CASTLE VALLEY SPECIAL SERVICE DISTRICT
REGULAR MEETING
September 18, 2025

MEMBERS PRESENT
BRAD GILES
JEFF TUTTLE
DANNY VAN WAGONER
LEONARD NORTON
GARY PRICE
TRENT JACKSON
SHAWNA HORROCKS (By Phone)
SHAUN BELL
JAMES WINN
JORDAN LEONARD
PATRICK SUNDSTROM

STAFF PRESENT
JACOB SHARP
THOMAS SITTERUD
MERRIAL JOHANSEN
ARIEL GUYMON

MEMBERS NOT PRESENT

NON-MEMBERS PRESENT
MCKOY ALLRED
WYATT HANSEN

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; Shawna Horrocks – yes; Shaun Bell – yes; James Winn – yes; Jordan Leonard – yes; Patrick Sundstrom – yes.

1. **Discuss/Approve/Deny: Minutes of August 21, 2025**
   Motion was made by Gary Price and seconded by Patrick Sundstrom to approve the minutes of August 21st, as prepared. Motion carried by all present.

2. **Discuss/Approve/Deny: 2025 Construction Projects and Related Matters**
   a. **2025 City Streets Project**
   This project is mostly complete. There is a little more work to be done in Castle Dale. The concrete and wall are complete; there is just asphalt work left. They are planning on preparing the trenches for drainage in Orangeville and Ferron and then paving them all at the same time. There will probably be a couple of weeks left with the project.

   There is a pay estimate of $32,996.83, and 5% retainage of $1,736.68.

   b. **2025 Drainage/Water Line Project**
   They have been over in Ferron working on this project and only have trenches and tie ins left to work on. UDOT has accepted our proposal to cross the bridge in Huntington. Jacob is working on pricing for that portion of the project.

   There is a pay estimate of $147,243.35, and 5% retainage of $7,749.67.

   c. **2025 Curb & Gutter Project**
   They have started over in Ferron. They are 14% complete currently.

   There is a pay estimate of $63,144.03 with 5% being held in retainage.

   d. **2025 Chip Seal Project**
   They came in and cleaned up the streets after the project. They have a remaining ticket for the fog coat. There is a pay estimate of $56,751.17, we are releasing their retainage of $28,561.70 for a total of $85,312.87. We are a little over budget on this project, but we knew that would be the case on this project going into it. There is also a change order for this project increasing it by $8,413.87. This increases the full contracted amount for this project to $627,985.27.

A motion was made by Danny Van Wagoner and seconded by Patrick Sundstrom to approve change order #1 increasing the amount to $8,413.87.
Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shawna Horrocks – yes; Shaun Bell – yes; James Winn – yes; Jordan Leonard – yes; Patrick Sundstrom – yes.

e. **Project Budget Review**
Jacob reviewed the project budget for the board. We are tracking a little higher with some of the additions to the street project which is cutting into the contingency money a little bit. The other projects are still too early to see how they will affect the contingency funds.

3. **Discuss/Approve/Deny: Brotherson Sewer Resolution**
Jacob updated the board on where we are at with the situation the Brotherson's brought to the board at last board meeting. Jacob coordinated with IGotPoop to go out and meet with them. They called Jacob today to tell him they could install a flow valve for $3,500.00, but that is not their usual recommendation. He told the Brotherson's as well as Jacob that he recommends we use an inflatable plug down the cleanout when we go to clean that line. Jacob proposed to the board that he goes with that recommendation and that when the Vactor truck gets there we will have two guys and will put that plug in. If they are not comfortable with that decision, then we will come back to the next board meeting to discuss how to proceed from there.

A motion was made by Leonard Norton and seconded by Trent Jackson to approve a temporary plug when we clean this sewer line pending approval of Brotherson's.
Motion carried by roll call vote: Jeff Tuttle – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shawna Horrocks – yes; Shaun Bell – yes; James Winn – yes; Jordan Leonard – yes; Patrick Sundstrom – yes

4. **Discussion of Outside District Subdivisions & Connections**
Jordan wanted to thank Brad and Jacob for being at the planning and zoning meeting. He said they are going to follow the check list that was brought to them on the county side of things. There may be some changes to the list as things progress, but they are currently moving forward as is. Brad and Jacob explained to the board the differences between a minor subdivision and a major subdivision and the requirements for each.

The board discussed possibly increasing the water rate for outside connections as the expenses of things have gone up as well as tax rates. The board talked about making sure the policy says it is up to the developer to absorb any additional cost to get the sewer or water connections for outside connections where there isn't an existing main line. We also need to look at where they want the water and if it works with the district's water capacity. The board agreed to follow the policy as it currently is in place.

5. **Discuss/Approve/Deny: Outside District/City Culinary Water Connection – Margene Luke - Orangeville**
There was no representative for the Lukes at the meeting. Shaun brought up changing the policy so that the board needs to approve the connections before the city. The board explained that the city has to approve it and determine feasibility for the city and show ownership of shares before the district can approve it. The board and the cities agreed to communicate with one another when these situations arise but to keep the policy as is. Shaun wanted the board to know that Orangeville City is good with the connections pending the boards decision.

A motion was made by Leonard Norton and seconded by Jeff Tuttle to table the discussion on this outside water connection until October's board meeting. Motion carried by all present.

6. **Discuss/Approve/Deny: Outside District/City Culinary Water Connection – Mckoy Allred - Orangeville**

Mckoy presented his plat map that he has for his minor subdivision he is wanting to build on the outskirts of Orangeville. One lot has an existing water connection, but he needs four more connections for the other lots in his minor subdivision. He is hoping to be preapproved for the connections, so he is able to turn in the water shares and pay the connection fees one by one as he is ready to build the lots. There was discussion on what would have to be done in order to get the connections to his lots. The main water line is on the east side of main street. There was discussion on who would be responsible for boring under the road. The board expressed concerns about making sure there are water shares before doing the work to get the lines to the lots. Mckoy said that he has the water shares currently, but he wants to hand them in when he is building on the lots. The board wanted to make sure they have a guarantee the shares for those lines are available.

A motion was made by Danny Van Wagoner and seconded by Patrick Sundstrom to allow the possibility for four water hookups starting with one, but the other six shares must be put in an escrow account for when the houses are built. The developer is responsible for the cost of additions to the line to CVSSD's specifications. Motion carried by all present.

7. **Manager's Report**

a. **Discuss/Approve/Deny: Division of Drinking Water Fee, Water, Sewer, and Secondary Rate Increase**

Jacob presented to the board that the division of drinking water will be imposing a fee. He went over the fee with the board which is $0.40 per connection per month. The district hasn't increased their fees since 2012, and the base rate is $11.00. Jacob suggested, based on the new changes, that the board make an increase to at least $11.80 ($0.40 for the PPW fee and $0.40 increase to the rate) and having a five-year plan where the district will pay the fees and raising it another $0.40 next year. The same $0.40 per connection per month increase would apply to sewer and secondary so that in 5 years it will go up $2.00 per month. We would increase it every year for the next 5 years. He suggested making an official proposal to present at a public hearing about these changes in November and having the board approve it in December so it can start in January.

b. **Discuss/Approve/Deny: 2026 Capital Projects Estimate & CIB Application**

Jacob reviewed the project list and the projections going forward into next year. We have upped the grant request amount in hopes that we will get it. He asked the mayors to go over the list to check that the projects their city needs are still on the list and didn't get trimmed off. If they did and they need something changed please let him know as soon as possible so he can look at it.

A motion was made by Danny Van Wagoner and seconded by Trent Jackson to accept the application and move forward. Motion carried by all present.

8. **General Operational Items**

Leonard – Wanted to know if the district is going to fill in patches and sidewalks where work has been done. Jacob said the crews are working on patching those town by town.

James – Is trying to finish up an annexation and needs the surveyor's signature. Merrial said he will help him get that.

Jacob – Wanted to let Castle Dale and Orangeville know that their secondary will be turned off on October 1st.

9. **Discuss/Approve/Deny: Voucher List**
The board reviewed the vouchers.

A motion was made by James Winn 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; Trent Jackson – yes; Shawna Horrocks – yes; Shaun Bell – yes; James Winn – yes; Jordan Leonard – yes; Patrick Sundstrom – yes.

10. **Adjourn**
A Motion was made by Leonard Norton and seconded by Trent Jackson to adjourn the meeting at 8:47pm. Motion approved by all members present.