CASTLE VALLEY SPECIAL SERVICE DISTRICT
REGULAR MEETING
October 16, 2025

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

STAFF PRESENT
JACOB SHARP
THOMAS SITTERUD
MERRIAL JOHANSEN
ARIEL GUYMON

MEMBERS NOT PRESENT
JAMES WINN
JORDAN LEONARD

NON-MEMBERS PRESENT
TIM DOWNARD
KENDALL CHRISTENSEN
KIMBERLY GOMEZ
RENE GOMEZ
PAULA CROOKS
JAMES SAUNDERS

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

1. **Discuss/Approve/Deny: Minutes of September 18, 2025**
   Motion was made by Leonard Norton and seconded by Trent Jackson to approve the minutes of September 18th, as prepared. Motion carried by all present.

2. **Public Hearing to be held at 7:00pm to receive public comment with respect to obtaining a Community Impact Board loan and grant in the amounts not to exceed $1,700,000 and $1,600,000 respectively, for the 2026 District Capital Improvement Projects.**

   A motion was made by Leonard Norton and seconded by Danny Van Wagoner to enter a public hearing. Motion carried by roll call vote: Brad Giles – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shawna Horrocks – yes; Shaun Bell – yes; Patrick Sundstrom – yes.

   Jacob reviewed what was submitted to the CIB for the upcoming 2026 projects.

   No public comment was voiced.

   A motion was made by Leonard Norton and seconded by Patrick Sundstrom to close the public hearing. All those present voted to close the hearing.

3. **Discuss/Approve/Deny: Obtaining a CIB loan and grant in the amounts not to exceed $1,700,000 and $1,600,000 respectively, for the 2026 District Capital Improvement Projects.**

   A motion was made by Trent Jackson and seconded by Brad Giles to approve obtaining a CIB loan and grant in the amounts not to exceed $1.7M and $1.6M respectively.
   Motion carried by roll call vote: Brad Giles – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shawna Horrocks – yes; Shaun Bell – yes; Patrick Sundstrom – yes.

4. **Discuss/Approve/Deny: Huntington City Resident Concern: Paula Crooks**
Rene and Kimberly Gomez presented the process they went through digging up their mother Paula Crooks yard to find the sewer clean out so they could get the clog removed. Our crew went out a couple of times to help and said that it could be under where the driveway currently sits but there was no way for them to be sure, so it was the resident's decision on whether to dig there or not. They dug up a portion of the driveway, and it wasn't in that location. They came to the board to ask for help with repairing the driveway or the cost of the equipment that was rented to dig. The board discussed the fact that the district is not liable for anything that they chose to dig. Mayor Norton from Huntington asked them to come to their city council and present their issue to the council so the city could look into helping them as the district is not liable.

5. **Discuss/Approve/Deny: 2025 Construction Projects and Related Matters**

   a. **2025 City Streets Project**
   They finished asphalt work this week and should have the project completed and ready to close out next month.

   b. **2025 Drainage/Water Line Project**
   They have finished in Ferron and have now moved back to Orangeville. The sewer projects in Huntington and Castle Dale as well as a water line replacement and water valves replacements in Huntington are what's left.

   There is a pay estimate of $112,965.02, and 5% retainage of $5,945.53.

   c. **2025 Curb & Gutter Project**
   The crews have finished in Ferron and have moved on to Clawson.

   There is a pay estimate of $48,602.00, and 5% retainage of $2,558.00.

   d. **Project Budget Review**
   We have received all the bills for the manholes and pipe valve fittings for the projects. We have surpassed the original material estimate, so it is going to cut into the contingency fund a little. We had $100,000.00 but are down to around $90,000.00 in the contingency.

   A representative from Elmo brought up a drainage issue they are having at 200 E. Jacob said he would drive down and look at the issue. He also said that it has been discussed previously whether or not to add a drainage ditch there but if the city wants to extend it past that point, they will need to put it on their project list. There was also discussion about a drain on Main Street that is full of rocks and gravel that needs to be cleaned out.

6. **Discuss/Approve/Deny: Outside District/City Culinary Water Connection- Margene Luke-Orangeville**
Margene Luke did not come to the meeting to discuss this issue. The board discussed postponing this issue until someone could make it to the meeting to address the board.

A motion was made by Leonard Norton and seconded by Patrick Sundstrom to approve of postponing this issue until everyone is ready to move forward.
Motion carried by roll call vote: Brad Giles – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shawna Horrocks – yes; Shaun Bell – yes; Patrick Sundstrom – yes.

7. **<u>Discuss/Approve/Deny: Division of Drinking Water Fee, Water, Sewer, and Secondary Rate Increase, proposed water rates & connection fee schedule</u>**
Jacob reviewed the increase in water, sewer, and secondary fees and why they are being increased. He suggested having a public hearing next month to approve the new rates. He reminded the board that we haven't changed our rates since 2012, and we should look at making it a slight update every year for the next five years at the public hearing. The board also discussed increasing the connection fees.

8. **<u>Discuss/Approve/Deny: 2026 Tentative Budgets</u>**
Jacob reviewed the tentative budgets for the 2026 year with the board. There are some places that are a little tighter on the budget than in previous years. Brad asked if the cities need to look at potentially increasing the percentage that they contribute to the B&C road fund. The board agreed to think about increasing it to 20% and putting it on next month's agenda as a discussion item for approval.

A motion was made by Leonard Norton and seconded by Danny Van Wagoner to approve the tentative budget for the 2026 year.
Motion carried by roll call vote: Brad Giles – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shawna Horrocks – yes; Shaun Bell – yes; Patrick Sundstrom – yes.

9. **<u>Manager's Report</u>**
   a. **<u>Review Quarterly Financial Reports</u>**
   Jacob reviewed the quarterly financials for where the district stands with 75% of the year complete.

   b. **<u>Update from Audit Committee</u>**
   No update from Committee

10. **<u>General Operational Items</u>**
There were no general operational items

11. **<u>Discuss/Approve/Deny: Voucher List</u>**
The board reviewed the vouchers.

A motion was made by Gary Price and seconded by Trent Jackson to approve the vouchers.
Motion carried by roll call vote: Brad Giles – yes; Danny Van Wagoner – yes; Leonard Norton – yes; Gary Price – yes; Trent Jackson – yes; Shawna Horrocks – yes; Shaun Bell – yes; Patrick Sundstrom – yes.

12. **<u>Adjourn</u>**
A motion was made by Leonard Norton and seconded by Patrick Sundstrom to adjourn the meeting at 8:08pm. Motion approved by all members present.