



# Minutes

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

## Board Meeting

Wednesday, April 15, 2026  
6:00 PM

OBJECTIVE:	Board Meeting
CALLED BY:	Brent Powell, Board Chairman
DATE:	April 15, 2026
TIME:	6:00 PM
LOCATION:	CMSSD Board Room – 5765 N 5000 W, Roosevelt, UT 84066
<p>ATTENDEES:</p> <p>Brent Powell, Adam Kendall, Judy Hamblin, Dean Powell, Kim Bastian, Aaron Bradshaw, Jeff McCarty, Davis Smuin, Gayle McKeachnie, Roy Murray, Shelly Murray, Orlan Anderson</p> <p>ABSENT:</p> <p>Alan Allred</p>	

### 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 seconded by Kim, unanimous, motion carries.
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### Item 2: Approval of Minutes

MOTION:	Judy made a Motion to Approve March Minutes as written, seconded by Kim, unanimous, motion carries.
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### Item 3: Revised Water Connection Policy

MOTION:	Dean made a motion to accept the Revised Water Connection Policy with board corrections, seconded by Adam, unanimous, motion carries.
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### Item 4: Revised Customer Packet Policy

MOTION:	Adam made a motion to accept the Revised Water Connection Policy with board corrections, seconded by Dean, unanimous, motion carries.
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Item 5: Fees	
MOTION:	Judy made a motion to create a bounced check fee of \$45.00, seconded by Kim, unanimous, motion carries.
MOTION:	Judy made a motion to raise connection fees by \$250.00, seconded by Dean, unanimous, motion carries.

Item 6: Murray / Mecham	
NOTES:	Item tabled, awaiting further information

Item 7: Orlan Anderson – Subdivision Request	
NOTES:	<ul style="list-style-type: none"> <li>- Mr. Anderson presented to the board his intent to develop a new subdivision and requested assistance in determining how many lots could be adequately serviced. He indicated that the proposed subdivision would consist of approximately 8 to 13 lots.</li> <li>- CMSSD Board advised that with main lines to the North and West of his property that he could probably get 8 Lots without much extra work.</li> <li>- Connection Fees               <ul style="list-style-type: none"> <li>o \$3,250.00 for a ¾-inch connection; or</li> <li>o \$4,250.00 for a 1-inch connection</li> </ul> </li> <li>- Impact Fee               <ul style="list-style-type: none"> <li>o \$2,000.00 per lot</li> </ul> </li> <li>- Security Deposit               <ul style="list-style-type: none"> <li>o \$150.00 refundable deposit per lot, to be refunded upon completion of two (2) years of satisfactory payment history</li> </ul> </li> <li>- Monthly Service Charges               <ul style="list-style-type: none"> <li>o \$70.00 per month for usage up to 8,000 gallons</li> <li>o Additional charges shall apply for excess usage and any late payments</li> </ul> </li> <li>- Accordingly, a separate water connection must be purchased for each lot proposed for development.</li> </ul>

Item 8: Account 1620	
NOTES:	After consulting with Duchesne County Planning and Zoning Issue no longer exists with this account.



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Item 9: Matt Hamilton	
NOTES:	<ul style="list-style-type: none"> <li>- Matt is requesting permission from the board with water manager supervision to connect his own line to our system</li> <li>- CMSSD Board granted permission</li> </ul>

Item 10: Roosevelt City Contracts	
NOTES:	Item tabled, no response from the city

Item 11: Sunrise Engineering	
ITEM A:	Ratify Victory Change Order # 4
MOTION:	Dean made a motion to ratify change order # 4, seconded by Judy, unanimous, motion carries.
ITEM B:	<p><b>Victory Pipeline Connection</b></p> <ul style="list-style-type: none"> <li>▪ Johansen's is still planning to be back to begin construction on the Buffer Tank on May 1.             <ul style="list-style-type: none"> <li>○ The change order for the tank gave them until July 25 to complete it.</li> </ul> </li> <li>▪ Mountainland has requested we do the pump station start-up before the tank is constructed so we can pay the last 10%.             <ul style="list-style-type: none"> <li>○ According to them, the tank is not needed (I will coordinate with and confirm with Clyde Watkins).</li> <li>○ We would want Alan, Dean, and anyone else involved; so they can be brought up to speed on operating the pump station.</li> <li>○ We need Moon Lake to turn power on first. Aaron and Brent are working with Moon Lake to set up Cedarview's account and do their inspection.</li> </ul> </li> <li>▪ Remaining funds             <ul style="list-style-type: none"> <li>○ My understanding is that because of the pushback from Freston and Elder, the board would like to look at another option.</li> <li>○ As a reminder, we are talking about \$190,000, which would be about 2,800 ft of pipe.</li> </ul> </li> </ul>
NOTES:	Dean requested pricing for Chlorine Residuals
MOTION:	Judy made a motion to SCADA Quote within budget, seconded by Dean, unanimous, motion carries.
ITEM C:	<p><b>Tribe Easements</b></p> <ul style="list-style-type: none"> <li>• Gayle called and then emailed his comments on how to adjust the Agreement with the Tribe.</li> <li>• Sunrise made Gayle's recommended adjustments (see attached).</li> <li>• If the board approves, Sunrise will submit the new agreement to the Business Committee next week, before the April 22 deadline.</li> <li>• Cedarview is still scheduled to meet with the Business Committee on April 29 at 11am.</li> </ul>



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Item 11: Sunrise Engineering	
ITEM D:	<p><b>Lead and Copper</b></p> <ul style="list-style-type: none"><li>• About \$50,000 still available if other equipment should be requested<ul style="list-style-type: none"><li>○ Line locator supplier information to Alan and Dean<ul style="list-style-type: none"><li>▪ Alan is working on a quote (around \$1,521.00)</li></ul></li><li>○ Got a quote for GIS equipment (same thing Sunrise has)<ul style="list-style-type: none"><li>▪ \$9,454.00</li></ul></li></ul></li><li>• DDW is now requiring a “prorated” estimate for equipment being requested.<ul style="list-style-type: none"><li>○ Sunrise’s initial estimating was about 45% of the equipment life could be considered for reimbursement.</li><li>○ This is about \$5,000 of the \$11,000 cost</li><li>○ Does the board want to request the equipment reimbursement or not worry about it?</li><li>○ Regardless, we would recommend not turning the money back to DDW until they request it, in case additional lead and copper related requirements come out.</li></ul></li></ul>
Item 12: Water Manager Report	
NOTES:	<p>Dean reported:</p> <ul style="list-style-type: none"><li>▪ 4 New Connections</li><li>▪ Emergency Callout, that wasn’t our line, it was an old irrigation line in North Crescent</li><li>▪ Leaking Meter in Freston’s Subdivision</li><li>▪ Dean requested that we use some of our impact fees</li></ul>
Item 13: Streamline PDF ADA Compliance	
NOTES:	<ul style="list-style-type: none"><li>▪ Staff reviewed the requirement from the Department of Justice that public documents be ADA compliant and accessible to visually impaired individuals. Streamline offers a service to convert existing and future PDFs into accessible formats.</li><li>▪ Staff noted potential legal risks of non-compliance, referencing a case in Colorado where a district faced significant financial penalties.</li><li>▪ Streamline proposed providing six months of service at no cost, followed by a one-year subscription at a discounted rate of \$2,250. Staff indicated that completing this work internally would require approximately 600–800 hours.</li><li>▪ Staff recommended approval of a one-year agreement, with the option to reevaluate pricing and explore alternatives prior to renewal.</li><li>▪ The board discussed cost concerns and budget considerations. It was clarified that the expense would be included in the next fiscal year’s budget.</li></ul>
MOTION:	<p>Judy made a motion to approve Streamline’s ADA PDF compliance service for one year at a cost of \$2,250.00 by Dean, unanimous, motion carries.</p>



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### Item 14: Office Manager Report

<p>NOTES:</p>	<ol style="list-style-type: none"> <li>1. New Connections             <ol style="list-style-type: none"> <li>a. 3 Connections this month, with 1 under construction</li> <li>b. 4 Connections in the Spring</li> <li>c. 17 Victory Connections</li> <li>d. 5 Possible Standby Conversions</li> </ol> </li> <li>2. Exterior Signage – 3 feet x 4 feet             <div style="display: flex; justify-content: space-around; align-items: center; margin: 10px 0;"> <div style="text-align: center;">  <p><b>Cedarview-Montwell Special Service District 5765 N. 5000 W. Roosevelt, Ut 84066</b></p> </div> <div style="text-align: center;">  <p><b>Cedarview-Montwell Special Service District 5765 N. 5000 W. Roosevelt, Ut 84066</b></p> </div> </div> </li> <li>3. Proposed Meter Reading Dates and May Billing             <ol style="list-style-type: none"> <li>a. 04/29/2026 – Read Meters</li> <li>b. 04/30/2026 – Rereads</li> <li>c. 05/05/2026 – Process Billing</li> </ol> </li> </ol>
<p>MOTION:</p>	<p>Dean made a motion to purchase of an exterior sign, seconded by Kim, unanimous, motion carries.</p>

### Closed Session

<p>MOTION:</p>	<p>Dean made the motion to go into a closed session for the purpose of 52-4-205(c) and (d)(ii) Strategy Session to discuss pending, reasonably imminent and ongoing litigation, water rights or shares along with 52-4-205(1)(a) Discussion of the Character, Professional Competence, or Physical or Mental Health of an individual(s) seconded by Judy, Roll Call: Judy, yes; Kim, yes; Dean, yes; Adam, yes; Brent. Yes, motion carries.</p>
<p>MOTION:</p>	<p>Dean made the motion to come out of a closed session, seconded by Judy, unanimous, motion carries.</p>

### Adjourn



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Item 1: Approval of Bills – Exhibit “A”

Payee	Purpose	Type	Check #	Amount
Allred, Alan	Payroll	Check	4615	\$493.91
Badger Meter	Meter Reading	Check	4611	\$80.02
Bradshaw, Aaron	Payroll	Check	4616	\$1,589.10
CMSSD	Water Utility	Inner	Transfer	\$70.00
DCWCD	Water Supply	Check	4612	\$4,085.28
McKeachnie Law Offices	Legal Services	Check	4613	\$2,049.66
Moon Lake Electric	Electric Bill	Check	PENDING	\$56.00
Strata Networks	Phone & Internet Bill	EFT	Debit	\$167.65
Streamline	Website Bill	EFT	Debit	\$150.52
Sunrise Engineering	Victory PR # 23	Check	4614	\$28,981.91
TriCounty	Water Samples	Check	46110	\$25.00
TurboScribe	Annual Subscription	EFT	ACH	\$120.00
<b>1st Quarter 2026 Reporting</b>				
IRS	1Q Payment	EFT	ACH	\$1,438.52
Utah Tax Commission	1Q Payment	EFT	ACH	\$120.00
DWS Unemployment Ins	1Q Payment	EFT	ACH	\$6.97
<b>Total</b>				<b>\$39,434.54</b>