

**Administrative Control Board Meeting
Box Elder and Perry Flood Control Special Service District
Perry City Offices 3005 South 1200 West
5:30 PM Wednesday, February 21, 2018**

Members Present: Vice Chairman Bryce Thurgood, Board Member Boyd Hirschi, Board Member Maurice Roche, Board Member Kevin Pebley

Absent: Chairman Greg Hansen

Others Present: Susan K. Obray, Board Clerk, and Matt Robertson with Jones & Associates

1. Welcome & Call to Order

Vice Chairman Thurgood welcomed and called to order the February 21, 2018 Box Elder and Perry Flood Control Meeting.

2. Approve December 21, 2017 Minutes

MOTION: Board Member Pebley moved to approve the minutes of December 13, 2017 with corrections. Board Member Roche seconded the motion. All in favor.

3. Public Comments

There were no public comments.

4. Presentation by Matt Robertson with Jones & Associates regarding the Annual Detention pond maintenance bid packages.

Matt Robertson with Jones & Associates presented a bid package for the basin maintenance. He said he did a short form contract for this project. Matt stated the purpose of this project is to remove and dispose of vegetation, sediments, and debris from the basins and ditches. He stated that he met with Chairman Hansen and the idea was to hit everything at least every other year, with the exception of the Perry basin which will be every year. In 2018 the bid would include the Perry Canyon Debris Basin, Evans Canyon Debris Basin, Mathias Canyon Diversion Box, 2450 South Detention basin, and (2) City Detention Basins. Matt explained that that they would do 2 to 3 city detention basins to help Perry City out each year to help them out with their maintenance.

He said he wants to get it bid out before next meeting. The bids will be

open the day before the meeting which would be March 20th at 5:00 p.m. He said it is a small project it does not have to be advertised in the paper, he can reach out to several local contractors and ask them to bid. Matt explained that the first page is just the table of contents. He said the bid schedule shows having them give one price for each basin. Matt stated that the contract shows what the contractors responsibilities are. The measurements and payment explains that they are responsible for removal and disposal of vegetation including small trees, including root ball, bushes, shrubs, weeds, grasses. It also includes removal, haul and dispose of any garbage and debris found at the site.

Matt passed out a copy of the bid package including maps of the sites. He said he wanted to add picture of what the look like and put them on the plans (attached is a copy of the bid schedule and maps).

He said up at the Perry Canyon Debris Basin Chairman Hansen wanted to get the lower part all cleaned out and on the upper part he wants to have the side slopes mowed. Matt stated that he went up Perry Canyon today and there is quite a bit of sediment where the creek comes in, he said we may want to have the contractor haul that out. Board Member Roche stated that the City was supposed to go up and clean it out and use it for gravel and they never did. Matt stated that he would call and talk with Greg Braegger at the city about it.

Matt addressed each basin and what needed to be cleaned out of each basin. Matt stated at 2450 south he thought that the basin was city owned. He said that Chairman Hansen felt the Flood Control needed to clean it out to help the city out. Board Member Roche thought it was the channel and not the basin. Matt said he would double check with Chairman Hansen to confirm that it was the channel and not the basin.

Matt reported that in 2019 the plan shows Perry Canyon Basin, Cherry Ridge Detention Basin, Maddox Lane Ditch, North Ditch and 2-3 City Detention Basins. Matt stated that each basin is a separate line item, but the way it is set up is on one contract. Matt said that they could take off bid items if they wanted to but the contract states that they can only take off a certain percentage. He said if the contractor only does two projects then their costs go up where if they had the six they would do it at a better rate. Vice Chairman Thurgood stated that they should bid them all but give the board a chance to pull them if they want too. Matt stated for now they are

only going to put out the six for bid. He said that the contractors have until the end of July to get the projects done. Board Member Pebley asked if it had to be noticed in the paper. Matt stated that it did not need to be noticed in the paper because the state procurement code says projects under \$170,000 doesn't need a public advertisement.

The Board elected to have Kelcon, Dickamore, and Ormond bid on the projects. Matt stated that the bids will be opened on March 20th at 5:00 p.m. at the Perry City Offices. He said he would attend the Flood Control Meeting on March 21st to award the bid to the contractor. Vice Chairman Thurgood requested that Perry Public works attend the next meeting so they can discuss the City maintenance plan for the debris basins.

5. Motion to approve Jones & Associates to put out the bid packages (roll call vote).

MOTION: Board Member Roche moved to approve Jones & Associates to put the bid packages together and get them out for bid. Board Member Pebley seconded the motion. Roll call vote.

Board Member Pebley	Yes	Board Member Roche	Yes
Board Member Hirschi	Yes	Vice Chairman Thurgood	Yes

Motion Approved: 4 Yes 0 No

6. Discussion Regarding Proposals for Local CPA Firms to handle accounting needs.

Susan Obray stated that Chairman Hansen would like to look at a new CPA firm to do the accounting needs of the Flood Control. She said that in the last year there have been some items that were late getting to the State which has made the Flood Control non-compliant. Chairman Hansen will put an RFP together. The Board Members agreed that there needs to be a change.

7. Motion to approve Invoice Payments (Roll Call Vote).

Vice Chairman Thurgood stated that there are invoices that need to be paid. They are as follows:

Box Elder News Journal \$63.25
Susan Obray \$75.00
Utah Local Governments Trust \$2,302.28
Christensen, Palmer & Ambrose \$1,115.00
Jones & Associates \$423.00 & \$48.00

MOTION: Board Member Roche moved to pay the invoices for Box Elder

News Journal \$63.25, Susan Obray \$75.00, Utah Local Governments Trust \$2,302.28, Christensen, Palmer, and Ambrose \$1,115.00, Jones & Associates \$423.00 & 48.00. Board Member Hirschi seconded the motion. Roll call vote.

Board Member Pebley Yes Board Member Roche Yes
Board Member Hirschi Yes Vice Chairman Thurgood Yes

Motion Approved: 4 Yes 0 No

- 8. Agenda Items for next month**
 - (a) Open bids for the 2018 annual maintenance Project**
 - (b) Review RFP package for CPA firms**

9. Adjournment

MOTION: Board Member Hirschi moved to adjourn. Board Member Pebley seconded the motion. All in favor.