file for a permanent change application. Leo stated that he has it

prepared will have it reviewed and then he will file it. Leo reported that EMSSD has an agreement with Shane for 12 acre ft. of water for snowmaking. The temporary permit is for 20 acre ft. and that is what the ponds hold is 20 acre ft. Leo will get that coordinated.

Leo stated that he is still working on getting other water approved. Including incorporating the 150 acre feet received from KMJA and the 3 acre feet from Boy Scouts.

Leo commented that he is waiting for the Supreme Court to make a decision on the Kent's lake and Rocky Ford irrigation law suit.

Leo reported that he did issue the will serve letter to Justin Hansen. Mr. Hansen purchased an acre foot from KMJA and did an assignment of credits for it. Mr. Hansen will have to get the water from our line to his property. Jeremy stated that his connection will need to be engineered. Jeremy asked who will pay the bill for the engineering Dee responded that Mr. Hansen will have to pay for that. Dee also stated that there is some issue with the property being equal or very close to the tank level. Jeremy stated that he needed to be at least 100 ft. difference in elevation and he is 116 ft. Mike stated that Leo needs to include language in his letter that states if the pressure drops it is his responsibility not EMSSD. Leo responded that he will add language that he is responsible for any pressure issues because of his location.

Jeremy stated that Mr. Hansen also needs a fire hydrant installed. David stated that we need to make sure that he is well aware of all of this. Dee asked Jeremy to put this all in writing and have it approved by Leo. Dee and Jeremy will then discuss these items with Mr. Hansen and get it signed. Dee stated that this one is totally different because of the location being so close to the tanks. Leo stated that we should prepare something as if he was a sub divider because he has plans to subdivide in the future. Leo stated that he let him know that he will need an engineer and that he needs to plan for infrastructure.

The board discussed the billing for the change applications. It was determined that the billing should be prorata. Shane asked if they need to change the banking agreement to reflect this change. Leo stated that the paperwork they sign when they transfer the water to us discloses that they have to file a change application. It is one of the requirements that you file a change application when transferring the water.

Overview of Current Operations: Jeremy Carroll

Water system – Jeremy reported that the Puffer spring pump went down. Jeremy also reported that he had a new pump on hand to replace it with. The pump was replaced with a 60 gpm pump. The tanks are full. The Forest service spring is pumping 55 gpm and puffer spring 120 plus gpm. Jeremy reported that two pumps were purchased last year and he still has one on hand. Paul asked what the estimated life of the new pump is. Jeremy responded they estimate 5 years. Service is very important.

Jeremy reported there are no leaks. He initially thought they had a leak but it turned out to be the

pump going bad. Jeremy also reported that he is doing regular checks on prv valves.

Jeremy reported he has been doing maintenance on the fire hydrants. Jeremy asked if anyone has knowledge on the main line at Pinnacle Club. He is trying to determine if they bypassed pinnacle club connections when they installed the new line. He tried to use a couple hydrants during the maintenance building construction but they are not hooked up. Jeremy stated that the maintenance shop will need new fire hydrant within 500 feet of building and water connection. Leo responded that we have always felt like if we were to load those lines they would not hold water. Jeremy responded that we will need to install a hydrant by the maintenance building. He will use the line off the main road. Jeremy stated that he will assume all of those connections are dead. As part of the ISO rating there cannot be unusable fire hydrants. Jeremy will remove them from their base so if there is an issue someone doesn't connect to a dead fire hydrant. Leo stated that we need to plan to get them running in the future. Jeremy responded that he is going over old maps trying to figure out where all of the old lines are.

Jeremy reported that the water samples are good. Jeremy also reported that he is working with the new forest ranger to get the fence built on the forest service spring. The plan is to get it fenced before the cows are turned out on the mountain.

Roads – Jeremy reported they have been doing a lot of work to help keep the roads from washing away. Jeremy also reported that he will start excavating dirt by the firehouse. It will be used on Hyrum lee hill to cover power line up.

Jeremy asked Shane if he is going to have a crusher on the mountain. Shane responded that he has not heard back on the crusher he will follow up.

Jeremy is being asked if we are planning to asphalt, chip seal or leave dirt in the area of Elk Meadows Estate we worked on. Jeremy stated that If Cory is coming to chip seal maybe we should put something over the top of it to keep it from being a mud hole. Jeremy reported that there are currently two cabins being built. Dee asked if they had used road base. Jeremy stated that he has and the road is currently in pretty good shape. Dee responded that the problem is there is no homeowners association leaving EMSSD to pay the whole bill. Jeremy responded that he could put some chip gravel on it for this year and then maybe look at chip seal next year.

Jeremy reported that the Upper lodge road where equipment crosses road down to the highway is pretty rough. He needs some patching asphalt or he will lose that section. Dee asked if they could use cold patch on it. Jeremy responded that he could take a trailer to cedar and get a small load of asphalt. Dee stated that he should do that and get it fixed before it gets worse.

Equipment status – Jeremy reported that the equipment is in good shape. A tire on the back hoe blew out and damaged the wheel. The parts are ordered to make the repairs. Jeremy commented that he found a used wheel for a quarter of the cost. Jeremy also reported that the grader is in great shape. Jeremy stated that Mike is doing great at keeping stuff greased and oiled.

Lance Wood commented that the upper road needs some back hoe work to bring the gravel back up underneath the road where it is all washed out. Jeremy agreed that this is a good idea.

Jeremy stated that he is getting daily text calls about the water line extension down Hyrum Lee Lane. Jeremy also stated that he needs clarification on what EMSSD is providing. Shane commented that he received a quote outlining specific things EMSSD will pay for and specific things the homeowner will pay for. Shane stated that his understanding is that EMSSD will help with the recapture. Leo stated yes if the owner covers all of the expenses we would participate in a recapture agreement. Shane stated there is one homeowner under construction that needs water. Taking the water to him will incorporate all the other lots. Dee asked if the lot is in the bottom. Shane responded that it is and the foundation is in place. Shane asked if there are any materials in a water extension that the EMSSD pays for. The board discussed different thoughts on what EMSSD might provide. Mike stated that EMSSD will have to be involved in the recapture. Shane stated that it needs to be in writing. Shane also stated that it should be broke down EMSSD pays for this and owners pay for this so we don't renegotiate it every time. After discussion by the board it was determined that Shane would prepare the document and bring it to the board for review. Jeremy stated that he will send a breakdown what EMSSD will pay for to Shane. Dee stated that we need to review exactly what EMSSD will pay for. David commented that many homeowners have been paying system obligation fee all along. Dee asked Heidi to find minutes from previous meeting on this subject so the board can review it.

Jeremy stated that he has another water line extension question regarding James Penny. He was connected but still needs to run water to end of property and then "T" off on Sunset Road and Ponderosa Road. Shane responded that it should be the same as the other water policy. Dee responded that we need a precedent and a procedure for this. Jeremy stated that he will get sunrise to come and bid it and let James know what his portion is. Dee responded that James will have to pay for engineering to. David stated that James is responsible for all of the costs just like Dee was when he extended his line.

Fire Department status – Jeremy reported that there have been no trainings and no incidents. Jeremy also reported that George helped him apply for a small grant to purchase wild land personal protective equipment. This will help with the ISO rating. Jeremy displayed a list of all of the requirements. Jeremy commented that the thing we are in the biggest need of is people. Most of the equipment meets their requirements and our trucks are certified. We do need some gear that was included in the grant. Jeremy stated that if we do not get the grant we will need to purchase or put it into another grant.

David asked how many people are willing to be part of the fire department. Jeremy responded four or five. Dee stated that we need six. Jeremy commented that they can likely meet the minimum but they will need to be active and committed. Jeremy stated that with volunteers your strength is in numbers. The idea is you have twenty volunteers and three or four show up to the fire.

Jeremy reported that the day of ISO inspection everybody needs to be available to respond to a

text or page. They will test hydrants, water flow, trucks and people availability. Jeremy stated that our paging system is out dated and not useful. They are relying on text message and online paging system. Paul asked if the cell phones are reliable for this use where cell service isn't always available on the mountain. Jeremy responded that it has been working out for the most part. Jeremy commented that George had set up an app for phones that was working well. The cost is approximately \$800.00 a year for the app service. Paul asked if it would replace the need for pagers. Jeremy responded that it would as pagers are phasing out.

Shane reported that the cell tower should be connected this summer and should substantially improve the reliability of cell phones. Shane also reported that they will be building a new tower by the upper lodge. Jeremy responded that this should make a significant difference. Jeremy also stated that he will talk to Paul Wolden who is over dispatch for the county to see if he has any suggestions. Dee commented that for the ISO rating we need more people and an updated system for paging. Jeremy stated that the required training is 3 hours every 3 months. 1 night every 3 months the fire department gets together for training.

Lance Wood a fire department volunteer stated that the fire department needs a manifold for the 5 inch hose for use in case of a fire at Mt. Holly Condos. There is not enough hose on the bed. The cost is approximately \$500.00. Dee asked what it would take to install it. Lance explained that it is a fitting that is a necessary piece of equipment for the fire department to service Mt. Holly Condos. The board agreed that they should get prices to submit for approval.

Jeremy reported that the wildland trucks are together and ready to go. The burn scheduled in Aspen Crest was canceled because of weather. Future burning will be turned over to the state.

Paul asked if there is an appointment set up for ISO rating. Jeremy responded that it can be scheduled but not until we are sure we are ready. If they come and we are not ready we will be penalized and rescheduled for next year. Paul asked if there is a lot of work to be done other than pagers. Jeremy responded that they have loosened up the criteria some. Jeremy stated that having the fire house is a big deal. We have a nice facility, nice trucks, everything running, all the necessary equipment, we are lacking in communication and people.

Mike stated that we should give Jeremy authority to get bids on communications equipment. Jeremy commented that George has upgraded the antenna on the tower which has helped a lot.

Dee asked if we have ever sent something out with the bills requesting volunteers. Gaye asked if you have to be local to volunteer. Dee responded no and suggested that we send a notification in the bills that explains what is needed to get better insurance rates and coverage. Let people know we need volunteers and see who is willing to help. Phil asked if he could be a volunteer where he lives four hours away. Jeremy responded yes. You just need to be available for training. Dee stated that more people would be willing to volunteer if they knew the criteria. Paul asked if the board should authorize \$800.00 for the national digital system. Jeremy responded that we do not have the capability for that yet.

Resort update – Shane reported that several events have been cancelled because of COVID. They have been using the down time to clean up. Shane also reported there is a lot of activity with construction. The condos in front of Canyon Lodge should be done by Christmas. It is one condo that includes four units, two 2 bedroom and two 1 bedroom. It is very high tech and will be a showcase of what is to come at Eagle Point. Shane reported that he is working on the skyline lodge concept. Shane also stated that Utah has moved into the number one market right now.

Jeremy reported that he received an estimate back from Tushar for the cement pad for 1400 sq ft \$25,000.00.

Snowflake Report – Phil reported that he has the list of repairs from snow plowing that the board asked for every year in May. First and foremost there was no new damage around the buildings as it relates to snow plowing. Phil stated that Bart Roberts VP of the board sent him the following list. 1- the water shut off valve at building C did receive a new cap. The interior was not cleared of debris that fell in during period it was open. They need rocks, soil, etc cleared out so he can get to the valve. 2- Telephone boxes in parking lot destroyed. Not this year but has been happening over time. photos of 3 boxes. Phil stated that he has discussed this with Jeremy. Century link is supposed to come and fix those boxes. 3- Loss of gravel in parking lot. Mud is 1 inch deep and road to highway gets muddy. Dee responded that when they snow plow they will pick up some rocks. There is nothing we can do about that. Mike stated you can re gravel or quit plowing.

Review and Approve Monthly bills and Accounts Payable – David presented the bills that have been paid since the last meeting and the accounts payable to the board for approval.

David reported that Sunrise Engineering has submitted a bid for the final payment on the water master plan. Jeremy responded that he has not received the material. Sunrise is still finalizing it. Dee suggested that David pay half and wait to pay the rest until after we receive all of the information. Yardley Construction bill was settled. Dee stated that we will never do anything like again.

Motion – Phil Emmerson made a motion to approve the financial reports, bills that have been paid since the last meeting, and the accounts payable, with the exception of Sunrise Engineering at fifty percent. Including approval of checks that have been issued since the last meeting. Paul Burgon seconded. All approved without objection.

David stated that the auditor is in process of annual audit. One question comes up every year. Have the board members done their annual training. David asked the board members to please complete it. Heidi will send a link for the training to the board members.

Motion – Phil Emmerson made the motion to adjourn
The next EMSSD meeting will be held on Friday, June 26, 2020 at 9:00 a.m. in the County Commission Chambers at 105 East Center Street, Beaver, UT.