



Cedarview-Montwell SSD

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

WEDNESDAY, APRIL 17, 2024

BOARD MEETING MINUTES

OBJECTIVE:	MONTH BOARD MEETING – APRIL
CALLED BY:	BRENT POWELL, BOARD CHAIRMAN
DATE:	APRIL 17, 2024
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, Tracy Michaelis, Dean Powell, Aaron Bradshaw, Alan Allred, Jeff McCarty, Justin Freston, Benson Swain
ABSENT:	N/A

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

Conflict of Interest	
Notes:	<ul style="list-style-type: none"> Adam to Abstain from voting on anything to do with Victory Pipeline ROW's and Sandpit

Approval of Minutes	
Notes:	<ul style="list-style-type: none"> Approval of the February Minutes as corrected by Judy
Action Items:	<ul style="list-style-type: none"> Judy made the motion seconded by Dean, unanimous, motion carries

Approval of Bills	
Notes:	<ul style="list-style-type: none"> Aaron presented the bills
Action Items:	<ul style="list-style-type: none"> Tracy made a motion to approve the bills, seconded by Judy, unanimous, motion carries



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CMSSD - Item 1: Roosevelt City	
Notes:	<ul style="list-style-type: none"> • Jeff from Sunrise reported that he has been in contact with Ryan Clayburn with Roosevelt City • Ryan Clayburn indicated that City wants to set up a meeting with CMSSD to discuss Sharmel Acres, North Crescent, Wheeling Fees, and Victory Easement. • Jeff shared that the city will most likely have in attendance at such a meeting; Mayor J.R. Bird, City Manager, Josh Bake, Ryan Clayburn and at least 2 more city councilman. • The options the board wanted to throw out there was 5 or 6pm on April 24th or 25th or May 1st or 2nd.
Key Decisions:	<ul style="list-style-type: none"> • CMSSD to engage Roosevelt City in talks
Action Items:	<ul style="list-style-type: none"> • Revisit next Month
Deadline: 5/15/2024	

CMSSD - Item 2: Justin Freston Subdivision	
Notes:	<ul style="list-style-type: none"> • Justin presented Phase 2 of Mountain View Acres to the CMSSD Board and share proposed plat map. • CMSSD has multiple concerns about proposed water line installation processes as outlined below: <ol style="list-style-type: none"> 1. Easements / Right-of-Way 2. Size of Pipe feeding customers' needs to 8 inch as the main line. 3. Possible upset customers in the future 4. Legal requirement and compliance with subdivision standards 5. The board would like to mitigate the usage of gate valves as solution 6. Additional Fire Hydrant concerns as well 7. Subdivision not recorded with Duchesne County 8. Applicant is requesting a letter from CMSSD to supply culinary water for Phase 2 9. Usage of tracer line • CMSSD shared with the Applicant that they would need further time to discuss as board before coming to any conclusion and that a proposal by the board would be made in next month's board meeting pending board discussion.
Key Decisions:	<ul style="list-style-type: none"> • CMSSD to discuss further next month.
Action Items:	<ul style="list-style-type: none"> • Revisit next Month
Deadline: 5/15/2024	

CMSSD - Item 3: Security Deposits	
Notes:	<ul style="list-style-type: none"> • Aaron presented possible rate increase based upon security deposits relating type of service • Proposed structure \$150.00 for Residential Customers at the rate of \$70.00 per month for 8,000 gallons and \$300.00 for Commercial Service at the rate of \$140.00 per month for 16,000 gallons • CMSSD Board stated this would need to add to a public hearing for rate increase at a future date.
Key Decisions:	<ul style="list-style-type: none"> • CMSSD to add a future public hearing
Action Items:	<ul style="list-style-type: none"> • N/A
Deadline: N/A	



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Sunrise Engineering – Item 1: ROW's	
Notes:	<ul style="list-style-type: none"> • Jeff advised no changes since last month's meeting • Still waiting for easement letter
Key Decisions:	<ul style="list-style-type: none"> • Jeff was going to email the BIA for letter
Action Items:	<ul style="list-style-type: none"> • Jeff was going to email the BIA for letter
Deadline: 5/15/2024	

Sunrise Engineering – Item 2: Lead and Copper	
Notes:	<ul style="list-style-type: none"> • Jeff advised we are waiting for ESRI to activate our account so that they can upload our information.
Key Decisions:	<ul style="list-style-type: none"> • Aaron to follow on with ESRI
Action Items:	<ul style="list-style-type: none"> • Aaron to follow on with ESRI
Deadline: 5/15/2024	

Sunrise Engineering – Item 3: Victory Pipeline	
Notes:	<ul style="list-style-type: none"> • Jeff advised that easements are going well and that Tracy from CMSSD Board and he have been meeting with several people along with Alan and Dean from CMSSD as well. • Dean shared that HPE pipe is cheaper in price right now than other pipe, which could be a possible benefit to CMSSD. • Jeff advised that the pipe would need the bigger gage for the pressure of water flow. • Tracy met with Mike Kendall. Mike Kendall is requesting cross fittings every ¼ of mile, Mike stated he would pay for the additional 2 connections on Bluebell Road outside of the scope of the proposed easement. The cost of the work involved is around \$25,000.00.
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 4: CIB Funding	
Notes:	<ul style="list-style-type: none"> • Jeff advised all that Sunrise Engineering is our signed contract for the CIB Building Project.
Key Decisions:	<ul style="list-style-type: none"> • N/A
Action Items:	<ul style="list-style-type: none"> • Brent to sign contract for the CIB Building Project with Sunrise Engineering
Deadline: 5/15/2024	

Sunrise Engineering – Item 5: Master Plan	
Notes:	<ul style="list-style-type: none"> • Jeff advised waiting on the Victory Pipeline Project, No Changes to report.
Key Decisions:	<ul style="list-style-type: none"> • N/A
Action Items:	<ul style="list-style-type: none"> • N/A
Deadline: N/A	



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Board Chairman Report – Item 1: Future Training

Notes:	<ul style="list-style-type: none"> Brent advised that will begin doing trainings this evening and moving forward quarterly Brent also proposed moving the July 17th Board Meeting to July 10th due to conflicts that evening.
Key Decisions:	<ul style="list-style-type: none"> Aaron to post changes to July Board Meeting
Action Items:	<ul style="list-style-type: none"> Aaron to post changes to July Board Meeting
Deadline: 5/15/2024	

Water Manager Report – Item 1: New Connections

Notes:	<ul style="list-style-type: none"> Alan advised that we have a lot of new connections right now Alan also advised of the manifold system in Freston’s Mountain View Acres Phase 1 Subdivision, it is a 2-inch valve. Mikelle raised concerns about giving potential customers correct information relating to serviceability. Aaron advised of internal process which involves collecting information and submitting it to our Water Manager, Alan for approval.
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"> Alan advised that DelJean Libby’s meter was changed out.
Key Decisions:	<ul style="list-style-type: none"> N/A
Action Items:	<ul style="list-style-type: none"> N/A
Deadline: N/A	

TRAINING PRESENTATION - Open and Public Meetings Act Training 2024

Notes:	<ul style="list-style-type: none"> Adam led discussion about training along with Brent.
Key Decisions:	<ul style="list-style-type: none"> N/A
Action Items:	<ul style="list-style-type: none"> Aaron to provide training sign-in sheet
Deadline: 5/15/2024	

Adjourn

Action Items:	<ul style="list-style-type: none"> Motion made by Mikelle
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Exhibit "A"
Expenditures

Payee	Purpose	Type	Check #	Amount
Badger Meter	Meter Reading	Check	4277	\$9.24
DCWCD	Water Supply	Check	4279	\$2,503.48
Duchesne County	Office Rent	Check	4278	\$500.00
McKeachnie Law Offices	Legal Services	Check	4280	\$157.50
Mountainland Supply	Inv S106059666.01	Check	4281	\$470.05
Mountainland Supply	Inv S106084488.01	Check	4281	\$73.85
Powell, Dean	Assistant Water Manager	Check	4282	\$122.21
Sunrise Engineering	Victory #15	Check		\$35,548.15
Tri County	Testing	Check	4283	\$20.00
Payroll - Aaron Bradshaw	Payroll	Check	4285	\$1,133.24
Payroll - Alan Allred	Payroll	Check	4284	\$471.32
Hullinger Mortuary	Flowers	Debit	N/A	\$75.05
Stewarts	Board Meeting Food	Debit	N/A	\$30.58
Strata Networks	Phone & Internet Bill	Debit	N/A	\$167.68
Streamline	Website Bill	Debit	N/A	\$50.00
USPS	Postcard Stamps (2 Rolls)	Debit	N/A	\$106.00
Winnelson	Water System Parts	Debit	N/A	\$1,486.52
Total				\$42,924.87



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BOARD MEETING

APPROVAL OF MINUTES

WITH UNANIMOUS VOTE

DATE OF MINUTES BEING APPROVED

17 April 2024

CEDARVIEW - MONTWELL SPECIAL SERVICE DISTRICT MEMBERS

Bastian, Kim	<u>Kim Bastian</u>
Despain, Mikelle	<u>Mikelle Despain</u>
Hamblin, Judy	<u>Judy Hamblin</u>
Kendall, Adam	<u>Adam Kendall</u>
Michaelis, Tracy	<u>Tracy Michaelis</u>
Powell, Brent	<u>Brent Powell</u>
Powell, Dean	<u>Dean Powell</u>

DATE OF MEETING

12 June 2024