



Cedarview-Montwell SSD

270 North 500 West, Roosevelt, Utah 84066
(435) 823-4578

WEDNESDAY, FEBRUARY 21, 2024

BOARD MEETING MINUTES

OBJECTIVE:	MONTH BOARD MEETING – FEBRUARY
CALLED BY:	BRENT POWELL, BOARD CHAIRMAN
DATE:	FEBRUARY 21, 2024
TIME:	5:30 PM
LOCATION:	CMSSD OFFICE – 270 N 500 W, ROOSEVELT, UT 84066
ATTENDEES:	Brent Powell, Adam Kendall, Kim Bastian, Judy Hamblin, Mikelle Despain, Tracy Michaelis, Dean Powell, Alan Allred, Aaron Bradshaw, Aaron Averett, Jeremy Larsen, Ralph Calder
ABSENT:	N/A

Public Comment	
Notes:	<ul style="list-style-type: none"> No Comments

Conflict of Interest	
Notes:	<ul style="list-style-type: none"> AJ to Abstain from voting on anything to do with Victory Pipeline ROW's and Sandpit

Approval of Minutes	
Notes:	<ul style="list-style-type: none"> Approval of the January Minutes
Action Items:	<ul style="list-style-type: none"> Judy made the motion seconded by Dean, unanimous, motion carries

Approval of Bills	
Notes:	<ul style="list-style-type: none"> Aaron presented the bills and referenced Exhibit "A"
Key Decisions:	<ul style="list-style-type: none"> Move approvals of bills to first part the agenda moving forward
Action Items:	<ul style="list-style-type: none"> Dean made a motion to approve the bills, seconded by Tracy, unanimous, motion carries

CMSSD - Item 1: Roosevelt City	
Notes:	<ul style="list-style-type: none"> No Update Brent and Dean went to Roosevelt City Meeting, No mention of CMSSD
Key Decisions:	<ul style="list-style-type: none"> N/A
Action Items:	<ul style="list-style-type: none"> N/A
	Deadline: N/A



Sunrise Engineering – Item 1: ROW’s

Notes:	<ul style="list-style-type: none"> • Aaron Averett representing Sunrise Engineering • Mr. Averett advised that Jeff McArty has been in touch with Gail McKeachnie, CMSSD’s legal counsel to review Right-of-Way agreements. • Mr. Averett also advised that Jeff McArthy is getting Fair Market Value information put together too. 	
Key Decisions:	<ul style="list-style-type: none"> • Jeff was going to set up a meeting with the BIA, Jeff was absent from the meeting, No Update 	
Action Items:	<ul style="list-style-type: none"> • Jeff was going to set up a meeting with the BIA 	Deadline: 3/20/2024

Sunrise Engineering – Item 2: Lead and Copper

Notes:	<ul style="list-style-type: none"> • Mr. Averett advised that they are still working on GIS and Inventory 	
Key Decisions:	<ul style="list-style-type: none"> • N/A 	
Action Items:	<ul style="list-style-type: none"> • N/A 	Deadline: N/A

Sunrise Engineering – Item 3: Victory Pipeline

Notes:	<ul style="list-style-type: none"> • Mr. Averett advised that plan sets are being put together. • They are wanting to potential send this out for bid in April or May 	
Key Decisions:	<ul style="list-style-type: none"> • N/A 	
Action Items:	<ul style="list-style-type: none"> • N/A 	Deadline: N/A

Sunrise Engineering – Item 4: Master Plan

Notes:	<ul style="list-style-type: none"> • Mr. Averett that Jeff stated we have received funding approval. • Mr. Averett advised that a representative from Sunrise Engineering would be bringing the letter next month during our meeting. • The CMSSD Board asked how long before we have a new Master Plan approved, Mr. Averett advised up to 6 months or sooner. • Mikelle asked about CMSSD Map, Mr. Averett advised it will be included with our Lead and Copper Project. • Adam asked about GPS, Mr. Averett advised it will also be included with our Lead and Copper Project. • Judy asked about more connections • Tracy asked about Usage vs. Connections • Brent stated that we should be going off usage. 	
Key Decisions:	<ul style="list-style-type: none"> • N/A 	
Action Items:	<ul style="list-style-type: none"> • N/A 	Deadline: N/A



Sunrise Engineering – Item 5: CIB Funding

Notes:	<ul style="list-style-type: none"> Mr. Averett discussed the difference between Design Build Options Mr. Averett shared information about similar building projects CMSSD Board requested prior projects plans to get an idea of what would be best for CMSSD Mr. Averett advised that plans would be sent over for CMSSD to review. Mr. Averett invited Ralph Calder with Ridgeline Development to share some of things that Ridgeline Development could do if hire for Design Build. Ralph explained that he has architects he works with and that are very involved with the process from start to finish. He stated that he can walk us through ideas that we may not have considered such as future additions or needs. He shared that has done many similar buildings in the Uintah Basin including the Ute HeadStart Building, several Salt Shed and Uintah Water District Building. Ralph stated that his company makes the building experience a team effort with owner. Mr. Averett and CMSSD Board discussed the process for constructing a building from gathering information of Past Experiences from Construction Companies, seeing examples of completed projects, putting together a grading/rating point system to the Procurement Process. 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> Mr. Averett advised that plans will be sent over for CMSSD to review. 	Deadline: 3/20/2024

Board Chairman Report – Item 1: Rural Water Association of Utah St. George Conference

Notes:	<ul style="list-style-type: none"> Brent advised that conference would be Tuesday through Friday, Monday will be certification day. Brent advised that himself, Adam, and Dean would be attending the conference. 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A

Board Chairman Report – Item 2: Board Member Duties

Notes:	<ul style="list-style-type: none"> Brent reviewed the Board Member Duties and asked for volunteers to fill-in areas that they could help. Judy volunteered to learn the Treasurers responsibilities Judy also took on the assignment to help locate new sources of water Kim Bastian is fine with keep Grants; Brent advised him to work with Sunrise Engineering Staff. Tracy is good with being responsible for purchasing, Brent advised that he would be heavily involved with the construction of the new CMSSD Building 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A

Board Chairman Report – Item 3: Paperwork

Notes:	<ul style="list-style-type: none"> Brent that everything needs to go through the office in the form of paperwork 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A



Water Manager Report – Item 1: New Connections

Notes:	<ul style="list-style-type: none"> Aaron advised of 3 possible new connections in the coming months. Dean advised of Contractors wanting to build homes. Brent advised of time frames for new hook-ups again and stated where we have had such a mild winter we may be able to start earlier.
Key Decisions:	<ul style="list-style-type: none"> N/A
Action Items:	<ul style="list-style-type: none"> N/A
	Deadline: N/A

Water Manager Report – Item 2: Repairs

Notes:	<ul style="list-style-type: none"> Alan request Chorine Pillows be purchased for the water system. The board approved the request. Dean advised that he pumped out the vault on 3000 West and 4000 North. Dean also advised that the SCADA System is bleeding water off into the vault Dean shared that there has been NO groundwater infiltration.
Key Decisions:	<ul style="list-style-type: none"> N/A
Action Items:	<ul style="list-style-type: none"> N/A
	Deadline: N/A

Water Manager Report – Locks

Notes:	<ul style="list-style-type: none"> Dean advised to keep some of the locks with Alan along with a key Dean also shared that others could be stored in the Connex
Key Decisions:	<ul style="list-style-type: none"> CMSSD Board made the decision for Alan to keep 1 key, 1 key to left in the Connex and the other 2 to be left in the office.
Action Items:	<ul style="list-style-type: none"> N/A
	Deadline: N/A

Water Manager Report – Other Business

Notes:	<ul style="list-style-type: none"> Alan advised that our Back-Up Water Manager would be Clyde Watkins and Ryan Johnson
Key Decisions:	<ul style="list-style-type: none"> Alan to send Aaron contact information for Clyde and Ryan.
Action Items:	<ul style="list-style-type: none"> N/A
	Deadline: N/A



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BOARD MEETING MINUTES

Office Manager Report – Item 1: Water Manager Phone

Notes:	<ul style="list-style-type: none">Aaron shared the idea with the CMSSD Board of getting the Water Manager a company cell phone to back.
Key Decisions:	<ul style="list-style-type: none">Brent advised Aaron to contact Strata for pricing and give report.
Action Items:	<ul style="list-style-type: none">Aaron to follow-Up in next Month's Meeting on findings. <div style="text-align: right;">Deadline: 3/20/2024</div>

Office Manager Report – Item 2: Forwarding Blue Stakes

Notes:	<ul style="list-style-type: none">Aaron asked about who was receiving the Blue Stakes Notifications.Brent and Dean advised that they are.Aaron advised that Alan needs to be getting these notifications.
Key Decisions:	<ul style="list-style-type: none">Alan to reach out to Blue Stakes to get setup to receive them.
Action Items:	<ul style="list-style-type: none">Alan to follow-Up in next Month's Meeting on findings. <div style="text-align: right;">Deadline: 3/20/2024</div>

Adjourn

Action Items:	<ul style="list-style-type: none">Motion made by Mikelle
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**BOARD MEETING
MINUTES**

**Exhibit "A"
Expenditures**

Payee	Purpose	Type	Check #	Amount
Badger Meter	Meter Reading	Check	4248	\$9.24
DCWCD	Water Supply	Check	4250	\$3,327.37
Duchesne County	Office Rent	Check	4249	\$500.00
McKeachnie Law Offices	Legal Services	Check	4251	\$976.50
Pelorus Methods	Software & Support	Check	4252	\$600.00
Powell, Dean	Assistant Water Manager	Check	4253	\$170.91
Strata Networks	Phone & Internet Bill	Check	4254	\$167.68
Streamline	Website Bill	Check	4255	\$50.00
Sunrise Engineering	Victory	Check	4257	\$5,389.25
Sunrise Engineering	Tribal ROW	Check	4258	\$492.58
Tri County	Testing	Check	4256	\$40.00
Employee - Aaron Bradshaw	Payroll	Check	4247	\$1,367.08
Employee - Alan Allred	Payroll	Check	4246	\$220.99
USPS	Postcard Stamps	Debit	N/A	\$53.00
Stewarts	Board Meeting Food	Debit	N/A	\$14.08
Total				\$13,378.68