



Cedarview-Montwell SSD

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

BOARD MEETING

MINUTES

WEDNESDAY, APRIL 16, 2025

OBJECTIVE:	Board Meeting
CALLED BY:	Brent Powell, Board Chairman
DATE:	April 16, 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, Jeff McCarty, Roosevelt City Mayor: JR Bird, Sawyer Strate	
ABSENT: Alan Allred	

Public Comment

NOTES:	- Roosevelt City, Mayor JR Bird shared that Roosevelt City is eager to move forward with Sharmel Acres. - Mayor Bird advised that the city is needing the Payoff for Sharmel Acres by May 6th, which is their next city council meeting. - Mayor Bird addressed concerns with water flow and CMSSD not feeling like they are getting compensated, the Mayor assured the CMSSD Board and Staff that Roosevelt City will pay the \$1.00 per thousand gallons up to the time we sign the new agreement for any water used. - Mayor Bird asked the CMSSD Board for permission to contact CIB to assume the loan amount. - Mayor Bird also stated that City would get a "wet" copy of the easement for the Victory Pipeline Project through what they term as "Teddy's Playground." - Dean asked Sawyer Strate who was present about the issues with pressure dropping from 184 PSI to 154 PSI - Sawyer stated that he would look in too it. - Mayor Bird assured the CMSSD Board that the issue with pressure would be taken care of. - CMSSD Board advised Aaron to send Roosevelt City the Payoff for Sharmel Acres.
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Conflict of Interest

NOTES:	- Adam with any ROW involving the Victory Pipeline Project.
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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 Judy, unanimous, motion carries

Approval of Minutes

NOTES:	- Brent Presented the Minutes for March as corrected
ACTION ITEMS:	- Judy made a Motion to Approve March Minutes as corrected, seconded by Dean, unanimous, motion carries
NOTES:	- Brent Presented the Minutes for March 31, 2025, Special Board Meeting
ACTION ITEMS:	- Judy made a Motion to Approve March 31, 2025, Special Board Meeting Minutes, seconded by Tracy, motion carries

Cedarview Montwell Special Service District – Items 1, 2 and 3.

Item 1 - Public hearing of the Building Authority on the proposed Lease Revenue Bonds in the amount of not to exceed \$550,000 for a district building

Item 2 – Resolution of District to approve the Building Authority to issue \$430,000 in lease revenue bonds for a district building

Item 3 – Resolution of Building Authority approving the issuance by the Building Authority of \$430,000 in lease revenue bonds for a district building

NOTES:	- Brent read into record the above items 1, 2 and 3.	
ACTION ITEMS:	- Judy made a Motion of Local Building Authority Board to approve design and construction contract for District Operations Building in an amount not to exceed approved funding, seconded by Dean, - ROLL CALL: Kim: Yes, Mikelle: Yes, Dean: Yes, Tracy: Yes, Adam: Yes, Judy: Yes, unanimous, motion carries	Deadline: N/A



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

NOTES:	- Jeff reported that the tribe lawyers have still not met with the Business Committee, I'm thinking because of elections. I've had on the backburner contacting the allottees while other projects took precedence.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A

Sunrise Engineering – Item 2: Victory Pipeline

NOTES:	- Jeff advised of the Loan Closing, he stated we are waiting on the following items: 1. Roosevelt easement wet ink version 2. Roosevelt/DCWCD agreement extension 3. Cedarview & Cedar Ridge Subdivisions a. I have easement documents to Melgoza and Kendall b. We've sent certified letter explaining the project to the rest c. We've spoken to 3 owners, they seem open, but are looking it over - Jeff advised that Construction still planned to start in July - Jeff asked the CMSSD Board to approve funds for the Pump Station. He also advised that it takes 4 months after go-ahead, they need 30% (~\$84,000) paid about a month after go-ahead. - Jeff advised that the Kim Farnsworth property is moving forward, and it'll probably be the first part of May to get things signed 1. Jeff asked the board if they would like to do a site visit? 2. CMSSD Board would like to visit the site after the meeting tonight. 3. Title company should be setting up closing once Kim in May	
KEY DECISIONS:	- CMSSD Board holding off on approval of funds for at least 30 days	
ACTION ITEMS:	- CMSSD Board to visit Kim Farnsworth Property	Deadline: 4/16/2025

Sunrise Engineering – Item 3: Lead & Copper

NOTES:	- Jeff advised the there are no updates	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A



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Sunrise Engineering – Item 4: Master Plan

NOTES:	- Jeff shared that Sunrise is still having issues with our hydraulic modelling software (specifically fire flows) - Jeff advised that everyone should have the master plan to review (excluding fire flow part) - CMSSD Board and Staff advised Jeff that no one has received it. Master Plan Total flow (295 ERC, 181 now), max flow (843 ERC, 181 now), tanks only need to be ~10ft full 1. Water Conservation Plan Updated 2. Emergency Response Plan Updated 3. Connection Fee Analysis - \$4,500 Completed 4. User Rate & Cashflow Analysis – In a couple project, consistent increases Completed 5. Impact Fee Analysis – over \$8,000 Completed - Adam asked how much it would cost today to have the entire Cedarview-Montwell SSD Completed - Jeff responded 40-50 Million conservatively	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- Jeff to resend the Master Plan Email	Deadline: ASAP

Sunrise Engineering – Item 5: CMSSD Building Report

NOTES:	- Jeff reported that Eric Johnson seems to have things on track to close the loan. - Robertson Construction is also on track, the building delivery date is April 28th. - Jeff advised that the CMSSD Building Final Design is Done. - Jeff advised that he is getting an updated budget together still (hopefully by end of week) it will be completed.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- Jeff to provide the CMSSD Board with an updated Budget	Deadline: 5/21/2025



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Sunrise Engineering – Item 6: Funding Opportunity

NOTES:	- Jeff advised the board of additional funding resource and opportunity from Rural Development. - It would possibly be 75% grant funding source - Probably it will take a couple years before funding is actually available. - Jeff advised that CMSSD may be able to subsidize the other portion with 25% from CIB. - Jeff presented the idea of: 1. \$10M for temp connection to Neola, pump up to tank on tribal, and as many distribution lines in area as possible (master plan \$22M for all this, 18 miles distribution lines, 8 miles supply lines, tanks, pump stations, etc.) 2. Jeff shared possible additional needs to make that grant doable; 12.5% loan from CIB would mean you need 67 connections.	
KEY DECISIONS:	- CMSSD Board to come up with a project to be funded	
ACTION ITEMS:	- CMSSD Board to advise Jeff of Project Details	Deadline: ASAP

Water Manager Report – Item 1: System Report

NOTES:	- Dean reported that we have one more new connection. - Dean also advised that we have parts on order.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A



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Office Manager Report – Item 1: W2 Report to State of Utah

NOTES:	- Aaron reported that W2's didn't get uploaded to State of Utah due to communication issue with Pelorus Methods. - Aaron advised that the issue has been resolved and Pelorus Methods would deduct the cost of the late penalty off the next billing.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- Aaron advised that he has taken corrective action to mitigate such issues in the future by logging on to the State of Utah TAP website more frequently.	Deadline: N/A

Office Manager Report – Item 2: Utah Local Trust

NOTES:	- Aaron shared that Brent, Judy and himself completed the Annual Risk Assessment and the Utah Local Trust accepted.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A

Office Manager Report – Item 3: CCR

NOTES:	- Aaron shared that Brandi Smith with Division of Drinking Water accepted the CMSSD Annual Report (CCR)	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A



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Office Manager Report – Item 4: Windows 10 Issue

NOTES:	- Aaron advised as of October 2025, Microsoft will no longer be supporting Windows 10, which will necessitate the purchase of new computer system. - Tracy shared that he highly recommends PC Laptops as purchasing option. - Mikelle shared support of using someone local like Spectra. - Dean asked to get pricing together for the Board by next board meeting.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- Aaron to get pricing by next board meeting	Deadline: 5/21/2025

Closed Session Items

- **Item 1** – CMSSD Building Funding
- **Item 2** – Roosevelt City Items
- **Item 3** – Victory Pipeline Funding

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

Adjourn

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

Payee	Purpose	Type	Check #	Amount
Badger Meter	Meter Reading	Check	4424	\$78.44
Duchesne County	Office Rent	Check	4425	\$500.00
DCWCD	Water Supply	Check	4426	\$2,899.10
McKeachnie Law Offices	Legal Services	Check	4427	\$2,708.50
Mountainland Supply	Water System Supplies	Check	4428	\$61.82
Powell, Dean	Assistant Water Manager	Check	4429	\$137.00
Payroll	Allred, Alan	Check	4431	\$938.38
Payroll	Bradshaw, Aaron	Check	4432	\$1,268.84
Robertson Construction	CMSSD Building PR #1C	Check	4423	\$156,988.58
Stewarts	Board Meeting Food	EFT	Debit	\$44.32
Strata Networks	Phone & Internet Bill	EFT	Debit	\$167.17
Streamline	Website Bill	EFT	Debit	\$144.11
TriCounty Health Dept.	Testing	Check	4430	\$25.00
TurboScribe	Transcription Annual Subscription	EFT	Debit	\$120.00
			Total	\$166,081.26