

**CASTLE VALLEY SPECIAL SERVICE DISTRICT
REGULAR MEETING
September 17, 2026**

MEMBERS' PRESENT

**BRAD GILES
JEFF TUTTLE
SHAWNA HORROCKS
GARY PRICE**

**TIM DOWNARD
DANNY VAN WAGONER
SHAUN BELL
JORDAN LEONARD
LEONARD NORTON
JACK FUNK**

STAFF PRESENT

**JACOB SHARP
MERRIAL JOHANSEN
THOMAS SITTERUD
TINA DICKERSON**

MEMBERS NOT PRESENT

Trent Jackson

NON-MEMBERS PRESENT

STAFF NOT PRESENT

Welcome by Chairman Brad Giles on September 17, 2026, 7:00pm, at 20 S 100 E Castle Dale, Utah.

Roll Call – Jeff Tuttle, Shawna Horrocks, Gary Price, Time Downard, Danny Van Wagoner, Shaun Bell, Jordan Leonard, Leonard Norton, Jack Funk

1. Discuss/Approve/Deny: Minutes of September 17,

A motion was made by Gary Price and seconded Jeff Tuttle to approve the meeting minutes for August 20, 2026, Motion Passed

2. Discuss/Approve/Deny: 2026 Construction Projects and Related Matters

a. Discuss/Approve/Deny: 2026 Chip Seal Project

The chip seal project has passed final inspection, and all striping and punch-list items are complete. The final payment of \$26,640.77 includes \$2,932.80 for striping and \$23,707.97 in retainage, closing out the project.

Additional streets and increased overlay and pothole repairs raised the contract from \$433,955.86 to \$477,092.11, an increase of \$43,136.25. The project remains slightly under budget.

A motion was made by Lenord Norton and seconded by Danny Van Wagoner to approve Change Order No. 1 for \$43,136.25. Jeff Tuttle – Yes, Shawna Horrocks – Yes, Gary Price – Yes, Tim Downard – Yes, Danny Van Wagoner – Yes, Shaun Bell – Yes, Jordan Leonard – Yes, Leonard Norton – Yes, Jack Funk – Yes, Brad Giles – Yes. Motion Passed

b. Discuss/Approve/Deny: 2026 Waterline and Drainage Project

Allred Construction continues work on the waterline and drainage project. The contractor has completed waterline work in Ferron and installed a challenging sewer line along Mill Road, approximately 13–14 feet deep in rocky conditions. The new line includes four service connections. The trench work is complete, and asphalt repairs are underway.

Waterline testing has passed, with final mainline tie-ins and asphalt work remaining. The contractor is expected to finish in Ferron next week before moving to Castle Dale, followed

by additional waterline installations in Elmo and Huntington. Recent storms have also clogged several gutters, requiring attention.

Pay Estimate No. 4 is \$118,134.61, and with \$6,217.61 withheld for retainage.

c. Discuss/Approve/Deny: 2026 Surface Drainage Project (Curb and Gutter)

The contractor has completed gutter work in Orangeville and Castle Dale and recently moved to Huntington. Flooding in late August damaged culverts and work near the Orangeville pickleball courts, requiring repairs. Huntington City has also requested an additional block of gutter, which the city will pay for through a budget amendment.

The project is progressing, with reported quantities at 48% complete and time at 26% used; these figures will be verified. Pay Estimate No. 2 is \$79,769.41, with \$4,198.39 withheld for retainage.

d. 2026 Project Budget Review

Jacob reviewed the 2026 project budget spreadsheet, including updated costs and expenditures. The materials budget was increased from \$625,000 to \$650,000 to account for manhole purchases. Approximately \$632,000 has been spent, with only two manholes remaining to be purchased. Most material needs have been met, and contract amounts are current. The street project costs have been finalized, with approximately \$60,000 remaining in contingency. Jacob will continue monitoring expenditure as projects progress toward completion.

3. Discuss/Approve/Deny: 2027 Capital Project List

Jacob reviewed the proposed 2027 capital improvement projects with representatives from each town, prioritizing projects based on available funding. Proposed work included waterline replacements and extensions, sewer improvements, drainage and gutter work, metering stations in Huntington, Castle Dale, and Ferron, and replacement of aging pumps at the Emery water plant. Several projects were deferred due to funding limitations, and some items may be adjusted before final submission.

The estimated total for the 2027 CIB application is approximately \$3.2–\$3.23 million, including anticipated closing costs. Jacob reviewed the 2019 general obligation bond and grant funding history, noting that the program includes \$14 million in bond funding and a projected \$13.7 million in grant funding. The remaining project years are 2027–2029, with a potential bond election in 2029.

Board members were invited to request project adjustments within the next week. Jacob will finalize the project list for submission, with a public hearing and formal approval anticipated at the following month's meeting.

4. Discuss/Approve/Deny: Consideration of Contract Renewal for Auditor

The Board discussed the auditor contract renewal and the transfer of \$50,000 in county funds to Emery, which will require a budget amendment. To meet state procurement requirements, a motion was made and seconded to extend the current auditor contract for 24 months, then issue an RFP for a new five-year contract.

A motion was made by Dann Van Wagoner and seconded by Tim Downard to extend the contract for 2 years. Motions passed by all present.

5. Managers' Report

a. Discuss/Approve/Deny: Secondary water discussion and update.

Jacob reported that the 2026 secondary water season has closed. Individual town summaries were provided, including a breakdown of secondary water usage for each town, with a summary sheet displayed for the Board's review.

b. Remind board members about training. Training can be obtained online

<https://auditor.utah.gov/training/local-district/>

All board members were reminded to make sure that all of their training has been completed. Tina Dickerson will check and let board members know who still needs to get training complied.

c. Emery Town Water Update & Money Transfer

After speaking with the auditor, CVSSD will cut a check for \$50,000 received from Emery County to Emery Town. The town can determine how to utilize the funds

Jacob noted that Emery's additional water-related needs would likely require separate funding through the Drinking Water Division. The town agreed with this approach.

d. Ferron City Water Update

Jacob reviewed challenges the District has had at the treatment plant due to the flooding. This was to update the board on what had happened there.

6. General Operational Items.

Street Excavation Permits – Leonard Norton - The city is considering requiring permits for all street excavations and utility installations, including those completed by the district. The permits would help track utility locations and ensure responsible parties repair road damage. Unauthorized installations may require relocation.

Drainage Improvements and Flooding – Shaun Bell - The Board discussed recent flooding in, Orangeville, and surrounding areas. Several older debris basins need repairs, and the city is seeking funding to improve approximately six to eight basins north of Coal Road.

Flooding overwhelmed the Orangeville City bridge, damaged the city park, and displaced approximately 26 families. Replacing the bridge could cost \$15–\$20 million, and options such as raising or widening it are being considered. Orangeville also experienced flooding that affected roads, homes, and garages. Members emphasized the need for improved drainage, debris basin maintenance, and upstream runoff control. The Board discussed potential partnerships and funding opportunities, including CIB funding.

County Drainage Planning – Jordan Leonard - Jordan reported that the County is studying drainage and debris basin improvements and may consider additional focus on drainage systems above the cities. The County is also exploring ways to address limited drainage capacity within city limits.

Outside Water Connection Policy

The Board discussed clarifying the approval process for outside water connections. Requests should generally receive city council support before being presented to the District Board. Jacob will distribute the existing application and public benefit criteria for review.

Water Treatment Plant Capacity and Funding

The Board discussed pursuing additional water treatment capacity in Castle Dale and Orangeville. Potential funding sources include CIB funds, General Obligation Bond and grant funds, CRA funding, and District reserves. CRA funds may support eligible infrastructure projects tied to affordable housing or other qualifying developments.

Low mineral lease revenues and increasing summer water demand continue to create financial and operational challenges. The Straight Canyon Water Treatment Plant sometimes operates continuously while struggling to meet demand, while the Emery plant has sufficient treatment capacity but low water supply.

The Board also discussed potential collaboration with a new industrial user that may be considering its own water treatment plant. Members agreed that combining multiple funding sources and exploring private partnerships could help make future water infrastructure improvements more feasible.

7. Discuss/Approve/Deny: September Vouchers

A motion was made by Leonard Norton and seconded by Danny Van Wagoner to approve vouchers for September, Jeff Tuttle – Yes, Shawna Horrocks – Yes, Gary Price – Yes, Tim Downard – Yes, Danny Van Wagoner – Yes, Shaun Bell – Yes, Jordan Leonard – Yes, Leonard Norton – Yes, Jack Funk – Yes, Brad Giles – Yes. Motion Passed

8. Adjourn

A motion was made by Leonord Norton and seconded by Dann Van Wagoner to adjourn. Motion passed