

Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
June 14, 2021

BOARD CHAIRMAN: Beverly Ballif

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

BOARD MEMBERS ABSENT: None

STAFF: Kerri Justus, Clerk; Dan Thornton, Water Operator.

PUBLIC PRESENT: Bev Nessinger, Al Nessinger, Matt Walter, Jon Walter, & Vito Barbieri.

A. Meeting Called to Order

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

B. Approval of Previous Minutes

1. April 12, 2021 & May 4, 2021

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the April 12, 2021 & the May 4, 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.

D. Public Hearing - None.

E. Petitions, Remonstrations, and Communications

1. Matt Walter

Matt Walter and Jon Walter came to see if any decisions have been made as far as approving the new development in the subdivision. The board needs to grant permission for new connections to the water system before the developers can go to Garfield County for final approval. The proposal is to possibly add up to 50 lots to the development. Matt Walter stated, as the developers, they would provide all required infrastructure to the new water system (hydraulic models, engineering studies, etc.), as well as the required water shares to provide adequate water to the new lots. All of the costs of adding the new lots to the subdivision will be

the cost of the developers. There was a question about possibly having a new road added for access in and out of the subdivision. It was decided that a new road is not a Special Service District board decision, but would need to be discussed with Garfield County. Todd Eggleston questioned if there would need to be a second well added once we have more than 100 connections. At this time, there are approximately 129 lots with around 38 active connections. Matt Walter did not believe there would need to be a second well added. It was also discussed how much work has already been completed with our Water Master Plan. The board reassured that Ensign Engineering has been working in the office and out in the service district with our water operator numerous days. The board would like our Water Master Plan to be completed or at least Ensign Engineering to give us the ok; before we sign the document for approval for Garfield County. Matt Walter asked if his engineers shared information with Ensign Engineering; if the process would be able to be completed any faster. The board agreed that having the engineering companies visit and discuss our water system would help. Contact information was exchanged for the engineering companies and hopefully a decision will be made sooner for approval for the Walter's to proceed with developing more lots.

2. Water Bills – Delinquents

Roy VanRenselaar owns Lot 71 and as of June 2021 he owes \$2,090.18. These are stand-by fee charges and penalty fees. He has been making payments since he received the letter served by the process server.

Ronald Read owns Lot 79 and as of June 2021 he owes \$721.47. These are also stand-by fee charges and penalty fees. He has never made a payment to PCSSD.

Gilbert Lonzarich owns Lot 1 and Lot 41 and as of June 2021 he owes \$533.82. These are stand-by fee charges and penalty fees.

Terrance Moore owns Lot 40 and as of June 2021 he owes \$355.91. These are also stand-by fee charges and penalty fees.

The board decided when a property owner owes more than \$1000 in stand-by fees; they will then discuss notifying the lot owner of a lien to be placed on the property for non-payment.

3. Financial Statements for 2020 (Financial Survey, Self-Evaluation Form, Fraud Risk Assessment) – adoption
The board reviewed the Financial Statements for 2020 previous to this meeting. The Fraud Risk Assessment and the Self-Evaluation Form was completed as a board at our last meeting. Kerri Justus completed the Financial Survey and had the board review it. Dennis Davenport MOVED to adopt Resolution 2021 - 1; Todd Eggleston SECONDED the motion. The motion passed unanimously.

4. Lease with Town of Hatch

Our lease with the Town of Hatch for use of office space and meetings is due in July. Last year we paid \$800.00 for the year. This included \$700 for rent and then \$25 per meeting. The Town of Hatch has decided to charge the same amount for the next year. Kerri Justus will pay the Town of Hatch \$800.00.

5. Grant – Division of Drinking Water/Water Master Plan

Paunsaugunt Cliffs Special Service District was awarded the grant for the Water Master Plan. Ensign Engineering has been working on completing the plan since the grant was awarded. Dan Thornton and Kerri Justus, as well as the board members, have been in contact with Ensign to answer questions and provide any information they may need.

6. Water Overage Fee – annual allotment

Al Nessinger has used all of the water he is allotted for the year as of May 31, 2021. He was charged overage fees on his June bill for the extra water he used. Al Nessinger paid his overage fees and also brought a copy of a check showing he has now purchased an additional 2 acre feet of water to be added to our water system for use on his lots. Al & Bev Nessinger both stated the reason they used so much water last month was due to the float that was asked to be installed at their water troughs to prevent cross contamination. There had been a letter given to the Nessinger's about their water troughs causing a concern of cross contamination to our water system. The Nessinger's fixed the cross contamination concern but Bev Nessinger stated she watches the water run over all day long, causing water to be wasted. John Zechlin and Todd Eggleston are going to work with the Nessinger's to see if something can be done to prevent the water from being wasted. The billing of overage fees was then discussed and explained by the board. Paunsaugunt Cliffs Special Service District combines all water used throughout the year on a lot and bills overage fees on an annual basis, even though water meters are read monthly. As soon as a homeowner does use their annual allotment of water, no matter what month during the year this happens, the homeowner will begin to be charged overage fees. Overage fees have always been \$5.00 per 1,000 gallons. This has allowed homeowners who use more water in the summer months; no fees for overages, because usually the water use balances out in the winter months, and at year-end; the homeowner has not gone over their annual allotment. If home owners own more than 1 lot; a water use fee can be paid on a lot without a meter to allow the homeowner to use the water allotted to that lot. When this was discussed at a previous meeting, it was stated that in order to combine the allotted water of another lot to the lot with the meter, the lot had to be adjacent to the lot with the meter. Todd Eggleston and John Zechlin would like to take the word adjacent out of this. They both feel like it should be with any lot that is owned by the same owner, even if the lot is across the road. Kerri Justus will add it to the next meeting's agenda.

7. Fire Hydrant Water Meters - policy & procedures

The board reviewed and discussed the Fire Hydrant Meters policy & procedures. There are some items that need to be changed before it is adopted. Kerri Justus will add it to the next meeting's agenda for adoption.

F. Introduction and Adoption of Resolutions and Ordinances

1. Resolution 2021 - 1 (Compensation)

The board reviewed the resolution pertaining to compensation. Dan Thornton had a question if he was to go over the 15 hours each month. The board understood that sometimes there could

be a special circumstance or emergency that would have him work more than the 15 allotted hours each month, but there will be times, especially in the winter months where he does not work all 15 extra hours. Todd Eggleston MOVED to adopt Resolution 2021 - 1; Patty Christensen SECONDED the motion. The motion passed unanimously.

G. Report of Officers

1. Water Operator – Dan Thornton

a. Meter Reading Report

All meters have been read.

There have been 3 pump failures since the last meeting; one was due to a power outage, one required the pump to be physically reset and one was from a blown fuse. Dan Thornton replaced the fuse and got the pump running again, but it was the last fuse we had. He would like to order some more fuses to have as back-ups. The board agreed that it would be wise to have some fuses available for replacements. Dan will work with Todd Eggleston to get some fuses ordered.

Dan Thornton stated he was on the Division of Drinking Water website and the Consumer Confidence Report and certification letter has not been submitted. Kerri Justus stated that Ben Neilson has always submitted that report once it has been completed. Dan Thornton will contact Ben Neilson to follow up with him since he completed the Consumer Confidence Report that needs to be submitted.

The generator was serviced by Caterpillar last week. Caterpillar replaced filters, installed a new battery and load tested it for 1 hour. This needs to be done annually so Dan Thornton will make a note to schedule to have it done again next May.

Dan Thornton also had the generator filled with fuel from Jenkins Oil. He is going to have Jenkins Oil stop by monthly to make sure the generator stays full.

It was discussed how overgrown the edges of the road and fire hydrants are with weeds and sagebrush. Some hydrants are so overgrown you cannot see where the fire hydrants are located. Dennis Davenport stated he would call the county and see if they would be willing to come mow along the edges of the road and around the fire hydrants. Otherwise Dan Thornton will try to take care of the overgrowth around the hydrants when he begins flushing and servicing them.

John Zechlin asked about our aquifer and Dan Thornton's opinion on it. Dan Thornton stated that since he has been our water operator, our aquifer seems to be keeping up adequately for the drought conditions we are in right now.

b. Well Production

May - 1,132,800 gallons

c. Water Sample Tests

Dan Thornton stated the bacteria water samples tested at Southern Utah University have passed (came back as negative) for May & June.

H. Unfinished Business

I. New Business

Todd Eggleston and John Zechlin have both visited with Garfield County Employees about our service district. It was discovered that Paunsaugunt Cliffs Special Service District does not own the land that our well, pump and tank are located on. Typically, a developer gives the property to a service district once the service district begins managing. Todd Eggleston, John Zechlin and the employees we have worked with at the courthouse are very concerned this has not happened.

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.