

**Administrative Control Board Meeting
Box Elder and Perry City Flood Control
Special Service District
Thursday, April 19, 2012
5:00PM**

Board Members Present: Chairman Greg Hansen, Board Member Maurice Roche, Board Member Bob Thurgood, Board Member Boyd Hirschi

Others Present: Duncan Murray, Attorney; Susan K O Bray, Minutes Clerk

1. Welcome and Call to Order

Chairman Greg Hansen welcomed the board members and staff and called the meeting to order.

2. Approve Minutes for March 15, 2012 Meeting

MOTION: Board member Roche moved to approve the March 15, 2012 and the March 22, 2012 minutes. Board member Thurgood seconded the motion. All in favor.

April 26, 2012 was set up for another field trip to show the basins.

3. Public Comments

There were no public comments.

4. Review the Basin Drainage drawings

Chairman Hansen passed out some aerals to the Board members that show the basins that will be bid on for removal of debris. The basins that are being bid on are: (1) Perry Canyon Basin; (2) Evans Canyon Basin; (3) West ditch (takes the runoff water from Chateau Estates, Nielson Hills, Quail Point, and Vintage Farms), there is 2650 linear feet of ditch that needs to be cleaned out and debris left on site; and (4) Maddox Lane ditch has 1680 linear feet to clean. Board member Thurgood asked which ditch is in worse shape. Chairman Hansen stated that Paul Nelson said that Maddox Lane should be the first one cleaned. Chairman Hansen said that this ditch takes the majority of the runoff water from Perry City. Chairman Hansen stated he will add to the drawing to dispose of the excess fill on the Maddox Lane ditch. Chairman Hansen put together a bid form for the contractors to fill out and submit. The form says that the board has the right to reject any and all bids; it gives the board the ability to control what they are doing. Chairman Hansen stated he wants to take the contractors up to the sites and try to get this process done before spring runoff. Chairman Hansen stated that he wants to give the contractors the bid schedules and one week deadline to get the maintenance done. He said the bids will be delivered to the City Office on Thursday May 3, 2012 at 3:00PM, and the field trip will be on April 26, 2012 at 3:00 PM. The contractors will be by invitation only. The contractors will be handed the drawings and bid package at the field trip.

5. Discuss contractors that will be invited to bid on projects

The contractors include: Ormond Construction, Gallegos Construction, Braegger Construction, and Kelcon Construction (Keller). Chairman Hansen will call all the Contractors and invite them to the field trip.

MOTION: Board member Thurgood moved to approve the list of the four Contractors and approve the process in which the bidding process will proceed; each project will be listed individually and bid

individually. The April 26, 2012 tour will be held at 3:00 PM, and the contractors' bids will be due May 3, 2012 at 5:00 PM. Board member Hirschi seconded the motion. All in favor.

Board member Thurgood amended the motion and added "A special meeting for the award of the bids will be May 3, 2012 at 5:30 PM." The second stands.

6. Update from City concerning the cleaning of Cherry Ridge Basin, including how much has been Spent to date

Duncan Murray, Attorney, stated Perry City submitted an invoice in the amount of \$1,796 for Excavator rental, 25 man hours, and the city did not charge for the use of the back hoe. Mr. Murray stated they have done a significant amount of work at the basin. They are still within budget (\$5,000). Chairman Hansen stated the grate has been pulled off on the small flow that goes into the structure, and would like the city to make sure that has been put back in.

MOTION: Board member Roche moved to approve the payment for \$1,796 to Perry City for progress on the Cherry Ridge detention pond. Board member Hirschi seconded the motion. All in favor.

7. Insurance & Bonding

Duncan Murray stated the bonding needs to be for Board members and Staff members. Mr. Murray stated that he has contacted the Utah Local Governments Trust to get a quote from them. Mr. Murray stated he will give photos of all the control structures that Chairman Hansen has provided to the insurance company to get a quote on liability insurance. Mr. Murray stated he should have the quotes by the next meeting.

8. Training Regarding Administrative Control Board Responsibilities

Mr. Murray stated the board has a chairman, clerk, and treasurer. Each officer has their specific responsibilities. The board sets policies and gives direction in making sure what is being done is effective and efficient and complies with the law. Reporting properly is also important. Mr. Murray stated some of the other responsibilities include: meetings, budgeting, accounting, records (GRAMA), insurance etc. He stated the chairman conducts the meetings; the clerk keeps record of the meetings, and prepares invoices for approval. The treasurer signs checks, maintains custody of the money, deposits all money according with the State Money Management, receives all funds, issues a receipt for money received. The entire Board approves all expenditures, sets a maximum sum over which all purchases may not be made without the board's approval, reviews all expenditures quarterly. Mr. Murray stated a board may be elected or appointed. He stated that for the flood district, all the board members are appointed by the Mayor with the approval of the city council. He stated sometimes board members are compensated; however, the Mayor and Council made the resolution to have it not compensated, but there is a per diem reimbursement for training etc. He said in order to be on the board you need to be a registered voter and a resident within the boundaries of the district (which is the city). Mr. Murray stated the board members may accept an occasional gift having a value of \$50, or less, but stated a proper disclosure needs to be made. He also stated that if a board member has a financial interest, it needs to be disclosed, and any board member cannot use any information derived from their position for personnel benefit.

Mr. Murray stated that no public officer may employ, appoint, vote for, or recommend a relative for employment.

9. Payment Approvals

MOTION: Board member Thurgood moved to approve for payment approvals for Perry City (\$1,796), Duncan Murray (\$300), and Susan O Bray (\$110). Board member Hirschi seconded the motion.

Chairman Hansen yes Board member Thurgood yes
Board member Roche yes Board member Hirschi yes

Motion approved: 4 yes 0 no

Next Special meeting will be held May 3, 2012 for bid openings at 5:30 PM

10. Items for next Agenda

11. Adjournment

Meeting was adjourned.