

# GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

## Approved Minutes

**Wednesday October 22, 2025**

**60 N Aaron Burr Big Water, UT 84741**

**Work Session 5:30 PM – Public Hearing- 6:00pm Meeting 6:01 pm**

### WORK SESSION-

1. **Call to Order** -Jennie calls to order at 5:32pm
2. **Roll Call**-Jim Lybarger here, Jennie Lassen here, Luke McConville here. Meeks and Loyd absent at this time. Jim Loyd joins at 5:36pm
3. **Discussion**- We have the hydrant rates from Kanab city and Kane Co water conservancy District. Both have rates of \$5.00 per 1000 gallons with daily rates. Other water systems have a daily fee with one having the first 14 days free. Jennie mentions that we have a monthly base rate of \$100 that is pro-rated, and our current rate is \$3.50 per 1000 gallons.  
Discussion of interlocal agreement with Kane County for them to process our assessment fees on the county tax rolls. Jennie explains the assessment started because we have many unused water connections and back when the SSD was under the county, inactive/standby fees were hard to collect so the assessment fees were put on the taxes to help pay for the aging infrastructure.  
Agreed Upon Procedures audit performed by our external auditors. There were no negative findings.  
Fraud Risk Assessment- higher points rating than last year but some things just aren't feasible for us as such a small District.  
Financials- Jim Lybarger clarifies that the payment to Steve Houck was to haul appliances away from our transfer station. It is just some gas money for him to haul them and saves us from having to haul them to Kanab.  
Jim motions to adjourn work session. Loyd seconds. All in favor. Adjourned at 5:52pm

**PUBLIC HEARING 6:00pm to receive public comments regarding increasing hydrant meter rental fees and possible municipal fees-** Jennie opens Public Hearing at 6:00 Utah time. Tom Reneau- asks to clarify if we are discussing hydrant rental rates or municipal rates also. Jennie responds that we are mainly considering hydrant rates today. Closed at 6:03pm

### MEETING

1. **Call to Order** – Jennie calls to order at 6:03pm
2. **Roll Call** – Jim Lybarger, Jim Loyd, Jennie Lassen, Luke McConville here. Graydon Meeks absent
3. **Statement of Conflict** - None
4. **Citizen Comments** – None
5. **Approval of September 2025 Minutes** – McConville motions to approve the September minutes, Lybarger seconds. All in favor.
6. **Water Master Report** - David says we are finally getting the south well pulled tomorrow. We will also scope it while it is pulled. David invites the members of the board to observe the process. Hyrum helped David pull the well house apart. David explains that the south well went down on at the beginning of October. David and Hyrum, with Pat Bendell with Rebel Automation on the phone, checked all the wiring in the well house, start motor and everything in the well house looked good. But when they hooked the well back up, it was determined that they had to call the well guys out to assess. Brown Brothers have ceases washing gravel during this time to preserve water. We have had a call into Anzalone well drillers to come out and assess what needs to be fixed to get it up and running. David says it is likely a pump or motor, but he will inform the board as soon as they figure out what the problem is. Lybarger asks if we will replace the wire again. David says it is expensive but best to replace it in case it has been damaged in the process.
7. **Treasurer Report**- Peggy was at a treasurer conference last week. Main focus was AI (Artificial Intelligence) and AI risks. While it can be helpful, it is not a replacement for human judgement and transparency. Peggy says both of our entities are in the green on transparent Utah meaning we have completed all required tasks, reports, etc....

## **8. OLD BUSINESS-**

### **A.) Discussion and Possible Action on Updating Hydrant Meter Rental and Municipal Water Rates-**

Resolution 2025-13 to update our hydrant meter rentals rates. Luke is in favor of raising our rates to \$5 per 1000 gallons. Loyd recommends inspecting the hydrant after it has been returned to make sure it has been closed properly. Jim Lybarger motions to adopt Resolution 2025-13 raising the hydrant meter rates to \$100 per month and \$5 per 1000-gallon usage charge. Loyd seconds. All in favor.

## **9. NEW BUSINESS**

### **A.) Discussion and Possible Action Signing Interlocal Agreement with Kane County Treasurer for Processing of our Assessment Fees-** McConville motions to sign the interlocal agreement with Kane County. Lybarger seconds. All in favor. Motion carries

### **B.) Discussion on Agreed Upon Procedures Performed and Presented by External Auditor-** Kimball and Roberts found nothing out of the ordinary and no problems with any areas of our audit.

### **C.) Discussion and Possible Action on Fraud Risk Assessment-** Lybarger motions to approve the fraud risk assessment. Loyd seconds. All in favor.

### **D.) Discussion and Possible Action on Approving Financials and Check Register** – McConville motions to approve financials and check register as presented. Lybarger seconds. All in favor.

## **10. POSSIBLE CLOSED SESSION TO DISCUSS PERSONNEL MATTERS PER UTAH CODE § 52-4-205-**

Lybarger motions to go into closed session for personnel matters. Loyd seconds. All in favor. Regular meeting closed and closed session opened at 6:28pm. Lassen, Lybarger, Loyd, McConville and treasurer Peggy Short in attendance of closed session.

## **11. RETURN TO REGULAR MEETING**-Jennie calls regular meeting back to order at 6:48pm Lybarger, Loyd, Lassen, McConville here. Meeks absent.

### **A.) Discussion and Possible Action on Annual Employee Evaluation Considerations-** Lybarger motions to move forward with the evaluation considerations as discussed in closed session. Loyd seconds. All in favor.

## **12. ADJOURNMENT** – Lybarger motions to adjourn. McConville seconds. All in favor. 6:49pm