



Objective:	MONTH BOARD MEETING - JULY
Called by:	BRENT POWELL, BOARD CHAIRMAN
Date:	JULY 19, 2023
Time:	5:30 PM
Location:	CMSSD OFFICE – 270 N 500 W, ROOSEVELT, UT 84066
<p>Attendees: Brent Powell, Dean Powell, Kim Bastian, Patty Powell, Lloyd Neilsen, Adam Kendall, Mikelle Despain, Jeff McCarthy, Aaron Bradshaw, Alan Allred</p> <p>Absent: Judy Hamblin</p>	

Agenda Item 1: Public Comments	
Notes:	<ul style="list-style-type: none"> N/A

Agenda Item 2: Conflict of Interest	
Notes:	<ul style="list-style-type: none"> AK has a conflict on Right of Way concerning his father’s property
Key Decisions:	<ul style="list-style-type: none"> AK will abstain from commenting and voting

Agenda Item 3: Justin Freston Subdivision Update		
Notes:	<ul style="list-style-type: none"> Justin Freston (JF) presented his plat map and future plans They will be requesting 6 more connections by the end of the year DP advised of adding Fire Hydrant also advised of regulation requiring 8-inch line BP asked about how they would be running the lines to Lots 12-15 and if he would be marking the lines in the ROW BP asked about current water connections Lots 4 & 10 are the only ones that not connected PP shared possible duplex hookup BP advised that duplexes have to have separate connections JF advised that he will be starting this project within the next week or two JF advised of Possible Expansion to the West of the current subdivision (24 Acres), new lots will be accessed off 3100 North JF shared there are 19 Possible Lots in total BP advised to contact us if he has any questions LN re-emphasized 8-inch line requirements 	
Key Decisions:	<ul style="list-style-type: none"> 8-inch must be used Requirement for Fire Hydrants 	
Action Items:	<ul style="list-style-type: none"> BP assigned DP & AA to inspection 	Deadline: N/A



Agenda Item 4: Bylaws & Subdivisions

Notes:	<ul style="list-style-type: none"> PP presented the Sunrise Subdivision Standards JM advised that the Subdivisions Standards are not Bylaws AA clarified that own unit should have their own connection DP shared the request for them to use tracer wire 	
Key Decisions:	<ul style="list-style-type: none"> Moved to next Board Meeting 	
Action Items:	<ul style="list-style-type: none"> MD motioned move to next month, 2nd by LN, unanimously approved, motion carries 	Deadline: 08/16/2023

Agenda Item 5: Joyce Eldredge – Victory Pipeline

Notes:	<ul style="list-style-type: none"> PP advised that Ms. Eldredge is hoping that ROW go past her property, she is wanting two connections 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A

Agenda Item 6: Theresa Sosa Subdivision

Notes:	<ul style="list-style-type: none"> Theresa Sosa Present Currently outside of CMSSD Water Coverage Advised to coordinate privatized efforts of getting water through adjacent landowners 	
Key Decisions:	<ul style="list-style-type: none"> JM advised that she was way outside the coverage area JM pulled up the map, advised that it's over a mile out PP asked Justin Freston if his property was next to her PP advised that Justin Freston and Theresa Sosa could make a deal with her PP advised that Theresa is wanting to Subdivide the property LN asked about that size of the property PP advised that its about 100 acres MD advised that Bill Muir owns property between Freston and Sosa Theresa Sosa advised that she has approached Duchesne County about subdividing MD asked Ms. Sosa if she had a map, determining that number of connections needed Ms. Sosa advised that she is working to purchase the piece of property between her property and Freston Subdivision LN asked about length of pipe needed for possible connection MD advised that any line running to their property would be at their expense 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A



Move to Public Meeting

Action Items:	<ul style="list-style-type: none"> Motion by MD, 2nd by LN, unanimously approved, motion carries 	Deadline: N/A
---------------	---	------------------

Public Meeting - Item 1: Cross Connection Rules, AA

Notes:	<ul style="list-style-type: none"> AA advised of his expertise of working with Myton City and in the oil field as well AA presented Cross Connection Rules as outlined by the Utah Division of Drinking Water being implemented by the State of Utah AA explained backflows and how they work as well as cross contamination. AA shared that devices or assembly have to be used if using more than one water source AA explained the differences between Pressure Reducing Valve, Devices and Assemblies LN asked about testing AA advised that we cannot test our own, we would need an outside entity AA presented a flyer as well 	
Key Decisions:	<ul style="list-style-type: none"> The Do's and Don'ts 	
Action Items:	<ul style="list-style-type: none"> Educate Customers Scheduling Inspections when needed AA asked about adding the Cross Connection Policy being added to our website 	Deadline: N/A

Move out of Public Meeting

Action Items:	<ul style="list-style-type: none"> Motion made by DP, seconded by AK, unanimous, motion carries 	Deadline: N/A
---------------	--	------------------

Item 7: Approval of June Minutes

Notes:	<ul style="list-style-type: none"> N/A 	
Key Decisions:	<ul style="list-style-type: none"> Approve June Minutes 	
Action Items:	<ul style="list-style-type: none"> DP motioned to Approve, 2nd by AK, unanimously approved, motion carries 	Deadline: N/A

Item 8: TARP Safety Minute, MD

Notes:	<ul style="list-style-type: none"> MD gave a safety tip this month to be aware of your surroundings Label Hazard Area Slips, Trips and Falls 	
Key Decisions:	<ul style="list-style-type: none"> To continue going TARP 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A



Item 9a: Sunrise Engineering – Right-of-Ways

Notes:	<ul style="list-style-type: none"> JM advised that one of the appraisals wasn't approved JM shared to that this will cause a delay 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A

Item 9b: Sunrise Engineering – Victory Pipeline

Notes:	<ul style="list-style-type: none"> JM shared that we are still needing ROW's and MOU's in place prior to survey JM gave example of an MOU LN asked what MOU is JM advised that it is Memorandum of Understanding LN clarified that MOU will be sent to KB asked about a standard form for an MOU JM referred to our attorney JM advised that we need another ROW to get to Kendall's Property BP assigned LN to follow-up with Roosevelt City on ROW's DP asked about alternative routes BP asked about County ROW's JM advised that we need to keep trying to contact landowners 	
Key Decisions:	<ul style="list-style-type: none"> BP assigned office mangers to contact attorney BP assigned LN to follow-up with Roosevelt City on ROW's 	
Action Items:	<ul style="list-style-type: none"> Office Manager to follow-up with Attorney on MOU BP assigned LN to follow-up with Roosevelt City on ROW's 	Deadline: 8/16/2023

Item 9c: Sunrise Engineering – Lead & Copper

Notes:	<ul style="list-style-type: none"> JM reported on Lead & Copper JM stated that State of Utah has sent approvals out, there are a bunch of out there that still haven't received their approvals DP asked about a list of approvals JM advised not to his knowledge 	
Key Decisions:	<ul style="list-style-type: none"> Research approval for Lead & Copper 	
Action Items:	<ul style="list-style-type: none"> BP assigned Office to follow-up on status of approval for Lead & Copper 	Deadline: 9/1/2023

Item 9c: Sunrise Engineering – Sharmel Acres

Notes:	<ul style="list-style-type: none"> JM presented updated plans for Sharmel Acres 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: 9/1/2023



Agenda Item 10a: Renting Office Space – Chairman Report, BP

Notes:	<ul style="list-style-type: none"> BP advised that we need to create a new line item in our budget for Rent PP advised that she has spoken with Commissioner Irene Hansen about renting Commissioner Hansen has stated that Duchesne County will rent the space at a cost \$500.00 a month starting in on October 1st. BP advised that next year that we need MD requested a rental agreement PP advised that we have an old rental agreement 	
Key Decisions:	<ul style="list-style-type: none"> BP advised that we need a contract 	
Action Items:	<ul style="list-style-type: none"> PP will contact Commissioner Hansen for a Contract with Duchesne County 	Deadline: 9/20/2023

Agenda Item 10b: MOU's – Chairman Report, BP

Notes:	<ul style="list-style-type: none"> Covered under Sunrise 	
Key Decisions:	<ul style="list-style-type: none"> Covered under Sunrise 	
Action Items:	<ul style="list-style-type: none"> Covered under Sunrise 	Deadline: 8/16/2023

Agenda Item 10c: CIB Building & Master Plan, Chairman Report

Notes:	<ul style="list-style-type: none"> Jeff McCarthy (JM) representing Sunrise Engineering Community Impact Board (CIB) – CMSSD Building Funding – most likely time Purchase of ground – October or Now 1-year plan – UBAOG, Design & Construction JM advised of additional funding Division of Drinking Water for CIB Building and Master Plan MD asked about if the Division of Drinking Water would re-evaluate our fee schedule JM stated not necessary MD asked if we need to have a building plans JM stated not needed MD & BP asked about the size – both expressed interest in a building to include an office, conference center and a shop BP Advised Master Plan needs to be updated to sell more connections Group discussion about the amount that the district wants to apply for \$1M-\$1.5 M BP asked about moving funds JM advised that is possible 	
Key Decisions:	<ul style="list-style-type: none"> Re-evaluate of the Master Plan & Apply for CIB Funding 	
Action Items:	<ul style="list-style-type: none"> Master Plan Update - Motion by DP, 2nd by MD, unanimously approved, motion carries CIB Building - Motion by AK, 2nd by MD, unanimously approved, motion carries JM with Sunrise to start process of applying for funding and updating the Master Plan. 	Deadline: 9/1/2023



Item 10d: Sunrise Engineering – Contract Renewal, Chairman Report

Notes:	<ul style="list-style-type: none"> CMSSD to renew Contract with Sunrise Engineering 	
Key Decisions:	<ul style="list-style-type: none"> To Renew, No Objections 	
Action Items:	<ul style="list-style-type: none"> BP signed and renewed contract with Sunrise Engineering 	Deadline: N/A

Agenda Item 10e: Roosevelt, Sharmel, & Willing Fees – Chairman Report, BP

Notes:	<ul style="list-style-type: none"> JM advised that JH stated that Roosevelt City was interesting in purchasing Sharmel Acres JM presented total of the Sharmel Acre potential sale \$1.7M DP advised of the cost of the materials going up and not wanting to lose money on the sale of Sharmel Acres JM advised that this was grant money used BP advised that the work that board worked on the grant and loans should be worth something Move forward with discussions with Roosevelt City MD advised that value is the same DP advised that we need to address that North Crescent was settled too DP advised that usage of Roosevelt City is getting higher KB requested legal recourses that are available to us MD advised that our letter of intent meant nothing because of no follow-up DP advised that Roosevelt City is using upwards to 300,000 gallons AK advised that we want it to be fair with Roosevelt City and CMSSD MD had the concern that would call it wash with the purchase of Sharmel Acres 	
Key Decisions:	<ul style="list-style-type: none"> BP advised to reach out attorney for legal advice moving forward 	
Action Items:	<ul style="list-style-type: none"> BP assigned office manager to contact Attorney 	Deadline: 8/16/2023

Agenda Item 11: Water Manager Report, DP & AA

Notes:	<ul style="list-style-type: none"> DP advised that we've worked on Blue Stakes DP and AA advised that they checked a couple cross connections DP advised that they found a cross connection, Kim Blanchard will be going to help correct it PP asked if that was something we had to report MD asked about accepting the Cross Connection Policy needing to be adopted by the board 	
Key Decisions:	<ul style="list-style-type: none"> MD advised that we need to read over the Cross Connection Policy before it's put up for vote by the board 	
Action Items:	<ul style="list-style-type: none"> Board Members to read over the Cross Connection Policy before it's put up for vote by the board AA advised that Division of Drinking Water will need to be contacted to certify AA, contact Gary Rager 	Deadline: N/A



Agenda Item 12a: Forwarding the Phone – Office Manager Report, AA

Notes:	<ul style="list-style-type: none"> PP advised - MD advised that rates need to be reviewed and presented in our December Public Meeting 	
Key Decisions:	<ul style="list-style-type: none"> Move to come back from Closed Session 	
Action Items:	<ul style="list-style-type: none"> Motion made by MD approve bills, seconded by DP, unanimous, motion carries 	Deadline: N/A

Agenda Item 12b: Payment Issues – Office Manager Report, BP

Notes:	<ul style="list-style-type: none"> PP asked about whether the office can handle payment issue in the office or does it need to come to the board AA asked about Disconnection Policy PP advised that we have a disconnection policy 	
Key Decisions:	<ul style="list-style-type: none"> All payment arrangements need to be done by the board in board meeting whether in-person or by letter or email 	
Action Items:	<ul style="list-style-type: none"> All Payment Arrangements come before the board 	Deadline: N/A

Agenda Item 12c: Standby Rates – Office Manager Report, BP

Notes:	<ul style="list-style-type: none"> PP advised - MD advised that rates need to be reviewed and presented in our December Public Meeting PP advised that rates be raised for standby's too 	
Key Decisions:	<ul style="list-style-type: none"> Discuss more in depth in Closed Meeting Present changes for a vote in December Public Meeting 	
Action Items:	<ul style="list-style-type: none"> DP Motion to raised standby rates, seconded by AK, , unanimous, motion carries 	Deadline: N/A

Agenda Item 13: Approval of Bills

Notes:	<ul style="list-style-type: none"> AJ requested a list of bills AA read the bills 	
Key Decisions:	<ul style="list-style-type: none"> Add bills to next month's agenda Approve bills 	
Action Items:	<ul style="list-style-type: none"> Motion made by LN approve bills, seconded by DP, unanimous, motion carries 	Deadline: N/A

Move to Closed Meeting

Action Items:	<ul style="list-style-type: none"> Motion made by MD, seconded by DP, unanimous, motion carries 	Deadline: N/A
---------------	--	---------------



Come back from Closed Session

Action Items:	<ul style="list-style-type: none"> Motion made by KB, seconded by DP, unanimous, motion carries 	Deadline: N/A
---------------	--	------------------

Agenda Item 14: Mike Kendall Property

Notes:	<ul style="list-style-type: none"> Purchase land (discussed in closed meeting) 	
Key Decisions:	<ul style="list-style-type: none"> Purchase land (discussed in closed meeting) 	
Action Items:	<ul style="list-style-type: none"> Motion made by DP to draw up quote to purchase property, seconded by MD, AJ Abstained, motion carries 	Deadline: N/A

Adjourn

Action Items:	<ul style="list-style-type: none"> Motion made by DP 	Deadline: N/A
---------------	---	------------------

EXHIBIT "A"

Total committed connections = 186 + 2 = 188 + 3 = 191

Bills

Badger Meter	77.53
Blue Stakes	132.84
DCWCD	3098.45
Strata	167.33
Streamline	50.00
Sunrise Engineering	4140.00 + 2474.55 + 1021.50
Payroll Tax – State (EFT)	28.91
Payroll Tax – Federal (EFT)	1471.85
TriCounty	40.00
Utah Local Trust - WC	3500.00
Food - Dominos (Debit)	25.83
Dean Powell Payroll + mileage	303.60
Patty Powell Payroll + mileage	1288.75