



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, MARCH 19, 2025

OBJECTIVE:	Board Meeting
CALLED BY:	Brent Powell, Board Chairman
DATE:	March 19, 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, Gayle McKeachnie
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 - Dean questioned the Sunrise Payment for the Master Plan - Jeff advised that the pay estimates within the Contract allotment
ACTION ITEMS:	- Judy made a motion to approve the bills as written, seconded by Tracy, unanimous, motion carries



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Approval of Minutes

NOTES:	- Brent Presented the Minutes for February as corrected
ACTION ITEMS:	- Judy made a Motion to Approve February Minutes as corrected, seconded by Mikelle, unanimous, motion carries
NOTES:	- Brent Presented the Minutes for March 12, 2025, Special Board Meeting
ACTION ITEMS:	- Dean made a Motion to Approve March 12, 2025, Special Board Meeting Minutes, seconded by Tracy, Mikelle abstained, no other objections, motion carries

Cedarview Montwell Special Service District – Item 1: CCR

NOTES:	- Aaron advised that Brandi Smith with Division of Drinking Water submitted to CMSSD our annual CCR for approval.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- Mikelle made a Motion to accept the CCR, seconded by Adam, unanimous, motion carries	Deadline: N/A

Cedarview Montwell Special Service District – Item 2: Local Building Authority

NOTES:	- Brent read into record again, "Cedarview-Montwell Special Service District Resolution to approve the creation of the Local Building Authority of the Cedarview-Montwell Special Service District and approve the articles of incorporation, bylaws and other documents." - Brent advised that we are in, a 30-day period for public comments for next month meeting. Next month, we will have a public hearing at 6:00 PM for the public to come and voice their opinion. - Brent explained we had to get approval from the state, which is what they were saying. So, now we've got the approval, we have 30 days for the public comments written, whatever they want. If they want to come to the meeting next meeting, they can come to our six o'clock public meeting. Which will allow us to use taxpayer dollars instead of to use water revenue, it will allow us to use tax revenue and free up. It's basically \$14,000 a year to free up from water revenue to go to other items.
KEY DECISIONS:	- N/A
ACTION ITEMS:	- N/A
Deadline: N/A	



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Cedarview Montwell Special Service District – Item 3: Fees

NOTES:	- Brent brought up the need for Bank Fees, Surcharges and Insufficient Funds Fees	
KEY DECISIONS:	- Table discussion barring more detailed conversations as a board before moving forward	
ACTION ITEMS:	- CMSSD to revisit in future meetings	Deadline: N/A

Cedarview Montwell Special Service District – Item 4: Roosevelt City

NOTES:	- Adam shared that Roosevelt City is needing more information about our loan to assume the loan in the event that CMSSD sells Sharmel Acres to the city. - Adam reported that they've got some funding that they can use for the purchase price. - Adam further shared that we talked to them about water going through the North Crescent tank and J.R. (Mayor Bird) was saying that they will pay a dollar per 1,000 gallons on that up until we sign the new wheeling exchange agreement. - Brent advised it's like they want to put that on the back burner since we made an agreement, and they are using water through there and Alan's been checking that also. - Judy raised concerns with getting rid of that pressure station that's going to Sharmel Acres, will we not need another one if we do Meacham Lane? Yes. So why would we want to get rid of that because we could come off from that in Meacham Lane? I don't think we have a choice. It's in the vault with theirs, is it not? That'd be in the vault? We would have to come out of the vault. - Dean shared We'd have to. We'd have to use the vault to do that. We'd have to reroute all the piping that's coming out and direct it, and it could sit there for years before we get to Meacham Lane.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- Continuing discussions with Roosevelt City	Deadline: N/A



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

NOTES:	- Jeff advised the tribe lawyers have still not presented the agreement you approved to the business committee for the tribal owned parcels. - Sunrise is working on getting a tribe member to approach the allottees about signing the easement requests for their parcels.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A

Sunrise Engineering – Item 2: Victory Pipeline

NOTES:	- Jeff shared that Johansen is planning to start in July. While that isn't as early as I was thinking, that should give them about 90 working days before snow comes. This would equate to about 370 feet of pipe per day they need to install, which shouldn't be unreasonable, especially where they plan to saw cut the whole trench first. - We need Roosevelt to sign off on extending the existing agreement through the life of the loan. - We need Roosevelt's wet signature copy of their easement in order to record at the county. - Sunrise is working on the new easements we need in the subdivision that has private roads instead of county roads. I had already contacted two owners that own 7 of the parcels and they are on board. - I had a call scheduled with DDW to hopefully approve closing the loan before these new easements are finalized. Scheduled for the day after the Cedarview board meeting.	
KEY DECISIONS:	- Jeff to follow with Duchesne County on easement issue and advise next steps	
ACTION ITEMS:	- Closing the Loan, the day after April's Board Meeting	Deadline: 4/17/2025

Sunrise Engineering – Item 3: Lead & Copper Report

NOTES:	- Jeff advised the State of Utah has added a new step to reconfirm the original findings and they are still waiting to hear from the State of Utah. - Dean had mentioned 20% of the homeowner requirements, such as surveying interior pipes due to new Federal Regulations.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A



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Sunrise Engineering – Item 4: Master Plan Report

NOTES:	- Jeff advised that CMSSD currently has about 181 equivalent residential connections (ERCs) - The total amount of water purchased by your agreements is the first bottleneck you come to. It currently is enough for about 295 ERCs. - The next bottleneck is maximum flow your agreements allow. It currently is enough for about 843 ERCs. - By the usage data being what is used to calculate needs of the system, instead of the previous state minimum requirements, your tanks are bigger than what is needed. For usage and fire protection, you only need the Cedarview tank to 10.25 ft full and North Crescent tank 9.75 ft full (their maxim is 19 ft full). Not keeping them full could help with stagnation issues. - Initial take says your connection fee could be up around \$4,500 to cover materials, labor, you are inspecting and processing things in the office. That is if you do not include costs of boring under roads. \$6,000 if you do include boring under road costs. - The top end of 3000 West currently has pressure issues when the Roosevelt connection is closed. - Initial user rate review says you should be good for now. But after the next couple expansion projects you'll probably need to increase rates. - The north Neola area is the next most cost-effective area to expand. But in order to keep project costs to manageable chunks, you'll need to break it up into four or more projects. Two or three just to get it up to the large tank planned at the far north end on the tribal land.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A

Sunrise Engineering – Item 5: CMSSD Building Report

NOTES:	- Jeff shared that Robertson is moving forward on design. Meeting for updated design was set for Monday March 24th at 5:30pm. - We are waiting for Eric Johnson to finish the building authority creation in order to close the loan.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A



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Water Manager Report – Item 1: System Report

NOTES:	- Alan reported that our water usage summary report for Division of Natural Resources. - One of the things that I have to report to you is how much water we used, how much water we sold, how much water loss we had. Throughout the system last year, from January 1st to December 31st, we used 8,514,171.98 gallons. We only had a filling on 7,621,651 gallons, which lost, which unaccounted for was 892,520.98 gallons. - Some of that is contributing to, because I don't have a reading prior to July, what Roosevelt was using. I would suspect that most of that went through Roosevelt. But where we don't have a recording of it, we have to count it as a loss. And some of that as a loss could be due to some fires that we had last summer in the area, that they're pulling water out of the hydrants. - Could be small leaks, could be misreading of meters. We're always going to have a loss. - The goal we try to get is between 2% and 5%. That's expected. And where we're at right now, we're at 10.48%. So now that we have a set of readings on that Roosevelt meter, I think that's going to bring that out a whole lot within the next year. But that's our expectations.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A

Closed Session

ACTION ITEMS:	- Tracy made a motion to go into a closed session, seconded by Mikelle, unanimous, motion carries
ACTION ITEMS:	- Dean made a motion to come out of a closed session, seconded by Kim, unanimous, motion carries

Adjourn

ACTION ITEMS:	- Mikelle made a motion to adjourn, seconded by Dean, unanimous, motion carries
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Exhibit A "Expenditures "

Payee	Purpose	Type	Check #	Amount
Badger Meter	Meter Reading	Check	4411	\$77.58
Duchesne County	Office Rent	Check	4412	\$500.00
DCWCD	Water Supply	Check	4413	\$3,003.86
McKeachnie Law Offices	Legal Services	Check	4414	\$3,096.00
Payroll	Allred, Alan	Check	4420	\$529.91
Payroll	Bradshaw, Aaron	Check	4421	\$979.43
Allred, Alan	RWAU Conference	Check	4416	\$756.00
Powell, Dean	Asst. Water Mgr / RWAU Conference	Check	4419	\$749.25
Powell, Brent	RWAU Conference	Check	4418	\$646.00
Kendall, Adam	RWAU Conference	Check	4417	\$756.00
Comfort Inn & Suites	RWAU Conference - Room 139	EFT	Debit	\$465.27
Comfort Inn & Suites	RWAU Conference - Room 137	EFT	Debit	\$465.27
Comfort Inn & Suites	RWAU Conference - Room 316	EFT	Debit	\$465.27
Stewarts	Board Meeting Food	EFT	Debit	\$24.17
Strata Networks	Phone & Internet Bill	EFT	Debit	\$167.17
Streamline	Website Bill	EFT	Debit	\$144.11
Sunrise Engineering	Master Plan			\$28,639.86
TriCounty Health Dept.	Testing	Check	4415	\$25.00
			Total	\$41,490.15