



Minutes

Cedarview Montwell Special Service District
5765 North 5000 West, Roosevelt, UT 84066

Board Meeting

Wednesday, May 20, 2026
6:00 PM

OBJECTIVE:	Board Meeting
CALLED BY:	Brent Powell, Board Chairman
DATE:	May 20, 2026
TIME:	6:00 PM
LOCATION:	CMSSD Board Room – 5765 N 5000 W, Roosevelt, UT 84066
ATTENDEES:	Brent Powell, Adam Kendall, Judy Hamblin, Dean Powell, Kim Bastian, Aaron Bradshaw, Jeff McCarty, Gayle McKeachnie
ABSENT:	Alan Allred

Public Comment

NOTES:	N/A
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Item 1: Approval of Bills

MOTION:	Dean a made a Motion to Approve the Bills as written with exception of Sunrise Engineering needing further documentation, seconded by Judy, unanimous, motion carries.
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Item 2: Approval of Minutes

MOTION:	Judy made a Motion to Approve April Minutes as written, seconded by Kim, unanimous, motion carries.
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Item 3: Roy & Shelly Murray	
MOTION:	Tabled, Applicant not present

Item 4: UBOAG	
NOTES:	<p>Discussion was held regarding a request from UBAG to access the District's GIS information. Staff explained that the State and County are working with entities throughout the Tri-County area to compile infrastructure information into a master plan identifying water system facilities within the Uintah Basin. The purpose of the project is to assist with emergency response efforts, including potential disease outbreaks and other infrastructure-related needs.</p> <p>It was clarified that the requested information would only include infrastructure layout and system mapping associated with the district's lead and copper inventory, including system endpoints and water line locations. No personal or customer information would be shared.</p> <p>Board members discussed that the information is generally considered public infrastructure information and not confidential in nature.</p>
MOTION:	Dean made a motion to allow access to our non-confidential GIS Data to UBAOG, seconded by Adam, unanimous, motion carries.

Item 5: Sunrise Engineering	
MOTION:	Dean made a motion to accept Change Order #5 for the Victory Project, seconded by Adam, unanimous, motion carries.



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Item 6: Water Manager Report

NOTES:

The Board was informed that the Water Manager was unable to attend the meeting due to a family medical matter.

Discussion was held regarding the Freston connection project. Staff reported that materials would be delivered upon confirmation that payment had cleared, with the understanding that the customer must provide a minimum of 24 hours' notice prior to connection so the District can inspect the lines. Because the connection involves a dry line, staff noted that District personnel would not necessarily need to be present during the hot tap but would inspect the installation afterward.

The Board discussed the use of tracing wire on all new installations. It was agreed that tracing wire should be installed on the main line and service lines to assist with locating infrastructure in the future. Staff stated they would provide tracing wire for the project and verify available inventory, with additional wire to be purchased if necessary.

Staff also discussed providing three setups and one roll of poly pipe for the project. The customer will be instructed to leave approximately ten feet of pipe stubbed out on the house side to allow sufficient room for future work.

Discussion was also held regarding a property on 4000 North where a building site had recently been cleared. Staff confirmed the property owner had been informed that they are responsible for securing their own contractor and coordinating with the District prior to connection. It was noted that the customer packet clearly outlines District connection fees, impact fees, and the customer's responsibility for contractor-related costs.

The Board discussed a previously identified service line that had been incorrectly installed as a $\frac{3}{4}$ -inch line instead of the requested 1-inch line. Staff reported that the contractor was expected to resize the line from the main line to the meter, and follow-up verification would be required to confirm the correction had been completed.

Discussion then moved to scheduling meter reading days, with staff noting that preliminary discussions had already taken place regarding the schedule.



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Item 7: Office Manager Report

NOTES:

Staff reported that weekly conference calls have been established with the Water Manager to review operational updates and ongoing system matters. It was noted that the Water Manager was unable to participate this week due to a family medical situation involving surgery.

Discussion was held regarding documentation of maintenance activities. Staff confirmed that operational activities are documented and that work orders are being utilized to maintain a record of completed maintenance tasks. The Board discussed a concern regarding sand in a water line and the need to flush a fire hydrant. It was agreed that a work order would be created to document the issue, completion date, and maintenance performed.

Staff reviewed the upcoming meter reading and billing schedule. Meter readings are scheduled for Tuesday, May 26, with rereads planned for Wednesday, May 27, if necessary. Several meters have recently been reprogrammed to improve system accuracy. Staff also informed the Board that billing would be processed on June 1 due to attendance at a conference in Cedar City during the first week of June.

Staff further reported that office hours may be delayed temporarily due to a personal household emergency involving a failed water heater, but the office would still open later in the day.

The Board discussed two delinquent standby accounts, including one account exceeding \$1,000 and another approaching \$700. Staff explained that current District bylaws permit collection efforts but do not provide authority to terminate or remove delinquent standby accounts. Concerns were raised regarding aging receivables and audit reporting requirements.

Board members discussed the possibility of amending District bylaws or adopting an administrative policy to address long-term delinquent standby accounts. Legal counsel assistance was recommended to review the District's current bylaws, original contracts, and possible revisions allowing the District to reclaim inactive or severely delinquent standby connections when appropriate.

Staff then reported several new water connections within the District. A new one-inch connection was approved for a residence being constructed near Mountain View Acres. Additionally, Mountain View Acres has submitted payment for three new connections pending check clearance. Staff also updated the Board regarding ongoing work associated with account number 1706.

The Board discussed inventory levels for one-inch connection materials and the possibility of transitioning future installations to standardized one-inch connections. Discussion included the potential use of reducers when smaller service sizes are requested.

Staff reviewed the District budget and highlighted several categories nearing projected annual expenditures, including water system maintenance, professional and technical services, and utilities. It was noted that propane and electrical costs remain variable, particularly with the addition of new electrical service at system facilities. Staff advised that utility costs may need further review during future budget discussions.



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Item 8: Board Chairman Report

NOTES:

The Board also discussed ongoing communication with county representatives and legal counsel regarding pending grant and loan matters. Staff reported multiple follow-up attempts with the county attorney's office and noted that county officials appeared supportive but were awaiting formal legal documentation.

Additional discussion was held regarding recently updated customer connection packets. Staff reported that the revised packets more clearly identify customer responsibilities, fees, and contractor obligations, resulting in improved customer understanding during the application process.

The Board briefly discussed landscaping and water conservation concerns within new developments, including recommendations for limited lawn areas, xeriscaping, sod installation, and artificial turf to reduce water usage.

Staff provided an update regarding new District signage, noting that production is underway and installation will be completed by District representatives once the signage is ready for pickup.

Adjourn



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Item 1: Approval of Bills – Exhibit “A”

Payee	Purpose	Type	Check #	Amount
Badger Meter	Meter Reading	Check	4619	\$80.02
Bradshaw, Aaron	Payroll	Check	4628	\$1,691.51
CMSSD	Water Utility	Inner	Transfer	\$70.00
DCWCD	Water Supply	Check	4621	\$4,017.45
Johansen Construction	Victory PR # 24 - PR # 6	Check	4629	\$300,247.45
McKeachnie Law Offices	Legal Services	Check	4622	\$2,094.00
Moon Lake Electric	Electric Bill	Check	4623	\$53.11
Mountain West Propane	Propane Bill	Check	4624	\$582.19
Mountainland Supply	Inv S107556276.001	Check	4625	\$19,889.79
Pelorus	Accounting Software Support	Check	4626	\$700.00
Stewarts	Board Meeting Water & Supplies	Check	Debit	\$15.85
Strata Networks	Phone & Internet Bill	EFT	Debit	\$167.65
Streamline	Website Bill	EFT	Debit	\$150.52
Sunrise Engineering	Lead & Copper # 3 - Inv ARIV1006861	Check	4630	\$11,086.28
Sunrise Engineering	Lead & Copper # 3 - Inv ARIV1012517	Check	4630	\$1,363.50
Sunrise Engineering	Tribal ROW # 51 - ARIV1012528	Check	4630	\$1,266.25
Sunrise Engineering	Victory PR # 24 - ARIV1012525	Check	4630	\$6,482.25
TriCounty	Water Samples	Check	4627	\$25.00
Total				\$349,982.82