



Cedarview-Montwell SSD

5765 North 5000 West, Roosevelt, Utah 84066
Phone: (435) 823-4578

BOARD MEETING

MINUTES

WEDNESDAY, DECEMBER 17, 2025

OBJECTIVE:	Board Meeting
CALLED BY:	Brent Powell, Board Chairman
DATE:	December 17, 2025
TIME:	5:30 PM
LOCATION:	CMSSD Office – 5765 N 5000 W, Roosevelt, UT 84066
ATTENDEES:	Brent Powell, Adam Kendall, Judy Hamblin, Dean Powell, Kim Bastian, Aaron Bradshaw, Jeff McCarty, Gayle McKeachnie, Wynn Barker, Lars Powell
ABSENT:	N/A

Public Comment

NOTES:	- N/A
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Conflict of Interest

NOTES:	- Adam with anything to with ROW's involving his father's property
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Approval of Bills

NOTES:	- Brent Presented the Bills as written
ACTION ITEMS:	- Judy made a motion to approve the bills as written seconded by Adam, unanimous, motion carries

Approval of Minutes

NOTES:	- Brent Presented the Minutes for November
ACTION ITEMS:	- Judy made a Motion to Approve November Minutes, seconded by Dean, unanimous, motion carries



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Cedarview Montwell Special Service District

– Item 1: Roosevelt City

NOTES:	- No one from Roosevelt City present - Gayle, Legal Counsel, advised of possible issues with taxable base with a possible sale of Sharmel Acres - No Action taken	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A

Cedarview Montwell Special Service District

– Item 2: Bylaw Change – 2.1.2 Board Restructuring

NOTES:	▪ Existing The Board is composed of seven Board members appointed for terms of four years, except that the initial terms shall be staggered pursuant to Utah law. (U.C.A. § 17D-1-304.) ▪ Proposed The Board is composed of five Board members appointed for terms of four years, except that the initial terms shall be staggered pursuant to Utah law. (U.C.A. § 17D-1-304.)	
KEY DECISIONS:	- CMSSD to approach the Duchesne County Commission to amend the structure of the board	
ACTION ITEMS:	- Judy made a Motion to approach the Duchesne County Commission to amend the structure of the board, seconded by Dean, unanimous, motion carries	Deadline: N/A

Cedarview Montwell Special Service District

– Item 3: Fee Assessment

NOTES:	- Moved to a public hearing for next month on January 21, 2026	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: 01/21/2026



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– Item 4: New Road South of New Office

NOTES:	- Issue: Mike Draper, property to owner to the West of the New Office Building using CMSSD Parking Lot to access property instead of completing the new road to the south to connect into 5000 West. - Kim stated we need to hold him to his agreement with the new road to the south. - Dean made mention that his connection has not been connected yet either.	
KEY DECISIONS:	- CMSSD to send Mr. Draper a letter requesting not to use our parking lot as access to his property.	
ACTION ITEMS:	- Aaron to send letter	Deadline: 01/21/2026

Cedarview Montwell Special Service District

– Item 5: 2026 Board Meeting Schedule

NOTES:	- January 21, 2026 - February 18, 2026 - March 18, 2026 - April 15, 2026 - May 20, 2026 - June 17, 2026 - July 15, 2026 - August 19, 2026 - September 16, 2026 - October 21, 2026 - December 16, 2026 - Workshop Meeting being at 5:00 PM - Public Board Meeting being at 6:00 PM - Meetings to held in person at 5765 North 5000 West, Roosevelt, Utah 84066.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- Dean made a Motion to accept the 2026 Board Meeting Schedule as proposed, seconded by Judy, unanimous, motion carries	Deadline: N/A



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Sunrise Engineering

– Item 1: Victory Pipeline

NOTES:

Jeff shared the following:

- Going very well – Over 23,000 of 33,000 ft installed (ahead of schedule)
- Laterals to be added – must come to office to pay fees and do paperwork first
- Second construction pay request for approval (materials subtracted back out as appropriate)
- Budget remaining = \$2,924,000
- Estimate for 50,000-gallon tank construction = \$125,000 (very rough Johansen estimate)
 - Waterline Construction = \$2,078,000
 - Pump Station = \$281,000
 - SCADA = \$30,000 (proposal from SCI)
 - Construction Admin/Observation = \$298,000
 - Contingency = \$236,000 (AKA Potential Tank Fund)
 - Potential Construction Savings = \$180,000++ (from bedding and backfill)
 - Change order for solid rock excavation item linear foot to lump sum (\$294,000)
 - Possible change order for tank excavation

Jeff asked the board for approval for a change order for excavation and for Brent to be granted approval to sign off on change orders

Project Status & Key Findings Summary

1. Water Line Construction Progress

- The water line construction is **significantly ahead of schedule**, largely due to favorable winter conditions.
- Contractors are efficiently using a **rock saw**, reducing costs related to excavation, bedding, backfill, air vacs, and road resurfacing.
- This accelerated progress creates a potential timing issue with the **tank design**, which may not be completed before the water line work finishes.

2. Rock Saw & Tank Excavation Issue

- If the water line is completed before the tank design is finalized, removing and later remobilizing the rock saw would increase costs.
- A proposed solution is to **authorize early excavation of the tank site only** (ground preparation), without constructing the tank itself.
- The board discussed approval processes and agreed to allow **pre-approval outside a regular board meeting** if timing requires it.
- A formal motion was passed allowing Brent to authorize excavation if needed, contingent on acceptable cost estimates.



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	3. Tank Design & Sizing Considerations • Current tank estimate: ~\$125,000 for a \$50,000-gallon tank. • Upsizing the tank (e.g., doubling capacity) would cost just under double, with minimal additional engineering costs (estimated a few thousand dollars). • Division of Drinking Water confirmed that the new tank does count toward required system storage, which was previously unclear. • The system already exceeds current storage requirements, but a larger tank could: • Improve system resilience • Provide redundancy during outages (e.g., Victory Pipeline or Roosevelt issues) • Be more cost-effective now than future expansion 4. Budget Surplus & Potential Uses • Estimated project savings: approximately \$300,000, due to construction efficiencies. • Potential uses discussed: • Upsizing the tank • Additional pipeline extensions (¼ to ¾ mile), though limited customer growth potential was identified • Chlorination system installation to address water quality and stagnation concerns 5. Water Quality & Chlorination Discussion • Primary concern: water stagnation due to long transmission distances and low usage. • Chlorination options considered: • Installing a chlorination system at the Victory Pipeline connection / pump station and tank, which would: • Provide consistent chlorine residual throughout the system • Allow controlled, measurable dosing • Estimated cost: potentially similar to pump station costs (~\$280,000), depending on system size and automation. • Additional chlorination points may be required in the future depending on system usage and flow. • Any chlorination solution would require Division of Drinking Water approval. 6. Next Steps • Tank design expected to be completed by the next board meeting. • The next meeting will require focused discussion and decisions on: • Tank size • Use of surplus funds • Potential chlorination system • Coordination with the Division of Drinking Water will be necessary for any system modifications.	
KEY DECISIONS:	- CMSSD to continue further discussions	
ACTION ITEMS:	- Kim made a motion to allow Brent to have permission from the board on the communication for the excavation of the tank, seconded by Judy, unanimous, motion carries	Deadline: N/A



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Sunrise Engineering – Item 2: Tribal ROW's

NOTES:	- Jeff shared the following: • Weekly calls have resulted in no "work session" appointment • Should we simply create & submit proposal to the Business Committee?	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: TBD

Sunrise Engineering – Item 3: Lead & Copper

NOTES:	- Jeff shared the following: • About \$50,000 still available if other equipment should be requested, we need to request ASAP ▪ Should I talk to other system's equipment suppliers? ▪ We've had a lot of back and forth with DDW ▪ Result: BABA requirement can be waived • DDW will keep extending any deadlines as long as we are actively working on the project	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A

Water Manager Report – Item 1: System Report

NOTES:	- Alan reported 3 New Connections to be completed this Spring - Alan also reported that one of the new connections that was installed for 3/4 inch instead of 1 inch and will also be changed this Spring. - Dean reported that he will move inventory to new office building to access what we need to order for this next year. - Brent reported we have had 13 New Connections this year alone and that along with the Victory project we have at least that if not more.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A



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Office Manager Report – Item 1: Mail

NOTES:	- Aaron requested setting up a Post Office Box for mail due to security and safety concerns - Dean made mention of getting a drop box installed.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- Judy made a motion that we move forward with setting up a post office box for 1 year, seconded by Kim, unanimous, motion carries	Deadline: 01/21/2026

Office Manager Report – Item 2: Facilities Report

NOTES:	FACILITIES REPORT SUMMARY • Building Access: Several board members have been issued keys to the building. Kim and one other member have not yet received keys and will be provided with them before leaving the meeting. • Building Setup & Early Needs: The building has been occupied for less than one month and is still in its early setup phase. Identified needs include: ○ Floor mats ○ Window blinds ○ Ongoing minor furnishings and facility improvements as needs become apparent • Cleaning & Maintenance Supplies: The following items have already been purchased and are available on-site: ○ Vacuum ○ Mop ○ Cleaning supplies ○ Bathroom supplies • Facility Use & Condition: The building has experienced regular traffic, which has been positive. Initial cleaning has been completed, including some cleaning performed prior to the meeting. • Shared Responsibility: All members are encouraged to take shared responsibility for noticing and reporting facility needs as the building continues to be used and settled into.	
KEY DECISIONS:	- N/A	
ACTION ITEMS:	- N/A	Deadline: N/A



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Closed Session

For the purposes outline under section 52-4-205 of the Utah State Code

ACTION ITEMS:	- Dean made a motion to go into a closed meeting, seconded by Judy, Roll Call, Brent, yes; Adam, yes; Dean, yes; Kim, yes; Judy, yes
ACTION ITEMS:	- Kim made a motion to go out of a closed meeting, seconded by Judy, Roll Call, Brent, yes; Adam, yes; Dean, yes; Kim, yes; Judy, yes

Adjourn

ACTION ITEMS:	- Dean made a motion to adjourn, motion carries
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Exhibit 'A' Expenditures

Payee	Purpose	Type	Check #	Amount
Backblaze	Annual Subscription	EFT	Debit	\$297.00
Badger Meter	Meter Reading	Check	4540	\$78.44
CLA-VAL	Inv 933403	Check	4542	\$3,501.60
CMSSD	Water Utility	Inner	Transfer	\$70.00
DCWCD	Water Supply	Check	4544	\$2,807.58
Johansen Construction	PR # 2	Check	4555	\$697,628.62
McKeachnie Law Offices	Legal Services	Check	4556	\$1,801.80
Moon Lake Electric	Electric Bill	Check	4548	\$70.66
Mountain West Propane	Inv 00211320, 002165070, 00218762	Check	4549	\$1,093.80
Payroll	Allred, Alan	Check	4561	\$586.13
Payroll	Bradshaw, Aaron	Check	4562	\$929.54
Bastian, Kim	Board Member Compensation	Check	4541	\$1,050.00
Depain, Mikelle	Board Member Compensation	Check	4543	\$500.00
Hamblin, Judy	Board Member Compensation	Check	4545	\$1,000.00
Kendall, Adam	Board Member Compensation	Check	4546	\$2,000.00
Michaelis, Tracy	Board Member Compensation	Check	4547	\$400.00
Powell, Brent	Board Member Compensation	Check	4551	\$3,100.00
Powell, Dean	Board Member Compensation	Check	4552	\$1,050.00
Powell, Dean	Asst. Water Mgr.	Check	4539	\$877.00
Strata Networks	Phone & Internet Bill	EFT	Debit	\$167.65
Straight Shot	Goff / Allred Bore	Check	4557	\$2,000.00
Streamline	Website Bill	EFT	Debit	\$144.11
Sunrise Engineering	Victory PR # 19	Check	4558	\$34,666.52
TriCounty	Water Samples	Check	4560	\$25.00
UB Standard	Public Notice - Budget Hearing	EFT	Debit	\$78.99
USPS	Postcard Stamps	EFT	Debit	\$122.00
Walmart	Office / Computer / Printer / Bldg Supplies	EFT	Debit	\$843.41
Total				\$756,592.85