Paunsaugunt Cliffs Special Service District Meeting
Town of Hatch Community Center
March 1, 2021

BOARD CHAIRMAN: Beverly Ballif

BOARD MEMBERS PRESENT: Patty Christensen
Dennis Davenport
Todd Eggleston
John Zechlin

BOARD MEMBERS ABSENT: None

STAFF: Kerri Justus, Clerk; David Christensen, Water Operator.

PUBLIC PRESENT: Justin Christensen, Lisa Eggleston, Al Nessinger, Bev Nessinger, and Glen Thompson.

A. Meeting Called to Order
Beverly Ballif called the meeting to order at 6:30 p.m.

B. Approval of Previous Minutes
December 4, 2020
The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the December 4, 2020, minutes and Patty Christensen SECONDED the motion. The motion passed unanimously.

February 9, 2021
The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the February 9, 2021, minutes and 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 and budget; Dennis Davenport SECONDED the motion. The motion passed unanimously.

D. Public Hearing - None.

E. Petitions, Remonstrations, and Communications
1. Ensign Engineering

Kerri Justus asked Justin Christensen from Ensign Engineering for help with direction on a water master plan for Paunsaugunt Cliffs Special Service District. Beverly Ballif expressed that she would like to have an evaluation done to check if Paunsaugunt Cliffs Special Service District has enough water for who we need to service now and in the future, water tank evaluation for exterior paint, booster pump function and if it is adequate for the demand, and evaluate our fees for both water use and stand-by. Justin Christensen explained a Water Master Plan and what it typically involves: study of water rates, water rights, water usage (current and proposed), mapping of the system, IPS points - deficiencies with the State of Utah on our water system, and future projects. Dennis Davenport asked about verifying the safety and quality of our water delivery and sanitization. Justin Christensen stated the safety of water delivery depends a lot on a water operator. A water master plan requires help from a water operator in understanding the system. Questions were then raised on the fact that our water operator has resigned. Justin Christensen stated from what Ensign has reviewed with our system so far; we seem to be in good standing. The State of Utah has been consistent recently with giving grants for water studies. The grant process will take approximately 1 to 2 months; with completion of a Water Master Plan taking about 6 months. Ensign Engineering would help the district with the grant application. Dennis Davenport MOTIONED to request a proposal from Ensign Engineering for a Water Master Plan, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus and Beverly Ballif will follow up with Ensign Engineering on a proposal.

2. Resignation Letters

Paunsaugunt Cliffs Special Service District has received 3 letters of resignation: David Christensen, water operator; Gary Callister, board member; and Ben Neilson, board member. David Christensen stated he would still read the meters, take the monthly water samples and log the well reports until a replacement is found. There has been one individual, Dan Thornton, who contacted Beverly Ballif about interest in the water operator position. Both Beverly Ballif and Dennis Davenport have visited with him over the phone. The board will follow up with Dan Thornton and see if he will be a good fit. There is an online class for water operator certification in April that hopefully will work to get a water operator certified. Patty Christensen MOTIONED to accept the 3 letters of resignation; Dennis Davenport SECONDED the motion. The motion passed unanimously.

3. Appointment of New Board Members

There were 2 individuals, John Zechlin and Todd Eggleston, who were interested in serving on the board when we had openings 6 months ago. These individuals have regularly been attending our meetings since then. John Zechlin and Todd Eggleston were asked previous to this meeting to consider serving on the board as they have shown the most interest. There was a question on whether a member of the Paunsaugunt Cliffs Special Service District board could also serve on the Architectural Control Committee for Paunsaugunt Cliffs. Previously it was stated that someone cannot serve on both boards. The board decided to discuss this more at a future meeting. Dennis Davenport MOTIONED to appoint John Zechlin and Todd Eggleston to the Paunsaugunt Cliffs Special Service District board, Patty Christensen SECONDED the motion. All in favor.

4. Oath of Office - Board Members

Kerri Justus had all board members take the oath of office.

5. Board Member Training

Kerri Justus gave all board members the "Little Manual for Local and Special Districts" printed from the State Auditor's website. She also gave the board members the list of training's each is required to take upon appointment to the board. The board decided they would like training completed by the board members by the June meeting.

6. Water Bills - Delinquents

Roy VanRenselaar owns Lot 71 and as of February 2021 he owes $5,870.19. These are stand-by fee charges and penalty fees. He will not be able to connect to the system until his account is paid in full. Previously there had been a lien placed on the property, but the lien has since expired. Patty Christensen MOTIONED to proceed with placement of a lien on Lot 71; Todd Eggleston SECONDED the motion. The motion passed unanimously. Kerri Justus will contact the County Attorney on how to proceed with placing a lien.
Ronald Read owns Lot 79 and as of February 2021 he owes $602.66. These are also stand-by fee charges and penalty fees. He has never made a payment to PCSSD. The board advised Kerri Justus to send his next statement by certified mail.

7. Meter Reading Report - David/Kerri update

All meters have been read. There is one meter that is not working as a radio read meter and David Christensen is having to read it manually. David Christensen stated he will be in contact with support to get this issue resolved.

8. Request for Proposal - Qualified Backhoe Providers

Dennis Davenport has been working to compile a list of backhoe operators. Qualified would be licensed and insured as a contractor or working for a company. Dennis Davenport has visited with some individuals in the area who were recommended, but no one specifically committed and/or they were not licensed and insured. Todd Eggleston mentioned we could ask the county or see what the Utah Association of Special Districts has to offer. Patty Christensen MOTIONED to have Todd Eggleston begin researching for qualified backhoe operators, John Zechlin SECONDED the motion. The motion passed unanimously.

9. Water Meter Installation Policy

Kerri Justus reviewed the water meter installation policy with changes made from the December meeting for Paunsaugunt Cliffs Special Service District. The board reviewed the policy and made some more changes. Todd Eggleston will work on the final draft and send it to all the board members for review. Kerri Justus will add the water meter installation policy to the next meeting for adoption.

10. Financial Statements/Self-Evaluation Form

Kerri Justus works with Pelorus each year to complete the financial statements before submitting them to the State Auditor. She contacted Kimball & Roberts in Richfield to see what it would cost for them to complete our financial statements. Kimball & Roberts stated it would be between $750 and $1500 to complete our financial statements. The State Auditor does not require an audit so Kimball & Roberts would not do anything more than what Pelorus already helps us with. The board decided to do what we have done in the past. Kerri Justus will work with Pelorus to complete the Financial Statements for 2020. Once they are completed, she will send them to the board for review. The financial statements will be on the June agenda for approval. The State Auditor also requires a Self-Evaluation form each year. In years past, Kerri Justus, Beverly Ballif and another board member have completed the form; with Beverly Ballif signing the evaluation. The board decided to set up a work meeting to complete the Self-Evaluation Form so everyone can be involved.

11. Fraud Risk Assessment

Kerri Justus stated the State Auditor now requires a fraud risk assessment to be completed. She called the State Auditor's office and the assessment is for us to be aware of where we need to make improvements. The board decided to complete the Fraud Risk Assessment during our work meeting so everyone can be involved.

12. Board & Employee Compensation

Kerri Justus added this to the agenda to discuss changing the board members compensation. The board members are typically paid the same amount as what a monthly water bill is which is now $40 per month. Board members are paid this amount for each quarterly meeting attended. The board also discussed increasing the salaries of the employees. Kerri Justus stated it has been a lot more work since Mark Walter became sick and then passed away. The board asked Kerri Justus to keep track of what hours she has been working so the board can get an idea. This agenda item will be added to the next meeting for further discussion.

13. Meeting Schedule

Kerri Justus stated we needed to set up a regular meeting schedule. Patty Christensen MOTIONED to have the meetings on the 2nd Monday of March, June, September & December; Todd Eggleston SECONDED the motion. The motion passed unanimously.

F. Introduction and Adoption of Resolutions and Ordinances

None.

G. Report of Officers

1. Water Operator - David Christensen
    a. Well Production
        January - 536,000 gallons
        February - 500,000 gallons
    b. Water Sample Tests

David Christensen stated all of the bacteria water samples tested at Southern Utah University have passed (came back as negative) since our last meeting.

H. Unfinished Business

None

I. New Business

David Christensen discussed a problem of contractors connecting to fire hydrants for water. The board did not like this because there is no way to control the amount of water used and we are losing money by them doing this. The board discussed the purchase of a fire hydrant meter. David Christensen and Todd Eggleston will work on getting quotes and email the board with the information.

J. Adjournment

Patty Christensen MOTIONED to adjourn; John Zechlin SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 8:30 p.m. The next meeting will be in June.