

**Paragonah Town Board
Regular Meeting
November 14, 2018 - 7:00 p.m.**

Attendance/Town Board Members: Marge Cipkar, Mark Barton, Mike Abbott, Todd Robinson (Mayor). Absent: Earl Olsen

Others in Attendance: Jayne Stones (Town Clerk), Jim Kirkpatrick, Pat Kirkpatrick, Tom Milk, Kevin Guyton, Lori Guyton, Royce Barton, Kay Lister, Shirley Lister, Robert Almont, Amy Merrill, Matt Lister. Late: Caleb Rees and Marliese Talbot

Pledge

1. **Welcome:** Todd Robinson welcomed everyone to the meeting.
2. **Declaration of Conflict of Interest:** None declared
3. **Approve Agenda:** Mark Barton moved to approve the agenda as presented. Mike Abbott seconded the motion. All in favor.
Motion carried.
4. **Approve Minutes of October 2018 meeting:** Marge Cipkar moved to approve the minutes of the October 2018, regular meeting as presented. Mark Barton seconded the motion. All in favor.
Motion carried.
5. **Annual Audit Report:** Caleb Rees handed out the audit report for fiscal year ending June 30, 2018, to each town board member. He reviewed the financial statements and reported the audit shows Paragonah complied, in all material respects, with state requirements and there were no instances of noncompliance required to be reported. He noted one finding under internal

control over financial reporting which is the Town lacks complete segregation of duties in cash receipting and disbursement cycle. This is a common finding in small towns due to the fact they do not have the resources to hire additional staff. The town has implemented mitigating controls, such as Town Board members must authorize purchases, checks must be signed by two people, bank reconciliations are signed by the mayor, town treasurer prepares bills to be approved, etc. Caleb Rees explained \$99000 of the Town's restricted funds are state allocated B & C road funds and can only be used for road projects. He also suggested the Town Board set a limit on the balance required in the Cemetery's Perpetual Care Fund. Jayne Stones commented the Town Board already did this and set the required balance at \$50000. Anything above that amount can be used for maintenance/upkeep of the cemetery.

6. **Mayor's Report:** Todd Robinson reported Supreme Green came and sprayed his yard and he asked them for a quote to do the cemetery but he has not heard back from them. He reported on a couple of meetings he went to where they discussed new legislation on affordable housing. Paragonah is exempt because of its size. They also discussed changes to laws concerning surplus water. If an entity decides to sell water it must be to another entity. An open house was held to receive comments concerning the Cedar belt route and they are looking into both options. There were some other things discussed relating to roads but they do not pertain to Paragonah. Todd explained they do have problems with flooding on the north end of main street which UDOT is responsible for fixing.

There will be a Parowan Valley Water Users meeting on December 11th at 6:00 p.m. at the Parowan City Office for anyone who would like to attend.

7. **Water Report:** Mike Abbott reported Dan Burgett fixed the hydrant on 100 South and 100 West. Sunrise Engineering will be to the December Town Board meeting to give a report on the updated Water Master Plan.
8. **Power/Fire Department Reports:** Mark Barton said he finished installing the line going to Frank Craven's . Royce Barton reported the Fire Department completed all the necessary requirements for the ISO (Insurance Services Office) survey. The survey provides statistical information used to determine a fire insurance rating between 1 - 10 with 1 being the best. They look at things such as fire flow, water support, training, nozzles, hoses, etc. Rhonna Barton has kept very good records and had all the necessary documentation that was needed. The Paragonah Fire Department received a rating of 5 which is very good for a small town with an all volunteers department.
9. **Cemetery/Planning and Zoning Reports:** a) **Discuss Planning and Zoning committee's recommendation concerning changing required building lot size from 1 acre to 1/2 acre:** Marge Cipkar reported the Planning and Zoning Committee strongly recommends the building lot size requirement should remain at 1 acre. They are concerned about water, septic tank saturation, and they do not want to be overcrowded. Todd Robinson said he talked to the health department and they require 12000 sq. feet for a septic tank. However, if required setbacks are able to be met, they will allow a septic tank on smaller lots. Discussion took place concerning the fact the majority of lots in town are under 1 acre. Comment was made that the ordinance states any lot divided after December 1996 must be one acre. Any lot existing at the time this ordinance was passed was grandfathered. The County requires lots to be 5 acres. Todd Robinson said he understood the reason

for requiring the one acre lots was because the town was short on power and water. The power is no longer an issue. Discussion took place concerning water. Tom Milk commented the town has 448.484 acre feet of water that can legally be used. Right now we are using the water from 2 springs. About 100 acre feet of water rights are not currently not able to be used. According to state standards, the town must be able to provide so much water for each home that is built. Based on that standard, we are using about 72% of our water right now. The Town has a meter that runs all the time that shows how much water we are getting. Tom said his last two readings were 234 gpm and for September 210 gpm on average. The state's model says we need 315 gpm. The issue is not that we have enough water, but that we do not have enough water to meet the state requirements. The trend for water flow has been slowing. Todd Robinson explained this is why we are getting the Water Master Plan study updated to see where we stand as far as water. Todd said years ago they talked about writing down and documenting what the flows were but as far as he knows nothing was ever done. Tom Milk explained there has been a meter on the line since the pumphouse was built. They had to replace it with a new meter 4 months ago. As Water Master, he has been documenting the flow. Mike Abbott commented the bottom line is we do not have the water rights now that the state says we should have.

Discussion took place concerning septic tank saturation. Comment was made the town should be more concerned about people drilling wells close to town than the number of septic tanks in town. This poses a greater risk for contamination and could cause the town to have to go to a sewer system. The septic tank size is determined by the number of bedrooms in a house, not by the number of people living in the house.

Suggestion was made the town wait until after next month to find out what new information the updated Water Master Plan shows concerning where we stand as far as water. A public hearing will have to be held before the ordinance can be changed. Shirley Lister suggested that a survey be sent out with the next town newsletter.

10. Open Discussion: Marliese Talbot commented she thinks Dan Burgett is doing a great job for the town and said she also appreciates everything the Fire Department does.

11. Adjourn meeting/approve bills/review financial statements:
Mark Barton moved to adjourn the meeting, approve bills and review financial statements. Mike Abbott seconded the motion. All in favor. Motion carried.