



# Cedarview-Montwell SSD

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

BOARD MEETING

# MINUTES

WEDNESDAY, AUGUST 21, 2024

OBJECTIVE:	<b>Month Board Meeting – August</b>
CALLED BY:	<b>Brent Powell, Board Chairman</b>
DATE:	<b>August 21, 2024</b>
TIME:	<b>5:30 PM</b>
LOCATION:	<b>CMSSD Office – 270 N 500 W, Roosevelt, UT 84066</b>
<p>ATTENDEES:</p> <p>Brent Powell, Adam Kendall, Kim Bastian, Judy Hamblin, Mikelle Despain, Dean Powell, Aaron Bradshaw, Jeff McCarty, Sawyer Strate, Justin Freston</p> <p>ABSENT:</p> <p>Tracy Michaelis</p>	

<b>Public Comment</b>	
NOTES:	No Comments

<b>Conflict of Interest</b>	
NOTES:	AJ to Abstain from voting on anything to do with his Father’s Property

<b>Approval of Bills</b>	
NOTES:	Brent Presented the Bills as written
ACTION ITEMS:	Kim made a motion to approve the bills, seconded by Dean, unanimous, motion carries

<b>Approval of Minutes</b>	
NOTES:	Brent Presented the Minutes for July as written
ACTION ITEMS:	Motion to Approve July Minutes made by Judy as corrected by Kim, seconded by Kim, unanimous, motion carries



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## CMSSD - Item 1: Mountain View Acres Subdivision

NOTES:	<ul style="list-style-type: none"> <li>- Justin Freston present Phase 4 as found in Exhibit "B"</li> <li>- CMSSD Board clarified access on Lot 21</li> <li>- CMSSD Board also requested clarification on phasing</li> <li>- Justin shared that Phase 1 includes Lot 1-5, Phase 2 includes Lot 6-9, Phase 3 includes Lot 10-16</li> <li>- Justin advised that 1 more phase remains for the overall subdivision</li> <li>- CMSSD Board confirmed with applicant that Phase 4 would include a fire hydrant, Justin stated Yes</li> <li>- Applicant requesting a Will Serve Letter, CMSSD Board advised that they would make a decision and get back to Justin</li> </ul>	
KEY DECISIONS:	<ul style="list-style-type: none"> <li>- CMSSD Board advised that they would make a decision and get back to Justin</li> </ul>	
ACTION ITEMS:	<ul style="list-style-type: none"> <li>- Closed Meeting Discussion – Item 1</li> </ul>	Deadline: <b>8/21/2024</b>

## CMSSD - Item 2: Roosevelt City

NOTES:	<ul style="list-style-type: none"> <li>- Sawyer Strate from Roosevelt City asked CMSSD Board if they had an opportunity to read over the Sharmel Acres Contract Proposal.</li> <li>- Staff advised that CMSSD has not received any correspondence with Roosevelt City.</li> <li>- Jeff from Sunrise Engineering mentioned that Roosevelt City needed information on CIB Funding for possible assumption of Sharmel Acres Loan.</li> <li>- CMSSD Board requested that Cedarview Meter be moved to the 3000 W / 4000 N Vault</li> <li>- CMSSD also requested that any meter changed out be given back to CMSSD</li> <li>- Sawyer stated that would not be a problem to give back replaced meters</li> <li>- Mikelle asked if Roosevelt City had any hurdles moving forward.</li> <li>- Sawyer stated he wasn't in a position to comment on the city.</li> </ul>	
KEY DECISIONS:	N/A	
ACTION ITEMS:	Needing Roosevelt City's Contract	Deadline: <b>9/18/2024</b>



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## Sunrise Engineering – Item 1: Right-of-Way Report

<b>NOTES:</b>	<ul style="list-style-type: none"> <li>- Jeff proposed that payment be needed to Tribal and Allottees.</li> <li>- \$95,000 requested by the Tribe plus 6 connections.</li> <li>- \$70,000 budgeted for Tribal and \$70,000 budgeted for Allottees.</li> <li>- Jeff suggested connections instead of money.</li> <li>- Jeff advised that we 21 Parcels between Tribal and Allottees of which 8 are Tribal.</li> </ul>	
<b>KEY DECISIONS:</b>	Board to come up with monetary amount	
<b>ACTION ITEMS:</b>	Closed Session – Item 2	Deadline: <b>N/A</b>

## Sunrise Engineering – Item 2: Victory Pipeline Report

<b>NOTES:</b>	<p>Bidding the Project</p> <ul style="list-style-type: none"> <li>- Jeff shared that RFQ is ready for review by the CMSSD Board, Jeff will send to the CMSSD Board</li> <li>- Judy asked if the State of Utah was going to help with the RFQ like on the last project</li> <li>- Jeff answered stating it was not necessary</li> <li>- Jeff advised that Sunrise Engineering will do the advertising for the project.</li> <li>- Jeff advised that in our bid proposal we need to have line items for additives and alternatives for cost alternatives</li> <li>- RFQ's will need to be reviewed by CMSSD before September 11, 2024.</li> </ul> <p>Project Construction</p> <ul style="list-style-type: none"> <li>- Sawyer Strate from Roosevelt City shared that we may need to use the Duchesne County Water Conservancy District's Tank in conjunction with the city. He further advised that it may be easier for accounting if Roosevelt City metered CMSSD usage and billed CMSSD for taking from the tank.</li> <li>- Jeff advised that CMSSD will need a pump station</li> </ul> <p>Right-of-Way's</p> <ul style="list-style-type: none"> <li>- Josh Bake, Roosevelt City Manager should have sent over the Right-of-Way Contract for CMSSD, CMSSD has not received it.</li> <li>- CMSSD will need to possibly purchase land.</li> <li>- Kim Farnsworth owns land that he is willing to sell, CMSSD Board to discuss details in Closed Meeting</li> <li>- Jeff advised that we are still waiting on Galindo's and Roybal's</li> </ul>	
<b>KEY DECISIONS:</b>	N/A	
<b>ACTION ITEMS:</b>	N/A	Deadline: <b>N/A</b>



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## Sunrise Engineering – Item 3: Lead & Copper Report

NOTES:	<ul style="list-style-type: none"> <li>- Jeff advised that inventory has been created and going through the quality control process now</li> <li>- Jeff also advised that Contacting and Survey has been completed</li> <li>- CMSSD asked if Sunrise was going to submit a pay request soon on the project, Jeff replied, Yes</li> <li>- CMSSD Board asked if anything was left, Jeff advised nothing that he is aware of.</li> </ul>	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: <b>N/A</b>

## Sunrise Engineering – Item 4: Master Plan Report

NOTES:	<ul style="list-style-type: none"> <li>- Jeff advised that the Master Plan is still being drafted</li> <li>- Jeff also stated he received an email back from Division of Drinking Water approving us up to 400 connections now.</li> <li>- Brent requested that email be sent to CMSSD</li> </ul>	
KEY DECISIONS:	N/A	
ACTION ITEMS:	Email to be sent from Sunrise Engineering on the number of Connections as approved by Division of Drinking Water	Deadline: <b>9/13/2024</b>

## Sunrise Engineering – Item 5: CMSSD Building Report

NOTES:	<ul style="list-style-type: none"> <li>- Jeff stated that Jared Hall has the programming done for the building</li> <li>- Jeff advised that the Geotechnical Report will be included along with Survey before sending out for bids</li> <li>- Kim requested that they be proposals with options</li> </ul>	
KEY DECISIONS:	N/A	
ACTION ITEMS:	Jeff to send programming email to CMSSD	Deadline: <b>N/A</b>



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## Treasurer Report – Item 1: Review Accounts

NOTES:	- Mikelle presented our current Checking, Savings, Money Market and PTIF Accounts to the CMSSD Board for Review	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: <b>N/A</b>

## Water Manager Report – Item 1: System Report

NOTES:	<ul style="list-style-type: none"> <li>- Alan advised that TriCounty Health Department</li> <li>- Brent asked about how often the tank needs to be cleaned</li> <li>- Alan shared that regulation states every 5 years, the next time would be in 2028</li> <li>- Alan proposed selling CMSSD, 2 Meter Setters at \$250.00 a piece</li> </ul>	
KEY DECISIONS:	N/A	
ACTION ITEMS:	Motion to purchase meter setters from Alan Allred at the cost of \$250.00 a piece made by Judy, seconded by Mikelle, unanimous, motion carries	Deadline: <b>N/A</b>

## Office Manager Report – Item 1: PTIF 7833

NOTES:	- Aaron advised of loss of interest taken back by the State of Utah Auditors	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: <b>N/A</b>

## Office Manager Report – Item 2: NSF Charges

NOTES:	<ul style="list-style-type: none"> <li>- Aaron advised of Non-Sufficient Funds Charges incurred by return checks</li> <li>- Mikelle and Aaron proposed that a new fee schedule be added to this December’s Meeting to address NSF Charges in the future at the rate of \$25.00 or \$30.00.</li> </ul>	
KEY DECISIONS:	N/A	
ACTION ITEMS:	Follow-Up in December’s Board Meeting	Deadline: <b>12/18/2024</b>



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### Office Manager Report – Item 3: New Accounts

NOTES:	- Aaron advised of the creation of two new bank accounts created	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: <b>N/A</b>

### Closed Session

REASON:	CMSSD to discuss in CLOSED SESSION details regarding Mountain View Acres, Roosevelt City and Victory Pipeline.	
ACTION ITEMS:	Motion made by Judy to go into a Closed Session, seconded by Kim, unanimous, motion carries	
ACTION ITEMS:	Motion made by Dean to come out of Closed Session, seconded by Judy, unanimous, motion carries	

### Closed Session Item: Kim Farnsworth Property

ACTION ITEMS:	Motion made by Dean to Continue Discussion with Kim Farnsworth about Property, board agreed on 1 residential connection, \$6,000.00 for property purchase at minimum of 1 Acre, seconded by Mikelle, unanimous, motion carries	
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### Adjourn



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## Exhibit "A"

### Expenditures

Payee	Purpose	Type	Check #	Amount
Badger Meter	Meter Reading	Check	4319	\$76.68
Duchesne County	Office Rent	Check	4320	\$500.00
DCWCD	Water Supply	Check	4321	\$4,187.82
Hydro Specialties	Water System Supplies	Check	4322	\$6,660.96
Mountainland Supply	Water System Supplies	Check	4323	\$1,435.19
Payroll	Allred, Alan	Check	4329	\$589.39
Payroll	Bradshaw, Aaron	Check	4330	\$1,004.91
Pelorus Methods	Software Support	Check	4324	\$600.00
Powell, Dean	Asst. Water Manager	Check	4325	\$184.06
Stewarts	Board Meeting Food	Debit	EFT	\$35.26
Strata Networks	Phone & Internet Bill	Debit	EFT	\$167.13
Streamline	Website Bill	Debit	EFT	\$50.00
Sunrise Engineering Inc.	Victory #16	Check	4326	\$11,970.36
Sunrise Engineering Inc.	ROW #47	Check	4327	\$1,516.00
TriCounty Health Dept.	Testing	Check	4328	\$20.00
Utah Local Government Trust	LB, Prop, WC Insurance	Check	4332	\$7,460.83
USPS	First Class Stamps	Debit	EFT	\$76.65
			<b>Total</b>	<b>\$36,535.24</b>



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## Exhibit "B"

### Mountain View Acres "Phase 4" Close-Up

