

Gunlock Special Service District

April 3, 2024

Board members present: Directors: Kip Bowler, Odean Bowler, [7:08] Dusty Leavitt present. Diann Covington, excused. Judy Leavitt, Certified Operator, Ethel Benware, CCA, and Roxanne Aplanalp, Clerk present. Chairman called the meeting to order at 7:09 PM; quorum established. Pledge of Allegiance recited.

Approve Filling Director Opening: Pula Guthrie submission was received for the Director opening .

Motion by Director Leavitt seconded by Director O. Bowler to approve Paula Guthrie to fill Director opening. Unanimous approval with Directors K. Bowler, Leavitt, O. Bowler voting aye.

Paula recited the oath and joined the Directors for the meeting.

Approve February Minutes:

Motion by Director O. Bowler seconded by Director Leavitt to approve the February minutes. Unanimous approval with Directors Leavitt, O. Bowler, Guthrie voting aye.

Approve February Expenditures: Clerk advised Workers Comp Insurance premium will be renewed for 3 months for \$125 and then new effective date will be changed to July for a year. So more money for this than in budget. Clerk will update PTIF account with current bank information and then move money from bank to PTIF #5155 for loan payment. Discussion that one loan, with payment of \$5000 annually, will be paid off in 2026.

Motion by Director Leavitt seconded by O. Bowler to approve the financial expenditures. Unanimous approval with Directors Guthrie, Leavitt, O. Bowler, voting aye.

Director Reports:

Water System: Director D Leavitt Everything is good.

Street Lights/Park: Clerk asked if anyone knew what Wright Tree Company was doing in Park. Comments were they have lunch there and do paperwork. Director O Bowler said Town cleanup will be next Saturday at 8am at Park. Director Guthrie asked if there was an email blast. After discussion of using email or other methods, it was determined would use Gunlock News on facebook. Director Guthrie advised her role is VP/PR so she will post notice.

Clerk Report: Clerk said she had spent about 60 hours since last meeting. She had completed the 2 hour GRAMA training, prepared for this meeting, worked on L & C inventory, fraud risk assessment, source protection, and several other items. Director Guthrie asked if any problem with meters. Clerk asked Kip Bowler to find the racetrack meter that is buried.

Certified Operator [CO] Report:

- Reported February and March samples passed. April has not been taken.

- DBP submitted 4-2.

- Water Use Data Report due March 1 has not been completed.

- Judy will pursue purchasing backup chlorinator pump.

- Gave dates when DBP report submitted. 3rd qtr was 11-17 & 24 of 2023. Chairman asked status of points for late reporting. Clerk said has not been posted on ISP report. She also said needed these dates from Judy in order to finish the violation notice that has to be sent to all users.

- Reported she could not find the meters at Montanaro properties. Clerk advised they had read meter on Lots 1-2. Discussion about meters being installed years ago when property owned by McDonnell. Lots 1-2 have a pending sale. Meter has 0.030 reading so never been used. CO will take metal detector and find meter on Lots 3-4.

- CO replaced tubing and fittings when chlorine tanks replaced last month.

- Attended one day of RWAU conference. Emphasis being placed on emergency response procedures. Director Guthrie asked if there was an emergency response plan. Need to review the GSSD for compliance. Will be a June meeting agenda item.

- Left invoice for chlorine tanks with Diann. Clerk said had check for signature for Scholzen for tanks.

Cross Connection Administrator Report: Ethel advised March bill insert. She thought very informative as discussed hose bibs for livestock tanks. Best kind are 2011 & 2019. Requirements are getting more strict as they are to save lives. Discussion about the size of the 5 dual check valves to be installed this year. Calvin and Odean do not have dual check at all. Asked if Dusty could tell if Helen had dual check. Answer— no, have not been able to see because buried. Ethel will get list of meters to Dusty so correct ones can be purchased. Orton has been replaced and because taller one was \$300-400. Dusty will look at the meters to see what length to get.

Old Business:

Status of Park Pavillon Grant: Chairman said best news all day—the County had awarded the GSSD \$136,000 grant to build the pavilion in the Park. He has contacted the contractor to begin work immediately.

Status of Water Use from Hydrant by Gold Wheel: Clerk advised invoice mailed but no payment has been received. Chairman will contact them tomorrow. Asked how much owed. Clerk said \$160. Director asked if taking any more as doing work on road. No one knew.

Review Training for 2024: Clerk advised Kip Bowler, Dusty Leavitt, and Paula Guthrie will need to take Board Member Training. All need the Open Meeting Training. Kip advised he had taken the meeting training. Clerk will research.

New Business:

Discuss/Approve Updated Certified Operator Job Description:

This item got combined with discussion of next agenda item.

Discuss/Approve Notice Violation Corrective Action:

Clark advised while researching the procedures for violation notice on DBP, she discovered CO using personal email address for GSSD activities. This presents a problem in record retention and the Board getting status emails from the Div of Drinking Water. Plus a problem if records not on GSSD premises than can not respond to requests. Recommendation is that CO use the GSSD email address for any items relating to the water duties. CO said when Clerk was absent with cancer experience she had taken over reviewing the emails and used the gssd address then. Some had thought it was a problem as CO had access to information that she did not have clearance for. No one on Board could remember this issue. Director O Bowler asked if any one, from here on out, has problem with CO having access to what needs and helps others do their job. CO said she will use GSSD email going forward. CO said there were other areas of job description that needed to be updated. Clerk asked that we finish the discussion on notice violation first. Clerk read the proposed narrative for the corrective action portion of violation notice. Clerk said it will be the May bill insert because April bill insert is source protection to meet that requirement. CO brought up several areas of current job description that should be amended: qtrly sampling of well or only when in use; take when turn on and then in July or August; check overflow daly—CO checks twice a week; clean springs monthly—do not do monthly but about twice a year or as needed; monitor springs monthly; hydrant flushing is not on list. Clerk said that needs to be looked because plan says will do twice a year and we only doing once a year. This will be an agenda item for June meeting.

Motion by Director O. Bowler seconded by Director Guthrie to approve corrective action wording. Unanimous approval with Directors Guthrie, Leavitt, O. Bowler voting aye.

Discuss/Approve Trash Pickup for Community: Chairman said the GSSD pays about \$156 a month for dumpster in the park. The Rodeo Committee has offered to pickup the cost of the dumpster for the community. It will still be located in the Park but will be bigger-8 cube feet and pickup still one day a week. It will save the town about \$100 a month. The current dumpster will be returned once new dumpster in place. There will be a fee to pickup old dumpster. The will save money for the GSSD. Curt Benware asked where does all the stuff come from. Discussion about outsiders using the dumpster. Director Leavitt said better they use the dumpster than just leave it along the road.

Discuss/Approve Updates to Existing Procedures: Clerk advised the ULGT had updated templates with changes approved by the legislature the past couple years. She reviewed 15 procedures the GSSD has in place. Clerk reviewed each item separately. There were two that she recommended action on: Whistleblower recommendation is to add a comment about how to anonymously share concern with Board in the General Information sheet that is distributed

each January. Recommendation to adopt Resolution #1-2024 regarding Personal Use of Public Property. Chairman asked Director O. Bowler to read the resolution.

Motion by Director O. Bowler seconded by Director Leavitt, to adopt Resolution #1-2024. Unanimous approval with Directors Guthrie, O. Bowler, Leavitt voting aye.

The other items were discussed and recommendation was no changes. [See Attached list]

Discuss/Approve Meter Reading: Clerk realized she had not provided copies to the Directors. They will be sent tomorrow. Clerk summarized reading showing usage was 5,277,629 gallons or about 300K less than same period last year. Only 6 users exceeded the 15,000 monthly allotment. She then read the proposed info for the bill insert. Director Guthrie asked if amount of water ever goes up. Response -no—water rights allow 62.49 acre feet and that is a constant number.

Board Comments for Future Agenda Items: Clerk advised update on Lead & Copper Inventory. She called 19 property owners but still needs response from 5. Asked Judy if she could get Helen Leavitt. Still needs Florence Leavitt, Morris, Williams, Welch. Clerk and Chairman discussed a County ordinance—Accessory Dwelling Unit— that allows a second dwelling to be built using the same water connection. The GSSD rules do not allow this. It will be an agenda item, at later meeting, to discuss how this impacts the Gunlock community and water supply. Director Guthrie asked about water use impact based on size of house. Reply each connection still limited by water rule. Septic rules also impacts size of home. CO said need to discuss UMCR testing. She has done the training and completed questionnaire for system. Waiting for bottles for testing. Will make this a June agenda item.

Public Comments: Chairman thanked all the people for coming and participating. No comments by anyone at this time.

Community Issues: None

Adjourn: Meeting adjourned at 8:49 PM

Motion by Director O. Bowler seconded by Director, Leavitt to adjourn. Unanimous approval with Directors Guthrie, O. Bowler, Leavitt voting aye.

Approved: 6-5-2024

Roxanne Aplanalp, GSSD Clerk

Public Present: Shaunelle Leavitt, Curt Benware, Nadine Heaton, Gail Humphries, Charlie Guthrie, Gary & Marci Bringham, Ross & Clarista Herbst