

Paunsaugunt Cliffs Special Service District Work Meeting
Town of Hatch Community Center
May 4, 2021

BOARD CHAIRMAN: Beverly Ballif

BOARD MEMBERS PRESENT: Dennis Davenport
Todd Eggleston
John Zechlin

BOARD MEMBERS ABSENT: Patty Christensen

STAFF: Kerri Justus, Clerk.

PUBLIC PRESENT: None.

A. Meeting Called to Order

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

B. Self Evaluation Form

The board reviewed and completed the Self-Evaluation Form for 2020. Beverly Ballif will sign the form since she does not have the ability to sign checks. Kerri Justus will add the completed form to the June agenda for adoption and send it into the State Auditor's office by June 30.

C. Fraud Risk Assessment for 2020

The State Auditor's office has begun requiring a Fraud Risk Assessment from each entity starting with 2020. This assessment is for each entity so they know their fraud risk and should be completed during the adoption of the budget. The board reviewed and completed the Fraud Risk Assessment for 2020. Kerri Justus will add the completed form to the June agenda and send it into the State Auditor's office.

D. Old Business

The board wanted to discuss the payment to employees from the last meeting. Typically the water operator and the clerk have received the same amount of pay. John Zechlin and Beverly Ballif didn't like how the clerk had hours included in her base rate and the water operator didn't. John Zechlin believes the water operator should have to read meters and take the monthly water tests to Cedar City for his base rate of \$500. John Zechlin also thinks the clerk's hourly rate when she goes over her base number of hours for the month should be the same hourly rate as the water operator. The board also wants to have a set amount of hours the water operator can use each month to help them manage the budget. After discussing the employee compensation, the board proposed the rates listed below:

Water Operator

\$500 per month (includes reading meters each month and taking the monthly water tests to Cedar City)

\$16.00 per hour with a maximum of 15 hours per month (includes all other work to maintain the water system)

Clerk

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

\$16.00 per hour (any hours over 40 for the month)

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

E. Adjournment

John Zechlin MOTIONED to adjourn; Dennis Davenport SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 8:00 p.m. The next meeting will be in June.