Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
March 10, 2025

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 6:32 p.m.

B. Approval of Previous Minutes
1. December 16, 2024

The minutes were previously reviewed by all board members. Patty Christensen MOVED to accept the minutes; Dennis Davenport 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 & budget; Patty Christensen SECONDED the motion. The motion passed unanimously.

D. Public Hearing
None.

E. Report of Officers.
1. Water Operator - Tyler Mendenhall
    a. Meter Reading Report

All meters were read. Discussion was made on the loss of water that is happening. There are no leaks that can be found. The water operator and the board will be monitoring this situation.
The gallons of water billed is listed below.
December 2024 - 186,000 gallons
January 2025 - 189,000 gallons
February 2025 - 108,000 gallons

b. Well Production

December 2024 - 329,600 gallons
January 2025 - 298,800 gallons
February 2025 - 195,200 gallons

c. Water Sample Tests

Bacteria water sample tests have all come back negative.

Tyler Mendenhall attended the Rural Water Conference in St. George. By 2030, all water systems will be required to report a peak day of water use each month. The only way to do this is to install a flow meter at the exit of the tank to record tank output.

Tyler Moore with KMECO is a possible replacement operator for our SCADA system. He will come and evaluate our SCADA system in the next couple of weeks. Tyler Moore is out of Richfield and the travel charge would be less since he is closer if we used him.

There have been complaints that houses above the booster station are losing water pressure when hydrants are flushed. Tyler Mendenhall had Clint from Link2Valves come out and evaluate the booster pump. He recommends all the valves be serviced. He also is concerned that the booster pump is not adequate for the demand of water as new houses are built above the booster station. Clint with Link2Valves will be sending a quote to Tyler for recommended maintenance.

Tyler Mendenhall has been in contact with Jamison Richards with DHS & Cyber Security and Infrastructure Security Agency (SISA). There is a possibility of grants being available for fencing and cameras for water systems. Tyler Mendenhall will watch for any grants that may become available to apply for.

Mike Franklin came and integrated a flow meter into our SCADA system. Our entry alarm pad is also not working and he will come back and get that fixed.

F. Petitions, Remonstrations, and Communications.

1. Water Bills - Delinquents

a. Lien on property

Kerri Justus and Todd Eggleston have tried to get a lien placed on two lots for delinquent water accounts. There have been some issues at trying to get one placed. Todd Eggleston is going to check with the County and see if one can be placed.

2. Annual Board Member Training

Kerri Justus reminded the board of annual training that needs to be done. The Open and Public Meetings Act Training 2025 has to be done yearly. The board decided to have the board members complete the training by the June meeting. Certificates are generated once the course is complete. Please send certificates to Kerri Justus to keep on file.

3. Financial Statements for 2024 (Financial Survey & Self-Evaluation Form) – adoption

The board reviewed the Financial Statements for 2024 previous to this meeting. Kerri Justus completed the Financial Survey and had the board review it. The Self Evaluation Form has also been completed. Dennis Davenport MOVED to adopt the Financial Statements for 2024 and the Self-Evaluation Form; Patty Christensen SECONDED the motion. The motion passed unanimously.

4. Water Service Application

The board reviewed the water service application that was presented. Kerri Justus is going to add some language about a penalty being charged if payment is not made. This will be on the agenda for the June meeting.

5. Electronic Meeting Policy

This item is tabled indefinitely. The board likes to have a meeting where everyone is present.

6. Conflict of Interest Policy

The board would like to have a conflict of interest policy. Kerri Justus downloaded a template from the Utah Association of Special Districts. The board reviewed it, but would like the county attorney to review it to make sure we are covered. Kerri Justus will contact the County Attorney and see if he will be able to help. This item will be tabled until the June meeting.

G. Introduction and Adoption of Resolutions and Ordinances.

1. Ordinance 2025-1 (Meeting Schedule) - adoption

The board reviewed the ordinance pertaining to our meeting schedule. Dennis Davenport MOVED to adopt Ordinance 2025-1; Patty Christensen SECONDED the motion. The motion passed unanimously.

H. Unfinished Business.

1. Back-up Water Operator (if current operator is unavailable)

The board discussed again on who to have as a back-up to Tyler Mendenhall if he is unavailable and there is a water emergency. Todd Eggleston does have a set of keys so he would at least have access. Todd Eggleston is going to talk to David Christensen and see if he would be interested.

Dennis Davenport discussed having a notice on our agendas that no weapons are allowed at our meetings. He contacted the county attorney and the county clerk and Paunsaugunt Cliffs Special Service District would have to get permission from the Town of Hatch since it is their building that we use and it is a public building. Dennis Davenport decided to table the issue and not pursue it.

I. New Business.

The board would like to get the electrical hook-ups completed for the back-up generator this year.

J. Adjournment.

Patty Chritensen MOTIONED to adjourn; Dennis Davenport SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 7:28 p.m.