GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

Approved Minutes

Wednesday June 18, 2025

60 N Aaron Burr Big Water, UT 84741

Work Session 5:30 PM - Meeting 6:01 pm

WORK SESSION-

1. **Call to Order- Graydon Meeks calls to order 5:31pm**
2. **Roll Call-** Jim Lybarger, Jennie Lassen, Graydon Meeks here. Jim Loyd and Luke McConville absent
3. **Discussion – New well funding-** Justin with sunrise would like to readdress the numbers with Division of Drinking Water (DDW) and see if we can get a different funding package. Graydon feels the over a Million dollars he would not feel comfortable moving forward with the project. Funding of 100% loan with 1% interest has been approved by DDW. Graydon says he would like to scale the project back to just include the building around the 3rd well. Discussion to table the topic with anticipation of scaling back to just the building around the new well.
   Land Sale- Realtor could list the properties with 6% due upon sale. The market is very slow right now, but a realtor could have more avenues to find buyers. By listing it with a realtor, there would be a loss with realtor commission or potential to sell it at lower than asking. What time frame would we want to have it listed? 6 months seems agreeable to board. Which agent would we want to use? Any agent would be motivated to sell it. Graydon suggests posting that we are looking for a realtor and see who is interested in listing it for us. Put in newsletter, Facebook, post office, etc.
   Discussion on appointing a chairperson for the District. Board nominates Jennie Lassen. She is not opposed.
   Adopting budget- may be beneficial to discuss the hydrant flushing proposal from Fire dept first. That would be $5,700 per year that is not in our budget. Hydrant flushing is something that needs to be done. Graydon has talked to other towns, and they don't compensate the FD for performing the flushing and testing. David says he used to test them, but the FD does a more intense testing to meet the ISO rating. Rob states that 40 out of 105 points is dependent on water dept which includes hydrant flushing. Discussion on adding the hydrant flushing cost to the budget now or adding it to the budget once a contract is made. Graydon asks the Chief if he would be able to track the flow with each hydrant test so we could record it on our annual water usage. Rob responds that water usage ca be put on the report to record the loss of water to the District.
4. **Close Work Session –** Close work session at 6:12pm

PUBLIC HEARING 6:00pm- Adopting 2025-2026 FY Budget—Open at 6:13pm-Any public comments? None. Close at 6:13pm

MEETING

1. **Call to Order- Graydon calls to order at 6:13pm**
2. **Roll Call-** Jim Lybarger here, Jennie Lassen here, Graydon Meeks here. Luke McConville and Jim Loyd are absent. (Jim Loyd joins at 6:37pm)
3. **Statement of Conflict -None**
4. **Citizen Comments- None**
5. **Approval of May 2025 Minutes-** Jennie motions to approve May minutes, Jim seconds. All in favor
6. **Water Master Report-** David says the gravel pit uses quite a bit of water and has been monitoring very closely to have them close it periodically to prevent overuse of the pumps and the wells.
   Tony Brown has been helping David with watering trees and fixing sprinklers at the city park. We have lost a couple of evergreens due to faulty sprinklers and timers in the past. David attended the DDW board meeting with Stephanie and they did approve the loan at 100% with 1% interest. Graydon explains that we are moving towards proceeding with funding but scaling the project back to only include the well houses at the existing wells. David has repaired some leaking meters. Tony with Valley Underground is retiring and dismantling the company so we will

need to find a new water construction company. David will reach out and find a new company options. Spikes on the surge counter at the wells have not happened since the new equipment was put in.

7. **Treasurer Report-** Revenue and expenditures are in line with the projections and no amendments are needed to balance this year. Annual loan payment has been made.

8. **OLD BUSINESS-**

A.) Discussion and Possible Action on Funding Application for Third Well and North Well Building- Table to readdress DDW funding package.

B.) Discussion and Possible Action on Land Sale of Lots B-J-28 and B-11-2 – As discussed, posting interest in hiring a licensed realtor then go from there. See who is interested and address further next month.

9. **NEW BUSINESS**

A.) Discussion and Possible Action on Adopting Resolution 2025-09 Appointing a Chairperson for the District- Jim Lybarger motions to adopt Resolution 2025-09 Appointing Jennie Lassen as Chairperson for the District. Graydon seconds. All in favor.

B.) Discussion and Possible Action on Resolution 2025- 06 Adopting the Final 2025-2026 Budget- Jim Lybarger motions to adopt final 2025-2026 budget as written. Graydon Meeks seconds. Jennie asks if we want to add fire hydrant flushing and add it to the budget now. Graydon agrees to amend now and Jennie motions to adopt Resolution 2025-06 approving final Budget for FY 20205-2026 with amendment of adding $5,700 to water sales and contract labor expenditure. Jim Lybarger seconds. All in favor.

C.) Discussion and Possible Action on Adopting Resolution 2025-07 Establishing Performance and Merit Increase Guidelines- (Jim Loyd joins meeting at 6:37pm during discussion of this line item) PPP manual states that we must approve merit increase guidelines to be effective beginning at each year. Peggy Short has researched averages in other towns, and they ranged from 2-8%. Jennie Lassen motions to approve resolution 2025-07 merit raise increases as written. Graydon Meeks seconds. All in favor.

D.) Discussion and Possible Action on Adopting Resolution 2025-08 Amending the Personnel Policies and Procedures Manual Performance Reviews Section and Merit Increase Section- Discussion to add verbiage to include Vice Chair as well as Chairperson be the officials who must complete performance reviews. Graydon Meek motions to adopt resolution 2025-8, amending personal policies and procedures manual performance review section, mayor increases, and amending line item 11.4-E to include chairman or vice chair must complete an employee's performance evaluation within 30 days. Jennie seconds. All in favor.

E.) Discussion and Possible Action on Adopting Resolution 2025-10 Amending the Personnel Policies and Procedures Manual to include Time Clock Punches for Hourly Administrative Employees- Pelorus has a program that would integrate time clock punches directly into our payroll software. Discussion to look into which locations or desktops that could be installed on and make sure they are local. We will start Pelorus Timekeeper system asap then adjust if needed. Graydon Meeks motions to adopt resolution 2025-10, amending personal policies and procedures manual to include time clock punches for hourly administrative employees, as written. Jennie Lassen seconds. All in favor.

F.) Discussion and Possible Action on Fire Dept Hydrant Flushing Agreement- Discussion on the documentation for flushing, record keeping and flow rate records to be included in a contract to be proposed to the board next month.

G.) Discussion and Possible Action on Approving Financials and Check Register- Jennie Lassen motions to approve. Jim Lybarger seconds. All in favor.

10. <u>ADJOURNMENT</u> – Jim Lybarger motions to adjourn the meeting, Jim Loyd seconds all in favor. 6:55 pm