

Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
September 9, 2024

BOARD CHAIRMAN: Todd Eggleston

BOARD MEMBERS PRESENT: Dennis Davenport
Patty Christensen

BOARD MEMBERS ABSENT: None

STAFF: Kerri Justus, Clerk & Tyler Mendenhall, Water Operator.

STAFF ABSENT: None

PUBLIC PRESENT: Cyndee Davenport.

A. Meeting Called to Order

Todd Eggleston called the meeting to order at 6:33 p.m.

B. Approval of Previous Minutes

1. June 10, 2024

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the June 10, 2024, minutes; Patty Christensen SECONDED the motion. The motion passed unanimously.

C. Review Checkbook Register & Budget

The board members previously reviewed the checkbook register and budget. Patty Christensen MOVED to approve the checkbook register and budget; Dennis Davenport SECONDED the motion. The motion passed unanimously.

D. Public Hearing - None.

E. Report of Officers.

1. Water Operator - Dan Thornton

a. Meter Reading Report

All meters were read.

b. Well Production

June 2024 - 520,000 gallons

July 2024 - 621,000 gallons

August 2024 - 564,896 gallons

c. Water Sample Tests

Bacteria water sample tests have all come back negative, with no issues.

Tyler Mendenhall is in the process of changing the sampling protocols. PCSSD has previously had certain sites they have taken water samples at and the subdivision was broken down into 4 quadrants. Tyler Mendenhall feels there are enough people living in the subdivision and houses built that he is going to start taking water samples at residences. By doing this, it will help show

if there is a crack in a water line where bacteria may be getting into our system and give reassurance to our residents of clean water at their homes.

Tyler Mendenhall will be taking water samples for lead and copper testing in September.

F. Petitions, Remonstrations, and Communications.

1. New Water Operator/Master

Dennis Davenport MOTIONED to approve Tyler Mendenhall as the Paunsaugunt Cliffs Special Service District; Patty Christensen SECONDED the motion. The motion passed unanimously. The board discussed increasing wages for the water operator position per request of Tyler Mendenhall. Typically both the clerk and the water operator are paid the same amount for their base salary. This will be discussed further at the December meeting after reviewing the budget.

2. Procedures for interruption of water service

The board is concerned about the procedures for interruption of the water service to the PCSSD customers. There was a situation a month ago where water was shut off and there wasn't enough notice to the board for customers to be notified. Dennis Davenport stated that any time water is going to be shut off, the board should be the first to know and give their consent as to why the water needs to be shut off. This brings up the next issue of making sure we have contact information on all lot owners in PCSSD. Todd Eggleston would like to have a water application mandatory for all lot owners to complete once they purchase a lot in PCSSD and especially prior to having a meter installed on their property. The water application would have contact information of all customers available for when it is needed. Kerri Justus has information on some customers through the billing system but she is not sure if it is everyone. She will look into that and see if she can generate a spreadsheet. Todd Eggleston is going to find an example of a water application for the board to review. Once we have a water application, the board would like it sent out to all customers to complete.

3. Tank Intrusion Alarm

Tyler Mendenhall had a quote for a tank intrusion alarm for our water tank. This alarm would send notification to the water operator, or whomever we choose, if the lid of our tank was ever opened. The board liked the idea, but doesn't want to spend the money at this time. This item will be tabled until the June 2025 meeting.

4. Water Bills - Delinquents

There are two different customers with delinquent accounts. One customer has an account that is billed stand-by fees and their balance is over \$1,000. Kerri Justus will send a letter notifying the customer of the possibility of a lien being placed on their property due to non payment. The other customer is billed for monthly water use and their balance is over \$300. Kerri Justus has called this customer and told them that if we don't receive payment by Friday, September 13, their water will be shut off.

5. Budget for 2025

The board reviewed the numbers from the 2024 budget that needed to be amended and discussed the 2025 budget. The board went through the budget line by line. Kerri Justus will work with the board and have the 2024 amended budget and the 2025 final budget ready for adoption in December.

G. Introduction and Adoption of Resolutions and Ordinances.

None.

H. Unfinished Business.

None.

I. New Business.

The board discussed the requirements for how deep water lines should be buried and the type of pipe used. It was decided that PCSSD could recommend based on the county requirements of how deep a water line is buried and what pipe is used but we do not have the final decision on what happens on the customer side of the meter.

The board would like a quote for a fence around the well at the June 2025 meeting.

The 11 new lots added by the Walters to PCSSD need to start having stand-by fees charged to them monthly. One lot has already sold. Kerri Justus will need the lot numbers in order to start doing this.

Dennis Davenport discussed having a notice on our agendas that no weapons are allowed at our meetings. Kerri Justus will check and see how the county posts this on their agenda for the commission meetings.

J. Adjournment.

Patty Christensen MOTIONED to adjourn; Dennis Davenport SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 8:16 p.m.