

**CASTLE VALLEY SPECIAL SERVICE DISTRICT**  
**PUBLIC HEARING**  
**November 20, 2025**

**MEMBERS PRESENT**

BRAD GILES  
JEFF TUTTLE  
DANNY VAN WAGONER  
LEONARD NORTON  
GARY PRICE  
TRENT JACKSON

SHAWNA HORROCKS  
PATRICK SUNDSTROM  
JAMES WINN  
JORDAN LEONARD (By Phone)

**STAFF PRESENT**

JACOB SHARP  
THOMAS SITTERUD (By Phone)  
MERRIAL JOHANSEN  
ARIEL GUYMON

**MEMBERS NOT PRESENT**

SHAUN BELL

**NON-MEMBERS PRESENT**

TIM DOWNARD

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; Patrick Sundstrom – yes; James Winn – yes; Jordan Leonard – yes.

**1. Discuss/Approve/Deny: Minutes of October 16, 2025**

Motion was made by Leonard Norton and seconded by Trent Jackson to approve the minutes of October 16<sup>th</sup>, as prepared. Motion carried by all present.

**2. Public Hearing to be held at 7:00pm to receive public comment with respect to proposed increase of district culinary water, secondary water, and sewer rates.**

A motion was made by Leonard Norton and seconded by Danny Van Wagoner to enter a public hearing. 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; Patrick Sundstrom – yes; James Winn – yes; Jordan Leonard – yes.

No public in attendance.

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

**3. Discuss/Approve/Deny: Resolution 112025, District 2026 Culinary water, secondary water, and sewer rates schedule and connection fee schedule.**

Jacob went over resolution 112025 with the board. He reviewed the price increases for materials and parts along with labor that is contributing to the need for raising our rates. The board also reviewed the fee rates and where the funds for the increase would be going. The resolution sets the rates for the next five years. The new rates will begin January 1<sup>st</sup> of 2026. A copy of the resolution is included with these minutes.

A motion was made by Leonard Norton and seconded by Patrick Sundstrom to accept resolution 112025 concerning water rate schedules and connection fee schedules as presented. 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; Patrick Sundstrom – yes; James Winn – yes; Jordan Leonard – yes.

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

a. **2025 City Streets Project**

This project has finished, and the final inspection and punch list has been completed.

There is a pay estimate of \$30,988.90 and releasing the retainage for \$31,783.64. This will close out the project at \$62,772.54.

There is also a change order for this project that reduces their costs by \$8,225.28 along with a reduction in days by 63.

Between what was saved and some overruns and underruns the original contract amount was \$674,886.90 and the final contract amount is \$666,661.62 it's a 1.2% decrease.

A motion was made by Gary Price and seconded by James Winn to approve the change order #1 in reducing the cost by \$8,225.28 and a reduction in time. 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; Patrick Sundstrom – yes; James Winn – yes; Jordan Leonard – yes.

b. **2025 Drainage/Water Line Project**

Jacob reviewed where the contractors have done work in the last month and what is still needing to be done. They are working in Huntington. When we bid the project, we shifted the bore that goes under the highway and that made us have to pothole a fiber line. Because of that there were additional charges that we had and per UDOT we needed to do casings to cross the bridge.

There is a pay estimate of \$367,782.11, and 5% retainage of \$19,093.80. They are currently overextended on their time limit for this project.

c. **2025 Curb & Gutter Project**

They are currently working in Castle Dale and trying to finish up before moving to Orangeville. They have already done work in Ferron and Clawson but will still need to go to Cleveland and back to Ferron.

There is a pay estimate of \$69,076.40, and 5% retainage of \$3,645.66.

d. **Project Budget Review**

Jacob reviewed the budget with the board. We have gone over the budget on materials, but we still have money in the contingency budget to cover that and anything else that may come up before the end of the year.

5. **Discuss/Approve/Deny: 2025 Fraud Risk Assessment Questionnaire**

The board reviewed the 2025 Fraud Risk Assessment.

A motion was made by James Winn and seconded by Leonard Norton to approve the Fraud Risk Assessment as prepared. 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; Patrick Sundstrom – yes; James Winn – yes; Jordan Leonard – yes.

6. **Discuss/Approve/Deny: B&C Road Fund Contribution Increase**

Jacob reviewed the projection from 15% to 20% in contributions. Cost of work and materials are going up for all projects. This makes it harder to be able to do the road projects based off where we are currently at with contributions from the cities and towns. Any money we get from this goes directly to the chip seal project fund.

The board has previously discussed this issue and the possibility of increasing the percentage contributed.

A motion was made by Danny Van Wagoner and seconded by Patrick Sundstrom to approve increasing the B&C road contributions from the cities and towns to 20% starting in January 2026. Motion carried by all present.

7. **Discuss/Approve/Deny: 2026 Final Budgets including cost of living adjustments**

Jacob reviewed the final budget with the board. Mineral Lease money is going to be very little if any in the next several months. Commissioner Leonard said that the district will see some PILT money come through to help with the 2026 year.

Jacob gave an update on the CIB Board Meeting and said that we were one of the few who got exactly what we asked for at the meeting.

A motion was made by James Winn and seconded by Leonard Norton to approve the final budget for the 2026 year. 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; Patrick Sundstrom – yes; James Winn – yes; Jordan Leonard – yes.

9. **Manager's Report**

a. **Discuss/Approve/Deny: Unified Water Infrastructure Plan, HB 280**

Jacob reviewed the study that the legislation did for maintaining water systems in the state. They are looking at an additional state-level revenue mechanism. They are concerned about growing costs to update infrastructure and less federal funding coming through. They are looking at an \$11-\$12 monthly fee per household on the utilities that would go to the state. Right now, this is still just a study, but they are looking at what this could mean in the future.

b. **Discuss/Approve/Deny: Budget Review & Amended Budget Preview**

Jacob reviewed the operational budget with the board for the general fund account showing where we are at so far through the year. He also reviewed a preview of what we are looking at for an Amended budget for this year.

Commissioner Leonard said that the county is doing a 3% cost of living increase as well as a one-time COLA payout.

c. **Discuss/Approve/Deny: District Website and Change of District Email Addresses**

Jacob reviewed the legislation that has passed saying we need to have a district website, and we need to change our email addresses to be a .gov email. He wanted to let the board know we are working towards making these changes.

d. **Update From Audit Committee**

James said that they are working on an audit plan that they should have available for the next meeting. James is planning on staying on the audit committee going forward but because he will no longer be a board member we need a volunteer from a board member to be on the committee. Mayor Trent Jackson from Ferron volunteered to be on the audit committee going forward.

10. **General Operational Items**

Trent – Needed to know what signature spots are needed on the annexation milers for the district and what needs to be different from the cities for the district.

James – Wanted to see if he could move some of his project money for this next year moved to drainage project. Jacob went out and looked at the issue, and it looked like the culvert may have just been smashed. The end of the culvert will be repaired this year. A ditch will be made for the storm water to run down. If we need to do more then we can change the projects next year.

Brad- Asked Jordan about the sewer dump on Des Bee Dove Road and about getting a metering box on the faucet so that people can buy water there and not just steal water from it.

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

The board reviewed the vouchers.

A motion was made by Danny Van Wagoner and seconded by Patrick Sundstrom 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; Patrick Sundstrom – yes; James Winn – yes; Jordan Leonard – yes.

12. **Adjourn**

A motion was made by Patrick Sundstrom and seconded by Trent Jackson to adjourn the meeting at 8:19pm. Motion approved by all members present.