

Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
December 16, 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 and Chris Mendenhall.

A. Meeting Called to Order

Todd Eggleston called the meeting to order at 6:30 p.m.

B. Approval of Previous Minutes

1. September 9, 2024 & November 13, 2024

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept both sets of 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. 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 2024 Budget

Kerri Justus had the board review our revenues and expenses for 2024 and what we had budgeted for each. Adjustments were made in the revised budget column on the 2024 budgeting worksheet. Patty Christensen MOTIONED to accept the adjustments to the 2024 Budget, Dennis Davenport SECONDED the motion. The motion passed unanimously. Kerri Justus will file these adjustments with the 2024 Budget.

2. Adopting of 2025 Budget

The board reviewed the budget for 2025 which they had discussed at the September meeting. Patty Christensen MOTIONED to approve the 2025 Budget, Dennis Davenport SECONDED the motion. The motion passed unanimously. Kerri Justus will get the 2025 Budget sent into the State of Utah within 30 days of today.

The public hearing closed at 6:45 p.m.

E. Report of Officers.

1. Water Operator - Tyler Mendenhall

a. Meter Reading Report

All meters were read.

b. Well Production

September 2024 - 6,663,000 gallons

October 2024 - 444,100 gallons

November 2024 - 165,100 gallons

c. Water Sample Tests

There were 2 bacteria water sample tests that came back positive. Tyler Mendenhall attributes this to his change in water sampling protocols by sampling at people's homes. He has retested at both of the original sites he took the sample at and they both came back a second time with negative results.

The lead and copper tests were negative.

The PFAS (persistent organic pollutants) test was negative.

During the past few months, the booster pump has been serviced and fueled, all hydrants have had flags placed except one, and all water meter pits have been checked for insulation and had new insulation placed, if it was needed. The additional lots in The Reserve part of the subdivision had all valves and water lines pressure tested and they are all operational. Some future needs of the subdivision that Tyler Mendenhall discussed with the board are listed below.

- Flowmeter integrated with Scada system. Tyler Mendenhall said the state is wanting more official results rather than hand written notes.
- Need for additional hydrant flags. There was discussion of Todd Eggleston being able to pick some up from the store in Vegas so we don't have to pay shipping.
- Meter installs for new construction. Five new meters have been ordered from Mountainland to keep in reserves for when lot owners are ready to connect to the system.
- Install wiring for the generator at the well. The board discussed needing to contact an electrician to do this.
- There is still one hydrant that is buried even after digging it out multiple times. Discussion was had on contacting Ford Stewart to come and place a hydrant riser on this hydrant at some time.
- Intrusion alarm at the well which will be discussed at a future meeting.
- Fence around the pump which will also be discussed at a future meeting.

Tyler Mendenhall also mentioned how it would be good to have one of the board members or someone be a back up to him (2nd person to know what is going on with the system) if something was to happen and he was out of town. The board agreed this would be a good idea but no decision was made as to who.

Dennis Davenport MOTIONED to approve the water report from Tyler Mendenhall; Patty Christensen SECONDED the motion. The motion passed unanimously.

F. Petitions, Remonstrations, and Communications.

1. Water Bills - Delinquents

a. Lien on Property

There is one lot owner with a delinquent balance on both of the lots they own. Notification was sent requesting payment and if no payment was received, a lien would be placed on their properties. Kerri Justus will work on getting a lien placed.

2. Savings Account Deposit for 2024

The board discussed transferring money out of our checking account and moving it to our savings account. Patty Christensen MOTIONED we leave \$10,000 in checking and move the remainder to our savings account, Dennis Davenport SECONDED the motion. The motion passed unanimously. Kerri Justus will get the money transferred.

3. Water Operator & Clerk Salaries

The board discussed the possibility of increasing the salaries of the water operator and clerk. No motion was made.

4. Annual Water Use Chart

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

5. Fraud Risk Assessment

The board reviewed the Fraud Risk Assessment for 2024. Dennis Davenport MOTIONED to approve the Fraud Risk Assessment for 2024, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus will submit the Fraud Risk Assessment for 2024 to the State Auditor.

6. Water Service Application

The board discussed creating a water service application for all lot owners. This would be required for new owners. No motion was made.

7. New Subdivision Lots

The Reserve at Paunsaugunt Cliffs has added 10 lots to the subdivision bringing 10 new stand-by fee/water connections. These lots will be billed a monthly stand-by fee beginning January 1, 2025. Kerri Justus will get the lot numbers and set up the new locations in the computer for billing.

8. Electronic Meeting Policy

This agenda item will be tabled until March.

G. Introduction and Adoption of Resolutions and Ordinances.

1. Ordinance 2024-2 (Budget Approval)

Kerri Justus read Ordinance 2024-2 to the board and public for the budget approval. Patty Christensen MOTIONED to approve Ordinance 2024-2; Dennis Davenport SECONDED the motion. The motion passed unanimously.

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 PCSDD 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.

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 meeting.

J. Adjournment.

Dennis Davenport MOTIONED to adjourn; Patty Christensen SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 7:40 p.m.