CASTLE VALLEY SPECIAL SERVICE DISTRICT
REGULAR MEETING
July 17, 2025

MEMBERS PRESENT		**STAFF PRESENT**
BRAD GILES	TRENT JACKSON	JACOB SHARP
JEFF TUTTLE	SHAUN BELL	THOMAS SITTERUD
DANNY VAN WAGONER	JAMES WINN	MERRIAL JOHANSEN
LEONARD NORTON	JORDAN LEONARD	ARIEL GUYMON
GARY PRICE	PATRICK SUNDSTROM	

MEMBERS NOT PRESENT
SHAWNA HORROCKS

Welcome by Chairman, Brad Giles at 7:00pm. Roll Call: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shaun Bell – yes; Jordan Leonard – yes; Patrick Sundstrom – yes; James Winn – yes.

1. **Discuss/Approve/Deny: Minutes of June 19, 2025**
   Motion was made by Leonard Norton and seconded by Jeff Tuttle to approve the minutes of June 19th, as prepared. Motion carried by all present.

2. **Discuss/Approve/Deny: 2024 Audit Presentation Approval**
   Brad asked for approval of the Audit that was presented at last month's board meeting.

   A motion was made by Leonard Norton and seconded by Trent Jackson to approve the audit as presented in June's board meeting.
   Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shaun Bell – yes; Jordan Leonard – yes; Patrick Sundstrom – yes; James Winn – yes.

3. **Discuss/Approve/Deny: 2025 Construction Projects and Related Matters**
   a. **2025 City Streets Project**
      The subcontractor came in and did some paving throughout the county. We are currently working on the hill in Castle Dale.

      There was a pay estimate of $171,162.75 with 5% retainage of $9,008.61 with a completion date of tomorrow. Allred Construction is requesting additional time due to changes to the project parameters. They want to add 30 days to their time.

   A motion was made by Leonard Norton and seconded by Danny Van Wagoner to approve giving Allred Construction 30 more calendar days to complete their contract for the project.
   Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shaun Bell – yes; Jordan Leonard – yes; Patrick Sundstrom – yes; James Winn – yes.

   b. **2025 Drainage/Water Line Project**
      They are finishing up work in Elmo and have looped together a culinary line and made it so the secondary is a little higher than the culinary. They are also currently working in Orangeville they have done pot holing and line preparation so they can start laying pipe on Monday. There was a pay estimate of $114,935.94 with 5% retainage of $6,049.26.

c. **2025 Curb & Gutter Project**

The contractor for this project is currently working as a subcontractor on the city street project so the project hasn't started yet. We are still waiting to do the preconstruction for this project.

d. **2025 Chip Seal Project**

This project started after the 4th and we cut the pay estimate on Friday and received it this Monday July 13th. They have started pothole overlaying and have started chipping. They will be working on the fog coat shortly. There were lots of issues on Canyon Road where there were lots of ruts. We tried to do our best to help smooth the road. They should be done tomorrow but have until August 4th to finish.

The pay estimate is $192,652.04 with a 5% retainage of $10,139.58

e. **Project Budget Review**

Our contingency budget is now sitting at around $100,000.00. We have received about $300,000.00 of our material. We have a lot left still to do so the contingency money will continue to change.

Merrial is still working with UDOT to figure out which kind of solution we can come to in Huntington to fix the bridge and pipe issue with the sewer line we are putting in starting north of BK's and JN Auto and working around the corner towards Ponderosa. UDOT is concerned about the structure of the road and support for the sewer line. Jacob and Merrial will continue to work with them on the best solution.

4. **Discussion of Outside District Subdivisions & Connections**

The county is holding a meeting with their zoning committee on Aug 13th and at that time the best solutions in moving forward with subdivisions for the county will be discussed. The members of the board are invited to attend. There are concerns about making sure we have the right parameters concerning lot size and water shares that are required going forward.

5. **Manager's Report**

a. **Discuss: Review of Quarterly Financials**

Jacob reviewed the quarterly financials with the board. Our Mineral Lease money is currently sitting at 69%. Most of that money was a payout from the county from last year. We have received very little this year.

b. **Discuss: Remind Board to get their Capital Projects Lists in by Aug.**

Jacob reminded the board members to have their Capital Project list submitted to him by the next board meeting. Ariel will send out a reminder.

c. **Discuss: Outside Connection Rates and Overages**

Jacob went over the outside connection rates with the board. Currently our outside connection rate is $52.41. He reviewed the information we have to send to CIB every year. We currently get $37.48 in taxes per connection. As of last month, the tax burden has shifted more to the homeowner, so we are covering more of that. The district is not receiving any more taxes than we normally receive. The only way to change that is to assign different percentages to the water connections. Currently 50% of our general fund taxes go to culinary water and 35% of our debt service fund goes to culinary water. We need to look at possibly changing the rates or bumping up the percentage we contribute to water connections. Jacob is suggesting we analyze the information, and we have discussions about needed changes then have a public hearing about the changes going forward in 2026. The water projection cost analysis sheet hasn't been changed since 2014 when it was established to be $2.00. We looked at it in 2019 but decided to leave it at that rate. Things have changed and we need to reevaluate this going forward. The cities should be charging overage fees to the residents within their cities. We also need to consider increasing what we charge for connections.

6. **General Operational Items**

Shaun – Wanda Vaun is selling some property and when she listed the property, she is showing that it has all of the connections, but the city has no records of that. There is a private sewer line out there but there was an agreement from the owner that as soon as someone else ties into it then it would be owned by the city/district. She provided a letter from the previous owner saying it had all the connections, but we are only showing it having secondary. This has happened in other cities, and we need to go based on documentation. Shaun is also wondering how to handle a situation where he has residents using secondary to water their fields and pastures because they are not being metered. Jacob said the district could put in meters to monitor the usage, but the city would need to figure out how to monitor that. Some of them are grandfathered in so that will need to be considered but it is at the city's discretion.

James – Asked if the district is going to do two plats every time going forward on annexations, Jacob confirmed we would be requiring one for the county and one for the district going forward. Jacob said he would look into where we are with the second one for the Smith annexation they are currently waiting for.

Jordan – The Huntington senior center is finished but they are looking into what options are available for fixing the road. They are going to look at having the road department patch it.

Brad – Was wondering when someone sells a house in the cities and someone else buys it, how do they track that? Most towns agree that if the person selling it does not end it with the city it is still on them until they do and it gets switched over to the new resident.

7. **Discuss/Approve/Deny: Voucher List**

The board reviewed the vouchers.

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

8. **Adjourn**

A Motion was made by Gary Price and seconded by Patrick Sundstrom to adjourn the meeting at 8:07pm. Motion approved by all members present.