Minutes

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

Board Meeting
Wednesday, October 21, 2026
6:00 PM

OBJECTIVE:	Board Meeting
CALLED BY:	Brent Powell, Board Chairman
DATE:	October 21, 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, Alan Allred, Gayle McKeachnie, Jeff McCarty

ABSENT:

N/A

Public Comment

NOTES:	N/A

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Item 1:	Approval of Bills
NOTES:	The board reviewed the bills presented for payment. Discussion focused on Mountainland charges related to water meter installations and new connections, including which accounts should be used to cover those expenses. Board members discussed whether certain connection-related costs should be allocated to connection fees or water maintenance expenses. The appropriate use of impact fees was also discussed, including the distinction between system improvements and the costs associated with installing individual connections. No final determination was made regarding changes to the accounting classifications. The board acknowledged the work completed to address pending water connections before the October 15 deadline.
MOTION:	**A motion was made to approve the bills as presented.** Motion by: Dean / Second by: Judy / Vote: Unanimous / Motion Carried

Item 2:	Approval of Minutes
NOTES:	The Board reviewed the September Meeting Minutes.
MOTION:	**A motion was made to approve the September Meeting Minutes.** Motion by: Judy / Second by: Dean / Vote: Unanimous / Motion Carried

Item 3:	Water Authorization – Gabriel E. Valdivieso
NOTES:	The board discussed the water service inquiry from Gabriel E. Valdiscio. He had been informed that water service was available at his location and had been provided the current rates. He was also advised that rates may increase after January 1, 2027, and that future connection requirements may include timeline restrictions and penalties. The board acknowledged the circumstances and the potential application of upcoming requirements.

Item 4: Budget

NOTES:

The board reviewed year-to-date budget expenditures and discussed accounts that may exceed their approved budgets by the end of the year.

The following items were discussed:

- Board fees and expenses: This category is expected to exceed its budget slightly by year-end.
- Books, subscriptions, and memberships: This category has exceeded its budget by approximately $200.
- Wheeling exchange costs: This category was approximately $600 over budget at the time of the meeting. Costs may decrease when the Victory Pipeline becomes operational and the district relies more on its own water supply.
- Professional, technical, legal, and audit expenses: These expenses were significantly over budget. The board discussed the higher-than-anticipated audit costs, including the additional single audit required because of the district's funding levels. The board expects the audit requirements and associated costs to change next year.
- Water system and maintenance: This category was substantially over budget, with expenditures estimated to be approximately $30,000–$35,000 above the budgeted amount.
- The board discussed whether the $1,000 contribution toward certain new water connections should continue to be charged to the water maintenance account or be allocated to a separate account. Members noted that the contribution had originally been intended to help cover future district labor and equipment costs. No final policy change was adopted.

The board also discussed soliciting bids for future audit services to evaluate available providers and potentially reduce costs.

Additional discussion included the district's water usage and 17 new connections completed during the year outside the Victory Pipeline area. Members noted that the wheeling exchange arrangement involves water exchanged through Roosevelt City's system under agreements with Roosevelt City and the Duchesne County Water Conservancy District.

The board agreed that sufficient funds were available to make budget adjustments among categories as needed. More complete figures will be prepared for the next meeting after October expenses are received, with November expenses estimated as necessary.

The board also discussed potentially purchasing office blinds and using available budget funds where appropriate.

Follow-up: Prepare updated budget figures and proposed adjustments for the next board meeting. Further investigate options for obtaining competitive bids for audit services.

Item 5:	Roosevelt City
NOTES:	The board discussed a potential arrangement allowing Roosevelt City to obtain water from the district's pipeline near the Sharmel Acres and Page Bench areas. The discussion included the possibility of applying funds Roosevelt City owes the district for North Crescent toward amounts associated with the Sharmel pipeline, potentially settling the accounts between the parties. Board members discussed the proposed connection location, available pipeline sizes, existing valves, and whether the existing 8-inch line would provide sufficient capacity or whether the 12-inch line would be needed. The amount of water Roosevelt City intends to use will be an important factor in determining the appropriate arrangement. The board also discussed the potential benefit of additional water flow through the area, which could help reduce stagnant water. A future extension toward Neola Highway was mentioned as a possibility but is not part of the current proposal. ▪ No final agreement or wheeling fee was approved.

Item 6: Sunrise Engineering

NOTES:

VICTORY PIPELINE

Jeff McCarty, Sunrise Engineering Reported:

- The Tank site is complete. Johansen's will get the fence installed once the electrical for the pump station is completed.
- Due to the rain last week, Moon Lake did not bring the power lines to the new pole or through the conduit to the pump station. They stopped in, saw the conditions, and turned right back around.
- Moon Lake is currently on site to complete this work.
- Johansen's electrician is planning to be here at the end of this week to complete the electrical work once Moon Lake is done.
- The wash fortifications utilizing the roadway concrete barriers are complete and look good.

CMSSD Board Discussion

- The board received an update on the Sunrise pump station project. Moon Lake Electric had completed the electrical service connection to the meter.
- The project is awaiting completion of the electrical work from the breaker box to the pump station. After the electrical work is completed, the remaining work includes fencing and coordination with the pump equipment provider for startup and testing.
- Follow-up: Coordinate with the electrician, complete the remaining site work, and arrange pump station startup and testing.

Item 7: Water Manager

NOTES:

The water manager, Alan Allred, reported on several maintenance and operational concerns.

A. Valve Box at 5,000 West

The lid for a deep valve box at 5,000 West had become lodged inside the box and was inaccessible. Previous replacement efforts had not resolved the problem. The board discussed possible methods of retrieving the lid and repairing the valve box so the valve would remain accessible.

Follow-up: Investigate a practical repair method and restore access to the valve.

B. Sharmel Acres Isolation Valve

An isolation valve near a fire hydrant in Sharmel Acres was buried and could not be located by digging approximately one foot into the road. The missing access to this valve means the district may have to shut down the entire Sharmel Acres area to isolate certain sections of the system.

The board discussed using appropriate equipment to excavate the area, locate the valve, raise the valve box, and secure it with concrete. Board members offered assistance with equipment and scheduling.

The water manager indicated that the work would likely take a few hours once the valve was located.

Follow-up: Coordinate the excavation and repair, provide advance notice to board members who may assist, and restore access to the isolation valve as soon as practical.

C. Additional Valve Access and Protection

The board discussed a valve box near the cove road that may be affected by paving work, as well as a valve box near the Preston subdivision that may require additional protection. Members emphasized the importance of keeping valve boxes accessible and preventing roadwork or grading from covering or damaging them.

Follow-up: Monitor the affected areas, confirm valve locations, and determine whether protective concrete work is needed.

Item 7: Water Manager – Continued...

NOTES:

Additional Items Discussed

The board also discussed meter-box insulation and supplies needed to prepare for winter. Available materials included insulation pillows, lids, and rings. Members considered using rigid foam board or other foam materials to improve insulation and reduce the risk of frozen meters. Fiberglass insulation was discouraged because of concerns about deterioration and buildup inside the boxes.

The board discussed authorizing the water manager to purchase suitable foam insulation materials to prepare meter boxes for winter, with further consideration of cost-effective installation methods.

Water-line markers were also discussed. The board considered traditional markers and a possible alternative using PVC pipe to protect and identify tracer wires and provide access at valves and along water lines.

Item 8: Office Manager Report

NOTES:

The office manager, Aaron Bradshaw, reported that the district had completed 17 new water connections during the year and already had three connections pending for the following year.

The office manager proposed reading water meters on Wednesday, October 28, 2026. The board discussed the timing of monthly meter readings and the previously discussed preference for readings during the third week of the month.

The current schedule was reported to be working well because it allows time for re-reads, data preparation, and monthly billing. The board discussed continuing the existing arrangement as long as it continues to meet operational needs.

The Office Manager reported that a landowner in **Mountain View Acres** recently purchased a parcel and paid the connection fee. The property is expected to have a rental home constructed on it, potentially beginning in the spring. This was one of the previously identified lots for which the District had not received connection revenue. A will-serve letter had been signed for the property.

No additional questions were raised for the Office Manager.

Item 9: James Taylor Subdivision

NOTES:

The board reviewed the status of water connections associated with the James Taylor subdivision and the expiration of the existing agreement, which was understood to have reached its term around July 2026.

The subdivision contains 15 lots associated with James Taylor's development LLC, while the agreement provided for 10 water connections. Ten lots had reportedly been sold. The board reviewed a lot-status document identifying development-owned lots, lots with active connections, and lots for which ownership or account transfers had not been completed.

The board discussed uncertainty regarding how the original water connections were allocated when individual lots were sold. Some purchasers own multiple lots, and it was not clear whether the original transactions included water connections for every lot.

Members discussed the need to contact James Taylor to clarify the agreement, confirm which connections had been transferred, and ensure the district's records accurately identify the parties responsible for applicable fees and obligations. The board noted that ownership and account paperwork must be completed before the district can reliably transfer billing responsibility.

The board also discussed historical arrangements involving standby fees and an 8-inch connection originally associated with a potential water-filling station. The original conditions and any continuing requirements need to be reviewed before further decisions are made.

Follow-up: Prepare written correspondence for review and coordinate efforts to contact James Taylor. Review the original agreement and related subdivision records to clarify connection allocations, outstanding obligations, and any conditions associated with the 8-inch connection.

The board discussed the possibility of purchasing additional water units using impact fee funds to support future system needs and replacement planning.

Members agreed that efforts to obtain the units should continue. No final purchase decision was recorded.

The board also briefly revisited the historical conditions associated with the proposed 8-inch connection and water-filling station. Members noted that earlier requirements may need to be reconsidered in light of the Victory Pipeline project and changes in available water supply.

Adjourn

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Item 1: Approval of Bills – Exhibit "A"

Payee	Purpose	Type	Check #	Amount
Allred, Alan	Payroll	Check	4705	$1,194.98
Badger Meter	Meter Reading	Check	4707	$88.95
Bradshaw, Aaron	Payroll	Check	4706	$1,660.82
Bradshaw, Aaron	Reimbursement - 2 Utility Carts	Check	4708	$49.08
CivicPlus (Streamline)	Website Bill	EFT	Debit	$151.05
CMSSD Water Bill	Monthy Bill	Transfer	Transfer	$70.00
DCWCD	Water Supply	Check	4709	$5,135.43
IRS	3Q 2026 Reporting	Debit	EFT	$1,385.15
McKeachnie Law Offices	Legal Services	Check	4710	$650.52
Mountainland Supply	Inv S108257852.001	Check	4711	$55.52
Mountainland Supply	Inv S108230994.001	Check	4711	$2,214.29
Mountainland Supply	Inv S108212982.001	Check	4711	$670.91
Mountainland Supply	Inv S108163892.001	Check	4711	$4,520.24
PR Contracting	Inv 000051 / 000052	Check	4704	$7,000.00
Straight Shot	Inv 13280	Check	4712	$6,000.00
Strata Networks	Phone & Internet Bill	EFT	Debit	$167.08
Sunrise Engineering	Victory PR # 29 - Inv ARIV1016676	Check	4713	$8,614.00
TriCounty	Sample Testing - Inv 2027-DWINV-0023	Check	4714	$25.00
Utah State Tax Commission	3Q 2026 Reporting	Debit	EFT	$120.00
Utah DWS Unemployment	3Q 2026 Reporting	Debit	EFT	$6.70
			Total	**$39,779.72**