

Paunsaugunt Cliffs Special Service District Quarterly Meeting
Town of Hatch Community Center
December 12, 2022

BOARD CHAIRMAN: Todd Eggleston

BOARD MEMBERS PRESENT: Dennis Davenport
Patty Christensen

BOARD MEMBERS ABSENT: None

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

STAFF ABSENT: None.

PUBLIC PRESENT: 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 12, 2022

The minutes were previously reviewed by all board members. Dennis Davenport MOVED to accept the September 12, 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. Patty Christensen MOVED to approve the checkbook register; Dennis Davenport 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 2022 Budget

Kerri Justus had the board review with her what our revenues and expenses were for 2022 and what we had budgeted for each. Adjustments were made in the revised budget column on the 2022 budgeting worksheet. Dennis Davenport MOTIONED to accept the adjustments to the 2022 Budget, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus will file these adjustments with the 2022 Budget.

2. Adopting of 2023 Budget

The board reviewed the budget for 2023 which they had discussed at the September meeting. Dennis Davenport MOTIONED to accept the 2023 Budget, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus will get the 2023 Budget sent into the State of Utah within 30 days of today.

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

E. Report of Officers.

1. Water Operator - Dan Thornton

a. Meter Reading Report

The meters on Lot 43 & Lot 92 have been installed.

We are still waiting for our shipment of new water meters. We do have 3 in stock right now so we should be fine to make it through the winter.

The Booster Station generator repairs are in progress with Wheeler Machinery. The fuel polishing has been completed and the injector pump will be completed hopefully this week.

Dan Thornton discussed with the board the need for a back-up generator at the well house. The board decided to keep a back-up generator in mind for future planning.

b. Well Production

September 2022 - 461,600 gallons

October 2022 - 428,200 gallons

November 2022 - 170,300 gallons

c. Water Sample Tests

Bacteria water sample tests have all come back negative.

F. 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 \$1,517.50. The board discussed placing a lien on his property. Kerri Justus said the address we have for him is in the UK. We have not received his monthly statements back in the mail so we are assuming he is receiving them. Kerri Justus will send him notification requesting payment and with a letter stating the possibility of a lien being placed on his property in January with his monthly statement.

2. Cross Connection Control Program/Policy - adoption

Dan Thornton reviewed the Cross Connection Control Program and Policy with the board.

Dennis Davenport MOTIONED to approve the Cross Connection Control Program and Policy, Patty Christensen SECONDED the motion. The motion passed unanimously. The board will hold a public hearing at their March meeting to adopt a new Cross Connection Control Ordinance. Kerri Justus will send a notification to all lot owners in February on the public hearing and ordinance.

3. Drinking Water Source Protection Plan - adoption

Dan Thornton updated and completed the Water Source Protection Plan. The board was previously emailed the Water Source Protection Plan for review. Dennis Davenport MOTIONED to adopt the Water Source Protection Plan, Patty Christensen SECONDED the motion. The motion passed unanimously.

Dan Thornton excused himself from the meeting at 7:15 p.m.

4. Savings Account Deposit for 2022

The board discussed transferring money out of our checking account and putting some into our savings account. As of today, we have \$10,337.77 in our checking account. Dennis Davenport MOTIONED we put \$5,000 in savings from our checking, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus will get the money transferred.

5. Water Rate Increase

The board discussed the possibility of increasing water rates. It was decided to table the water rate discussion and possible increase until the March meeting.

6. Annual Water Use Chart

The board reviewed the water usage of the lot owners in Paunsaugunt Cliffs Special Service District for the year.

7. Fraud Risk Assessment Questionnaire

The board reviewed the Fraud Risk Assessment for 2022. Dennis Davenport MOTIONED to approve the Fraud Risk Assessment for 2022, Patty Christensen SECONDED the motion. The motion passed unanimously. Kerri Justus will submit the Fraud Risk Assessment for 2022 to the State Auditor.

8. Year-End Bonuses

Dennis Davenport MOTIONED to pay \$500.00 each to Kerri Justus and Dan Thornton as a Year End Bonus, Patty Christensen SECONDED the motion. The motion passed unanimously.

G. Introduction and Adoption of Resolutions and Ordinances.

1. Ordinance 2022-2 (Budget Approval)

Kerri Justus read Ordinance 2022-2 to the board and the public for the budget approval. Dennis Davenport MOTIONED to approve Ordinance 2022-2; Patty Christensen SECONDED the motion. The motion passed unanimously.

2. Ordinance 2022-3 (Cross Connection)

The board decided to table this item until the March meeting.

H. Unfinished Business.

None.

I. New Business.

There was a request to move the March meeting to the 6th instead of the 13th. All board members agreed to have it moved to March 6 at 6:30 pm.

J. Adjournment.

Patty Christensen MOTIONED to adjourn; Dennis Davenport SECONDED the motion. The motion passed unanimously. The meeting was adjourned at 7:40 p.m.