



## Cedarview-Montwell SSD

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

BOARD MEETING

# MINUTES

WEDNESDAY, DECEMBER 18, 2024

|            |                                                                                                                                    |
|------------|------------------------------------------------------------------------------------------------------------------------------------|
| OBJECTIVE: | <b>Month Board Meeting – December</b>                                                                                              |
| CALLED BY: | <b>Brent Powell, Board Chairman</b>                                                                                                |
| DATE:      | <b>December 18, 2024</b>                                                                                                           |
| TIME:      | <b>5:30 PM</b>                                                                                                                     |
| LOCATION:  | <b>CMSSD Office – 270 N 500 W, Roosevelt, UT 84066</b>                                                                             |
| ATTENDEES: | Brent Powell, Adam Kendall, Kim Bastian, Judy Hamblin, Mikelle Despain, Dean Powell, Tracy Michaelis, Aaron Bradshaw, Jeff McCarty |
| 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: | Dean made a motion to approve the bills as written, seconded by Tracy, unanimous, motion carries |

### Approval of Minutes

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



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### Cedarview Montwell Special Service District – Item 1: Roosevelt City

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- Brent reported that he and Adam met with Roosevelt City to discuss Sharmel Acres and Past Wheeling Fees.</li><li>- Brent advised the CMSSD Board that CIB would allow Roosevelt City to assume ownership of the Sharmel Loan</li><li>- Brent also advised that Roosevelt City does not have funds to purchase Sharmel Acres at the present time and they provided no timeline when they would have funds available.</li></ul> |                      |
| KEY DECISIONS: | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |
| ACTION ITEMS:  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Deadline: <b>N/A</b> |

### Cedarview Montwell Special Service District – Item 2: Future Fee Changes

|                |                                                                                                                                                                                                                                                   |                            |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- CMSSD Board advised that we need to have a resolution in our next meeting to change fees</li><li>- CMSSD Board in meeting following the resolution would need to hold a public hearing as well.</li></ul> |                            |
| KEY DECISIONS: | - N/A                                                                                                                                                                                                                                             |                            |
| ACTION ITEMS:  | - Add Resolution to next month's meeting for Fee Changes                                                                                                                                                                                          | Deadline: <b>1/15/2025</b> |



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### Sunrise Engineering – Item 1: Tribal Rights-of-Ways

|                |                                                                                                                                                           |                      |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- Jeff advised that they are hoping to get ROW's over to the tribe in the next business committee meeting</li></ul> |                      |
| KEY DECISIONS: | N/A                                                                                                                                                       |                      |
| ACTION ITEMS:  | N/A                                                                                                                                                       | Deadline: <b>N/A</b> |

### Sunrise Engineering – Item 2: Victory Pipeline

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- Jeff advised that contract documents should be completed by the end of January 2025.</li><li>- Jeff also advised that our attorney (Gail McKeachnie) is working with Kim Farnsworth on acquisition of his property.</li><li>- Jeff inquired about the Addendum to the Contract for the Victory Pipeline.</li><li>- CMSSD Board questioned the extra charge and the changes to the original contract.</li><li>- Jeff advised that Sunrise Engineering planned for 8 ROW's and ended up being 15 ROW's along with extra survey, which added an additional \$45,000.00 to the contract.</li></ul> |                      |
| KEY DECISIONS: | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
| ACTION ITEMS:  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Deadline: <b>N/A</b> |

### Sunrise Engineering – Item 3: Lead & Copper Report

|                |                                                                                                                                                                                            |                      |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- Jeff advised that nothing is happening with Lead &amp; Copper right now.</li><li>- Jeff did advise that our system is a Lead-Free System</li></ul> |                      |
| KEY DECISIONS: | N/A                                                                                                                                                                                        |                      |
| ACTION ITEMS:  | N/A                                                                                                                                                                                        | Deadline: <b>N/A</b> |

### Sunrise Engineering – Item 4: Master Plan Report

|                |                                                                                                         |                      |
|----------------|---------------------------------------------------------------------------------------------------------|----------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- Jeff advised working on finishing up the Master Plan.</li></ul> |                      |
| KEY DECISIONS: | N/A                                                                                                     |                      |
| ACTION ITEMS:  | N/A                                                                                                     | Deadline: <b>N/A</b> |



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### Sunrise Engineering – Item 5: CMSSD Building Report

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- Jeff advised that there were two proposers for stage 1 of the process to get a design/build team (Robertson Welding and BHI). Both were approved at our meeting last week to go over the proposals. Stage 2 will be much more detailed and is due on January 9th. We'll set up another meeting to review those and make a decision.</li><li>- CMSSD Board inquired about whether or not we had made any progress on paying for the building using tax dollars instead of revenue.</li><li>- Jeff advised that he would be checking on it.</li></ul> |                      |
| KEY DECISIONS: | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| ACTION ITEMS:  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Deadline: <b>N/A</b> |

### Water Manager Report – Item 1: System Report

|                |                                                                                                                                                                                           |                      |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- Alan shared that we obtained another new connection.</li><li>- Alan also advised that they are planning on 8 new connections next year.</li></ul> |                      |
| KEY DECISIONS: | N/A                                                                                                                                                                                       |                      |
| ACTION ITEMS:  | N/A                                                                                                                                                                                       | Deadline: <b>N/A</b> |

### Chairman Report – Item 1: End of Line Connections

|                |                                                                                                                                                                                                                                                                                                                                               |                            |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- Brent shared a couple of instances where in recent days potential customers have requested a connection near or at the end of line.</li><li>- Alan shared his concerns with enough pressure to provide consistent flow and possible charges incurred by the district to maintain that flow.</li></ul> |                            |
| KEY DECISIONS: | <ul style="list-style-type: none"><li>- Alan to test area for pressures</li></ul>                                                                                                                                                                                                                                                             |                            |
| ACTION ITEMS:  | <ul style="list-style-type: none"><li>- Follow-Up in next month's board meeting</li></ul>                                                                                                                                                                                                                                                     | Deadline: <b>1/15/2025</b> |

### Office Manager Report – Item 1: Holiday Hours

|                |                                                                                                                                              |                            |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| NOTES:         | <ul style="list-style-type: none"><li>- Aaron advised of holiday closure Tuesday, December 24, 2024 to Wednesday, January 1, 2025.</li></ul> |                            |
| KEY DECISIONS: | N/A                                                                                                                                          |                            |
| ACTION ITEMS:  | N/A                                                                                                                                          | Deadline: <b>1/15/2025</b> |



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### Closed Session

|               |                                                                                                                               |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|
| REASON:       | CMSSD to discuss in CLOSED SESSION details regarding Employee and Vendor wages along with next year's board meeting schedule. |
| ACTION ITEMS: | Motion made by Dean to go into a Closed Session, seconded by Judy, unanimous, motion carries                                  |
| ACTION ITEMS: | Motion made by Mikelle to come out of Closed Session, seconded by Tracy, unanimous, motion carries                            |

### Closed Session – Item 1: Employee & Vendor Wages

|               |                                                                                                                                                               |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACTION ITEMS: | Motion made by Judy to increase wages by \$1.00 for office manager, water manager and assistant water manager seconded by Kim, Dean abstained, motion carries |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Closed Session – Item 2: 2025 Board Meeting Schedule

|               |                                                                                                                                                  |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| ACTION ITEMS: | Board Meetings will be held on the following days 1/15, 2/19, 3/19, 4/16, 5/21, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19, 12/17 starting at 5:30 PM. |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

### Adjourn



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### Exhibit A "Expenditures "

| Payee                  | Purpose                         | Type  | Check # | Amount      |
|------------------------|---------------------------------|-------|---------|-------------|
| Allred, Alan           | Water Operator Cert.            | Check | 4369    | \$180.00    |
| Aycock & Miles         | Budget Training                 | Check | 4370    | \$400.00    |
| Backblaze              | Annual Cloud Storage            | EFT   |         | \$198.00    |
| Badger Meter           | Meter Reading                   | Check | 4371    | \$76.86     |
| Bastian, Kim           | Board Member Compensation       | Check | 4372    | \$650.00    |
| Despain, Mikelle       | Board Member Compensation       | Check | 4373    | \$550.00    |
| Duchesne County        | Office Rent                     | Check | 4374    | \$500.00    |
| DCWCD                  | Water Supply                    | Check | 4375    | \$3,007.03  |
| Hamblin, Judy          | Board Member Compensation       | Check | 4376    | \$750.00    |
| Kendall, Adam          | Vice Chair / Board Compensation | Check | 4377    | \$1,700.00  |
| McKeachnie Law Offices | Legal Services                  | Check | 4378    | \$724.50    |
| Michaelis, Tracy       | Board Member Compensation       | Check | 4379    | \$650.00    |
| Mountainland Supply    | Water System Supplies           | Check | 4380    | \$602.40    |
| Powell, Brent          | Chairman / Board Compensation   | Check | 4381    | \$2,800.00  |
| Powell, Dean           | Board Member Compensation       | Check | 4382    | \$800.00    |
| Payroll                | Allred, Alan                    | Check | 4387    | \$757.06    |
| Payroll                | Bradshaw, Aaron                 | Check | 4388    | \$992.37    |
| Powell, Dean           | Asst. Water Mgr.                | Check | 4383    | \$81.55     |
| Strata Networks        | Phone & Internet Bill           | Check | 4384    | \$167.17    |
| Streamline             | Website Bill                    | EFT   |         | \$50.00     |
| Sunrise Engineering    | CMSSD Building                  | Check |         | \$16,049.50 |
| Sunrise Engineering    | Tribal ROW # 48                 | Check | 4385    | \$1,400.45  |
| TriCounty Health Dept. | Testing                         | Check | 4386    | \$20.00     |
| Uintah Basin Standard  | Public Notice                   | EFT   |         | \$78.99     |
| Total                  |                                 |       |         | \$33,005.88 |