

Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
September 20, 2021

BOARD CHAIRMAN: Beverly Ballif

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

BOARD MEMBERS ABSENT: None

STAFF: Kerri Justus, Clerk.

STAFF ABSENT: Dan Thornton, Water Operator.

PUBLIC PRESENT: Justin Christensen, Bev Nessinger, Al Nessinger, & Kevin Eldredge.

A. Meeting Called to Order

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

B. Approval of Previous Minutes

1. June 14, 2021

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the June 14, 2021, minutes; Patty Christensen SECONDED the motion. The motion passed unanimously.

C. Review Checkbook Register & Budget

The board members previously reviewed the checkbook register and budget. Todd Eggleston 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 - Water Master Plan

Justin Christensen discussed the water master plan with the board. They have sent preliminary copies of the study to the board members for review and questions. As part of the study, Ensign Engineering went through our entire water system and reviewed the as-built specs. They were able to locate buried meter boxes, and GPS locate everything which will load to a database allowing our water operator to access locations of our system through an app. Potential projects looked at for our system would be a fence around our booster station; interior inspection of our water tank checking for sediment build-up and/or divers to possibly do some cleaning; new source and possibly an additional well required by the State once we have 101 homes

connected to our system; and working with our SCADA technician to have the well refill when it drops to 2 feet instead of 4 feet. The positive of having the well refill at 2 feet would be more water available if something went wrong; the negative would be the additional times the well would kick on. One question on the cleaning and interior inspection of the tank is if there is a suggested timeline as to how often it needs to be done. Justin Christensen stated it is suggested to operators to have it done every 3 to 5 years, but it really depends on the sediment in the tank. Ensign Engineering reviewed our water rights with our existing system and we have what we should have and they are in the board's name. There was one water right that had to be fixed, but it has been taken care of. Ensign is still looking into some points of diversion being pulled from the south bend of the Sevier River because at this time our system is unable to use water from the Sevier River. There were some questions as to some irrigation shares and if they have been transferred to our system. Justin Christensen was going to check but he believes they have been transferred to our name but these shares are not tied to our well. The property our well and tank are located on was discussed since the property was never deeded over to the Special Service District. Paunsaugunt Cliffs Special Service District has a Right of Access Easement for the land our pump, well and tank are located on; as well as a guarantee of contamination to not happen within 2 feet of our well. The easement is permanent and allows us to maintain, repair and replace necessary parts of our water system. John Zechlin is going to call Matt Walter to see about having the property deeded to the special service district. Ensign Engineering will have the water master plan completed in October.

2. Water Bills – Delinquents

There are no accounts delinquent by more than \$1,000 as of this meeting.

3. Fire Hydrant Meters - policy & procedures adoption

The board previously reviewed the Fire Hydrant Meter Policy and Procedures. Todd Eggleston MOVED to accept the Fire Hydrant Meter Policy and Procedures; Patty Christensen SECONDED the motion. The motion passed unanimously.

4. Water Use on Lots with Same Owner

The board discussed changing how homeowners who are already paying the monthly water use fee on a lot and have had a meter installed can also use water tied to other lots they own. It was passed in a previous board meeting that homeowners who own adjacent lots can pay the water use fee on each lot they choose instead of the stand-by fee. This allows the use of water allotted to that lot without having a meter actually installed on the lot. Todd Eggleston MOTIONED to allow homeowners with the same deeded name on a property within the special service district subdivision but not necessarily adjacent to a lot with the meter, the ability to pay the water use fee on such property instead of the stand-by fee, to be able to use more water on the lot with the meter. Patty Christensen SECONDED the motion. The motion passed unanimously. The board still agreed that if a homeowner would ever want to put a meter on one of these lots, they would have to pay the current rate for the connection fee.

5. Procedure for Connections Outside Subdivision

Kerri Justus brought up that she would like some procedures for when an individual wants to connect to our water system and they don't own a lot but are within our service district. The

board agreed this would be good. The water meter installation policy that is already adopted would go along with this, but there needs to be some sort of checklist as to coming to the board, deeding water rights over to the district, etc. Todd Eggleston is going to see what he can come up with for suggestions. This item will be discussed more at future meetings.

6. Limiting/Discouraging Overages

Kerri Justus brought up to the board if there is any way to try to limit/discourage the overages of water use. There is a \$5.00 per 1,000 gallon overage fee adopted which is charged at the end of the year if homeowners go over their allotted amount for the year. She stated in Paunsaugunt Cliffs it seems homeowners will just pay if they go over the allotted water amount and not try to conserve. Kerri Jutus wanted the board to think if there is anything we can do about this situation. The board agrees it is something to think about but would like to table the discussion for now.

7. Budget for 2022

The board reviewed the numbers from the 2021 budget that needed to be amended and discussed the 2022 budget. The board went through each budget line by line. Kerri Justus will work with the board and have the 2021 amended budget and the 2022 final budget ready for adoption in December.

8. Savings Account Deposit for 2021

The board wants to wait until December to decide how much to put in the savings account.

F. Public Hearing

1. Introduction and Adoption of Resolutions and Ordinances

None.

G. Report of Officers

1. Water Operator – Dan Thornton

Dan Thornton was unable to attend the meeting but sent an email to the board for his quarterly report. The board previously read the email and had no comments. The email is copied below:

Water Operator Report

Period of

June 1st-August 31, 2021

1. **Water Testing:**

1. Bacteria- All samples have come back negative.
2. Copper/Lead: Five random testing sites all came back with minimal concentrations, all within safe state parameters. I delivered copies of reports to each participating household and then certified delivery on the DDW website.
3. Nitrates: Test came back well within safe state parameters.

2. **Well Production:**

1. June : 1,176,200 gal
2. July: 1,119,200 gal
3. August: 1,075,200 gal

3. **Meters:**

a) We had 1 meter installed this quarter which did not go as smoothly as I hoped, but did bring up an issue that needs correcting. When I gave approval to the contractor to backfill, I requested the meter vault and lid be **above** grade 4 " if possible. Well, that didn't happen. So the question of what recourse do we have? At the other new home construction, the meter lid is below grade and now covered in mud. What's going to happen is that these vaults are going to fill up with water and mud and ruin the electronics in our new meters. Plus, we will be out of pocket to correct. So I propose additions to the meter install policy that puts forth the minimum distance above grade that we will accept with any cost to correct to be born by the homeowner, or something to that effect.

4. **Maintenance:**

1. I bought an additional 10 hydrant signs and flags. Once I'm done installing those, we'll have approximately 50% of hydrants serviced and painted. I am concentrating on just finishing up those hydrants near residences for this season.
2. Dave Christensen did an excellent job installing the power switching relay. Now when a power outage occurs, the relay will close under generator power, thereby supplying power to battery back up which will keep all the controls running.
3. I replaced the radio in the SCADA system with upgraded circuitry and LTE radio. So far we have had no communication issues with the system. I plan on contacting the Telemetry Company to make sure that the water level indicators are working properly.

5. **Cross Connection Program:**

1. The Water District is now required to submit annually a **Cross Connection Control Annual Report** by the end of the year. I know we have some sort of CCC guidelines but I am working with the DDW to update and implement an actual control program. It further requires the District to have a Backflow 101 Certified operator as well as a CCC Administrator. For small districts as ours, we will be able to piggyback on the Rural Water Association and use their Administrator and I'll get my certification.

H. Unfinished Business

None.

I. New Business November

There is a Utah Association of Special District Convention in Provo in November if anyone would like to attend.

J. Adjournment

Todd Eggleston MOTIONED to adjourn; John Zechlin SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 8:00 p.m.