

**CASTLE VALLEY SPECIAL SERVICE DISTRICT  
REGULAR MEETING  
March 19, 2026**

**MEMBERS PRESENT**

BRAD GILES  
JEFF TUTTLE  
DANNY VAN WAGONER  
LEONARD NORTON  
TRENT JACKSON  
SHAWNA HORROCKS

GARY PRICE  
SHAUN BELL  
JORDAN LEONARD  
TIM DOWNARD  
PATRICK SUNDSTROM

**STAFF PRESENT**

JACOB SHARP  
MERRIAL JOHANSEN  
TINA DICKERSON  
THOMAS SITTERUD

**MEMBERS NOT PRESENT**

**NON-MEMBERS PRESENT**

Welcome by Chairman, Brad Giles on February 19, 2026, 7:00pm, at 20 S 100 E Castle Dale, Utah.  
Roll Call: Jeff Tuttle, Danny VanWagoner Leonard Norton, Trent Jackson, Shawna Horrocks, Gary Price, Shaun Bell, Jordan Leonard, Tim Downard, Patrick Sundstrom, Thomas Sitterud, Brad Giles.

**1. Discuss/Approve/Deny: Minutes of March 19, 2026**

A motion was made to correct the minutes by noting that Danny Van Wagoner was not present at the meeting and therefore did not vote on the items listed.

Motion made by Tim Doward and seconded by Leonard Norton to approve the amended minutes of February 19<sup>th</sup>, 2026. Motion carried by all present.

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

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

Jacob reported that Allred Construction is nearing completion of the project. Work on Stump Flat Road and installation of isolation valves in Huntington have been completed. Remaining items include asphalt restoration and installation of concrete valve collars. A final inspection is expected, after which the project will close. A pay estimate of **\$20,766.05** was presented, with **\$1,092.95** held in retainage. Budget discussion will follow later in the meeting.

**b. 2025 Curb & Gutter Projects**

Jacob reported that the Curb and Gutter projects are approximately **60% complete** and **70% through the project timeline**, with some work extending beyond original schedules. Weather conditions have been favorable, and overall progress is acceptable. A pay estimate for **B. Hansen Construction** in the amount of **\$64,130.08**, with **\$3,375.27 held in retainage**, was presented.

**c. Project Budget Review**

Jacob reviewed updated budget figures for the **Drainage and Water Line Project**, noting the **Allred Construction contract amount of \$1,125,589.70**. Scope additions in Huntington, Orangeville, and Elmo have fully utilized the project contingency. Material costs exceeded budget by **\$51,000** (\$651,000 actual vs. \$600,000 budgeted). The project is nearing completion, and **no funds will be returned to CIB this year**.

**3. Discuss/Approve/Deny: Consideration and Award of Bid for 2026 City Street Project**

Jacob reported that three bidders attended the project site visit and subsequently submitted bids for the 2026 City Street Project. Staker Parsons, doing business as Nielsen Construction, submitted the lowest bid in the amount of **\$724,202.10**. TSJ Construction submitted the second-lowest bid, and Allred Construction submitted a significantly higher bid.

Jacob noted that the low bid is favorable for the district. The original cost estimate included in the CIB application for this project was **\$848,000**, and the submitted low bid is well below that estimate.

Motion made by Patrick Sunstrom seconded by Trent Jackson to approve Staker Parsons, DBA Nielsen Construction for the 2026 City Street Project. Leonard Norton - Yes, Shawna Horrocks - Yes, Gary Price - Yes, Shaun Bell – Yes, Jordan Leonard – Yes, Tim Downard - Yes, - Danny Van Wagoner, - Yes Jeff Tuttle. Motion passed unanimously.

**4. Discuss/Approve/Deny: Backhoe trade-in and purchase**

Jacob proposed trading in an existing Caterpillar backhoe and purchasing a new John Deere unit. The item was not budgeted and would require a year-end budget amendment; however, Jacob noted sufficient fund balance is available. The Caterpillar backhoe was purchased approximately six years ago for \$85,000 and has functioned adequately, though operators prefer John Deere equipment.

John Deere has offered \$50,000 trade-in value. Through the State Source well government contract, a new John Deere backhoe is priced at approximately \$135,000, resulting in a net cost of approximately \$84,000 after trade in. Jacob noted leasing backhoes has become costly and purchasing equipment is more cost-effective long term.

Motion by Jeff Tuttle Second by Dany Van Wagoner to purchase a new backhoe for \$84,465 plus trade in, Leonard Norton - Yes, Trent Jackson - Yes, Shawna Horrocks - Yes, Gary Price - Yes, Shaun Bell – Yes, Jordan Leonard – Yes, Tim Downard - Yes, Patrick Sundstrom - Yes, Motion passed unanimously.

**5. Discuss/Approve/Deny: Manager’s Report**

**a. 2026 Legislative Update**

House Bill 501, Jacob Sharp brought up noting provisions related to secondary water metering and exemptions for 5th and 6th class counties, including Emery County. The district may remain exempt if it demonstrates that metering costs exceed 25% of the operating budget, which has been shown previously. Jacob noted the need for continued documentation and compliance, including maintaining updated water conservation plans. It was reported that conservation plans have recently been completed and submitted using existing templates. Jacob also discussed rate and fee provisions applicable primarily when seeking state funding. Including tax revenue in rate calculations has been accepted in past CIB applications, and the district will continue pursuing funding through the CIB while monitoring future requirements. No action was taken.

**b. Discussion of National Rural Water Association Director position,**

Jacob Sharp discussed the upcoming vacancy for Utah’s National Rural Water Association (NRWA) Director position due to the planned retirement of the current director. He outlined the structure of the Rural Water Association of Utah and its connection to the National Rural Water Association. Jacob explained that the position requires a minimum three-year commitment and attendance at two national meetings annually, with an estimated 16 days of travel per year. Travel and per diem expenses are covered, and no personal leave time would be required. He noted he would not seek long-term leadership roles beyond the minimum service. Board members were asked to review the materials provided and consider whether to support his potential application. The item will be returned for discussion at the next meeting. The application deadline is April 27, 2026.

No action will be taken, this will be held till April 16, 2026, the next board meeting.

c. Audit Committee Update

Audit Committee met and went over the process of receiving, receipting, and depositing checks when they are received by the district. They also reviewed the separation of duties policy. Trent reported that everything looked good

d. Reminder of Conflict-of-Interest Forms and Board Member training

Make sure that all the training and certification and get notarized.

**6. General Operational Items**

The board noted that Tina Dickerson will complete required notary documentation. Efforts will be made to complete remaining items prior to the April 16, 2026, board meeting, ahead of the district audit. Put on agenda for next meeting for Tina to be approved as records officer.

**Secondary water metering was discussed.** Shaun reported plans to move forward in April by installing meters for agricultural secondary water users with larger acreage or high-water use in Orangeville. The proposal will be discussed further at the next meeting, following coordination with the canal company. Users would be responsible for the cost of the meters. No action was taken.

Discussed potential future annexations in Orangeville to extend services toward the research center. It was noted that the county owns approximately 112 acres of property, with privately owned parcels between city limits and the county land, creating challenges for contiguous service and potentially resulting in an isolated service area. Additional coordination and discussion will be required. Updates will be provided at future meetings. No action was taken.

Jordan look at resource for the upcoming project in Orangeville, and this will be a discussion for another meeting.

Tim noted the storm drain box at 100 East still has gravel in it. Paving from 100 East to 200 East may be budgeted for next year due to utility installations this year. Jacob will assess the damaged storm drain and report on repair options.

Valar Utility updated reports that sewer plans were not submitted to the State as required, and work on water service was paused pending approval from the Division of Water Quality. Jacob also reported that Valar tied into the county sewer system without prior authorization. Valar is requesting approval for standard sanitary sewer service only for restrooms, with no process water proposed. A site visit with the Regional DEQ Engineer is planned. Water service will not be provided until all sewer permits and approvals are in place. No action was taken.

**7. Discuss/Approve/Deny: Vouchers**

Motion to approve March Vouchers, motioned by Patrick and Seconded by Danny, Leonard Norton - Yes, Trent Jackson - Yes, Shawna Horrocks - Yes, Gary Price - Yes, Shaun Bell – Yes, Jordan Leonard – Yes, Tim Downard - Yes, Motioned passed unanimously.

**8. Adjourn**

Motion to adjourn, motion carried.