



## CEDAR MOUNTAIN SERVICE DISTRICT

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# Cedar Mountain Service District Minutes March 4, 2026 Board Meeting

This meeting was held in person.

### Board Members present:

Chairperson Paula Bell-Saxton - via Google Meet  
Vice Chairman Brent Carter - in person  
Treasurer Sheryl Snow - absent  
District Clerk Zach Hascall - in person  
Member Scott Bowen - in person  
Commissioner Patty Kubeja - via Google Meet

Prayer - Fire Chief Barnard  
Pledge - Zach Hascall

No Public present -

Board Member Comments - none

Chairperson Comments -  
Paula Bell-Saxton attended remotely and stated that she would be returning in person in the near future.

### Agenda:

#### Consent Agenda -

Zach Hascall made a motion to approve the Consent Agenda consisting of the March 4, 2026 meeting agenda, the meeting Minutes of February 4, 2026 February 2026 financials.

Paula Bell-Saxton seconded the motion.

All were in favor, none opposed, motion carried unanimously.

#### Commissioner's Comments - Commissioner Patty Kubeja

The Commissioner explained a property owner adjacent to CMSD boundaries was interested in creating a commercial operation that would require Fire protection.

**CHAIRMAN** | PAULA BELL-SAXTON **VICE CHAIRMAN** | BRENT CARTER **CLERK** | ZACH HASCALL  
**TREASURER** | SHERYL SNOW **MEMBER** | SCOTT BOWEN **DISTRICT MANAGER** | KENDALEE COX

There was a discussion underway between County entities and the District about expanding boundaries to include areas on the east side of Hwy 89. The Commissioner stated that the County was in favor of the expansion.

Zach Hascall explained the County Commission was already in favor of expansion. After maps are drawn and submitted, CMSD Board approval would be required.

Scott Bowen asked Chief Barnard if the expansion would impact response time. Chief responded that the areas are in close proximity to Station 2 at Elk Ridge and so would have minimal impact.

**Treasurer’s Report - Liz Johnson**

Assets -	<u>February 28, 2026</u>
Checking/Savings	
Fire Operations Checking	\$277,979.99
Snow Removal Checking	\$20,900.54
Dust Checking	\$10,285.34
Fire PTIF 8810	\$2,106,213.11
Dust PTIF 8811	\$360,786.72
<u>Snow PTIF 8812</u>	<u>\$852,110.50</u>
Total all accounts	\$3,628,276.20

Zach Hascall commented that funds were being held in PTIF accounts as long as possible to produce interest income.

**Clerk’s Report - Zach Hascall**

There were no out of the ordinary expenditures in February. 92.82% of fees have been collected with an average collection rate year over year of 95%. The EMS transport analysis report with 12 month rolling totals was reviewed. Of the \$472k billed amount \$245k was collected in the last 12 months equaling roughly 50% collection rate with \$108k still outstanding.

**District Manager’s Report - Kendalee Cox**

Key projects included updating the District Charter with new name and current services and updating the Employee Handbook. The snowfall total since February measured 54”-56.5” with an overall total of 81”-85”. The bid received for Dust Mitigation service was to be opened in the meeting following. An applicant is expected to apply for the District scholarship toward first responder education.

**Chief’s Report - Forrest Barnard**

Updates were given on apparatus and equipment put into service and the quarterly meeting with the medical director. The Wildland crew was currently assigned to Texas and a crew swap was in process to keep the Engine in place. A walkthrough of the Toyne facility was scheduled prior to the start of new Wildland apparatus build.

Board Members initiated discussions with Chief Barnard regarding PPE and desired equipment to clean turnout gear, the plans for use of the wildland chipper and the future of the Burn Pit which is now under WKCSSD management.

**Personnel Report-**

One full time employee hired and no other changes.

Zach Hascall made a motion to approve the Personnel Action Report of March 2026 as presented.

Paula Bell-Saxton seconded the motion.

All were in favor, none opposed, motion carried unanimously.

**Wildland Report - Chief Barnard**

Orders for equipment for the Wildland season were expected and the official start of the season is May 4th.

**Budget Reserves - Zach Hascall**

The accounting service to be consulted on the cost of a budget analysis before decisions are made.

**Employee Handbook -**

Chief Barnard presented recommended updates to the Employee Handbook which was last updated in 2024. The items were for discussion only and to be brought to the Board for approval in April included: updating part time requirements, credit for training hours, eliminating "swing up pay", increasing the number of holidays for Administrative staff and changing full time holidays to hourly banks versus days, paternity/maternity leave and increasing Wildland holidays based on length of assignments.

**District Charter - Kendalee Cox**

A summary of revisions and updates included name change, updating positions and titles of Board Members and administrative staff, appointed versus elected officials, requirements of the Clerk and Treasurer's positions, adding the services of Dust Mitigation and EMS transport. Revisions were to be submitted to the County attorney for review and Commission adoption.

After discussion the revisions were put on hold until the final decision on boundary expansion could be made and any new changes included in the Charter.

**Other Business -**

Scott Bowen commented on the great service from snow removal contractors during the last snow storm.

The April Board meeting to include Zion View Dust Control approval for a Public Hearing and updating the fee rolls with the number of parcels.

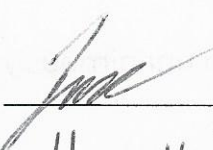

There was further discussion regarding updating the District fee parcels if the boundary expansion including Lutherwood and Oaken Acres is approved and how an expansion would affect the ISO rating of the District.

**Adjournment -**

Zach Hascall made a motion to adjourn.

Scott Bowen seconded the motion.

The meeting adjourned at 7:30pm.

Minutes Approved By   April 8, 2025  
Name Zachary Hascall, Title District Clerk

Signed copy on file at 3620 Mammoth Creek Road, Duck Creek Village, UT 84762