



Minutes

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

Board Meeting

Wednesday, July 22, 2026
6:00 PM

OBJECTIVE:	Board Meeting
CALLED BY:	Brent Powell, Board Chairman
DATE:	June 22, 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

NOTES:	The Board reviewed the bills presented for payment. Staff explained that the Mountainland Supply invoices represented the final payment for the pump station project. Two separate checks were issued because the expenses were allocated between two different budgets. Staff confirmed this was the final payment and that no interest charges remained.
MOTION:	Approve the bills as presented, with the exception of the Duchesne County permit fee. • Motion by: Kim • Second by: Judy • Vote: Unanimous • Motion Carried



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Item 2: Approval of Minutes	
NOTES:	Board members reviewed the previous meeting minutes.
MOTION:	Approve the meeting minutes as presented. • Motion by: Kim • Second by: Judy • Vote: Unanimous • Motion Carried

Item 3: New Connection – Time Limits	
NOTES:	The Board discussed establishing a policy for customers who purchase a water connection but delay connecting to the system. Following discussion, the Board reached a general consensus on the following concepts: • Customers should have nine (9) months after purchasing a connection before monthly water service charges begin. • After nine months, the customer must begin paying the regular monthly water service fee whether they have physically connected. • Customers may delay physically connecting as long as monthly service fees remain current. • A non-use fee should be developed for customers who fail to pay required monthly service charges after the grace period. • Any future refund policy should distinguish between the connection fee and the State impact fee, ensuring compliance with State requirements. • Staff will prepare draft language for review addressing: ○ Non-use fees ○ Refund provisions ○ Delinquency procedures ○ Connection forfeiture ○ Required amendments to the District Fee Schedule and governing policies. Because the proposed changes affect the District's Fee Schedule and policies, no formal action was taken.
ACTION ITEM:	Staff will draft a proposed policy and fee schedule amendments for future Board review.



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Item 4: State of Utah – Rate Increase Letter

NOTES:

Staff presented information regarding proposed State of Utah drinking water system fees.

The proposed State fee structure includes:

- \$35 annual fee for the first 10 million gallons of usage.
- Additional charge of \$0.0165 per 1,000 gallons thereafter.

Based on Cedarview-Montwell's current water usage, the district does **not** fall within the proposed rate category and will not be affected during 2026.

This item was presented for informational purposes only.

Item 5: Budget

NOTES:

The Board reviewed current budget expenditures and discussed several items.

Audit Expenses

The Board noted legal and audit expenses exceeded the original budget due to a federally required Single Audit associated with grant funding. Staff explained:

- Approximately \$13,000 was incurred for audit services.
- A portion of the audit expense was allocated to the project.
- Future audit expenses are expected to return to normal levels.

Water System Maintenance Purchases

The Board discussed improving oversight of maintenance purchases.

General direction included:

- Staff should notify the Board Chair before making significant inventory purchases whenever practical.
- Inventory purchases should be monitored carefully to remain within budget.
- Essential emergency purchases will continue as necessary.



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Item 5: Budget – Continued...

NOTES:

Procurement and Supplier Accounts

The Board discussed obtaining better pricing for materials.
Topics included:

- Establishing purchasing accounts with:
 - Winn-Nelson
 - Ferguson
 - Standard Supply
- Comparing supplier pricing before purchasing materials.
- Reviewing Utah procurement requirements applicable to Special Service Districts.

Developing a formal procurement policy or administrative code consistent with State law.
Staff will research supplier options and procurement requirements for future Board consideration.

Item 6: Roosevelt City

NOTES:

The Board discussed the status of the proposed agreements with Roosevelt City. Staff reported that Roosevelt City Assistant Manager Ryan Clayburn recently forwarded the agreements; however, the versions received were the original drafts rather than the revised versions previously negotiated between the parties.

North Crescent Wheeling Agreement

The Board reviewed the North Crescent Wheeling Agreement and noted that several negotiated revisions were missing, including:

- Updating the payment amount to reflect current wheeling costs, which are now expected to exceed the previously discussed \$94,000.
- Including the additional **\$0.15 per 1,000 gallons** designated for tank maintenance.
- Revising billing language to require invoices to be issued by the **fifth business day** of each month rather than the fifth calendar day.
- Removing provisions previously agreed to be deleted.

Board members agreed the agreement returned by Roosevelt City did not contain the negotiated revisions.

Board Direction:

- Staff will resend the revised agreement previously approved by both parties and advise Roosevelt City that an incorrect version appears to have been returned.
- The Board expressed its desire to finalize the North Crescent Wheeling Agreement before proceeding with additional agreements.



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Item 6: Roosevelt City – Continued...

Sharmel Acres Water System Agreement

The Board discussed the proposed agreement regarding the Sharmel Acres / Chapman Subdivision water system.

Legal counsel reviewed concerns regarding language that would modify District boundaries rather than simply transfer ownership and operation of the water infrastructure.

Topics discussed included:

- District boundary adjustment requirements under Utah law.
- Property owner rights regarding annexation and de-annexation.
- Continued tax obligations associated with the district's outstanding general obligation bond.
- Potential impacts on taxpayers remain within the district.
- Whether Roosevelt City should instead continue serving the area under a wheeling agreement rather than transferring service territory.
- The legal complexities of transferring service responsibilities while protecting existing bond obligations.

The Board agreed that additional legal review is necessary before moving forward with any boundary modifications.

Board Direction:

- Staff will contact Roosevelt City to explain the district's concerns.
- Priority will remain on completing the North Crescent Wheeling Agreement and related water agreements before continuing discussions regarding the Sharmel Acres proposal.
- Future meetings may include representatives from Roosevelt City, legal counsel, and potentially affected property owners.

NOTES:



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Item 7: Sunrise Engineering	
NOTES:	Jeff with Sunrise Engineering reviewed the remaining item regarding the proposed Moon Lake connection for the Victory Pipeline pump station. Approval was requested to authorize Moon Lake to move forward with updated costs, scheduling, and construction.
MOTION:	Motion: Authorize Moon Lake to proceed with the connection for the Victory Pipeline pump station. Motion by: Kim Second by: Judy Vote: Unanimous Motion Carried Staff will notify Moon Lake to proceed with scheduling the work.

Item 8: Water Manager	
NOTES:	The Water Manager was not present. Discussion included: • Meter readings are scheduled for July 28, 2026, with rereads to be completed July 29–31. • Staff requested assistance with meter reading if necessary.

Item 9: Office Manager Report	
NOTES:	The Office Manager presented the monthly report. Highlights included: • Several new service connections have been approved. • Two connection requests remain pending. • One recent connection has been completed. • Quarterly financial reports, deposits and investments, and SAM registration have all been completed. • District administrative reporting requirements are current. The Office Manager requested permission to close the office at 12:00 p.m. the following day in order to travel to Beaver County to assist family members following storm damage. The Board expressed its support and approved the request by consensus. Staff also updated the Board regarding: • The Freston water line acceptance letter, which is awaiting final testing documentation and engineer verification before execution. • Required compaction and testing documentation associated with the completed water line. • A customer request regarding water service, which will be discussed outside the public meeting because it pertains to a specific customer account.

Adjourn



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Item 1: Approval of Bills – Exhibit "A"

Payee	Purpose	Type	Check #	Amount
Allred, Alan	Payroll - June	Check	4647	\$555.43
Aycock & Miles	Audit	Check	4649	\$13,500.00
Badger Meter	Meter Reading	Check	4650	\$80.13
Bastian, Kim	Board Member Compensation (Jan-Jun 2026)	Check	4651	\$950.00
Blue Stakes	2026 - 1 st Half of Year	Check	4652	\$98.28
Bradshaw, Aaron	Payroll - June	Check	4648	\$1,183.01
Business Group Solutions	Checks & Stamp	Check	4653	\$325.78
CMSSD	Water Utility	Inner	Transfer	\$70.00
DCWCD	Water Supply	Check	4654	\$4,614.99
Hamblin, Judy	Board Member Compensation (Jan-Jun 2026)	Check	4655	\$950.00
IRS	2Q Reporting - Taxes	ACH	ACH	\$1,439.50
Johansen Construction	Victory PR # 26 - PR # 7	Check	4657	\$123,343.75
Kendall, Adam	Board Member Compensation (Jan-Jun 2026)	Check	4658	\$850.00
Lt. Governor's Office	Entity Registration Renewal	EFT	Debit	\$25.00
McKeachnie Law Offices	Legal Services	Check	4659	\$1,265.52
Moon Lake Electric	Electric Bill	Check	4660	\$47.37
Mountainland Supply	Inv S107930644.001 / S107935559.001	Check	4661	\$3,011.01
Mountainland Supply	Inv S107237501.003 - Victory PR # 26	Check	4662	\$28,102.90
Powell, Brent	Board Member Compensation (Jan-Jun 2026)	Check	4663	\$950.00
Powell, Dean	Board Member Compensation (Jan-Jun 2026)	Check	4670	\$850.00
Rural Water Assoc. of Utah	Membership Dues	Check	4671	\$483.00
Strata Networks	Phone & Internet Bill	EFT	Debit	\$167.05
Streamline	Website Bill	EFT	Debit	\$151.05
Sunrise Engineering	Victory PR # 26 - ARIV1014175	Check	4672	\$14,628.00
TriCounty	Inv 2026-DWINV-0217	Check	4673	\$25.00
US Postal Service	Postcard Stamps	EFT	Debit	\$122.00
Utah Dept. of Workforce Svc.	2Q Reporting - Unemployment Ins.	ACH	ACH	\$6.75
Utah State Tax Comm.	2Q Reporting - UT Withholding	ACH	ACH	\$256.98
Walmart	Office Supplies - Ink, Paper, Labels, Etc.	EFT	Debit	\$210.11
Total				\$198,262.61