

Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
December 13, 2021

BOARD CHAIRMAN: Todd Eggleston

BOARD MEMBERS PRESENT: Dennis Davenport
John Zechlin
Patty Christensen

BOARD MEMBERS ABSENT: None

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

STAFF ABSENT: None.

PUBLIC PRESENT: Bev Nessinger, Al Nessinger, & Cindy Davenport.

A. Meeting Called to Order

The meeting was called to order at 6:30 p.m.

B. Approval of Previous Minutes

1. September 20, 2021

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the September 20, 2021, minutes; Todd Eggleston SECONDED the motion. The motion passed unanimously.

C. Review Checkbook Register & Budget

The board members previously reviewed the checkbook register & budget. Dennis Davenport MOVED to approve the checkbook register; John Zechlin SECONDED the motion. The motion passed unanimously. The budget will be approved in the public hearing.

D. Public Hearing

The Public Hearing opened at 6:35 p.m.

1. Opening of 2021 Budget

Kerri Justus had the board review with her what our revenues and expenses were for 2021 and what we had budgeted for each. Adjustments were made in the revised budget column on the 2021 budgeting worksheet. Patty Christensen MOTIONED to accept the adjustments to the 2021 Budget, Todd Eggleston SECONDED the motion. The motion passed unanimously. Kerri Justus will file these adjustments with the 2021 Budget.

2. Adopting of 2022 Budget

The board reviewed the budget for 2022 which they had discussed at the September meeting. An adjustment was made to zero out the depreciation expense to bring the budget out of the negative. Todd Eggleston MOTIONED to accept the 2022 Budget with the adjustment, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus will get the 2022 Budget sent into the State of Utah within 30 days of today.

The public hearing closed at 6:45 p.m.

E. Petitions, Remonstrations, and Communications

1. Accept Resignation & Appoint New Chairman

The board has received a letter of resignation from Beverly Ballif as the board chairman. Dennis Davenport MOTIONED to accept the letter of resignation, Todd Eggleston SECONDED the motion. Patty Christensen MOTIONED to appoint Todd Eggleston as the new board chairman, John Zechlin SECONDED the motion. Both motions passed unanimously.

2. Water Bills - Delinquents

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

3. Water Rate Increase

The board would like to table the water rate increase until the March meeting.

4. Savings Account Deposit for 2021

The board discussed transferring money out of our checking account and putting some into our savings account. As of today, we have \$35,126.96 in our savings account and \$29,438.85 in our checking account. Todd Eggleston MOTIONED we put \$19,000 in savings from our checking, John Zechlin SECONDED the motion. The motion passed unanimously. Kerri Justus will get the money transferred.

5. Annual Water Use Chart

Kerri Justus reviewed the water usage of the lot owners in Paunsaugunt Cliffs Special Service District with the board. There have been no lot owners who have used more than their allotted water for the year. There was some discussion about water conservation and asking lot owners to conserve to help maintain our aquifer.

6. Fraud Risk Assessment Questionnaire

The board reviewed the Fraud Risk Assessment for 2021. John Zechlin MOTIONED to approve the Fraud Risk Assessment for 2021, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus will submit the Fraud Risk Assessment for 2021 to the State Auditor's office.

7. Sensus Support for 2022 - approval

Todd Eggleston MOTIONED to pay for Sensus Support for 2022 for the radio read meters (the money was budgeted in the 2022 budget), John Zechlin SECONDED the motion. The motion passed unanimously.

8. Year-End Bonuses

Patty Christensen MOTIONED to pay \$300.00 each to Kerri Justus and Dan Thornton as a Year End Bonus, Dennis Davenport SECONDED the motion. The motion passed unanimously.

F. Introduction and Adoption of Resolutions and Ordinances.

1. Ordinance 2021-2 (Budget Approval)

Kerri Justus read Ordinance 2021-2 to the board and the public for the budget approval. Patty Christensen MOTIONED to approve Ordinance 2021-2; John Zechlin SECONDED the motion. The motion passed unanimously.

G. Report of Officers.

1. Water Operator - Dan Thornton

a. Meter Reading Report

Lot 58 has requested and paid to have a meter installed. Dan has been working with the contractor to get this completed.

Lot 111 has also requested to have a meter installed since the last meeting.

The SCADA system radio went out and has been fixed. The radio was in need of an upgrade due to the previous radio not being supported any longer.

The variable frequency drive went out on our well. Luckily this was a quick fix because the company who was able to repair it is from Salt Lake and was on their way to St. George. They stopped and picked it up and took it back to Salt Lake for repairs. Once repaired, they shipped it back to Dan and he installed it.

Dan has serviced 11 hydrants the past few months. He is about half way done with the maintenance of the hydrants and will finish the other hydrants next year when the weather is nice again. Dan has purchased some soil sterilizer for around the hydrants that do not have trees around them.

A new pressure switch has been ordered for the well but Dan does not know when the switch will be here for it to be installed.

The security of the water tank was discussed. Since our last meeting there were some kids who had climbed on top of the tank. Dan is concerned that anyone can have access to our tank right now. It was discussed to post no trespassing signs and locks in hopes of deterring anyone from climbing on top of the tank. The board discussed at some time they would like a fence around the tank to protect our water and the way we get water. At this time, Paunsaugunt Cliffs Special Service District only has an easement from the Walter family that pesticides will not be used within a certain distance of the water tank. Dennis Davenport directed the water operator to take no further action regarding tank security at this time. Questions were raised as to why the land the tank is on was not deeded to Paunsaugunt Cliffs Special Service District.

The meter installation policy was discussed and Dan has requested to have the meter box lids 4 inches above grade to prevent water and mud from damaging the water meters. This will be reflected in the meter installation policy.

b. Well Production

Well production from September 1 to November 30, 2021, was 2,620,710 gallons.

c. Water Sample Tests

Bacteria water sample tests have all come back negative.

d. Cross Connection Control Program

Each water district is now required to submit a Cross Connection Control Annual Report. Originally the report for 2021 was due by January 15, 2022, with points deducted from our water system if it was not submitted by March 30; but the due date has been changed. This report provides a guideline for implementing cross connection control programs, help resolve deficiencies, and achieve compliance with the State. The five elements of the Cross Connection Control Annual Report are below:

1. A legally adopted and functional local authority to enforce a cross connection control program (i.e., ordinance, bylaw or policy);
2. Provide public education or awareness material or presentations;
3. Have an operator with adequate training in the area of cross connection control or backflow prevention;
4. Have written records of cross connection control activities, such as, backflow assembly inventory; and
5. Show test history and documentation of on-going enforcement (hazard assessments and enforcement actions) activities.

We do have a cross connection ordinance that was passed in 2009. Dan Thornton has taken a Backflow 101 Training through the Rural Water Association. Our water system does have double check valves on our side of the meters. Dan Thornton is going to contact the Rural Water Association and see if they can help us be in compliance with this new report since we are such a small water district. The water operator asked the board if they wanted him to continue developing a Cross Connection Program in compliance with the new rules. The Board directed the water operator to take no further action until they have reviewed the new rules.

H. Unfinished Business.

None.

I. New Business.

The board will need to decide if they will appoint a new member to the board with the resignation of Beverly Ballif. The board needs to have an odd number of members.

J. Adjournment.

Patty Christensen MOTIONED to adjourn; John Zechlin SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 8:20 p.m.