

**CASTLE VALLEY SPECIAL SERVICE DISTRICT
REGULAR MEETING
March 20, 2025**

MEMBERS PRESENT

BRAD GILES
JORDAN LEONARD
LEONARD NORTON
GARY PRICE
SHAUN BELL

PAT SUNDSTROM
JEFF TUTTLE
DANNY VAN WAGONER
SHAWNA HORROCKS

STAFF PRESENT

JACOB SHARP
THOMAS SITTERUD
MERRIAL JOHANSEN
ARIEL GUYMON

MEMBERS NOT PRESENT

TRENT JACKSON
JAMES WINN

Welcome by Chairman, Brad Giles at 7:00pm.

1. **Discuss/Approve/Deny: Minutes of February 20, 2025**

Motion was made by Danny Van Wagoner and seconded by Jeff Tuttle to approve the minutes of February 20th, as prepared. Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Shawna Horrocks – yes; Shaun Bell – yes; Jordan Leonard – yes; Pat Sundstrom – yes.

2. **Discuss/Approve/Deny: 2024 Construction Projects and Related Matters**

a. **2024 Drainage/Water Line Project**

JCI is currently working on the sewer line in Huntington. They have come across a few problems but are working around them. They are expected to finish up next week. We will have to wait until asphalt is available before going in and finishing that portion.

b. **Project Budget Review**

Jacob reviewed the project budget with the board. No change since the last meeting.

3. **Discuss/Approve/Deny: Consideration and Award of Bid for 2025 Street Project**

We had three bidders, Allred Construction, Nielsons/Staker and Parsons, and TSJ Construction. The bid from Allred Construction was the lowest at \$674,886.90 they bid 60 days for the project.

A motion was made by Danny Van Wagoner and seconded by Gary Price to accept the bid from Allred Construction in the amount of \$674,886.90. Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Shawna Horrocks – yes; Shaun Bell – yes; Jordan Leonard – yes; Pat Sundstrom – yes.

4. **Discuss/Approve/Deny: Outside District Connection – Jayson Fausett**

Jayson is wanting to build a house on the south end of Orangeville and is looking for approval to get outside district water connections. Orangeville City Council has approved the connections and is now looking for approval from the district. There was discussion on whether it would be possible to annex his portion of land into the city, but it is not. He is also wanting a Secondary Connection, but the district cannot approve a Secondary Connection outside city limits. The county requires two water shares for a culinary connection outside the city limits, one to the city and one to the canal company. There was also discussion about him not having a building permit yet.

A motion was made by Shawn Bell and seconded by Pat Sundstrom to approve giving Jason Fausett a culinary connection contingent on him completing the appropriate paperwork with the county. Motion carried by all present with one abstention. Motion carried.

5. **Manager's Report**

a. **Discuss/Approve/Deny: Public Finance Consultant Agreement**

When we do CIB bonds every year, they require the district to have a public finance adviser. We have been using Zions Public Finance for at least the last 15 years. We have had Thomas Sitterud, our Attorney for the District, reviewed the contract and he found no issues. Jacob reviewed the terms of the agreement with the board.

A motion was made by Leonard Norton and seconded by Danny Van Wagoner to approve the public finance consulting agreement with Zions Bank. Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Shawna Horrocks – yes; Shaun Bell – yes; Jordan Leonard – yes; Pat Sundstrom – yes.

b. **Discuss/Approve/Deny: Consulting Agreement with Sunrise Engineering for GIS Training and addition of secondary, sewer systems.**

Jacob went over what a GIS is and how we got our culinary water systems into a GIS format. This is a huge help as far as maps being in our operators' hands on the jobs instead of having to go into the office or over to J&T to pull the information. There is still a lot of work to put into it as far as updating the information to be as accurate as possible. The culinary portion came with the Lead and Copper rule, but the secondary water and sewer are not free, but the district would like to get the secondary water connected for \$2,000.00 and the sewer for \$1,700.00. We also need to get our guys trained on the GIS system. We are hoping to eventually also get logins for the city's to be able to view the maps. We have a good start on it, but we need to get the Secondary and Sewer added to it. Jacob is going to ask them what the annual fee is going to be and if we are charged for updates etc. We are charged per user, but it is a small fee, and we have our master. We will need to pay more if we want to get licenses for each of the towns.

A motion was made by Gary Price and seconded by Leonard Norton to approve the consulting agreement with Sunrise Engineering for GIS for \$5000.00. Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Shawna Horrocks – yes; Shaun Bell – yes; Jordan Leonard – yes; Pat Sundstrom – yes.

c. **Reminder about Board Member Trainings**

Ariel reminded the board members about turning in their Board Member Trainings as well as their Conflict of Interest and Ethical Behavior forms as soon as possible.

d. **Discuss/Approve/Deny: District Policy for On-Call Weekend Duty**

Jacob proposed a change to the on-call weekend duty schedule. It has been three operators on call every weekend in the past. The operators have requested a change to the on-call weekend rotation that would make it two operators instead of three to cover the whole district. Jacob reviewed the proposed new schedule and how the cross training would work for the water treatment plants. Jacob explained that we are looking at getting the Iamresponding app for when they are on call instead of pagers. Jacob also reviewed the new pay schedule for the new rotation, as well as the contingency plan if three people are needed.

Jacob expressed that we are losing Dillon Wilstead from the Huntington crew. He is thinking about possibly not replacing Dillon and pulling operators from the other areas if needed and paying the employees more to compensate for not replacing the third man on Huntington's

crew. There were concerns brought forward by Leonard about not having enough people on the Huntington crew on a regular basis and how it would affect the town. Jacob is still looking into this option and may still hire a replacement for the Huntington crew.

A motion was made by Leonard Norton and seconded by Pat Sundstrom to approve the changes in Section 13.10 in the personnel policy on the grounds that if it doesn't work, they revert to the 3 men on call crew. Motion carried by all present.

e. **Annexation Update**

Everything has been submitted to the lieutenant governor's office. They are requesting a shape file for the annexation. J&T has been working on this and have given Jacob the flash file today for him to submit. Once they approve it, we will get a letter back so we can get the mylar sheets and then we can record them.

f. **Discuss/Approve/Deny: Pick-up Truck Purchase**

Jacob proposed the purchase of a Toyota pickup for \$49,356.00 for Garrett. We are also looking into getting an extended cab and putting a service body on it for the Huntington crew instead of a smaller half ton truck. The GM truck on the state contract would be \$47,508.00 and the service body would cost \$11,398.47. The total for the truck plus adding the service body is \$58,906.47. Between the two it would be \$108,000.00, which is slightly above our budget. There was discussion about not getting the service body for the truck and just getting the pickup truck to lower the cost. When we get it with the service bodies it also takes away from the value of the sales. We currently have three trucks for sale now. We offer them to the cities first and then we post them in the newspaper for the public to purchase. No cities are interested in purchasing the trucks that are currently for sale.

A motion was made by Leonard Norton and seconded by Pat Sundstrom to purchase two pickups, one with a service body. Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Shawna Horrocks – yes; Shaun Bell – yes; Jordan Leonard – yes; Pat Sundstrom – yes.

8. **General Operational Items**

Jordan – Wanted to thank Jacob for coming to commission meeting and for all he is doing with the annexation. Mineral lease funds are low for the year, so they are trying to find a way to increase them.

Jacob – The crack seal project has wrapped up the project in Ferron. There was a resident complaint about it going up on the curb. They went in and fixed the issue.

9. **Discuss/Approve/Deny: Vouchers**

The board reviewed the vouchers.

A motion was made by Pat Sundstrom and seconded by Leonard Norton to approve the vouchers. Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Shawna Horrocks – yes; Shaun Bell – yes; Jordan Leonard – yes; Pat Sundstrom – yes.

10. **Adjourn**

A Motion was made by Pat Sundstrom and seconded by Gary Price to adjourn the meeting at 8:04pm. Motion approved by all members present.