



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, NOVEMBER 20, 2024

OBJECTIVE:	Month Board Meeting – October
CALLED BY:	Brent Powell, Board Chairman
DATE:	November 20, 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, Dean Powell, Tracy Michaelis, Aaron Bradshaw, Jeff McCarty, Lars Powell, Robert Alexander
ABSENT:	N/A

Public Comment

NOTES:	No Comments
--------	-------------

Conflict of Interest

NOTES:	Adam with ROW's for the Victory Pipeline involving his father
--------	---

Approval of Bills

NOTES:	Brent Presented the Bills as written
ACTION ITEMS:	Mikelle made a motion to approve the bills as written, seconded by Tracy, unanimous, motion carries

Approval of Minutes

NOTES:	Brent Presented the Minutes for October as written
ACTION ITEMS:	Motion to Approve October Minutes made by Mikelle, seconded by Judy, unanimous, motion carries



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, NOVEMBER 20, 2024

Cedarview Montwell Special Service District – Item 1: Trainings

NOTES:	- Alan reported that Genelle Braithwaite and Nate Zilles would be able to provide training at no cost - CMSSD Board in favor of having Genelle and Nate come. - Alan advised that Genelle could come as early as of January 2025.	
KEY DECISIONS:	N/A	
ACTION ITEMS:	- Alan to reach out to both Genelle Braithwaite and Nate Zilles to set up future trainings	Deadline: TBD

Sunrise Engineering – Item 1: Right-of-Way Report

NOTES:	- Jeff advised that some of the documents show 20 years instead of the correct amount of 40 years. - Jeff is working with Tribal Lawyers to finalize negotiations	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- Jeff to continue to work with Tribal Lawyers to finalize negotiations	Deadline: 12/18/2024

Sunrise Engineering – Item 2: Victory Pipeline Report

NOTES:	Project Construction - Jeff advised that the Prebid walk through was completed, he shared that 3 out 4 approved contractors were present. Condie Construction was not present.	
	Rights-of-Way's - Jeff advised that he has been working with Kendall's and Galindo's. - Jeff advised that survey work has commenced on Kim Farnsworth Property and our attorney, Gayle McKeachnie is drawing up the contracts now.	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, NOVEMBER 20, 2024

Sunrise Engineering – Item 3: Lead & Copper Report

NOTES:	- Jeff advised that the CMSSD is completely Non-Lead - Alan advised that purchasing a GPS Locator would be helpful for locating - Jeff advised that when we decided on how else CMSSD would like to use the Lead and Copper funding that CMSSD would send Estimate to Lead and Copper for approval and then after a response move forward with purchase or not	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A

Sunrise Engineering – Item 4: Master Plan Report

NOTES:	- Jeff advised that largely we have put this on hold until some of the other projects are less pressing. - We haven't worked on anything since the water conservation plan last week.	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A

Sunrise Engineering – Item 5: CMSSD Building Report

NOTES:	- Jeff advised that Preproposal Walk Through has been completed - Jeff also advised that those wanting prequalify would need submit by November 28, 2024 - Jeff reported that 4 contractors were present at the walk through - CMSSD Board to review Qualifications on Wednesday, December 4, 2024 at 5:00 PM	
KEY DECISIONS:	N/A	
ACTION ITEMS:	CMSSD Board to review Qualifications on December 4, 2024 at 5:00 PM	Deadline: 12/4/2024



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, NOVEMBER 20, 2024

Treasurer – Item 1: Preliminary Budget

NOTES:	- Mikelle deferred to Judy to present the preliminary budget - Judy presented preliminary budget - Brent advised further discussion would take place in a closed meeting	
KEY DECISIONS:	N/A	
ACTION ITEMS:	Closed Meeting Item to be discussed in detail	Deadline: N/A

Water Manager Report – Item 1: System Report

NOTES:	- Alan reported that Dean and he will flush hydrants and check valves - Alan advised that Sanitary Survey has fully remediated, and we have 0 IPS points - Dean advised that he has purchased pillows - Mikelle shared that we obtained another new connection	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, NOVEMBER 20, 2024

Board Chairman Item 1 & 2: Customer Accounts and Disconnects

NOTES:	- Customer 1: Account # 1642 Customer is wanting to disconnect, customer is not using service, no house on land, doesn't know when he will build. - Customer 2: Account # 1631 Customer called and is wanting to set up a payment plan to avoid having services turned off. - Customer 3: Account # 1479 Customer's Brother who is authorized on the account wants to put the account on standby for the winter.	
KEY DECISIONS:	- Customer 1: Account # 1642 Allow Customer to Disconnect with the understanding that they will be charge to reconnect at a future time - Customer 2: Account # 1631 CMSSD to allow a 6-month plan to be created to catch up the bill plus the regular usage and at any time the customer is late they will have to pay the bill in full - Customer 3: Account # 1479 CMSSD to allow customer to return to standby rate along with a \$25.00 disconnection charge and \$50.00 reconnection fee	
ACTION ITEMS:	- Customer 1: Account # 1642 Motion made Dean allow the Customer to Disconnect with the understanding that they will be charged to reconnect at a future time, seconded by Judy, unanimous, motion carries - Customer 2: Account # 1631 Motion made by Mikelle to allow a 6-month plan to be created to catch up the bill plus the regular usage and at any time the customer is late they will have to pay the bill in full, seconded by Dean, unanimous, motion carries - Customer 3: Account # 1479 Motion made by Dean to allow customer to return to standby rate along with a \$25.00 disconnection charge and \$50.00 reconnection fee, seconded by Tracy, unanimous, motion carries	Deadline: N/A

Office Manager Report – Item 1: Holiday Hours

NOTES:	- Aaron reported that office will be closed November 27 & November 28 for Thanksgiving along with Christmas Closure, the week of December 24th – 26th.	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, NOVEMBER 20, 2024

Closed Session

REASON:	CMSSD to discuss in CLOSED SESSION details regarding Preliminary Budget and Victory Pipeline ROW's
ACTION ITEMS:	Motion made by Tracy to go into a Closed Session, seconded by Kim, unanimous, motion carries
ACTION ITEMS:	Motion made by Dean to come out of Closed Session, seconded by Tracy, unanimous, motion carries

Closed Session – Item 1: Victory Pipeline ROW

ACTION ITEMS:	Motion made by Judy for Brent to sign ROW and presented to CMSSD, seconded by Dean, unanimous, motion carries
---------------	---

Closed Session – Item 2: Payment Plans

ACTION ITEMS:	Motion made by Judy for Aaron to setup 6-month payment plans for customers that are past due, seconded by Mikelle, unanimous, motion carries
---------------	--

Adjourn



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, NOVEMBER 20, 2024

Exhibit "A"

Expenditures

Payee	Purpose	Type	Check #	Amount
Badger Meter	Meter Reading	Check	4359	\$76.77
DCWCD	Water Supply	Check	4361	\$3,425.33
Duchesne County	Office Rent	Check	4360	\$500.00
McKeachnie Law Offices	Legal Services	Check	4362	\$378.00
Microsoft	Microsoft 365	Debit	EFT	\$74.71
Northeastern Office Supply	Envelope Moistener	Debit	EFT	\$4.10
Payroll	Allred, Alan	Check	4357	\$1,270.74
Payroll	Bradshaw, Aaron	Check	4358	\$1,478.81
Pelorus	Billing Support	Check	4363	\$600.00
Powell, Dean	Asst. Water Mgr	Check	4364	\$157.86
Stewarts	Board Meeting Food	Debit	EFT	\$30.85
Strata Networks	Phone & Internet Bill	Check	4365	\$167.17
Streamline	Website Bill	Debit	EFT	\$53.38
TriCounty Health Dept.	Testing	Check	4367	\$20.00
USPS	Postage	Debit	EFT	\$202.00
Utah Local Government Trust	Bonds	Check	4366	\$548.49
Total				\$8,988.21