Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
March 21, 2022

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: Beverly Ballif and Teresa Ballif.

A. Meeting Called to Order
The meeting was called to order at 6:30 p.m.

B. Approval of Previous Minutes
1. December 13, 2021

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the December 13, 2021, minutes; Patty Christensen 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 and budget; John Zechlin SECONDED the motion. The motion passed unanimously.

D. Public Hearing - None.

E. Petitions, Remonstrations, and Communications
1. Water Bills - Delinquents

There is one owner who owns 2 lots and he is delinquent on stand-by fees. He owes just under $1,000. The board will review this account at the June meeting and decide how to proceed.

2. PCSSD Bylaws - Revised

New bylaws were presented and discussed. A suggestion was made on changing our board to 3 voting members instead of 5 members, especially since our community is so small. There was also discussion on if we should be called a board or a committee. Patty Christensen suggested we table the adoption of the new bylaws until the June meeting since there is a possibility one board member will be moving and would have to resign. John Zechlin MOTIONED to table the PCSSD Bylaws until the June meeting, Patty Christensen SECONDED the motion. The motion passed unanimously.

3. Board Member Training

Kerri Justus reminded the board of annual training that needs to be done. The Open and Public Meetings Act Training 2022 has to be done yearly and the Local District & Special Service District Board Member Training has to be done every 4 years. John Zechlin MOTIONED for board members to complete training by the June meeting, Patty Christensen SECONDED the motion. The motion passed unanimously. Certificates are generated once the course is complete. Please send certificates to Kerri Justus to keep on file.

4. Water Study Report/Water Rate Increase

The board discussed some follow up items with our water study report.
Kerri Justus suggested looking at possibly increasing water rates for the ranch lots since they are allotted much more water each month than the regular residential lots. John Zechlin MOTIONED the increase of water rates be tabled until the June meeting, Patty Christensen SECONDED the motion. The motion passed unanimously.
Todd Eggleston suggested our priority right now is to have the inside of our water tank evaluated and possibly cleaned. The board is concerned about the amount of sediment in the bottom of the tank and the best way to get it out. The water study report included 2 different proposals for inspecting/cleaning our water tank, but there is a $1,000 difference between the two. Dennis Davenport MOTIONED to approve up to $2698 (the amount of the highest proposal) for inspecting/cleaning of the water tank, Patty Christensen SECONDED the motion. Todd Eggleston and Dan Thornton will work on contacting and scheduling a company and will keep the board informed by email.

5. Self-Evaluation Form

Kerri Justus will email the Self-Evaluation Report to board members for review. The Self-Evaluation Form will have to be adopted at the June meeting and uploaded to the State Auditor’s website by June 30, 2022.

6. Utah Water Use Data Report 2021 – adoption

Dan Thornton 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 2021, John Zechlin SECONDED the motion. The motion passed unanimously.

F. Introduction and Adoption of Resolutions and Ordinances

1. Ordinance 2022 -1 (Meeting Schedule)

The board reviewed the ordinance pertaining to our meeting schedule. Dennis Davenport MOVED to adopt Ordinance 2022-1; Patty Christensen SECONDED the motion. The motion passed unanimously.

G. Report of Officers

1. Water Operator - Dan Thornton

There is a cybersecurity evaluation that needs to be completed. Kerri Justus will look at completing the report.

a. Meter Reading Report

All meters were read. The gallons of water billed is listed below.

December 2021 - 113, 00 gallons

January 2022 - 193,000 gallons

February 2022 - 215,000 gallons

b. Well Production

December 2021 - 254,600 gallons

January 2022 - 439,600 gallons

February 2022 - 401,900 gallons

c. Water Sample Tests

Bacteria water sample tests have all come back negative.

H. Executive Session

The board went into executive session at 7:30 pm.

1. Strategy to discuss pending or reasonably imminent litigation
2. Investigative proceedings regarding allegations of criminal conduct

The board came out of executive session at 7:59 pm. There was no action taken.

I. Unfinished Business - None.

J. New Business

Todd Eggleston would like the breakdown from Garkane of what our use is each month for our well and our booster station for the last 2 years. Kerri Justus will contact Garkane and get the information.

The board would like to have some no trespassing signs installed around the water tank and the generator. Todd Eggleston will order some metal signs. Dan Thornton will get some posts to install the signs on.

John Zechlin suggested we get a bid on a chain link fence with barbed wire at the top with a 4 foot gate around the generator. Kerri Justus suggested the fencing company in Panguitch. She will get their contact information to Dan Thornton.

The board would like Kerri Justus to send a letter in the water bills asking for lot/home owners to watch for unusual activity with water trucks or people connecting to fire hydrants in the subdivision.

K. Adjournment

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