

Gunlock Special Service District

September 3, 2025

Board members present: Directors: Kip Bowler, Paula Guthrie, Dianne Covington, Dusty Leavitt, Odean Bowler. Judy Leavitt, Certified Operator [7:05], Roxanne Aplanalp, Clerk, and Ethel Benware, CCA present. Chairman called the meeting to order at 7:00 PM; quorum established. Pledge of Allegiance recited.

Approval of meeting minutes for June and July:

Director Guthrie made the motion to approve the minutes, Director Leavitt Seconded. Unanimous approval with Directors Guthrie, Leavitt, Covington, and O. Bowler voting aye.

Approval of the financial reports for June, July, and August. The Clerk highlighted a \$5,600 insurance payment, a \$15,000 transfer to the loan fund, and a few necessary accounting corrections.

Director O. Bowler made the motion to approve the financials. Seconded by Director Leavitt. Unanimous approval with Directors Guthrie, Leavitt, Covington, and O. Bowler voting aye.

Directors Reports:

Director Leavitt: We are okay on water system.

Director O. Bowler: Reported that four light bulbs are burned out in the park. He has been slow to replace them but will get it done within the next month. Been waiting until gets dark earlier. Chairman asked Mike Bracken about the Park lawn. Mike reported that the park's grass condition is improving but some replaced grass has not taken root. He also pointed out that the overhead stringer lights are broken and need to be either fixed or taken down. Mike alerted the Board to a large puddle near the "old McDonald place" on Gore Hill, indicating a possible water leak.

Clerk Report: Reported very busy since June meeting. Election process, collecting forms from candidates, making reports to County and Lt Gov and Utah Public Website. Now will be canceling election. Changing and updating records for 6 changes in property owners. Meters were read on July 1. Sent letters to 20 users who exceeded the 180,000-gallon annual water usage threshold. Mike Bracken said that all residents should have access to their water usage data to help them identify potential leaks. Clerk replied she could provide water usage data to any resident who calls and requests it.

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Certified Operator Report:

TCR samples taken and passed. Chemical tests taken and all in normal range. DBP report submitted on time. Clerk asked for copy of Water Use Data Report. CO responded she has not received it yet. Comes from Brandon Mellor. She gave name and number so Clerk could get it. Clerk questioned if lead results had been sent to User by August 25. CO responded she thought Board would do that. CO said would do it tomorrow. Also need certified letter confirming this sent to the Division of Drinking Water. Mike Bracken questioned where months samples are taken. CO explained taken from 5 different homes. Mike replied never taken at his home. CO replied his home not eligible as sampling site but could be used for repeat samples.

Judy read a prepared statement to correct "misinformation" from a newsletter, to defend her data collection methods, and apologize for a misjudgment. [Attached]. Mike Bracken asked for copy since he had trouble hearing. Clerk replied since it will be part of GSSD records would need GRAMA request but Judy could give him copy if she wished. Judy gave him a copy.

Director Guthrie stated that the operator's report was inappropriate for a monthly work log. She said that future logs must be factual and that she requires more consistent updates. CO was to report weekly to her after the July meeting. Vice Chair she got weekly reports for 3 weeks and then heard nothing more. She stated the Board requires monthly water samples to be submitted by the 10th of the month, noting the August sample was sent on the 27th.

Director Leavitt said he wanted to clarify tank level issue. He used tape measure to determine level of tank from overflow. So the 2' quoted was what he saw. He also stated Judy was never asked to turn her meter off. She was contacted about the usage and asked what she wanted done. She volunteered to have it turned off until she could see what was going on.

CCA Report: Introduced the need for a formal ordinance to regulate fire hydrant use and protect the water system. Read draft for new ordinance (Ordinance #2-2025) to govern the use of fire hydrants. Suggested the fire chief could have the final say on emergency use. Mike Bracken discussed the significant risk of water hammer from improper hydrant operation and argued for a common-sense approach to true emergencies. Director Guthrie asked if this is a recommendation or requirement from the State. Director Leavitt expressed skepticism that the fire department would want pressure reducers, as they need maximum flow. He noted that any contractor can currently rent a meter and access a hydrant, making enforcement difficult. The primary concerns are preventing system damage, such as "water hammer," and ensuring only

authorized and trained individuals have access. The conversation also covered how to handle unauthorized but well-intentioned emergency use, such as a neighbor helping during a house fire. The topic was deferred to a future meeting to allow for the development of clear policy wording and further discussion.

Old Business:

Discuss Meter Reading for October 1: Clerk advised will be out of town. Gave form to use to Vice Chair Guthrie who will read meters with Shaunelle, Ethel, and Judy.

Status of Director Training: Proposed that all directors complete their required online training together at the beginning of the year.

Discuss/Approve Repair of Water Storage Tanks: Clerk Presented the engineer's phased recommendations: Within 12 months: Seal the roof (\$3,600+) and add a new vent pipe (\$8,000) to reduce condensation. Within 12-24 months: Remove roots from the tank's exterior, then repair interior cracks with epoxy (\$5,400). Within 3 years: Replace rusty internal overflow pipes (\$5,000). Director O. Bowler: Advocated for prioritizing the sealing of the roof and the repair of interior wall cracks. He felt the rusty pipes were a lower priority. Director Leavitt agreed that sealing the roof and stopping root intrusion were the most important first steps. Director Guthrie expressed reluctance to spend \$8,000 on a new vent pipe and confirmed that no work would be funded or started before the end of the current year. The board decided to prioritize sealing the tank roof and repairing the interior cracks. The addition of a new vent pipe and the replacement of internal pipes are deferred. The prioritized work will be put out for bid and included in future budget planning.

Discuss Peak Capacity/Tank Level for Fire Suppression: Director Leavitt reviewed the information Sunrise Engr. had compiled for the upgrade of the system in 2007. The addition of the 200K gallon tanks met the requirement for amount of water for the size of Gunlock. The tanks need to be about half full to meet the fire code.

Review Certified Operator Keeping Board Informed: Vice Chair Guthrie said the CO gave her information weekly for 3 weeks after June meeting. Has not heard from her since. Board repeated the need for meaningful information from CO on regular basis, the monthly water sample taken by the GSSD date of 10th of month [not State requirement]; and monthly log contain specific numbers of tanks levels, well running days, etc. not narrative of who did what.

Discuss/Approval of Roots Issue at Spring: Certified Operator-Judy: Confirmed that the spring screen boxes had been cleaned out.

Discuss ISP 25 Points for Repeat Sample: Clerk advised she pulled lab results and found the spring source had been marked as investigative instead of routine. Therefore, the lab did not send the results to the state. Clerk discussed with DDW and sent the results so points have been removed.

New Business:

Discuss/Approval of Resolution 2-2024 for 2025 Budget/Fees: Clerk explained the need for a resolution to correct the failure to pass it in December of 2024.

Director O. Bowler made motion to approve Resolution 2-2024 to approve the 2025 budget and the fee schedule. Seconded by Director Leavitt. Unanimous approval with Directors Guthrie, Leavitt, Covington, and O. Bowler voting aye.

Discuss/Approve Repairs for Leak on Lakeview and meters: The Board addressed several issues related to water meters: a leak on Lakeview, a meter at Osmond's obstructed by a large rock, and a meter belonging to Gail Humphreys that is frequently buried by dirt. This led to a broader conversation about whether the homeowner or the district is responsible for meter accessibility. Clerk stated that the bylaws place the responsibility on the customer to keep their meter box accessible. She noted the Board had already decided to hire an outside contractor for the Lakeview leak. Director Leavitt offered to use his tractor to move the obstructing rock at the Osmond's property. He also requested the location of Gail Humphreys' meter to investigate the dirt issue. Scott Holt asked who is responsible to find meter when the County buries meter. Clerk replied she did not know. Chairman recounted his unsuccessful attempt to get the County to pave a nearby road to prevent dirt runoff from burying meters. Comment issue is the runoff along side the road.

Discuss/Approve Resolution 1-2025 Cancellation of November Election: Clerk explained that Utah code allows for election to be cancelled if the number of candidates does not exceed the number of openings. She also stated that the resolution certifies that Paula Guthrie, Odean Bowler, and Dallin Redd be elected.

Vice Chair Guthrie made motion to approve Resolution 1-2025 to cancel the 11-4-2025 election and certify election of candidates. Seconded by Director O. Bowler. Unanimous approval with Directors Guthrie, Leavitt, Covington, and O. Bowler voting aye.

Discuss/Approve Chlorination System Replacement: Clerk stated in the July 9th meeting, Jay Leavitt had given the chlorination system malfunction as the reason CO unable to do job correctly. Chairman asked CO if it is problem. CO replied No. Director

Leavitt wanted to clarify if there is a safety concern about the gas. Chairman said the fan kicks in when door opened. Discussion about the electrical rewiring last year that was to move the switch outside the building. Certified Operator-Judy said was not possible but affirmed the building is up to code.

Discuss/Approve Overflow Pipe Modification: Chairman said overflow pipe is okay where it is.

Discuss Updating Water Conservation Plan from 2007: Clerk advised DDW requires water conservation plans be updated every 5 years. Last update was in 2016. The plan approved in 2007 includes items that have not been enforced nor enforcement penalties included. Entire plan needs to be updated. Director O Bowler volunteered to chair this effort. Additional information centered around the Rules of Operation from 1997. They are outdated and in need of updates for required items like enforcement rules and appeal process. Clerk said while talking to attorney on another issue, this came up and his office does this kind of update for a \$3500 retainer fee and hourly fee of \$250. Judy Leavitt suggested RWAU may do this kind of work. Clerk will pursue RWAU.

Discuss 2026 Budget Items: Clerk said several items have been mentioned in previous meetings so she needs idea what the Board wants included in the budget to be approved at the November meeting. The public hearing and final approval will occur at December meeting. Clerk suggested the transfer fee be increased by detailing the work involved (e.g., preparing a 42-page document packet for new owners). A proposal to increase the fee to \$75-\$100 was made. Director Leavitt suggested budgeting \$2,500 for a new water meter for well. Clerk stated a water rate increase would be necessary plus a rate for high users. She stated this would follow the proper public hearing process in December.

A major discussion was held on modernizing the district's administrative processes. Director Guthrie advocated for a website to host bylaws and minutes, and for implementing email billing and online payments to reduce costs. The Clerk raised concerns about implementation cost, maintenance, and compliance with state financial regulations. Director Guthrie and Scott Holt proposed a website for transparency and efficiency, suggesting it would be cheaper long-term. Discussion on software and website development options. Kara Barlow pointed out that delays in the current mail-in system can lead to undeserved late fees. Discussion of delinquent accounts process. Clerk said accounts with payment issues are referred to the County for property tax lien instead of disconnecting for nonpayment. Director Guthrie will check with Charlie to see if Tyler Ashworth can assist with building a website for the district. Judy Leavitt suggested InfoWest as a potential website builder. Director Guthrie will discuss the

feasibility, cost, and compliance aspects of new software with the accountant. Scott Holt suggested verifying with the state auditor their requirements for third-party online payment and accounting systems. Vice Chair Guthrie and incoming Director Redd will pursue the website.

Discuss/Approve Turning Off CLPE Connection for Rules Violation: Chairman asked Judy if connection had been moved back into the GSSD geographical boundaries. Judy replied It is done. Further discussion about when and who on GSSD Board witnessed this action turned out this had not been done. Judy said faucet is within the 500". Discussion location of faucet not issue—use of water must end within the 500' boundary. Chairman explained Judy had received 3 letters giving her from July 15 until August 31 to show the GSSD that the line and use ended within the boundaries of the GSSD.

Director Covington made motion to turn off the CLPE Futures connection on September 4th for violation of the GSSD Rules. The CLPE Futures has been given 3 separate notices, totaling 30 days, to set a date to show the GSSD Director that the service line and use of water ends within the GSSD boundaries. And that has not happened. If the meter is turned back on, without the GSSD approval, a Serious Violation Fee of \$5000 will be assessed and the meter turned off and locked. The meter will not be turned back on until the required action has been taken and any Tampering Violation fee paid.. Seconded by Vice Chair Guthrie. Directors Guthrie, Leavitt, Covington voted aye. Director O. Bowler voted nay.

Judy said if someone would meet her tomorrow they could see what had been done. Chairman and Director Leavitt will meet Judy at 5PM on Thursday at the meter.

Board Comment on Future Agenda Items: None

Public Comments: None

Community Issued: Chairman said service day would be Saturday the 13th. Town cleanup will be held that day instead of first Saturday of month. Discussion on Halloween Party to be held on Friday, October 31st at the Park at 6PM.

Adjourn: Meeting closed at 9:00pm.

Director O. Bowler made a motion to adjourn. Seconded by Vice Chair Guthrie. Unanimous approval by Directors Guthrie, Covington, Leavitt, O. Bowler.

Approved: 11-5-2025

Roxanne Aplanalp

Public in Attendance

Shaunelle Leavitt, Bonnie Gabriel. Nadine Heaton, Mike & Roylane Bracken, Marci Bringhurst, Mela Leavitt, Gail Humphries, Shelly Rarick, Curt Benware, Scott Holt, Tayler Ence, Edward Leavitt, Halie and Dallin Redd, Sam Walton, Spencer Holt

7. [9-3-25]