

Paunsaugunt Cliffs Special Service District Meeting
Town of Hatch Community Center
April 12, 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: Dan Thornton, Scot Walter, Matt Walter, Jon Walter, Lisa Eggleston, Al Nessinger and Bev Nessinger.

A. Meeting Called to Order

Beverly Ballif called the meeting to order at 6:30 p.m.

B. Approval of Previous Minutes

1. March 1, 2021

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the March 1, 2021, minutes; Todd Eggleston 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 and budget; Todd Eggleston SECONDED the motion. The motion passed unanimously.

1. Extra Invoices

Mountainland Supply sent an invoice to Paunsaugunt Cliffs Special Service District for annual support and updates for the Sensus Radio Read Meter Software we use. Kerri Justus was not aware of this annual fee when the meters were installed/set up last year. The invoice total is \$2200. John Zechlin MOTIONED to pay Mountainland Supply for the annual support and updates; Patty Christensen SECONDED the motion. The motion passed unanimously.

D. Public Hearing - None.

E. Petitions, Remonstrations, and Communications

1. Matt Walter

Matt Walter discussed, along with Jon Walter and Scot Walter, expanding the project and neighborhood of Paunsaugunt Cliffs Special Service District. Jon Walter stated that the Walter family first purchased property and has been in the area since 1965. The whole family really

loves the area and spending time here. Matt and Jon Walter passed a map out to the board and public for review of their future project. Jon Walter stated how the Walter family has always had plans for future development with the roads and infrastructure that was previously built in Paunsaugunt Cliffs. Matt and Jon Walter are proposing a new development between Eagle Ridge Circle and Elk Run Circle which will add more than 50 lots to our current subdivision. The project would include a couple different phases but would connect the 2 cul de sacs; adding additional 1 to 4 acre lots, which the Walter's believe fits well with the already existing lots in Paunsaugunt Cliffs. Right now the Walter's are working with Garfield County to approve phase 1 which includes 27 lots and would loop the water system and roads in the subdivision. The Walter's were hoping to start this summer with the development. The other phases they would develop later, but the timing on those phases would depend on the total cost of the project and the demand for lots. The name of the new development would be "The Reserve at Paunsaugunt Cliffs" and the 4 phases would have basically the same CC & R's as the original phases of 1, 2 & 3; depending on what would need to be updated in the 20 years since the other CC & R's were written. The Walter's stated our water system was developed to accommodate more than 250 residences. Alpha Engineering is working with the Walter's and from their findings during peak capacity which would be the month of June; the PCSSD water tank can accommodate 330 residences and the water system and lines can accommodate up to 360 residences. The proposal from the Walter's would include adding additional water rights to our system and building the infrastructure to the specifications of today to support the additional lots. The Walter's stated the new development will improve the performance of our water system by looping water lines together. If the board decides to approve the new development, Paunsaugunt Cliffs would retain ownership of the lines and the easements to maintain the water system. The board stated that they have applied for a grant to have a Water Master Plan completed by Ensign Engineering. John Zechlin and Patty Christensen both agreed that they would like the findings from our Water Master Plan before they can move forward with a decision. The Walter's also stated they will meet with Kerri Justus and provide her with any copies of Paunsaugunt Cliffs records that would be helpful to the board to review. Todd Eggleston wants to be sure our water system can handle the additional lots and this new development will not place a burden on current customers. Dennis Davenport wants to make sure we can supply water to our current customers first. Beverly Ballif wants to make sure that the acre feet of water in our system is enough to provide water to all of our current lots. Scot Walter stated he believes it is the responsibility of Paunsaugunt Cliffs Special Service District to supply water to properties within the service district outline; as long as the system can handle it and that the water rights are there. The board is entertaining the proposal from the Walter's and will table the decision for a future date.

2. Water Operator - approval

Dan Thornton expressed interest in working as our water operator to replace David Christensen. John Zechlin MOTIONED to hire Dan Thornton as our water operator; Dennis Davenport

SECONDED the motion. The motion passed unanimously. Dan stated he was going to meet with Ben Neilson tomorrow for an overview of the system and has already been working with David Christensen to learn the water system. He has scheduled to take the water operator certification class next week and then will schedule to take the test after that.

3. Board & Employee Compensation

The board discussed the compensation for the clerk, water operator and the board members and decided on the following rates.

Water Operator

\$500 per month (base rate)

\$16.00 per hour (includes all work to maintain the water system)

Todd Eggleston MOTIONED to pay the water operator the above amount; Patty Christensen SECONDED the motion. The motion passed unanimously.

Clerk

\$500 per month (up to 40 hours per month)

\$12.00 per hour (any hours over 40 for the month)

Dennis Davenport MOTIONED to pay the clerk the above amount; Patty Christensen SECONDED the motion. The motion passed unanimously.

Board Members

\$40 per quarterly meeting

Patty Christensen MOTIONED to pay board members the above amount; John Zechlin SECONDED the motion. The motion passed unanimously.

Kerri Justus will have the compensation ready for adoption at the June meeting.

4. Water Bills - Delinquents

Roy VanRenselaar owns Lot 71 and as of April 2021 he owes \$6,087.91. 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. Kerri Justus contacted the Garfield County attorney and he said our first step is to have a process server serve him papers stating we will be placing a lien on the property for non-payment. John Zechlin MOTIONED to have Kerri Justus work with a process server for lien notification for non-payment of fees on Lot 71; Dennis Davenport SECONDED the motion. The motion passed unanimously.

Ronald Read owns Lot 79 and as of April 2021 he owes \$661.18. These are also stand-by fee charges and penalty fees. He has never made a payment to PCSSD. Kerri Justus sent him a certified letter at the beginning of March but he has not picked it up as of yet.

Gilbert Lonzarich owns Lot 1 and Lot 41 and as of April 2021 he owes \$439.92. These are stand-by fee charges and penalty fees.

Terrance Moore owns Lot 40 and as of April 2021 he owes \$306.35. These are also stand-by fee charges and penalty fees.

5. Water Meter Installation Policy

The board previously reviewed the Water Meter Installation Policy. Dennis Davenport MOTIONED to approve the Water Meter Installation Policy; Todd Eggleston SECONDED the motion. The motion passed unanimously.

6. Utah Water Use Data Report 2020 – adoption

Ben Neilson completed this report and sent it into the Utah Division of Water Rights. The board previously reviewed the report. Dennis Davenport MOVED to adopt the Utah Water Use Data Report 2020, Todd Eggleston SECONDED the motion. The motion passed unanimously.

7. Consumer Confidence Report 2020 (Cross Connection/Education) – adoption

The Consumer Confidence Report was completed by Ben Neilson at the Rural Water Conference in St. George. The board previously reviewed the report. Our cross-connection program is also in this report. Dennis Davenport MOVED to adopt the Consumer Confidence Report 2020, Todd Eggleston SECONDED the motion. The motion passed unanimously. Ben Neilson has sent this report into the Utah Division of Drinking Water. Kerri Justus will send a notice in the bills that our Consumer Confidence Report 2020 is available upon request.

8. Water Master Plan - proposal/update

The proposal from Ensign Engineering to start the grant process has been signed and Kerri Justus worked with Ensign Engineering to complete the grant application. The application has been submitted and we are now waiting to see if we will be approved for the grant from the State of Utah.

9. Fire Hydrant Water Meters - policy & procedure

Todd Eggleston purchased 2 fire hydrant meters for use by lot owners when they need water to start construction on their property before they have a water meter installed. Paunsaugunt Cliffs will need to purchase gate valves and locks before we can install and use the meters on hydrants. All of the fire hydrants in the district need to be identified, marked, mowed around and painted to make them easier to find. The board discussed the need for signs discouraging people from connecting to a hydrant. The fire hydrants also need to be flushed and make sure they are all in working order. The board discussed creating an ordinance for the policy and procedures of the fire hydrant meters. It was proposed to have a deposit of \$1000 for each fire hydrant meter used, but nothing was determined as to how much to charge per 1,000 gallons used. Todd Eggleston said he would do some research on the fees to charge. The board tabled the fire hydrant water meter policy and procedures until the next meeting.

10. PCSSD Bylaws - revisions

Beverly Ballif went through the bylaws for Paunsaugunt Cliffs Special Service District. Dennis Davenport MOTIONED to accept the bylaws; there was no SECOND. No comment was made on the bylaws from the board members. The bylaws will be revisited.

11. PCSSD Bank Account

The architectural control committee has a provision for a \$2500 bond during the building process for damage to property outside of the lot that is being built on. Todd Eggleston believes it would be easier to require a deposit instead of a bond. Since the architectural control committee has no bank account; his thought was to have the special service district hold the deposit. Kerri Justus will have to check and see if this would be legal. Todd Eggleston stated the architectural control committee is not sure they want to enforce the \$2500 deposit. The item was tabled.

F. Introduction and Adoption of Resolutions and Ordinances

1. Ordinance 2021 -1 (Meeting Schedule)

The board reviewed the ordinance pertaining to our meeting schedule. Dennis Davenport MOVED to adopt Ordinance 2021-1; Todd Eggleston SECONDED the motion. The motion passed unanimously.

G. Report of Officers

1. Water Operator - David Christensen

a. Meter Reading Report

All meters have been read. A meter on Lot 2 Ranches had not been syncing with the radio read handheld device and has been manually read the last few months; this meter has been replaced with a new meter now.

b. Well Production

March - 588,000 gallons

c. Water Sample Tests

David Christensen stated all of the bacteria water samples tested at Southern Utah University have passed (came back as negative) for March & April.

H. Unfinished Business

1. Set work meeting/self evaluation form & fraud risk assessment

The board set up a work meeting on Tuesday, May 4, 2021 at 6:30 pm to complete the self-evaluation form and the fraud risk assessment.

I. New Business

None.

J. Adjournment

Patty Christensen MOTIONED to adjourn; John Zechlin SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 8:55 p.m.