

# GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

## APPROVED MINUTES

### Wednesday November 19, 2025

60 N Aaron Burr Big Water, UT 84741

Work Session 5:30 PM –Meeting 6:00 pm

#### WORK SESSION-

1. **Call to Order** -Jennie calls to order at 5:35 pm
2. **Roll Call**- Jim Loyd, Jennie Lassen, Luke McConville here. Jim Lybarger is absent. Meeks arrives at 5:38pm
3. **Discussion**- Municipal water rates don't seem to be something that other towns are doing. Hydrant rates were updated last month. Consensus that implementing special municipal rates would be unnecessary and add complexity for minimal benefit. Board seems in agreement to remove it from the agenda at this time.  
CAO- Discussion on compliance with new Utah State Privacy Policy Program requiring appointment of Chief Administrative Officer (CAO) and Records Officer. Clerk explained the 10-year implementation timeline and that only the appointment (not policy adoption) is due by Dec. 31, 2025. Clerk and IT staff have reviewed requirements with the State Privacy Office. The IT consultant (Mark) is willing to act as CAO for the IT component. Clerk Stephanie is certified as Records Officer; others (including Peggy) are also certified. IT contractor could be a CAO for IT duties outlined in the future policy. Discussed the Clerk as Records officer and the Chair as CAO for now.  
Transfer station fees- Current fee assessments are informal "eyeball" estimates; no standardized district fee schedule. Estimated cost per bin to be dumped is \$159 (including lease and bond payments). Would be worth a quote from Pro Waste to see if we can save money. We definitely want to keep dumps affordable for residents to utilize the transfer station. Members discussed developing a per-cubic-yard fee system for consistency. Discussion on a possible rate: \$26.50 per cubic yard (6 cubic yards per bin). Member want to keep cost down to discourage illegal dumping. Staff to draft a formal fee schedule for transfer station services for consideration at next meeting. Seller Financing Option-Realtor reported potential buyers interested in seller-financed purchases. Members discussed pros and cons of going this route. Pros: Increases potential buyers; District earns interest; land reverts if buyer defaults. Cons: Risk of property misuse before default; cleanup responsibility. Decision that offers should be evaluated case-by-case.  
**Close Work Session-** 6:09pm

#### MEETING

1. **Call to Order** – Jennie calls to order at 6:10pm
2. **Roll Call** – Jim Loyd, Jennie Lassen, Luke McConville, Graydon Meeks all here. Jim Lybarger absent
3. **Statement of Conflict** - None
4. **Citizen Comments** – Tom Reneau comments on item 9-C, discussion on transfer station costs. When will we submit a bid out to Pro Waste and Republic to try to save costs. Pro Waste allegedly got the contract for Greenhaven.
5. **Approval of October 2025 Minutes** – McConville motions to approve, Loyd seconds. All in favor.
6. **Water Master Report** - David says we scoped the south well and bailed it as requested, reinstalled new motor, and sent water tests to the state. They came back good, so we are up and running with 2 wells again. We did get an extra 40 feet of depth after bailing. Screen had a lot of buildup inside the well, and we got a lot of that cleaned out when they bailed it. Overall, the well and casing appears in good condition. David helped with town clean up and with the Town dumpsters that are out now. He smashes them down to help conserve space and save money. People are still putting prohibited items in the dumpsters. David has to haul those items down to the transfer station.
7. **Treasurer Report**- Peggy says things are very quiet except for the invoice that we just got to fix the south well.
8. **OLD BUSINESS-**

A.) **Discussion and Possible Action on Implementing Municipal Water Rates**- Remove from agenda. NO action. Less expense at the park due to functioning sprinkler system.

## **9. NEW BUSINESS**

- A.) Discussion and Possible Action on Appointing CAO(s) and Records Officer(s) as required by Utah Code § 63A-12-103-** Required to be done by the State. The state has put together a great program framework. Jim makes a motion to adopt Resolution 2025-24 appointing Jennie Lassen as CAO and Stephanie Burkett as Records Officer. Luke seconds. All in favor.
- B.) Discussion and Possible Action on Adopting a Privacy Policy-** Table to old business
- C.) Discussion on Transfer Station Costs and Fees-** Table to old business. We will adopt a fee structure of our own with a more precise rate per cubic yard. Pro waste will be getting us a bid for transfer station.
- D.) Discussion and Possible Action on Allowing Seller Financing Options for Land Sale of Lots B-11-2 and B-J-28-** Open to hear any and all offers and we could discuss offers and terms if an offer comes up. Seller financing offers would require an emergency closed session. Graydon would like any offer with terms to be brought to the board. If someone had a sold “as is” cash offer, we could approve without board approval as long as it is over the previous determined price. Graydon motions that if anything comes to the table with terms other than a straightforward cash offer above the dollar amount we already agreed upon, both chairs that, we will call an emergency closed session to discuss. Luke seconds. All in favor.
- E.) Discussion and Possible Action on Approving Financials and Check Register –** Graydon inquires about the backhoe invoice. David explains that Little’s Diesel put a new rim and tire on the backhoe because the tire keeps coming off. Graydon motions to approve. Loyd seconds. All in favor

## **10. ADJOURNMENT** – Graydon motions to adjourn. Luke seconds. All in favor. Meeting closed at 6:37pm