

Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
December 11, 2023

BOARD CHAIRMAN: Todd Eggleston

BOARD MEMBERS PRESENT: Dennis Davenport
Patty Christensen

BOARD MEMBERS ABSENT: None

STAFF: Kerri Justus, Clerk.

STAFF ABSENT: Dan Thornton, Water Operator.

PUBLIC PRESENT: Tyler & Chris Mendenhall.

A. Meeting Called to Order

The meeting was called to order at 6:30 p.m.

B. Approval of Previous Minutes

1. September 11, 2023

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the September 11, 2023, minutes; Patty Christensen SECONDED the motion. The motion passed unanimously.

C. Review Checkbook Register & Budget

The board members previously reviewed the checkbook register & budget. Dennis Davenport MOVED to approve the checkbook register; Patty Christensen SECONDED the motion. The motion passed unanimously. The budget will be approved in the public hearing.

D. Public Hearing

The Public Hearing opened at 6:35 p.m.

1. Opening of 2023 Budget

Kerri Justus had the board review our revenues and expenses for 2023 and what we had budgeted for each. Adjustments were made in the revised budget column on the 2023 budgeting worksheet. Patty Christensen MOTIONED to accept the adjustments to the 2023 Budget, Dennis Davenport SECONDED the motion. The motion passed unanimously. Kerri Justus will file these adjustments with the 2023 Budget.

2. Adopting of 2024 Budget

The board reviewed the budget for 2024 which they had discussed at the September meeting. Patty Christensen MOTIONED to approve the 2024 Budget, Dennis Davenport SECONDED the motion. The motion passed unanimously. Kerri Justus will get the 2024 Budget sent into the State of Utah within 30 days of today.

The public hearing closed at 6:40 p.m.

E. Report of Officers.

1. Water Operator - Dan Thornton

a. Meter Reading Report

The meters on Lot 3 & Lot 39 have been installed.

The Sanitary Survey was conducted by the State Division of Drinking Water on July 6, 2023. We received 40 deficiency points for the storage tank lid gasket and the lack of security for the booster station. Dan Thornton initially began an application for grant funding to build a fence to secure the booster station but was subsequently told that the fund had run out of money. Due to lack of grant funds, Dan Thornton installed latches on the lid covers and locks on the generator. He installed new gasket material on the reservoir tank lid. Pictures were taken and were sent along with a description of the work completed to the Division of Drinking Water. All repairs were accepted and the deficiency points were removed from our system. Dan Thornton will try again for grant funding in 2024.

A notice was sent out with the November bills to all lot owners that a bacterial water test for February 2023 was skipped. The required certification of notice was also sent to the Division of Drinking Water.

b. Well Production

September 2023 - 294,600 gallons

October 2023 - 233,800 gallons

November 2023 - 159,400 gallons

c. Water Sample Tests

Bacteria water sample tests have all come back negative.

Dennis Davenport MOTIONED to approve the water operator report, Patty Christensen SECONDED the motion. The motion passed unanimously.

F. Petitions, Remonstrations, and Communications.

1. Water Bills - Delinquents

There are no delinquent accounts as of this meeting.

2. Savings Account Deposit for 2023

The board discussed transferring money out of our checking account and moving it to our savings account. Dennis Davenport MOTIONED we transfer \$15,000 into savings from our checking account, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus will get the money transferred.

3. Annual Water Use Chart

The board reviewed the water usage of the lot owners in Paunsaugunt Cliffs Special Service District for the year.

4. Fraud Risk Assessment Questionnaire

The board reviewed the Fraud Risk Assessment for 2023. Dennis Davenport MOTIONED to approve the Fraud Risk Assessment for 2023, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus will submit the Fraud Risk Assessment for 2023 to the State Auditor.

5. Year-End Bonuses

Patty Christensen MOTIONED to pay \$500.00 each to Kerri Justus and Dan Thornton as a Year End Bonus, Dennis Davenport SECONDED the motion. The motion passed unanimously.

G. Introduction and Adoption of Resolutions and Ordinances.

1. Ordinance 2023-4 (Budget Approval)

Kerri Justus read Ordinance 2023-4 to the board and public for the budget approval. Dennis Davenport MOTIONED to approve Ordinance 2023-4; Patty Christensen SECONDED the motion. The motion passed unanimously.

H. Unfinished Business.

None.

I. New Business.

The board discussed appointing Patty Christensen as treasurer.

J. Adjournment.

Todd Eggleston MOTIONED to adjourn; Dennis Davenport SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 7:00 p.m.