



Board Meeting Minutes

Wednesday, September 20, 2023

OBJECTIVE:	MONTH BOARD MEETING - SEPTEMBER
CALLED BY:	BRENT POWELL, BOARD CHAIRMAN
DATE:	SEPTEMBER 20, 2023
TIME:	5:30 PM
LOCATION:	CMSSD OFFICE – 270 N 500 W, ROOSEVELT, UT 84066
ATTENDEES:	Brent Powell, Dean Powell, Lloyd Neilsen, Adam Kendall, Kim Bastian, Judy Hamblin, Mikelle Despain, Jeff McCarthy, Aaron Bradshaw, Alan Allred, Sawyer Strayer, Tracey Michaelis and Alexis Salguero.
ABSENT:	N/A

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

Conflict of Interest	
Notes:	<ul style="list-style-type: none"> Mikelle and AJ to Abstain from voting on any real estate transactions due to a conflict of interest.

Approval of Minutes	
Action Items:	<ul style="list-style-type: none"> Motion made to approve the minutes made by AJ, seconded by Dean, unanimous, motion carries

CMSSD - Item 1: Roosevelt City

Notes:	<ul style="list-style-type: none"> Roundtable discussion about the sell of Sharmel Acres along with the Chapman Subdivision Brent recognized Sawyer Strayer from Roosevelt City Brent presented the Map of the proposed area for possible sell to Roosevelt City Brent stated that we would be putting together numbers later Sawyer gave an update on the what the City is wanting is everything East of 3000 West and wanting CMSSD to retain the West of 3000 West Dean clarified red area on map due to standby customers Sawyer stated that was just a service line area.
Key Decisions:	<ul style="list-style-type: none"> Board will get together to discuss the pricing for Roosevelt City Proposal
Action Items:	<ul style="list-style-type: none"> Meeting to be held to finalize pricing for the sell of Sharmel Acres and Chapman Subdivision to Roosevelt City
	Deadline: TBD



CMSSD - Item 2: MOU

Notes:	<ul style="list-style-type: none"> • Jeff advised that he emailed over a new MOU example for us review and possibly utilize • Brent requested that the MOU include a description 	
Key Decisions:	<ul style="list-style-type: none"> • Aaron to email Jeff's email to Board Members 	
Action Items:	<ul style="list-style-type: none"> • Jeff's MOU emailed to Board Members during Board Meeting 	Deadline: N/A

CMSSD - Item 3: Account # 1651: Duplex

Notes:	<ul style="list-style-type: none"> • Brent advised that we will be using account numbers before using names • Aaron shared that account holder came in with a letter from TriCounty authorizing them for a single septic system, along with current CMSSD Duplex Policies • Mikelle brought up the issue with selling the duplex, that because it would have to be sold as whole because of the shared septic system • Dean advised if he did they decided to sell it, the customer would have to install another water connection to it. • Brent advised that we should stick with what the board has already approved • Dean advised that the 2-inch line could be extended, boar under the road and extend it to the pipeline and place 2 meters down by the duplex, we were kicking that around as idea • Mikelle questioned if TriCounty would allow a second septic tank on the site. • Kim advised that for the water they need to be plumbed for separate units • Property Owner Present, he shared that they could share a septic system • Mikelle advised because of one septic system it couldn't be sold as a duplex if sold in the future • Our concerns are selling the Duplex later on. 	
Key Decisions:	<ul style="list-style-type: none"> • Board Members wanting to review and offer feedback at a future meeting 	
Action Items:	<ul style="list-style-type: none"> • BP requested Board Members to review the current MOU and give feedback Friday. 	Deadline: 8/18/2023

CMSSD - Item 4: Board Member Reimbursement

Notes:	<ul style="list-style-type: none"> • Mikelle stated that the board has past discussions about it • Brent advised we have no record of any past decisions • Mikelle advised that we need to keep ourselves in check • AJ asked about what the best way be to record it • Brent advised that Aaron could create a request form • Judy advised that amount as no more than the office manager 	
Key Decisions:	<ul style="list-style-type: none"> • Price set at \$1.00 more than the current office manager rate 	
Action Items:	<ul style="list-style-type: none"> • Dean made a motion for reimbursement to be \$1 more than the current office manager rate, seconded by AJ, unanimous, motion carries 	Deadline: 9/20/2023



Sunrise Engineering – Item 1: CIB Funding

Notes:	<ul style="list-style-type: none"> Funding has been submitted to UBAOG Request was for all grant money \$1,000,000.00 Jeff sent Master Plan to Division of Drinking Water Jeff advised that process is Division of Drinking Water puts on their next board meeting to review. We don't know when that will be. They typically assign us to November, December or even January to their meeting in Salt Lake City or possibly over Zoom. February is when we are tentatively looking at funding if it's approved Dean asked about the Master Plan timeframe Jeff answered still unknown at this time Jeff gave an update on Lead and Copper Funding; it's been approved in the form of Grant for \$100K. Requirements shared with Dean and Alan in a meeting prior to board meeting Dean advised that Jeff's we need to figure out what the line is from the house to the meter. Dean shared the idea of incentivizing customer by reducing their bills for helping with Lead and Copper Project. Lead and Copper Project needs to be completed by next October GIS Data will need to be created for inventory. Jeff advised that we do need a Public Meeting for CIB Funding 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> Follow-Up on Funding in Public Meeting next month 	Deadline: 10/18/2023

Sunrise Engineering – Item 2: ROW's

Notes:	<ul style="list-style-type: none"> Jeff got in touch with a lawyer about the value of the Right-of-Way The Local BIA Office is still holding up the last appraisals 	
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"> • Jeff updated us on the status of MOU's – Sunrise Title not connected to Sunrise Engineering is doing title searches • Jeff stated that we could get surveying going • Brent asked about easement through the Olsen's Place • Jeff advised that is not an option • Alan asked about eminent domain • Jeff stated that that would be costly • Kim advised to do the survey first • Dean asked about having the corner surveyed • Mikelle advised that Timberline Engineering is the firm doing the surveying • Lloyd working with Roosevelt City, Drew Eschler advised that we need to be on the City Agenda • Jeff showed examples of MOU's 	
Key Decisions:	<ul style="list-style-type: none"> • To get surveying started 	
Action Items:	<ul style="list-style-type: none"> • Judy made a motion to approve the MOU, seconded by Lloyd, AJ abstained, motions carries 	Deadline: N/A

Board Chairman Report – Item 1: Drew Wilkerson

Notes:	<ul style="list-style-type: none"> • Drew Wilkerson not present 	
Key Decisions:	<ul style="list-style-type: none"> • Brent stated that we will address it when the individual is present 	
Action Items:	<ul style="list-style-type: none"> • N/A 	Deadline: N/A

Board Chairman Report – Item 2: Val Richman

Notes:	<ul style="list-style-type: none"> • Brent shared that the following board members met at the Richman Property: Brent, Dean, Judy, AJ, Mikelle, Kim on September 7, 2023, and at that meeting they called the property owner and offered him 50K and 2 water connections • Mikelle reported that the seller will be using Farm Home Title and that we would cover a survey up to 2K • Landowner agreed to terms • Mikelle presented the Purchase Contract and that CMSSD is unrepresented in the Addendum and that Mikelle and AJ are licensed real estate agents along with the Seller's Disclosure • Mikelle gave contract deadlines are Contract: September 25, Seller Disclosure: October 6th, Due Diligence: October 13th, Signing: October 20th 	
Key Decisions:	<ul style="list-style-type: none"> • BP will be following up with Mike Kendall • Vote to purchase Mr. Richman's Property 	
Action Items:	<ul style="list-style-type: none"> • Kim to install new fence metal fence post • Motion made by JH to purchase Val Richman's property with agreement of CMSSD paying for a survey up to 2K and them getting 2 connections, seconded by KB, unanimous, motion carries • Motion made by Lloyd to accept the Contract as presented and designate Brent & Judy, seconded by Judy, Judy and AJ Abstained, motion carries 	Deadline: 10/20/2023



Water Manager Report – Item 1: New Connections

Notes:	<ul style="list-style-type: none"> Dean advised that Hall's on 9/18 & Logan's had been tapped on 9/18, Logan is just on a Standby Logan's waiting for VacTruck Standby for a month 	
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"> Dean advised that Miller, Tandie had a meter their meter replaced 2 weeks ago Dean flushed out a few lines 	
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 3: Other Items

Notes:	<ul style="list-style-type: none"> Dean advised that he had purchased additional pipe for the CMSSD 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A

Office Manager Report – Item 1: New Forms

Notes:	<ul style="list-style-type: none"> Aaron presented two new forms, the first a late payment letter and service order request Judy pointed out that the Late Payment Letter used the word "Water" in the name of the CMSSD Aaron advised that service orders would be created for all repairs and new connections moving forward. 	
Key Decisions:	<ul style="list-style-type: none"> Aaron to remove the word "Water" from the CMSSD on the Late Payment Letter 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A



Office Manager Report – Item 2: Little Manual for Local Special Service Districts

Notes:	<ul style="list-style-type: none"> Aaron advised of the most current up-to-date Little Manual for Local Special Service Districts located in their individual folders. 	
Key Decisions:	<ul style="list-style-type: none"> N/A 	
Action Items:	<ul style="list-style-type: none"> N/A 	Deadline: N/A

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 Mikelle, unanimous, motion carries 	

Move to Closed Session

Action Items:	<ul style="list-style-type: none"> Motion made by Dean to move to closed session, seconded by Mikelle, unanimous, motion carries 	
---------------	---	--

Return from Closed Session

Action Items:	<ul style="list-style-type: none"> Motion made by Mikelle to move to closed session, seconded by AJ, unanimous, motion carries 	
---------------	---	--

CMSSD Board – Office Manager Wages

Notes:	<ul style="list-style-type: none"> Judy presented the office manager be raised by \$1.00. 	
Key Decisions:	<ul style="list-style-type: none"> Office Manager will be reevaluation in December 	
Action Items:	<ul style="list-style-type: none"> Judy made a motion to raise the office manager by \$1.00, seconded by Dean, unanimous, motion carries 	Deadline: N/A

Adjourn

Action Items:	<ul style="list-style-type: none"> Motion made by Dean 	
---------------	---	--



Exhibit "A" Expenditures

Payee	Purpose	Type	Check #	Amount
Alan Allred	Water Manager Services	Check	4181	\$138.76
Badger Meter	Meter Reading	Check	4166	\$47.53
Baseline Land Surveying	Property Survey	Check	4176	\$1,300.00
ChemFord Tech	Testing	Check	4168	\$275.00
DCWCD	Water Supply	Check	4169	\$3,273.15
Duchesne County	Office Rent	Check	4177	\$500.00
Employee - Aaron Bradshaw	Payroll	Check	4163	\$1,343.23
Employee - Dean Powell	Payroll	Check	4165	\$253.12
Employee - Patty Powell	Payroll	Check	4164	\$1,371.72
Farm & Home Title	Earnest Money for Property	Check	4182	\$1,000.00
Ink Spot	Little Manual for Local SSD	Debit	N/A	\$70.67
Kenneth Blanchard	Reimbursement	Check	4167	\$47.58
Mountainland Supply	Water System Maintenance	Check	4178	\$794.78
RWAU	Annual Dues	Check	4170	\$442.00
Stewarts	Board Meeting Food	Debit	N/A	\$30.18
Strata Networks	Phone & Internet Bill	Check	4171	\$167.33
Streamline	Website Bill	Check	4172	\$50.00
Sunrise Engineering	ROW Request # 43	Check	4179	\$360.60
Sunrise Engineering	Victory Request # 9	Check	4180	\$1,649.35
Tri County	Testing	Check	4173	\$40.00
UASD	Annual Dues	Check	4174	\$427.00
UT Div of Finance	Sharmel Loan Payment	Check	4175	\$27,730.00
TOTAL				\$41,312.00