

Gunlock Special Service District

June 5, 2024

Board members present: Directors: Kip Bowler, Odean Bowler, Diann Covington, Paula Guthrie present. Dusty Leavitt excused. Judy Leavitt [7:08], Certified Operator, Ethel Benware, CCA, and Roxanne Aplanalp, Clerk present. Chairman called the meeting to order at 7:05 PM; quorum established. Pledge of Allegiance recited.

Approve April Minutes:

**Motion by Director Guthrie seconded by Director Covington to approve the April minutes. Unanimous approval with Directors Covington, O. Bowler, Guthrie voting aye.**

Approve March, April, May Expenditures: Clerk advised May report just came this morning so copy of expenses before each Director. She also advised had moved \$12,000 from bank account to the State for the loan fund. There are two accounts delinquent and one will probably be liened to taxes. Director Guthrie asked if this was last month for trash payment. Clerk explained dumpster picked up May 30 so we will be billed for May plus the pick up fee around \$189.

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

Director Reports:

Water System: Director D Leavitt absent.

Street Lights/Park: Director O. Bowler commented on the headway bering made in construction of pavilion. Said a few people had been at the cleanup last Saturday so able to knock down the weeds. Discussed another cleanup June 29 at 7 am so Park ready for the July 4th celebrations. Director Guthrie will put out notice on this. Director Guthrie asked about the blocks at Park and advised they are the building for the pavilion which is about a third completed.

Clerk Report: Clerk announced June is safety month and the ULGT is having classes if any Director interested. The violation notice was sent as the May bill insert, was posted as required and the certification had been sent to the Div of Drinking Water. She said we received a letter of concurrence was received for the Source Protection Plans update sent in 2022. It will be due again in 2028.

Certified Operator [CO] Report:

-Reported April & May samples passed. May has not been taken. Handed in the current sampling plan on file with the Div of Drinking Water.

-Water Use Data Report due March 1: CO asked what questions there were? Clerk said the ones she had included in the premeeting package sent to her and the Directors.

Question about the number of connections shown as 70 instead of the 76 actually being read. CO using her number of active connections instead of connections being read. She will verify her list against the service connection list and see why there is a difference. Chairman asked how many residential and both agreed 56. Clerk said difference is in industrial. Question about where usage numbers come from. CO explained the meter readings numbers for the spring and well. Since the well also goes thru the spring meter, those numbers have to be subtracted when computing total water received. Question why only two months of readings for well when well was on 5-6 months according to the electrical bill. CO said well only on for July and August in 2023 so Clerk will research if power bills exceeded minimum use for more months. CO said estimated water usage based on the April/October meter readings since Water Use Data Report is January to December. Chairman asked how the overflow shown on report since we are not a closed system. Chairman said it is spelled out on page 3 under water loss. CO asked if the meter showing overflow at end of system included in the readings. Clerk said yes but no because it has not been used since it was installed for flushing system. CO will share her computation with the Clerk since there is a difference of about 6 million gallon of water use between the individual meter readings and what CO reporting used by GSSD. Clerk asked why CO not able to turn report in on time by March 1. CO said she waits for reading the meters on April 1st. CO said part of reason but since Jay is water master also the ID sent to use for the GSSD got mixed up with Jay's ID and it took time to figure out what was a wrong. Clerk asked why the 2022 report got changed from 42,000 to new #'s shown on revised report. CO said guy from State thought this was more accurate number. Nadine Heaton asked why there is no master meter. Chairman said we do read the master meter. But it shows the water coming into the head house. But excess water from tanks go into the ponds and that is what is not metered. Since our springs fill the tanks and no way to turn off, the overflow goes to the pond. CO said she could bucket the overflow everyday to see what goes into ponds. Chairman said that was not necessary. Clerk said she will think about reading meters closer to end of year but not here on December 31 and really does want to read meters when cold. Question if we know how much chlorine going to overflow. Chairman and Clerk said will work on that one. Clerk asked CO to send Brando Mallory number when she sends the computation on how the numbers for 2023 were determined. Clerk also asked that CO send the head house meter reading to her monthly and the well reading when she reads it. CO said she turned well on in May. CO said well rarely on in October. Clerk asked if well on automatic use ? CO said no she turns on manually.

-Judy has not followed up on purchasing backup chlorinator pump.

-CO said the boys had found the meter at Montanaro property. Clerk asked where as she had not been told. CO did not know. Will get information to Clerk. CO asked name of person purchasing lot. Clerk said asking for meter location for lots between the one sold and lots with house. Clerk said she asked new owner to contact Judy or me when he was ready to use meter because it was installed years ago and has not been used.

-CO did not turn in the work log as required.

Cross Connection Administrator Report: Ethel discussed the conversations between herself and Director Leavitt on purchasing the 6 dual check valves. She sent detailed information on which meters, sizes, etc. This started September 2023 and still not completed and needs to be done by year end. Mountainland does not have what is needed so Director Leavitt thinks he can “sweat” pieces the GSSD needs. His plan is to install one of these on the livestock meter near the cemetery since this would not put any home out of water while he experiments. Ethel reported Scholzen has some now. But they are \$250 each so more than the \$750 in budget. Discussion about the rebuilt valve meeting the code. Board discussed purchasing the 6 needed now [at \$250 since hard to find] under the emergency purchasing conditions if what Dusty tries next week does not work. This will be an agenda item for approval in September. Ethel will work with Dusty to buy the ones in stock from Scholzen. Ethel said she has not found Brookshire dual check valve due to mud in meter. Chairman asked which meters need dual check valve: Ethel replied cemetery, Bowler livestock, Odean, Kalvin, Helen, Brookshire.

Old Business:

Status of Park Pavilion Grant: Chairman said the work is moving along. Suggested people drive into park and see the progress.

Status of Water Use from Hydrant by Gold Wheel: Chairman said the check was deposited with the accountant today.

Review Training for 2024: Clerk advised Kip Bowler and Dusty Leavitt, need to take Board Member Training and Open Meeting Training. Kip advised he had taken the meeting training. Clerk advised she can not open the training site to see the certificate unless she has their password. Director Guthrie said she had done training and will send copy of certificate to Clerk.

Discuss/Approve Updated Certified Operator Job Description: Clark advised copy sent to CO on May 7 for comment. Since none received copies were included in Directors premeeting package. CO asked for time to review as she forgot her copy. Board went on to next items. About 10 minutes later, Judy said she had reviewed and okay with her.

**Motion by Director Covington seconded by Director Guthrie to approve updated certified operator job description. Unanimous approval with Directors Guthrie, Covington, O. Bowler voting aye.**

Discuss/Approve Trash Pickup for Community: Clerk advised smaller dumpster picked up on May 30. GSD will still be billed for May plus the pick up fee of \$189.

Status of Lead and Copper Inventory: Clerk advised she met with Sunrise Eng. yesterday. There were 2 homes that she had contacted several times but had not received a reply. The plan allows for this so based on age of home, these two were marked as galvanized. The plan was submitted to the State. State acknowledged receipt of GSSD plan and will review and send comments back in couple of weeks. Sunrise said based on the inventory the GSSD is considered a “no lead” system so should have very little follow up.

New Business:

Director Assignments: Clerk said she handed out updated spreadsheet to the Director's. The training status is at the bottom of the page. She said she had meet with Director Guthrie about her role on the Board. They had discussed ,with the Chairman, that the Vice Chair handle human resources including supervision of the employee. This would reduce the Chairman role some plus give a layer for any issues to be referred to which is not possible if the Chairman is supervising the employee. This will also give Director Guthrie a fast way to learn the water system as she follows Judy in doing the required work. Director Guthrie asked if there was a backup person now. Answer—no.

Discuss “use or lose”: Clerk said she felt this concept did not apply to the GSSD but based on previous discussion others felt it did. She called the Div of Water Rights and spoke to the engineer knowledgeable on the GSSD water rights. She included his remarks in the information shared with the Directors and Clerk wants to make this the June bill insert so the issue of residents overusing water under the “use or lose” can stop using wasting water. Since the GSSD has completed prove up and had certificated rights under the municipal category, “use or lose” does not apply to the GSSD. In fact, a municipal right is based on the need to have water available for future use. Board in agreement to send as bill insert. Nadine Heaton said good way to know you have leak is when you see water where it is not supposed to be.

Discuss Emergency Plan Update: Clerk had updated the page regarding the Directors role during an emergency. Judy said she had updated the telephone tree call list. Director Guthrie said the fire station information needed to be updated. Judy explained certain positions require a land line phone in addition to cell phone so if one goes out the person can still be reached. The water operator is one of those persons. Judy discussed recent problems when County severed the phone lines while doing road work. Clerk will make corrections and have the package for the September meeting.

Discuss the Fire Hydrant Flushing Information: Board discussed the wording and made several corrections. CO questioned why this is needed at all and where did ti come from. Chairman said since this is from 2010 it was something the Board complied when it was determined that fire hydrant flushing needed to be done on regular basis. Clerk said she includes it in the welcome package she give each new property owner along with several of the water rules. After more discussion and recommendation by Certified Operator that it was not needed, most Directors said to remove it as a GSSD document.

Discuss UCMR 5: CO said this was a new rule regarding elements that are always in the water and the EPA wants to regulate and keep track of the levels. CO received kit with video, instructions and material to take the samples last April. This was submitted to the State but the results were not shared with local water companies. She will retake again in October. This will then become our baseline. The feeling is that the GSSD water system will have little levels as there is no manufacturing or companies that dispense these items into the ground. CO said residents should not flush unused medicine as they do not not disappear. This will be an agenda item at the November meeting.

Discuss Legislative Changes: Clerk said the Lt Gov office had sent an email listing all the changes. The only one that impacts the GSSD is the option to change election to coincide with

the Federal/State election instead of municipals elections we follow now. Clerk said she had talked with the Washington County Election Clerk and the only advantage might be to have a higher turn out. Since the GSSD uses mail in ballots if an election needed, she did not see any reason to change. Board agreed.

**Discuss/Approve Cyber Security Training:** Clerk said courses are offered but she did not feel necessary as we have little that is computerized. Discussion by CO and Gary Bringhurst, who handles the IT for the GSSD, that not necessary as we do not have electronic systems.

**Board comments for Future Meetings:** None

**Public Comments:** Judy asked what the rules are for people accessing water meters. Clerk replied the GSSD can access private property to check on the meters etc or leaks. Judy asked who can open meter box. Reply only the people authorized by the GSSD. Judy asked who can go to the well site or head house. Chairman asked if there had been issues. Judy replied "possibly". Chairman advised need to protect location of our sources and tanks area to prevent vandalism. He told about call from power company about people in masks accessing power plant areas. Chairman said be mindful and watch what going on in town.

Nadine Heaton told about home cameras taking pictures of car going very slow along cul de sac. Kip told about people at town pond. Judy said someone has turned off the irrigation valve to pond. If worse case came up, would need to fence the irrigation pond.

Nadine Heaton asked when water can be turned off. Response for nonpayment, wasteful use of water, leaks not fixed, and cross connections. Director Guthrie asked when is point of wasteful over use. Clerk said only way to control use is pricing with a conservation use price.

Director asked if blurb could be put in bill about not putting construction material in Park dumpster. Chairman said got the bigger dumpster to encourage people to put things in there rather than leave along road. But construction material was not what had in mind. Gail Humphries said the dumpster pickup is now on Wednesday not Thursday. Judy said you can call Washington County and they will pick up big items. Director Guthrie asked if she should put something on facebook. Agreed would maybe help knowing about dumpster.

**Community Issues:** Fourth of July Rodeo coming up.

**Adjourn:** Meeting adjourned at 8:45 PM

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

Approved: 9-4-2024

Roxanne Aplanalp, GSSD Clerk

Public Present: Curt Benware, Nadine Heaton, Gail Humphries, Gary & Marci Bringhurst