

Gunlock Special Service District

November 6, 2024

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

Approve September Minutes:

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

Approve August, September, October Expenditures: Clerk advised moved \$3200 from reserve fund to PTIF loan fund. for the \$25K need by year end. Director Covington advised accountant having problem issuing invoices. Some are showing \$0 balance when it should show \$60 for current month. Director Guthrie questioned the \$60 bank charge entry. Explanation for safety box. Discussion about missing key so cannot empty it. Will add this to 2025 budget. Discussion on loan balances on Balance sheet. Chairman discussed 2005 being paid off with next payment. Then the \$5000 could be applied to 2007 loan and pay off couple yers early.

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: Absent.

Street Lights/Park: Director O. Bowler: Successful Halloween party. Pavilion worked good for tables for meal. Question from Judy Leavitt regarding the hook for pinata. Chairman said will not be installed due to roof structure.

Clerk Report: Handed out to Directors

Certified Operator [CO] Report:

TCR Samples: September was a challenge but new chlorinator on line . October passed. Discussion about charge of \$2000 for chlorinator. Chairman and Treasurer said they had signed check but not on October report. Chairman will follow up with accountant.

-Status of DBP report due July 10.: Submitted on time.

-Results of Nitrate Sample: Taken in September.

-Status of Purchasing Backup Pump for Chlorinator: Danny is rebuilding old pump. Discussion about payment of \$772 in September for pump and motor. Director Guthrie asked if there is warranty on new chlorinator. [correction pump] CO replied kinda—Danny will repair if problem. Charlie Guthrie, Fire Chief asked about size of chlorine tank. CO replied 150 pound and said there were hazmat procedures. Charlie will explore further to have records for fire department.

-Report Location of GLH-3/4 Meter: Judy cannot find. It is probably buried under the dirt work being done. Discussion about using metal detector to find. Clerk will check with property owner. Dennis Osmond not doing dirt work and does not know where meter is.

-CO turned in the work log for October.

Cross Connection Administrator Report: Ethel absent. Clerk read report attached to minutes.

Old Business:

Discuss/Approve Dual Check Valves Purchase:

Motion by Director Guthrie seconded by Director O. Bowler to approve the \$1300 expenditures for dual check valves. Unanimous approval with Directors Guthrie, Covington, O. Bowler voting aye.

Status of Park Pavillon Chairman said 93% done. All work will be done before end of year as bills must be submitted before end of December. Initially bathroom will be installed without handicap accessories, but they will be added at later date. Cement was poured in two stages causing a bulge in doorway. This will be corrected for wheelchair access.

Status of Installing Dual Check Valves: See Cross Connection Administrator report.

Discuss Emergency Plan Update: Clerk said she had prepared letter/binders for team leaders who are not on GSSD Board. Handed out to Directors for family members who are team leaders and to Gary Bringham and Charlie Guthrie who were at meeting. Clerk will get rest to appropriate individuals.

Discuss Status of Tree for Park: Chairman said new tree has been planted. He is concerned old tree may have died for lack of water as it was entirely dry when he pulled it out. The other two trees are flourishing and they get soaked with water from lawn.

Discuss /Approve Park Rules: Clerk said she had taken existing rules and amended them with potential change for pavilion. Question of who will set up tables & chairs for reservation. Chairman said door to storage will be locked and person reserving will need to set up for themselves. The 3 combined table/benches will be available at all times. Discussion on reservation fee of \$25 remaining the same. Restroom at pavilion will only be opened during reserved or special events at pavilion. Final approval of changes will be abeyed until more experience with pavilion.

New Business:

Discuss Sanitary Survey: Chairman advised he corrected items from Sanitary survey visit. Clerk said she had submitted photo and explanation of repairs to the email in the Division of Drinking instructions on significant deficiencies but they are still on IPS report. Clerk said she has left message and text message for Jennifer Yea who handles this item. She will continue to follow up until points have been resolved.

Discuss Park Fence/Trash Cans/Fees' Pets: Chairman said the rear fence is sagging and needs to be reinforced to prevent livestock from getting in. He will reinforce fence before his cattle are returned. The Gate is left open which allows livestock to get in park. Discussion about locking—problem if cattle get in, can not force them out thru the gate. Diann discussed issue of trash cans being knocked over by dogs or wind. Discussion of getting cans with domed lids. Cost will be researched.

Discuss/Approve Maintenance Pay for Park: Clerk said she had submitted this as a way to compensate for what the previous caretaker did and now the community must do. Director Covington said she did not think there was a need for this. She and Holly go to the park weekly and maintain it. Discussion about issues involved with hiring someone and follow up to be sure work done. Comment the monthly first Saturday work party did a good job in keeping the weeds under control. Consensus keep doing what doing and discuss later if issues warrant.

Discuss/Approve 2025 Tentative Budget: Clerk explained had sent the budget to Directors with explanation of how she arrived at money shown. Clerk said she would amend budget for things discussed at meeting, but approval would be for 2025 budget with revenue of \$73K and expenses of \$65K. Clerk asked if fee schedule would have any changes. Consensus fees remain the same. Clerk advised the Master Plan had not been updated since 2013. Discussion on amended plan Clerk prepared. Table this item to later date. Clerk advised notice of public hearing for December meeting and copy of budget will be the November bill insert.

Motion by Director O. Bowler seconded by Director Guthrie to approve the 2025 tentative budget as discussed. Unanimous approval with Directors Guthrie, Covington, O. Bowler voting aye.

Board Comments for Future Meetings: Clerk said meters will be read around December 1 so make sure all cleared of debris so accessible. Director Guthrie offered to help with the reading. Discussion of buying two tables for Town Hall since all tables have been moved to storage area in new pavilion. Director Guthrie will handle. Clerk said money can come from the Projects for the Park in 2024 budget. Discussion of next town clean up—Saturday December 7 or Saturday after Thanksgiving when people in town. Chairman said he was not available on the Holiday weekend. Director Guthrie will put on facebook Day of Service at 8am for an hour, December 7th.

Public Comments: None

Community Issues: Discussion on Christmas Pageant date. Judy advised Monday, December 23rd at 6pm. Clerk will add to bill insert if room.

Adjourn: Meeting adjourned at 8:30 PM

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

Approved: 12-4-2024

Roxanne Aplanalp, GSSD Clerk

Public Present: Gai I Humphries, Charlie Guthrie, Gary & Marci Bringhurst