

**ELK MEADOWS SPECIAL SERVICE DISTRICT
ADMINISTRATIVE CONTROL BOARD
June 26, 2020
COUNTY COMMISSION CONFERENCE ROOM**

APPROVED MINUTES

Members Present – Dee Draney; Chairman, Gaye Christiansen; Member, Ron Torgerson; Member

Electronic Participation – Phil Emmerson; Member, Paul Burgon; Member

Members Absent – Shane Gadbow; Member, Mike Dalton; Member

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, Ken & Lorri Puchlik

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 – The board reviewed the May 22, 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

Water System Failure- Jeremy reported that on the 12th he encountered a large water main leak in the Snowflake parking lot. Jeremy also reported that when he turned off the water to the area he found multiple leaks all caused by a PRV (pressure relief valve) failure on the 2 inch line. Jeremy explained that it pressurized parts of the mountain to over 200 PSI (pounds per square inch). Jeremy reported that all of the buildings and condos that were effected did not have PRVs installed. The PRV that failed is from 1982. Phil Emmerson asked if there were any issues in Snowflake buildings. Jeremy responded that at Valley View and building E there were no

problems inside because the main failed before the building. Jeremy reported that he took immediate action and replaced the PRV while waiting for the locate company to arrive to mark all utilities in the parking lot. Jeremy also reported that once it was marked he proceeded to make the needed repairs. The locate company failed to properly mark the utilities resulting in Jeremy hitting the power line 3 different times with the backhoe. Jeremy reported that the repairs to the backhoe are not our responsibility due to the locate company being off by 8 to 9 feet. Jeremy also reported that the locate company and Rocky Mountain Power are responsible for taking care of that damage.

Jeremy reported that he ran 40 ft. of new 6 inch main line, installed a new concrete thrust block to the fire hydrant, and installed two new services to Valley View and building E. As of yesterday all water has been restored. Jeremy reported that the parking lot is a mess but he will not be making the repair until he is sure that the water lines are fixed.

Dee stated that even though it is not our responsibility we do have \$5,000 of coverage through our insurance that we can use for good will. It might help effected owners to pay their deductible. This would need to be determined on a case by case basis. Jeremy stated he could only find one condo that had interior damage.

Paul asked if there are other valves that were installed around the same time that we should be worried about as well. Jeremy responded basically the whole system. Paul asked what EMSSD can do to be proactive. Paul suggested a preventative maintenance program. Jeremy responded that he does a visual mechanical check on every vault about every other day. That is the most he can do without shutting the water system down for long periods of time. Phil Emmerson asked how many PRV's there are. Jeremy responded 14. Phil stated that if they are all vintage 82 maybe we should start replacing 3 or 4 a year. Jeremy responded that the cost to replace a large 10 inch PRV runs about \$10,500 making it cost prohibitive. Paul agreed that we should do preventative repair to avoid this situation in the future. Dee responded that there would not have been damage if the condos had their PRV's. Jeremy suggest that all of the buildings/owners bring their building up to building code. If they would have had PRV's this would not have happened. Dee stated that the path we should take is to systematically replace some as we can afford it but first and foremost the people without PRV's need to get them installed. Paul asked how we go about identifying who doesn't have them. Jeremy responded that anything past the meter is not an EMSSD problem and is where they should have a PRV installed. Because the failure happened everyone now knows where they need PRV's. It is ultimately their responsibility to bring their buildings up to code. Heidi offered to send an email to HOA's reminding them they need PRV's. Jeremy stated that he will prepare a letter for Heidi to send and will present it at the next meeting for approval.

MAINTENANCE BUILDING UPDATE – Jeremy reported that the maintenance building is ahead of schedule. Jeremy stated that he needs a budget to purchase equipment for the building. Jeremy also stated that he is using his personal tools right now. Jeremy estimated the new tools to cost about \$12,000. Gaye asked if there is anything budgeted for equipment into the loan. David and Dee responded no. Leo asked if the entire building will be heated. Jeremy responded

that it will be heated with propane. Jeremy stated that at some point he would like to install an oil burning furnace. It would be used to burn our used oil and would heat the building for half of the cost. Jeremy stated that he will put together list of tools and their cost to present at the next meeting. Jeremy presented a bid from Tushar in the amount of \$25,000.00. for the installation of a concrete pad in front of the building. This was not included in his initial bid.

Motion – Gaye Christiansen made a motion to approve the bid from Tushar for a 1400 sq. ft. 7inch thick pad in front of the maintenance building in the amount of \$25,000.00. Phil Emmerson seconded. All approved without objection

Dee asked what the estimated completion date is. Jeremy responded that it should be complete the end of August.

Snow Plow Procedures Notification – Jeremy reported that he sent a priority list to Heidi. Heidi responded that she will have it ready for review at the next meeting.

Mount Holly Parking Lot – Jeremy reported that he has been working with Cory Beebe from the Beaver County Road Department. Jeremy also reported that Cory has been in contact with Western Rock. Western Rock can pave the parking lot for approximately \$39,000. This is about the same cost as chip seal. Jeremy stated that with the road base and prep work the total will be around \$42,000 for everything. David asked when Western Rock would be able to do the asphalt. Jeremy responded that they should be able to complete it by the middle of August. Jeremy is working on bids and will send them as soon as he has them. David asked if that amount will include the base. Jeremy responded that Aspen Equity gave a quote of \$1,000 to install the base. Mark asked the board if they could approve the asphalt if the bid is less than 45,000. to avoid losing another season. David responded that EMSSD has already approved the project up to \$50,000. Ron asked if we can get a scope of work with estimate on the asphalt. Dee agreed that we need the scope of work to proceed. Jeremy responded that he will get a firm price including an itemized scope of work. Ron stated that if its already approved and it comes within the budget Dee should be able to approve it. Dee responded that he and Jeremy will review it and make sure there are no surprises. Jeremy stated that he can get with Cory right away and the project should stay on schedule for August.

Overview of Current Operations: Jeremy Carroll

Water system – Jeremy reported that the Forest Service Spring is pumping 55 g.p.m. which is great considering the leaks and high usage. Jeremy stated that one good thing that came from the water leak is that it enabled them to find a lot of excess water usage. There were a lot of toilets running and taps dripping or left open so they won't freeze. Jeremy reported that water usage went from 30-35 g.p.m. to 12 g.p.m. It dropped over 20 gallons minutes. Puffer Spring is pumping 100 g.p.m. the pumps are off.

Dee asked if the instrumentation at the Puffer Spring had been done. Jeremy responded that he

has not been able to find anyone to do it. Dee requested that the instrumentation remain on the agenda.

Jeremy reported that the water samples are good. Jeremy also reported that he had done some samples for investigative purpose after the repairs. All of the reports came back great. Jeremy reported that there has been a problem with someone watering grass in the Snowflake area. There is no irrigation water allowed there. Jeremy stated that he sent an email and they have complied for now.

Leo asked Jeremy for an update on the Triple Chair Spring. Jeremy reported that it is pumping 30 g.p.m. into the pond which is all metered. Jeremy stated that spring has a lot of potential if developed correctly. Jeremy is trying to conserve that area from parking etc. stating "it is very valuable resource." Jeremy reported that he has been receiving a lot of calls with questions about the water line extension to Grizzly Ridge. Jeremy also reported that we will lose our state engineering certificate on August 1st if we do not proceed. Jeremy stated that we can file an extension through Sunrise Engineering. Dee responded that he wants Jeremy to file the extension. Jeremy stated that some people in Grizzly Ridge have been given will serve letters. Liam McCormick is one and he will start framing on Monday. Leo stated that he will check to see if a will serve letter was issued to William McCormick

Roads – Jeremy reported that the roads are dry and dusty. Jeremy also reported that he started hauling dirt from the fire house building lot. Jeremy stated that Shawn Darling had left over dirt he gave to help with roads. He has been using the dirt to build up Hyrum Lee road and cover power lines up.

David stated that when we built the firehouse he had a lot of contact with Rocky Mountain Power. He has not heard anything from them on the maintenance building. Jeremy responded that the power box is on the property. Tushar had it ready for Rocky Mountain Power to come make the connection. Jeremy stated that the utilities should not be too costly where everything is there.

Equipment status – Jeremy reported that the back hoe was damaged when a tree fell on it. Jeremy also reported that he will do an insurance claim and fix that at the same time as the damage sustained from the power lines he hit. He has not been using the loader much because it is close on its hours. Dee asked how soon the buyback is. David responded the end of the year. Jeremy asked for permission to look for snow blower and get pricing.

Fire Department status – Jeremy reported that the fire department has been pretty quiet. There are several new wild fires surrounding the mountain right now. Jeremy is going to be posting a notice regarding no campfires no burning no chainsaws etc. Lorri commented that the people in the condos don't know about fire restrictions. Lorri suggested there needs to be a strong education program for all homeowners. Dee asked what the best way would be to post it. Dee stated that the Air BnB and property managers should have it posted. Lorri stated that it needs to be on every door. Jeremy responded that he will post the notice on the fire house and lodge but

does not feel comfortable going onto private residences. Lorri stated that it needs to be on every condo door. Heidi stated that she will send out the State Fire Restriction Notice to each of the HOA's in the email list. It will include a reminder that it is their responsibility to notify any user/renter. Jeremy stated that he will give a stack of restrictions to property managers. Lorri stated that she would like to volunteer or assist Jeremy with the fire department.

ISO Rating – Jeremy stated that he knows that the ISO rating is heavy on everyone's mind. Jeremy reported that he is very close to scheduling the inspection with the ISO. Jeremy stated that his biggest concern is they do the inspection, we fail, we get moved to the bottom of the list. If that happens it could be a year before they come back. Also, if we get ready and they test and we pass we can hopefully get a 9 but could stay at 10. Jeremy stated that the real problem holding us back is the paging system. The new cell tower will help with that. Lorri stated that she would really like to be part of the solution. Lorri added that she can help with fund raising and recruiting.

Dee stated that the lack of permanent residents is the problem. Lorri responded that she knows of several people who are interested and would like to help. Jeremy stated that out of 13 full time residents there are 4 that are willing to help. Jeremy stated that lack of permanent residents is a problem but most importantly there is no internet service for a paging system. Jeremy stated that we are so close but still so far away.

Lorri stated that she would like EMSSD to set a goal or a time line to get this done. Dee responded that we need recruiting. Lorri responded that she will help recruit. Lorri stated that this has been ongoing for 10 years. Lorri also stated that if they come up and inspect and find that we are not quite ready they can tell us what we need to do. This will put us no further behind than we are now. Jeremy responded that they are controlled by insurance who basically pay them to give you a black mark when they come. Dee responded that we need to take the risk on this. Lorri stated that she can write a fund raising letter for equipment. Lorri also stated that the owners are so concerned about this that they will help. Dee responded that recruiting is the biggest issue.

Mark stated that we are green on coronavirus and would like to start doing quarterly training. Lorri responded that even if we don't get ISO rating what's more important is that we have people trained that can fight a fire. Lorri asked if there can be a commitment for a fire training next month. Jeremy responded that before COVID they were working with Beaver alternating between in town and on the mountain. Dee asked when that will continue. Jeremy responded that it started back up this month. Lorri stated that she would like to walk away knowing we are committed to training in July and August. Jeremy responded that would not be hard at all. Jeremy stated that he will send out an email on times and dates of trainings. Dee asked to be CC'd in the email. Lorri stated that she will make phone calls and give reminders. Jeremy responded the more help the better. Phil Emmerson asked to be added to the list.

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 he made the final payment on the loan for the firehouse. David also reported that the payments will start on the maintenance shed a year from now. Dee stated that the bill from Sunrise Engineering should not be payed until we receive the final plan.

Motion – Gaye Christiansen made a motion to approve the financial reports, bills that have been paid since the last meeting, and the accounts payable, except for Sunrise Engineering Ron Torgerson seconded. All approved without objection.

David reported that Gaye and her husband are buying lot 72. This lot has been assessed as if it had a water connection for many years. It should have been assessed at a stand by rate. The difference in the billing would be \$45.00. David asked the board to consider a refund for some of that to Nancy Hunterton. David suggested refunding her \$1,800.00.

Motion – Ron Torgerson made a motion to reimburse Mrs. Hunterton \$1,800.00 for overpayment last 10 years Phil Emmerson seconded. All approved without objection. Gaye Christiansen abstained from voting.

Closed Session

Motion - Ron Torgerson made a motion to move into closed session. Gaye Christiansen seconded. Roll call vote Gaye Christiansen aye, Ron Torgerson aye, Phil Emmerson aye, Dee Draney aye, Paul Burgon aye.

Motion - Gaye Christiansen made a motion to leave closed session Phil Emmerson seconded. Roll call vote Gaye Christiansen aye, Ron Torgerson aye, Phil Emmerson aye, Dee Draney aye, Paul Burgon aye.

Motion –Ron Torgerson made the motion to adjourn

The next EMSSD meeting will be held on Friday, August 28, 2020 at 9:00 a.m. in the County Commission Chambers at 105 East Center Street, Beaver, UT.