Cedarview-Montwell Special Service District

May 17th, 2023

Board Meeting Minutes

**In Attendance**: Dean Powell, Brent Powell, Mikelle Despain, Lloyd Nielsen, AJ Kendall, Kim Bastian, and Patty Powell-Secretary. Jeff McCarty – Sunrise Engineering. (No Judy)

**Welcome / Call to Order** Brent at 5:31 pm DMV boardroom

**Conflict of Interest None –** unless we discuss Mike Kendall and AJ Kendall will not vote or comment.

Public comment- Kelly Murphy- asked Patty to represent him. Asking the board if we could turn on his 2nd Meter for Water, but still only charge him for his 1st meter monthly fee of $70 per month. He only uses about 320 gallons per month.

He wants to use his 2nd meter to water trees for the season.

He has a yard hydrant on lot 2 he could put a hose on. The problem is that it still wears out the meter when turned on and it is posted in our By-laws that customers pay the monthly fee for each meter. AJ looked online and Kelly could purchase a 500 ft hose for about $400**.**

**Kim motioned that if anyone has 2 hookups turned on, they will have to pay for both. Lloyd 2nd the motion. All members voted unanimously to approve**

**Approval of Minutes**

Lloyd motioned to approve April Minutes as typed up by Patty. Dean 2nd the motion. Mikelle abstained -she did not review them. The remaining board members voted unanimously to approve.

**Sunrise-Jeff McCarty-** Office Building-USDA is out of grant money for this year. We can still try to get funding for next year’s grants. If we apply to CIB the deadlines are June and Oct. If they turn us down, then that counts as 1 of the 3 denials that USDA requires.

Tribe ROW- no movement . They did approve the Appraisals, which Jeff turned in to be paid for $26,000.

We reviewed the approved route for the Victory Pipeline. See attached map. Just have one small section going North off of the Blue Bell highway, before going through Cove Acres to decide on. Depending on the approval of ROW’s from those landowners. Mike Kendal said he will talk to Victor G about crossing his property. We have about a total of 7.63Acres of Easements. We need to approve how much we will pay per acre to landowners for those easements. Farmland easements have been paying about 3500 per acre in our area.

We need to call a workshop meeting with Mike Kendall to finalize how many T’s and X’s plus the 2 connections he wants. Mike said we could write up an agreement to trade some of that cost of property for our future office. Patty will set up with Mike to meet May 31st or June 7th.

**Chair Report-Brent**

Mikelle read the rules for Open & Closed meetings. Patty read the Fraud Risk Assessment form to the board; they helped answer those questions.(Requiredby the State- per our auditors) Patty will send out a link to the board members for the Utah audit training that is required once every 4 year. New board members are required to do the training during the 1st year in office.

**By-Laws –**Justin Freston sold his lot #6 to Kenya Salguero. They have said they want to put a duplex on that lot. It only has one connection. Because they can be sold as 2 separate units, They would have to purchase a connection for each side. They will also have to bore under the road, because our line is on the East side. If Justin Freston wanted to, he could bore a casing under the road for more than one connection. He did that on his North side and ran an 8 “ line. Our By-Laws should state that a meter hookup has to be on that property in a subdivision. Freston did not talk to the board about taking his South side going back. He has run two 2” lines going back from the road so far. **We need to study and revise any by-laws regarding Duplex’s and subdivision.**

**Patty- we are required to have Policies on:** State audit requirements, conflict of Interest, Procurement, annual signed statement on Ethical Behavior , reporting Fraud & Abuse, annual review of Fraud Risk & Abuse, Travel, Credit & purchasing Cards, Personal use of entity assets, IT & computer Security, and Cash receipt & Deposits. Patty will pull out what we have so far, for Next month review.

**Water Manager-Dean-** Chase & Bracken Hallpurchased a connection west of Shawn Hall’s Rental. Dean double checked that our line is on the North side of the road. They will have to bore under the road to connect.

Our meter vault is still flooding into the vault. Dean will have to pump water out again and has purchased materials to seal it on the inside.

**Alan Allred**- (Cross Connected Certified) He sent us the Cross Contamination Rules and the Plumbing Rule, that Myton City falls back on. We will have to hold a Public Hearing to adopt the new policies in a resolution. It will require a 2 week notice for a Public Hearing. Jared Jensen’s Dual check is in a pit- which is illegal. It’s required to be above ground. It cost’s less to add a device that hooks up to a yard Hydrant. Could cost $200 to $2000. This was required by the State last year, but so far have not regulated it yet. All systems are required to report to the State by 2024 that they have complied.

**Office Report-Patty** We reviewed the Grama Fee Schedule as requested by the State, per our auditor. Patty took the Grama test last November.Grama requests, a person fills out the form and we can then refer them to the state. The State will tell us how to proceed.

Election applications have to be turned in to us and forwarded to the county June 1st to June 7th.

Patty read Letters drawn up for Monica and Tyson Besst families about removing their standby connection. Their standby connections now belong to CMSSD.

Patty would like to resign by the end of this year. She will post the job on workforce services website, and Mikelle will post it on our Facebook page. Patty will make a list of duties and responsibilities. Wage will be listed as $16-$18 pending experience for 20 hours a week. She will help train the new employee.

Jeff- If we update our Master plan with the state, it should increase the # of connections we can have.

**Current total of connections as of May 1st**Commercial = 3 water and 1 = standby

Culinary Water = 96 + 6 = **102** x 70.00 = 7140 / month

Standby = 54 (-)3 removed (+) 3 new purchased = 54

1 commercial ST/By (school) cts. as 2 = **56** x 25 = 1400 / month

Taylor + Hamilton = **12** standbys

Chapman Subdivision 16 hookups with Meters & Setters (no fee)

**Total committed connections = 186**

**Mikelle** – Review of PTIF Accounts to the Board. Patty – asked about keeping more funds in PTIF accounts rather than Money Market. Safer and pays better interest rates.

Lloyd motioned to transfer Money Market funds to our General PTIF account. Leaving $3000 in our Money Market. Dean 2nd the motions. All voted unanimously to approve the motion.

**Approval of Bills**

**Bills**

Badger Meter 77.42

DCWCD 2945.34

Mountain Land 805.96

Pelorus- Quarterly 600.00

Straight Shot (Reary repair) 1248.00

Strata 167.33

Streamline-Monthly website 50.00

SunRise-ROW #40 26,926.00 PTIF 7833

TriCounty 40.00

Entity Registration (Debit) 25.00

Tyson Besst-Saddle Clamp refund 210.00

Arby’s Food (Debit) 30.17

Davis Foods (Debit) 13.99

Alan Allred (March & April) 111.41

Dean Powell Payroll + mileage 607.31

Patty Powell P-roll + mileage + office 1498.74

**TOTAL 8430.63 26,926.00 ROW PTIF**

Dean motioned to approve the bills as read by Patty. Lloyd 2nd the motion. All voted unanimously to approve the motion.

**Purpose of a Closed Session**

**Brent Motioned to go into a closed session, to discuss Roosevelt city Swap proposals and back wheeling fees.**

Dean motioned to come out of a closed session. Lloyd 2nd the motion. . All voted unanimously to approve.

**Brent signifies that we only discussed the purpose of the closed meeting.**

**Dean motioned to Adjourn at 8:00pm**