

Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
March 16, 2026

BOARD CHAIRMAN: Todd Eggleston

BOARD MEMBERS PRESENT: Rick Davis
Patty Christensen

BOARD MEMBERS ABSENT: None

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

STAFF ABSENT: None

PUBLIC PRESENT: Wes Culp, Barbara Culp, John Garner, Nick Postoy, Carmen Postoy and Tony Postoy

A. Meeting Called to Order

Todd Eggleston called the meeting to order at 6:32 p.m.

B. Approval of Previous Minutes

1. December 15, 2025

The minutes were previously reviewed by all board members. Rick Davis MOVED to accept the 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 & budget; Rick Davis 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.

December 2025 - 111,000 gallons

January 2026 - 100,000 gallons

February 2026 - 125,000 gallons

b. Well Production

December 2025 - 233,779 gallons

January 2026 - 234,837 gallons

February 2026 - 78,505 gallons

c. Water Sample Tests

Bacteria water sample tests have all come back negative.

The PFAS (per- and polyfluoroalkyl substances - “forever chemicals”) testing also came back negative. In 2027, PFAS testing will be required annually and it is an expensive test. There will be a grant to apply for to help pay the cost of the PFAS test. Tyler Mendenhall will be applying for this grant when it is time.

d. Report from Rural Water Conference

Tyler Mendenhall attended the Rural Water Conference. He had no changes or updates to report that will affect the smaller water systems.

e. Generator for Pump House

The board would like a generator to be installed at the well house to provide back up power for the well pump. Tyler Mendenhall is going to get some quotes for the June meeting. This item will be on the June meeting agenda.

Tyler Mendenhall also reported:

- The State has backed off with requiring chlorine to be added to all water systems, especially in the smaller communities.
- The Division of Drinking Water will perform an inspection on our system sometime this spring. Tyler Mendenhall will be working with the Division of Drinking Water on this.
- The computer at the booster station has been repaired and is working. The computer runs off of Windows XP which is out of date and it was difficult to find someone to come and fix it. The computer will need to be replaced eventually.
- The battery back-up has been installed at the booster station. At some point a 300-500 gallon pressure tank will need to be installed to provide the lots above the booster station with enough water pressure.
- The board would also like to have quotes on updating the booster station to have an idea on cost. The priority right now is the generator at the well house though.

F. Petitions, Remonstrations, and Communications.

1. Water Bills - Delinquents

There are no delinquent accounts at this time.

2. Lot 42 Water Use

Lot 42 had an increase of water use on their March bill for February water. The owner called Kerri Justus and said he wasn't going to pay because he didn't use the water. The overage was determined when meters were read at the end of February. The water went through the meter and Tyler Mendenhall has worked with the owner and they do not see an obvious leak. There was no motion to credit his water account.

3. Hydrant Meter Use & Billing

There has been some confusion on the billing of the hydrant meters. The current policy was discussed and Tyler Mendenhall will make sure he reads the meter monthly so owners don't get a huge bill at the end of using the hydrant meter. The policy also requires a refundable deposit prior to a hydrant meter

being connected. Tyler Mendenhall will let Kerri Justus know who is going to use a hydrant meter and confirm paperwork and deposit is done prior to hooking up a hydrant meter.

4. Annual Board Member Training

Kerri Justus reminded the board of annual training that needs to be done. The Open and Public Meetings Act Training 2026 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.

5. Financial Statements for 2025 (Financial Survey & Self-Evaluation Form) – adoption

The board reviewed the Financial Statements for 2025 previous to this meeting. Kerri Justus completed the Financial Survey and had the board review it. The Self Evaluation Form has also been completed. Rick Davis MOVED to adopt the Financial Statements for 2025 and the Self-Evaluation Form; Patty Christensen SECONDED the motion. The motion passed unanimously.

G. Introduction and Adoption of Resolutions and Ordinances.

1. Ordinance 2026-1 (Meeting Schedule) - adoption

The board reviewed the ordinance pertaining to our meeting schedule. Patty Christensen MOVED to adopt Ordinance 2026-1; Rick Davis SECONDED the motion. The motion passed unanimously.

H. Unfinished Business.

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

David Christensen is going to be the back-up water operator if Tyler Mendenhall is out of town. He has an extra set of keys and is knowledgeable in how our system works.

I. New Business.

None.

J. Adjournment.

Rick Davis MOTIONED to adjourn; Patty Christensen SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 7:18 p.m.