

Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
June 9, 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: Rick Davis.

A. Meeting Called to Order

The meeting was called to order at 6:35 p.m.

B. Approval of Previous Minutes

1. March 10, 2025

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the March 10, 2025, minutes; Patty Christensen SECONDED the motion. The motion passed unanimously.

C. Review Checkbook Register & Budget

The board members previously reviewed the checkbook register & 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 - Tyler Mendenhall

a. Meter Reading Report

All meters were read. The gallons of water billed is listed below.

March 2025 - 57,000 gallons

April 2025 - 177,000 gallons

May 2025 - 317,000 gallons

1. Report from Homeland Security

Tyler Mendenhall met with Homeland Security from Salt Lake. Homeland Security came and looked at our water system and computer set up. The computer network is ok since we share cyber security with the Town of Hatch. The only recommendation they gave was to enhance our doors from residential doors to commercial doors at our well house. The board would like to replace the doors at some point but will table this for now since there are other expenses taking priority.

2. Quote for Security KeyPad

The entry pad at the pump house went out. It will cost approximately \$2700 to fix right now. The board has decided to table this item.

3. Quote for Booster Pump Valve Replacement

The board reviewed the quote for the booster pump valve replacements and service of valves. There is no record of this service ever being done on the booster pump and it is recommended to keep the lots above the booster station with adequate water pressure and water. Patty Christensen MOTIONED to approve up to \$8,500.00 for the replacement and service of valves at the booster station, Dennis Davenport SECONDED the motion. The motion passed unanimously. Tyler Mendenhall will get the work scheduled.

b. Well Production

March 2025 - 237,830 gallons

April 2025 - 149,308 gallons

May 2025 - 365,407 gallons

The board and Tyler Mendenhall are concerned about the amount of water loss that was experienced in March. The amount in March was 76% of water loss between the amount billed and the amount pumped from the well. April had 19% and May had 13% water loss. There isn't a leak in the system that can be found. Tyler Mendenhall is wondering if a float gets stuck and causes water to run over, but because it's runoff season, any extra water that is around is assumed to be runoff water. The board and Tyler Mendenhall will continue to research the issue.

c. Water Sample Tests

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

The generator at the booster station quit working. The battery tender went out so it wouldn't start up when needed. Tyler Mendenhall had it repaired and serviced and it is working again.

There have been 4 sets of meters ordered to have in stock for meter installations.

F. Petitions, Remonstrations, and Communications.

1. Accept Board Member Resignation & Appoint New Board Member

Dennis Davenport submitted a letter of resignation from the Paunsaugunt Cliffs Special Service District Board. Patty Christensen MOTIONED to accept Dennis Davenport's resignation and appoint Richard Davis to the board, Todd Eggleston SECONDED the motion. The motion passed unanimously. Kerri Justus swore in Richard Davis to the board by having him repeat the oath of office.

2. Water Bills - Delinquents

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

Unfortunately, Paunsaugunt Cliffs Special Service District is unable to place a lien on the property so for now we will hope for payment to be made. Both of these lots are billed the stand-by fee each month.

3. Consumer Confidence Report 2024 (Cross Connection/Education) – adoption

The Consumer Confidence Report has been completed and submitted to the State of Utah by Tyler Mendenhall. Patty Christensen MOVED to adopt the Consumer Confidence Report 2024; Richard Davis SECONDED the motion. The motion passed unanimously. Kerri Justus will notify all lot owners that the Consumer Confidence Report is available for their review upon request.

4. Utah Water Use Data Report 2024 – adoption

Tyler Mendenhall completed this report for 2024. The board reviewed the report. Richard Davis MOVED to adopt the Utah Water Use Data Report 2024, Patty Christensen SECONDED the motion. The motion passed unanimously.

5. Lease with Town of Hatch

Our lease with the Town of Hatch is due again in July. Kerri Justus will talk to the Town of Hatch and see what the charge will be for the upcoming year. Last year it was \$700 for office space for the year and \$25 per meeting (4 quarterly meetings) for a total of \$800.

6. Water Service Application

Kerri Justus sent the water service application to the board for review. Todd Eggleston MOTIONED to approve the application, Patty Christensen SECONDED the motion. The motion passed unanimously. The board would like this sent out to all customers who use water.

7. Conflict of Interest Policy

Kerri Justus sent this to the Garfield County Attorney. She has not received it back from him yet.

G. Introduction and Adoption of Resolutions and Ordinances.

None.

H. Unfinished Business.

1. Board Member Training

Kerri Justus reviewed with Richard Davis the board member training that will need to be done. The Open and Public Meetings Act Training 2025 has to be done yearly and the State Auditor Board Member Training 2025 needs to be done every 4 years. Certificates are generated once the course is complete. Please send certificates to Kerri Justus to keep on file.

I. New Business.

We will need to update the signature card at the bank to remove Dennis Davenport and add Richard Davis. Kerri Justus will get this coordinated with Paula at Zions Bank.

J. Adjournment.

Todd Eggleston MOTIONED to adjourn; Patty Christensen SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 7:30 p.m.