

**CASTLE VALLEY SPECIAL SERVICE DISTRICT
REGULAR MEETING
December 18, 2025**

MEMBERS PRESENT

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

SHAWNA HORROCKS
SHAUN BELL
PATRICK SUNDSTROM
JAMES WINN
JORDAN LEONARD

STAFF PRESENT

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

MEMBERS NOT PRESENT

NON-MEMBERS PRESENT

TIM DOWNARD
LON ARNOLD

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

1. Discuss/Approve/Deny: Minutes of November 20, 2025

Motion was made by Danny Van Wagoner and seconded by Patrick Sundstrom to approve the minutes of November 20th, as prepared. Motion carried by all present.

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

a. **2025 City Streets Project**

This project has been completed.

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

Contractor has started work in Orangeville. They are finishing up a couple things with the project in Huntington. They are running over their time but have not yet written a letter asking for more time. Merral will remind them to write the letter.

There is a pay estimate of \$137,940.94, and 5% retainage of \$7,260.05.

c. **2025 Curb & Gutter Project**

They have done a little work in the last month to finish up a couple of things but did not send over a pay estimate. Merral has written a letter shutting them down for the season.

d. **Project Budget Review**

Jacob reviewed the project budget with the board. We are looking at about 40% left on the Curb and Gutter project with about \$64,000.00 left in the contingency fund.

5. Discuss/Approve/Deny: 2026 CIB Engineering & Construction Inspection Contracts

Merral presented the engineering contracts for the year of 2026. It comes out to about 15% of construction costs overall. CIB engineering contract will be \$226,100 and CIB inspection contract will be \$197,900 for a total of \$424,000. The Ferron North Chip Seal contract will be \$23,850 for engineering and \$12,190 for inspection. The total chip seal contract will be \$36,040.

A motion was made by Leonard Norton and seconded by Danny Van Wagoner to accept the 2026 CIB Engineering & Construction Inspection Contracts 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; Shaun Bell – yes; Patrick Sundstrom – yes; James Winn – yes; Jordan Leonard – yes.

6. **Discuss/Approve/Deny: Arnold Acres Subdivision**

Lon Arnold presented his plan for a subdivision he is working to get approved in Huntington. He wants to build the subdivision a section at a time and needs a letter stating that the infrastructure can be put in for the subdivision. He is looking for the board to approve him tying into the culinary and sewer lines so that he can continue forward in getting approvals for the subdivision. Jacob wanted to make sure that he understands he needed to meet all requirements for fire hydrants and manholes and that he is financially responsible for them. Mr. Arnold is going to provide a plan showing how much infrastructure is needed before Jacob gives him the letter of approval.

A motion was made by Trent Jackson and seconded by Patrick Sundstrom to approve a letter being written stating he can tie into the facilities, and that the cost burden will be his and not the Districts or the City's. Motion carried by all present.

7. **Discuss/Approve/Deny: 2025 Amended Budgets & Financial Report Review**

Jacob reviewed the changes that were made to the 2025 budgets. There were portions of the budget that we went over because of rising costs. Because Fee in Leu, Road Revenue, and Connections have gone up we were able to account for the difference in the budget. The Capital Project Fund was also amended as there were extra costs for projects and materials.

A motion was made by Danny Van Wagoner and seconded by Leonard Norton to accept the 2025 Amended Budgets and Financial Report 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; Shaun Bell – yes; Patrick Sundstrom – yes; James Winn – yes; Jordan Leonard – yes.

9. **Manager's Report**

a. **Discuss/Approve/Deny: Approval of 2026 Board Meeting Schedule**

Jacob presented the 2026 Board Meeting Schedule for approval.

A motion was made by Jeff Tuttle and seconded by Trent Jackson to approve the 2026 Board Meeting Schedule as presented. Motion carried by all present.

b. **Discuss/Approve/Deny: Approval of 2026 Holiday Schedule**

Jacob presented the 2026 Holiday Schedule for approval.

A motion was made by Gary Price and seconded by Patrick Sundstrom to approve the 2026 Holiday Schedule as presented. Motion carried by all present.

c. **Discuss/Approve/Deny: CVSSD Audit Plan**

James Winn presented the audit committee's plan for meeting in the upcoming year.

A motion was made by Danny Van Wagoner and seconded by Trent Jackson to approve the audit committee plan as presented. Motion carried by all present.

10. **General Operational Items**

James – There is gravel in some of the drains on main street and Elmo is needing them cleaned out.

Jordan – The Commission approved removing the cap on mineral lease money so all districts will be receiving the uncapped amount going forward.

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

The board reviewed the vouchers.

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

12. **Adjourn**

A motion was made by Trent Jackson and seconded by Leonard Norton to adjourn the meeting at 7:53pm. Motion approved by all members present.