Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
June 27, 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.

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

B. Approval of Previous Minutes
1. March 21, 2022

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the March 21, 2022, minutes; Patty Christensen SECONDED the motion. The motion passed unanimously.

C. Review Checkbook Register & Budget
The board members previously reviewed the checkbook register & budget. An adjustment was made in Other Operating Income to increase the budget from $500 to $1200. Dennis Davenport MOVED to approve the checkbook register and budget with this adjustment; Todd Eggleston 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, Lot 1 & Lot 41, and he is delinquent on stand-by fees. He owes $1,159.92. The board will review this account at the September meeting and decide how to proceed.
There is one other lot who is delinquent on his account. He is connected to the system and uses water. Kerri Justus will send him a letter notifying him of the delinquency and a possible disruption in his service if the bill is not paid.

2. PCSSD Bylaws - Revised

The Bylaws have been revised per the discussion of our last meeting. Beverly Ballif questioned moving the board from 5 members down to 3 members and why the board wouldn't want to involve more of the community members. Dennis Davenport would like the board to stay at 5 members like it was established. He stated that with 3 members there is a possibility of not having a quorum if someone has to abstain. Dennis Davenport also doesn't think the board is inefficient with 5 members and making it only a 3 member board, will not necessarily make it more efficient. Beverly Ballif also questioned if the chairman should be voting. Todd Eggleston said he did some research and has an email from the Utah Association of Special Districts and it is ok for a chairman to vote. Beverly Ballif said she would like to see the email. Todd Eggleston feels that our community is small and the issues the board could face with operating our water district are not very controversial. He stated everyone on the board has the best interest for the special service district. Questions came up about who wouldn't be on the board. John Zechilin said he was planning on resigning since he is going to be moving so that would make it easy to move to a 3 person board. Patty Christensen stated now that her husband is not the water operator; she doesn't have any issues she would need to abstain from voting on.

John Zechlin turned in his resignation from the Paunsaugunt Cliffs Special Service District board as of the meeting tonight. He left at 7:25 p.m.

Todd Eggleston MOTIONED to approve the revised Bylaws moving the board from 5 voting members, to 3 voting members; Patty Christensen SECONDED the motion. Dennis Davenport voted no. The motion passed 2 to 1.

3. Utah Local Governments Trust (ULGT) Insurance Premiums

The board reviewed our property and liability insurance premiums. Kerri Justus provided cost amounts for changes if the board decided to increase the current value on our water tank, booster pump, well house and generator. The board discussed and decided to increase the property values as listed below:

Water Tank from $390,000 to $500,000

Booster Pump from $75,000 to $98,000

Well House form $40,555 to $68,500

Caterpillar Generator form $15,000 to $22,500

The change in values will increase our property insurance for the year to approximately $608.00. Todd Eggleston MOTIONED to change the current values of our above listed property to the increased amounts; Dennis Davenport SECONDED the motion. The motion passed unanimously.

The board decided to leave the liability insurance as is with $2,000,000/$4,000,000 coverage.

4. Water Study Report

a. Water Rate Increase

The board did discuss raising water rates and the different options for charging for water. The board tabled the agenda item until the next meeting.

b. Water Tank Cleaning/Inspection

The water tank has been cleaned and inspected and the tank is in great shape. The inside looked really good with no rust. The ceiling looked great as well. The outside of the tank looks fine, it has some oxidation, but the paint is fine for now. The ladder on the outside of the tank is illegal per OSHA standards and will need to be updated to code at some point. Dan Thornton did say that the company suggested an air mixer be added to the inside of the tank to prevent it from freezing and keep the water circulating. Once the company, Advanced Diving Services, sends us the final report, the board will review and decide what improvements to make.

5. Fencing Generator

We have received 2 bids for fencing around the generator. The enclosure around the generator will be about 20 ft. X 16 ft.
1st Bid -
6 ft. fence with 4 ft. wide gate = $5635.22
8 ft. fence with 4 ft. wide gate = $6919.00
8 ft. fence with 3 wire barbed wire on top = $7849.00
2nd Bid -
6 ft. chain link fence with gate = $4100.00
8 ft. chain link with gate and barbed wire on top = $5360.00
The board decided to table this agenda item until next summer due to other costs at this time.

6. Financial Statements for 2021 (Financial Survey & Self-Evaluation Form) – adoption

The board reviewed the Financial Statements for 2021 previous to this meeting. Kerri Justus completed the Financial Survey and had the board review it. The Self Evaluation Form has also been completed. Dennis Davenport MOVED to adopt the Financial Statements for 2021; Patty Christensen SECONDED the motion. The motion passed unanimously.

7. Consumer Confidence Report 2021 (Cross Connection/Education) – adoption

The Consumer Confidence Report has been completed and submitted to the State by Dan Thornton. Dennis Davenport MOVED to adopt the Consumer Confidence Report 2021; Patty Christensen SECONDED the motion. The motion passed unanimously.

8. 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.

9. Pump Replacement/Bid

Dan Thornton submitted to the board a bid for a new pump. The board is concerned that our pump is 10 years old and most pumps last 10 to 12 years. The pump we currently have has been discontinued, but there is one left in stock from the company who installed the pump previously. Due to problems with the supply chain we have now, the board would like to have some parts in stock for emergencies. The board reviewed the bid and decided a pump and motor are the most crucial to have on hand. The cable and pipe needed when our pump needs replaced can be purchased later. John Zechin MOTIONED to purchase a pump and motor as a backup which are the first 2 items listed on the bid and not to exceed $5500, Patty Christensen SECONDED the motion. The motion passed unanimously.

F. Introduction and Adoption of Resolutions and Ordinances - None.

G. Report of Officers

1. Water Operator - Dan Thornton

a. Meter Reading Report

All meters have been read.

Dan Thornton has been our water operator for a year now and during that time he has collected data on the water billed to customers each month, water pumped by the well and the percent of water loss we have each month. The alarm on the tank has been adjusted and fixed so the water tank does not overflow anymore which was a problem for awhile, but there is still some water loss. The board would like to review the data after the next few months and see if there are any changes to the water loss.

Lot 58 has used all of our water meters that we had in stock. Dan Tornton called the meter supply company to order more and they are backordered for at least 3 to 6 months. Lot 92 is the only lot we know of right now who will be needing a water meter connection. For now we will connect him to the system without a meter and once we have a meter to install, we will get it installed. Dan Thorton has called the water meter supply company and ordered 6 meters to have in stock, he originally only ordered 3.

b. Well Production

March 2022 - 403,100 gallons

April 2022 - 331,800 gallons

May 2022 - 501,800 gallons

c. Water Sample Tests

Bacteria water sample tests have all come back negative.

H. Unfinished Business

a. Board Member Training

All board members have completed their annual training.

I. New Business

Todd Eggleston would like to have a new lock set installed at the front and back door of the pump house. Dan Thornton will get this taken care of.

Beverly Ballif had questions about the Architectural Control Committee and who was on that board. She wanted to know who was in charge of that committee and what the committee has been doing. Todd Eggleston said he would visit with her about it later since it doesn’t have to do with Paunsaugunt Cliffs Special Service Water Board.

Patty Christensen stated she would like a community contact list for emergency purposes since most people do not actually live in subdivision full-time. Kerri Justus will write something up to

put in the water bills with Patty Christensen being the contact to compile the list of community members.
Beverly Ballif asked for better communication about meeting dates and times. She was frustrated that our previous meetings had been changed from original scheduled dates. Kerri Justus said anyone can subscribe to the Public Notice Website for notifications on meetings for Paunsaugunt Cliffs Special Service District. All of our meetings are published there at least 24 hours prior to the meeting, which meets the State requirement. Kerri Justus will have the meeting date and time on the monthly water bills in the future. She will also try to post a basic announcement at the post office, even if the agenda isn't posted until 24 hours prior to the start of the meeting.

J. Adjournment
Patty Christensen MOTIONED to adjourn; Dennis Davenport SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 8:05 p.m.