



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, JANUARY 15, 2024

OBJECTIVE:	Board Meeting
CALLED BY:	Brent Powell, Board Chairman
DATE:	January 15, 2025
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, Alan Allred, Jeff McCarty, Jeremy Larsen, Janell Braithwaite, Brada Van Dyke, Sherstin Hicken
ABSENT:	N/A

Public Comment

NOTES:	No Comments
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Conflict of Interest

NOTES:	None
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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 December as corrected & Budget Hearing Minutes as written
ACTION ITEMS:	Judy made Motion to Approve December Minutes as corrected, seconded by Mikelle, unanimous, motion carries
ACTION ITEMS:	Judy made Motion to Approve Budget Hearing Minutes as written, seconded by Dean, unanimous, motion carries



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Cedarview Montwell Special Service District – Item 1: Applicant: Corey Hicken, Water Authorization Request

NOTES:	- Sherstin, spouse of Corey Hicken represented Corey. She shared their desire for culinary water - Brent requested CMSSD Water Manager and Sunrise Engineering to check pressures for the viability of water at the requested location as it is at the end of the system. - Both CMSSD Water Manager and Sunrise Engineering failed to check pressures. - Alan advised that they could get a cistern to collect water, however CMSSD could not guarantee potable water at this location. - Mr. Van Dyke, who is also wanting to build next to the Hicken's is also interested in getting water.	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A

Cedarview Montwell Special Service District – Item 2: RWAU – Janell Braithwaite

NOTES:	- Janell Braitwaite of RWAU (Rural Water Association of Utah) inquired with the CMSSD Board what kinds of things they would like to be trained on - Kim brought up Funding - Janell advised that Kim and she have been in contact - Janell shared a basic nutshell of types of funding and a few requirements that need to be met to obtain funding along with tips that some lending entities would like to see	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A

Cedarview Montwell Special Service District – Item 3: UBOAG – Nate Zilles

NOTES:	- Nate Zilles with UBOAG (Uintah Basin Association of Governments) was not present	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A



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Cedarview Montwell Special Service District – Item 4: Resolution for Fee Changes

"Cedarview-Montwell Special Service District is adopting a resolution to amend the current fee structure."

NOTES:	- CMSSD in need of fee changes that would include a bounced check fee that currently does not exist along with raising service-related fees, adjusting current security deposits and placing term limits on new connections along with the introduction of an Absentee Fee. - CMSSD Board came up with the following proposed changes - Standby Fees were discussed and the possibility of discontinuing standby's in the future along with possibility of incentivizing current standby customers to connect. The discussion was tabled. 1. Returned Check Fee – Bank Fees + \$ 20.00 2. Turn-On, Turn-Off and Service Calls resulting in an end user (i.e. customer) – \$ 50.00 3. Time Limit Requirements for New Connections, customer without a meter would need to connect no later than 2 years from paying the new connection fee. <u>NOTE: Customer with a meter would be responsible for month water usage charges.</u> 4. Absentee Fee introduced as alternative to shutting service off, the fee would be \$35.00 a month up to 2 years, after 2 years the connection would be billed for the current approved culinary water base rate unless other requests are made in person or by writing to the CMSSD Board prior to 2-year expiration date. 5. Restructuring Security Deposits to align with current service tiers –2 months of current base rate fee would be due at start of service with CMSSD.	
KEY DECISIONS:	- The proposed changes were tabled for further discussion in future meetings.	
ACTION ITEMS:	- N/A	Deadline: N/A



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

NOTES:	- Jeff advised that the tribe has consented to 40 years for ROW's vs. the 20 years prior in their paperwork - Jeff shared the ROW's have not been submitted to the Tribal Business Committee yet - Jeff also advised that we could start working with Allottees	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A

Sunrise Engineering – Item 2: Victory Pipeline

NOTES:	- Jeff advised that bids are due January 28, 2025, with additives. - Jeff shared that Farnsworth Contract for purchase of property has been sent CMSSD's Attorney and is still waiting for the attorney, it may be 2 to 3 weeks.	
KEY DECISIONS:	N/A	
ACTION ITEMS:	CMSSD Board to meet on 1/30 at 5:30 PM at CMSSD Building for review of proposals for both the Operations Building and the Victory Pipeline Project.	Deadline: 1/30/2025

Sunrise Engineering – Item 3: Lead & Copper Report

NOTES:	- Jeff did advise that our system is a Lead-Free System - Jeff stated that we are still waiting for further requirements by the Division of Drinking Water	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A

Sunrise Engineering – Item 4: Master Plan Report

NOTES:	- Jeff advised that the Master Plan is being reviewed and is close to being done	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A



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Sunrise Engineering – Item 5: CMSSD Building Report

NOTES:	- Jeff advised that proposals are due on January 21, 2025. - CMSSD Board inquired about whether or not we had made any progress on paying for the building using tax dollars instead of revenue. - Jeff advised that he would be checking on it.	
KEY DECISIONS:	N/A	
ACTION ITEMS:	CMSSD Board to meet on 1/30 at 5:30 PM at CMSSD Building for review of proposals for both the Operations Building and the Victory Pipeline Project.	Deadline: 1/30/2025

Water Manager Report – Item 1: System Report

NOTES:	- Alan shared that we obtained another new connection. - Alan also advised that they are planning on 8 new connections next year. - Kim inquired about changing the older meters out prior to them completely going out. - Alan advised that he has plan to change them out - Judy advised that Impact Fees can be used for upgrading the system - Brent advised Alan of issue with TriCounty Health Department recording the samples properly - Alan stated that he would reach out to TriCounty.	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: N/A

Office Manager Report – Item 1: W-9's

NOTES:	- Aaron advised that all Board Members need to fill out a W-9 for 2025.	
KEY DECISIONS:	N/A	
ACTION ITEMS:	N/A	Deadline: 1/15/2025

Adjourn



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Exhibit A "Expenditures "

Payee	Purpose	Type	Check #	Amount
Badger Meter	Meter Reading	Check	4394	\$76.86
Duchesne County	Office Rent	Check	4395	\$500.00
DCWCD	Water Supply	Check	4396	\$2,590.43
Family Dollar	Jeff Mcarty Gift Card	EFT	Debit	\$100.00
McKeachnie Law Offices	Legal Services	Check	4397	\$430.50
Payroll	Allred, Alan	Check	4400	\$563.65
Payroll	Bradshaw, Aaron	Check	4401	\$828.05
Powell, Dean	Asst. Water Mgr.	Check	4398	\$194.54
RWAU	St. George Conference	EFT		\$1,390.00
Stewarts	Board Meeting Food	EFT	Debit	\$31.67
Strata Networks	Phone & Internet Bill	EFT	Debit	\$167.17
Streamline	Website Bill	EFT	Debit	\$144.11
TriCounty Health Dept.	Testing	Check	4399	\$25.00
			Total	\$7,041.98