



Cedarview-Montwell SSD

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

WEDNESDAY, DECEMBER 20, 2023

BOARD MEETING MINUTES

OBJECTIVE:	MONTH BOARD MEETING – DECEMBER
CALLED BY:	BRENT POWELL, BOARD CHAIRMAN
DATE:	DECEMBER 20, 2003
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, Aaron Bradshaw, Alan Allred, Jeff McCarty, Sawyer Strate, Mondy Taylor, Ashley Taylor, Lars Powell, Clyde Watkins
ABSENT:	N/A

Public Comment

Notes:

- No Comments

Conflict of Interest

Notes:

- AJ to Abstain from voting on anything to do with Victory Pipeline ROW's and Sandpit

Approval of Minutes

Notes:

- Approval of the November Minutes

Action Items:

- Motion made to approve the November Minutes with corrections made by Judy.
- Judy made the motion seconded by Dean, unanimous, motion carries



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Victory Pipeline Hearing

Action Items:	<ul style="list-style-type: none">Motion made to move to Victory Pipeline Hearing, made by Kim, seconded by Mikelle, unanimous, motion carries
Action Items:	<ul style="list-style-type: none">Motion made to return to Public Board Meeting, made by Dean, seconded by Judy, unanimous, motion carries

Annual Budget Hearing

Action Items:	<ul style="list-style-type: none">Motion made to move to Annual Budget Hearing, made by Judy, seconded by Dean, unanimous, motion carries
Action Items:	<ul style="list-style-type: none">Motion made to return to Public Board Meeting, made by Judy, seconded by Mikelle, unanimous, motion carries

CIB Funding Hearing

Action Items:	<ul style="list-style-type: none">Motion made to move to CIB Funding Hearing, made by Dean, seconded by Judy, unanimous, motion carries
Action Items:	<ul style="list-style-type: none">Motion made to return to Public Board Meeting, made by Dean, seconded by Judy, unanimous, motion carries



CMSSD - Item 1: Roosevelt City		
Notes:	<ul style="list-style-type: none"> • Brent advised the CMSSD Board of counteroffer from Roosevelt City. The offer contains the following: <p style="margin-left: 20px;">Roosevelt City</p> <ul style="list-style-type: none"> - Purchase Price \$1.7 Million - They would grant CMSSD ROW - Transfer Chapman Subdivision to Roosevelt City - North Crescent to be transferred to CMSSD <p style="margin-left: 20px;">CMSSD Board Members raised the following Concerns:</p> <ul style="list-style-type: none"> - Pressure Issues - Estimated Paying Connections being receive - Loss of Chapman Subdivision - Wheeling Fee Rates - Age of existing infrastructure i.e. pipeline, valves, hydrants, etc. - No Fire Flow • Kim concerned that we are taking over a “Problem Child” with North Crescent. • Dean would like the meter moved to the bottom of the line • Sawyer Strate from Roosevelt City shared the following: <ul style="list-style-type: none"> - 6 or 7 connections from North Crescent, he was uncertain if they where all paying customers or actual numbers. - In response to Jeff from Sunrise Engineering’s question about Pressure and if there was a PRV at 3000 North, no response - In response to Brent’s question about the Age of Line and size Answer: No certain, maybe 15 years on the age; On the size, 12 inches - In response to Brent’s question about Fire Flow Issues Answer: Yes, it’s an oilfield location - In response to Dean’s question about how long has it been shut off? Answer: 6 to 7 months. 	
Key Decisions:	<ul style="list-style-type: none"> • Further discussion needed 	
Action Items:	<ul style="list-style-type: none"> • Address again in next month’s meeting 	Deadline: 1/17/2024



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Sunrise Engineering – Item 1: ROW’s

Notes:	<ul style="list-style-type: none"> • Jeff advised no changes from last meeting 	
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 2: Lead and Copper

Notes:	<ul style="list-style-type: none"> • Jeff advised that they have started inventory, they are progressing. He also advised that they are waiting for the State of Utah’s template • Dean asked that question how long do we have for the Lead and Copper analysis to be done. • Jeff replied till October 2024. 	
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: Master Plan

Notes:	<ul style="list-style-type: none"> • Jeff advised that CIB has changed their thoughts on Master Plans for funding. CIB is wanting more explanation of the reason behind the request. They are looking more at source capacity for more connections. 	
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 1: Board Member Applications

Notes:	<ul style="list-style-type: none"> Brent advised that CMSSD needs to replace Lloyd Nielsen CMSSD received two interested applicants: Mondy Taylor and Tracy Michaelis After reading over and reviewing applicants letters (See Exhibit B & C) Mikelle stated that she like that, Tracy was a problem solver and a good communicator. She worried about Mondy after reviewing her letter. Judy stated she didn't appreciate the tone of Mondy's letter nearly calling them a bunch of idiots. Kim raised concerns with all the board members living is such close proximity to each other. 	
Key Decisions:	<ul style="list-style-type: none"> To replace Lloyd Nielson as a CMSSD Board Member 	
Action Items:	<ul style="list-style-type: none"> Motion made by Dean to appoint Tracy Michealis as the replacement for Lloyd Nielsen, seconded by Mikelle, Judy abstained, Kim abstained, Adam in favor, motion carries. 	Deadline: N/A

Board Chairman Report – Item 2: Board Member Compensation

Notes:	<ul style="list-style-type: none"> Brent presented the compensation breakdown: \$ 2,000.00 to serve as Board Chairman \$ 1,000.00 to serve as Vice Board Chairman \$ 50.00 for all board members for board meetings and additional workshops Brent advised that this would supersede the prior hourly change 	
Key Decisions:	<ul style="list-style-type: none"> Acceptance of new compensation structure 	
Action Items:	<ul style="list-style-type: none"> Motion made by Mikelle to adopt the changes to compensation structure, seconded by Judy, all in favor, motion passes unanimously 	Deadline: N/A

Board Chairman Report – Item 3: Rural Water Association of Utah St. George Conference

Notes:	<ul style="list-style-type: none"> Brent shared that the RWAU St. George Conference would be the week of February 26 – March 1, 2024 	
Key Decisions:	<ul style="list-style-type: none"> Aaron is needing to know who is attending 	
Action Items:	<ul style="list-style-type: none"> CMSSD Board Members to reach out to Aaron before next board meeting 	Deadline: 1/17/2024



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Water Manager Report – Item 1: New Connections

Notes:	<ul style="list-style-type: none"> Account # 1663 connected 	
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"> Account # 1541 Leak Alan reported that they repaired the leak Dean also reported that Crossroads was pumped out on 11/18/2023 	
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"> Alan followed up on a request from the CMSSD Board from last month’s meeting to get pricing for locks, he reported \$12.00 a lock, \$70.00 a key/ Alan also advised that he may be able to get them cheaper at a different source than Mountainland Brent had asked about quantity Alan responded 50 Locks and 4 Keys 	
Key Decisions:	<ul style="list-style-type: none"> Alan to do further research on pricing 	
Action Items:	<ul style="list-style-type: none"> Alan to do further research on pricing 	Deadline: 1/17/2024



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Office Manager Report – Item 1: Microsoft Subscription

Notes:	<ul style="list-style-type: none">Aaron explained the need for an extended Microsoft Subscription to cover additional devicesAaron requested to purchase upgraded Microsoft 365 License
Key Decisions:	<ul style="list-style-type: none">Upgrade Microsoft 365 License
Action Items:	<ul style="list-style-type: none">Board Approved Aaron to upgrade license after the first of 2024.
	Deadline: N/A

Office Manager Report – Item 2: Holiday Hours

Notes:	<ul style="list-style-type: none">Aaron seeking approval for the following holiday office closures Limited Hours: Thursday, December 21, 2023- 9:30AM – 12:00 PM Closed: Tuesday, December 26, 2023 Closed: Tuesday, January 2, 2024Adam asked if that would still Aaron enough time to complete his work.Aaron assured that it wouldn't be a problemBrent and Mikelle advised to post the updated hours as soon as possible
Key Decisions:	<ul style="list-style-type: none">Acceptance of Holiday Hours
Action Items:	<ul style="list-style-type: none">Board Approved Holiday Hours
	Deadline: Shown Above



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"> Mikelle made a motion to approve the bills, seconded by Dean, unanimous, motion carries

Move to Closed Session

Action Items:	<ul style="list-style-type: none"> Motion made by Judy to move to closed session, seconded by Kim, unanimous, motion carries
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Return from Closed Session

Action Items:	<ul style="list-style-type: none"> Motion made by Mikelle to move to closed session, seconded by Kim, unanimous, motion carries
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Closed Session Item 1: Account # 1541

Action Items:	<ul style="list-style-type: none"> Judy made the Motion to reduce overages on Account # 1541 to \$3.00 per 1,000 gallons, extend payment plan for 4 months with no interest or penalties, seconded by Mikelle, unanimous, motion carries
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Closed Session Item 2: Water Manager

Action Items:	<ul style="list-style-type: none"> Judy made the Motion to move Dean Powell to Assistant Water Manger and be paid as vendor and Alan Allred be hired as CMSSD Water Manager at current rate, seconded by Mikelle, Dean abstained, all other board members in favor, motion carries
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Closed Session Item 3: Board Meeting 2024 Calendar

Action Items:	<ul style="list-style-type: none"> Board Meetings to held on Wednesday Evening on the following dates: 1/17/2024 - 2/21/2024 - 3/20/2024 - 4/17/2024 - 5/15/2024 - 6/12/2024 - 7/17/2024 - 8/21/2024 - 9/18/2024 - 10/16/2024 - 11/20/2024 - 12/18/2024 Need to take a vote in next months meeting as per Brent
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Adjourn

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

**Exhibit “A”
Expenditures**

Payee	Purpose	Type	Check #	Amount
Employee - Aaron Bradshaw	Payroll	Check	4212	\$987.72
Employee - Dean Powell	Payroll	Check	4198	\$52.40
Board - Kim Bastian	Board Member Compensation	Check	4216	\$700.00
Board - Mikelle Despain	Board Member Compensation	Check	4217	\$750.00
Board - Judy Hamblin	Board Member Compensation	Check	4219	\$1,700.00
Board - Adam Kendall	Board Member Compensation	Check	4220	\$1,150.00
Board - Lloyd Nielsen	Board Member Compensation	Check	4221	\$450.00
Board - Brent Powell	Board Member Compensation	Check	4222	\$2,250.00
Board - Dean Powell	Board Member Compensation	Check	4223	\$700.00
Alan Allred	Water Manager Services	Check	4214	\$193.47
Badger Meter	Meter Reading	Check	4215	\$77.64
Duchesne County	Office Rent	Check	4227	\$500.00
DCWCD	Water Supply	Check	4218	\$3,912.54
MIDCO	Inspection	Check	4228	\$4,776.00
Strata Networks	Phone & Internet Bill	Check	4224	\$167.33
Streamline	Website Bill	Check	4225	\$50.00
Sunrise Engineering	Victory Request # 11	Check	4230	\$28,483.33
Sunrise Engineering	Lead & Copper Request # 1	Check	4229	\$2,205.58
Tri County	Testing	Check	4226	\$40.00
Walmart	Laptop	Debit		\$533.68
Amazon	Projector	Debit		\$865.72
UB Standard	Victory Pipeline Hearing	Debit		\$83.63
UB Standard	Annual Budget	Debit		\$75.56
UB Standard	CIB Funding	Debit		\$83.63
Family Dollar	Gift Card	Debit		\$54.95
Total				\$50,843.18



Exhibit "B"

Board Member Applicant – Mondri Taylor

12-1-23

To whom it may concern
I Mondri Taylor would like to
Join the CMSSD Board once again
I know more about this system
then Every single Board member on
your Board. I Set up the district
& know the Laws pertaining to it and
Why it was Set up the way it was
& its intended purpose.
I feel that Water should come
before anything else as it is vital
to the Health of our Citizens.
I took an oath to put Citizens & water 1st.
I have accounting & office mgmt
skills I've run the office for
my business for 25 years & helped
run the CMSSD office.

I feel our citizens deserve to have
Someone in their Court who
are doing their Best to not
spend frivolously with hard earned
tax dollars & we owe it to
them to maintain a Clean & Relyable
System & staff for the future of
our Community.

Thanks Mondri Taylor
435 724 1047 4050w 5050 N
Roosevelt UT
84066



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MINUTES**

Exhibit "C"

Board Member Applicant – Tracy Michealis

December 10, 2023

To: Cedarview-Montwell Special Service District Board Members:

I would like to submit my name to be on the board. I have many skills that I can use in this position: good problem solving skills, always open minded, willing to adapt to changes, and have very good communication skills.

I would like to be considered for the position on the Cedarview-Montwell Special Service District board. Thank you for your consideration.

Sincerely,

Tracy Michaelis
3405 W 5000 N
Roosevelt, UT 84066
801-856-5183