

Gunlock Special Service District

April 1, 2026

Board members present: Directors: Kip Bowler, Paula Guthrie, Dusty Leavitt, Odean Bowler and Dallin Redd [7:10] present. Roxanne Aplanalp Clerk, Ethel Benware, CCA and Judy Leavitt, Certified Operator present. Chairman called the meeting to order at 7:00 PM; quorum established. Pledge of Allegiance recited.

Approve February Minutes:

Motion by Director Guthrie seconded by Director Director O. Bowler to approve the February minutes. Unanimous approval with Directors K. Bowler, Guthrie, and Leavitt voting aye.

Approve February Expenditures: Clerk said \$700 expense for well meter.

Motion by Director O. Bowler seconded by Director Leavitt to approve the February expenditures. Unanimous approval with Directors O. Bowler, Guthrie, Leavitt, Redd voting aye.

Approve March Expenditures: Clerk advised will move money to the loan fund.

Has \$8000 in it now. Needs to be \$16,000 by December.

Motion by Director Leavitt seconded by Director Guthrie to approve the March expenditures. Unanimous approval with Directors O. Bowler, Guthrie, Leavitt, Redd voting aye.

Director Reports:

Water System: Director Leavitt asked about needing a meter at Barton property. Clerk advised been installed for years. Issue is that Barton bought lots 1 & 2 and meters already installed on lots 1& 2. But Montanaro only included one water connection with sale of lots. So other meter to be used on lot 3 still held by Montanaro. Clerk said advised Barton this will need to be resolved. She said could not find any wording in bylaws that shows meter must be on lot in use. Board feels meter should be on lot being used. Clerk will call Montanaro and discuss. Clerk said contractor called her regarding black cable on ground that goes from lot 1 to 58 Lakeview. She advised him not property of GSSD.

1. [4-1-26]

Street Lights/Park: Director O. Bowler said lights still in back seat of car

Clerk Report: Advised been a busy couple of months. Has spent 12 days each month taking action on items. That is in addition to checking emails daily and taking action on those items. Items that took time were GRAMA training for couple hours; insurance update for renewal over 3 hours; Verification inventory for upcoming DDEW fees; Fraud Assessment Form another couple hours. The submission and review off Rules of Operation and discussion has taken around 8 hours so far. The legislature changed rules on surety bonds. No longer offered by the carrier arranged by the State when loan taken out. The ULGT, GSSD insurance carrier, sent email advising this is in their policy so not an issue for us. This should save us \$355 annually.

Certified Operator [CO] Report:

Water sampling for December, January, February, and March all passed.

CO showed where Spring flow data is included on the report she keeps. Flow in the 20 gpm range—lower than last year but March in the 30”s. Gave copy to Clerk.

CO and Chairman discussed spring source near the existing springs. It is not located within the acre the GSSD owns. Years ago there was discussion to capture this spring for the GSSD. CO said this needs to be explored now.

CO said the private road on Lundin property needs to be repaired as difficult to access tanks. Also the road that turns off to tanks needs work.

CO said Jarold has a meter that can be installed on the overflow pipe so do not need to purchase one.

Cross Connection Administrator Report: Ethel advised the current ordinance from December 1, 2023, is the best guide for cross-connection control. CCA working on public awareness that could be sent using email. Discussion of getting emails—best way is to call each user and see if willing to share. Discussion of fire hydrant for personnel use ended with Board appearing to be okay with that but wants to know when use is planned. The question of billing for that use was left unanswered. Obvious trained fire fighters know how to use fire hydrants. Question if construction people know. A recommendation will be included in the Rules update.

CCA discussed the hazard of using irrigation water during parade. Chance of people becoming ill. She will discuss with Calvin since not a GSSD issue. CCA asked Dusty to get the cemetery value converted to dual check as only one not done. Gail Humphries asked that Brandon be involved as there is extra piping available and he installed the system.

Old Business:

Discuss Moving Towards Digital Office: Director Guthrie and VC Redd discussed SureNet use. The \$21 monthly charge may not be covered by individual use as most pay more than one month at one time. Board indicated willing to “eat” the cost. Concern once started will not be able to discontinue if not used by many. Director Guthrie said she would need bank account number. Chairman discussed using a different number so money kept separate as way to see the use of service. Customers will need to be assigned account numbers. More research will be done before service implemented. Director Guthrie said some customers still paying the old amount of \$60 so will need to be contacted to have them increase the \$5. Director Guthrie said she received the LDS Church bills from last year back in one big stack. No idea where they had been. Chairman and Clerk said the address issue had been resolved. Director Guthrie said all billing issues/concern need to be addressed to the GSSD not the accountant. This instruction was included in the February bill insert.

Discuss Update of Rules of Operation: Clerk advised the RWAU assessment of the GSSD Rules were that they were very complete except for the Enforcement wording. The actions are in Section 14 but needed stronger wording. Clerk said she, Paula, and Ethel will be finalizing the wording so the Board may approve the update in the May meeting. A copy will be sent to each Director prior to the meeting so they will have time to review before the meeting.

Discuss Tiered Rate Billing: Clerk advised there is now a year’s worth of readings in the RWAU program. Issues needing to be resolved before any plan implemented are how to recognize multiple holders whose total does not exceed the total amount allowed and the 18 connections that pay the monthly charge but are not using any water. The base rate that will be charged will need to equal to the total operating costs plus the loan principle. Any money

charged for over the base use goes to the cost of improving the system due to wear and tear. The Clerk said she needs the list of users who were asked to let water run to keep pond dry as this use needs to be noted. CO will provide list to Clerk. Another issue that needs to be resolved is how to let customers know their usage. Since the GSSD bills a flat rate, the current bills have no room for this information. Clerk is investigating other water invoices to see the format. She will work with Paula and the accountant to see how invoices can be revised.

Discuss Procedures During Emergency: Discussion centered around the fact that the plan has the correct wording, the problem was that it was not followed during the last emergency causing confusion. Chairman suggested the Emergency plan be reviewed a couple times a year in the meeting so all Directors and those in attendance to meeting know the correct procedures. Directors were advised to bring their copy to the May meeting and 5 minutes will be spent reviewing the plan.

Discuss January Meter Readings: Clerk asked if Directors received email. All had. Clerk said based on the 13 months of use that was read 4 times, she felt 14+ million gallons would be used on the Water Use Data Report. She said users were conserving water as the first full year of reading in 2019 showed close to 22 millions of use. Director Leavitt commented leaks had been found and repaired. Discussion on having water available when the 18 connection not yet installed and the 8 installed but not in use connections get activated. Discussion on how to provide usage information to users. Proposal for each Director and Clerk contacting them. Director Leavitt said since we do a flat billing the users could contact us if interested. Chairman suggested wording Clerk had provided to Directors could be shared with users. Clerk will do bill insert with information on use and invite users to call. Clerk said Gail Humphries meter needs to be cleaned out. While the meters belong to the GSSD, the rules show the user is responsible for keeping meters free of debris. Gail was at meeting and said she would take care of now that she knows. Discussion about other meters that are behind electronic fences or hard to access in yard like Rarick and Scott Holt. Meters with usage that seems to be out of line are the LDS Church, Town Hall and Rodeo. Director Leavitt said Mike Bracken told him he found a faucet at rodeo grounds wide open. The Town Hall has a known leak that will be repaired soon. The Church meter is a mystery.

Discuss Well Meter Status: Director Leavitt reported has the meter just needs to get it installed. Since the well has already been turned on this is a priority. There are existing valves so he can do this. Chairman offered to help.

Discuss Bid for Storage Tanks: Clerk said has been waiting for additional information in order to complete the bid. Clerk passed around picture of the influent valve that needs to be changed out. Inspection showed this pipe does not extend past the interior of the lid. This is contributing to the moisture on the interior of the roof lid. This pipe needs to be replaced before the sealing of lid can happen. Board decided the replacement of the pipe and sealing of lid can be done in house so will not be part of the bid. Before the epoxy repair on the interior of the tank is done, all plant life around the exterior need to be removed. Dusty and Kip will work on this. The bid will be for epoxy repair to cracks in the interior of tank. Scott Holt asked how much was in the budget for this repair. Clerk replied did not have information with her but thinks in the \$8000 range. The bid will be sent next week with approval of bid at the May meeting.

Discuss Status of Pond Repair: Chairman said the pond, which holds the irrigation water, is the overflow location for the storage tanks. The pond is full and working.

New Business:

Discuss/Approve Park Sink Faucet Replacement: Nadine Heaton contacted the Clerk to advise she found the sink water running. No idea how long this had been going on. Solution assigned to Director of Parks. Director O. Bowler said he checked on automatic faucets and they range from \$90-300. Size of hole will determine type needed. Board prefers push button rather than motion sensor.

Motion by Director O. Bowler seconded by Director Guthrie to approve replacing the Park sink faucet with an auto type not costing over \$500. Unanimous approval with Directors O. Bowler, Guthrie, Leavitt, Redd voting aye.

Discuss Designate to ULGT Safety Program: Clerk said she had called ULGT representative to discuss how this would impact the GSSD. Attendance would reduce the premium. But since the GSSD had very few of issues involved would not be difference for the GSSD. [Trips on sidewalks; auto accidents; employee

issues]. A list of topics/dates was provided to the Clerk and she will sit in on the online training [first Tuesday of each month] for the subjects that could impact the GSSD. Next one would be floods in August. A discussion was held about who receives/who wants to receive emails regarding the functions of the GSSD. Most Directors want only emails that directly involve them. That puts responsibility on Clerk to determine. Scott Holt raised issue of GRAMA implications.

Discuss Gardner Well Response in Emergency: Director Leavitt said he made a call but person not available. Has not followed up. Scott Holt said we needed to add Anslow to our supply list.

Feedback from RWAU Conference: Director Guthrie said they did not win the ATV or the guns. Classes were okay but seemed geared to larger systems. One suggestion she felt that GSSD should enact was video taping of certified operator in action so another person could take action in case of emergency and certified operator not available. She said there are several changes coming in the future that will impact violations. Certified Operator Leavitt said she felt all presenters were good. She liked that the conference had been reduced to 2 days. She finds the networking invaluable and companies represented good. New Harmony won the water taste contest.

Discuss 1st Qtr Meter Readings: Clerk said meters were read on March 28. She gave each Director a copy of the readings showing 1qtr use. Users going over 15,000 gallons a month reduced to 9. In the past, there have been 17-20. The total use for the system was 2 million gallons.

Discuss Barton Construction: See Director Report—Water System discussion.

Board Comments of Future Meetings: Clerk said several changes coming for negative points on the ISP report. She and Director Guthrie will be attending Auditor training on April 24 at 8 AM. She advised Director O. Bowler might want to attend since the self audit is part of training. Clerk said she in process of doing the Source Protection annual notice to landowners and public education to be in the April bill insert. She hand carried the notice to the Directors and the involved land owners present. Others will be mailed tomorrow. Chairman announced the Easter Egg Hunt will be at 10 AM in the

Park on Saturday, April 4. He will trim/blow pavilion floor on Friday eve. Gail Humphries will mow the lawn. Scott Holt said he already sprayed the weeds. Director Guthrie advised that Santa Clara holds the contract to provide medical service to Gunlock. Therefore, the trained EMT's in Gunlock cannot provide this service as Santa Clara will not certify them. The contract is set for renewal in August. The NWSSD is pursuing this problem.

Public comments: None

Community Issues: Discussion about Town cleanup in late March since April has wedding scheduled and Easter Egg Hunt.

Adjourn: 8:45PM

Motion by Director O. Bowler seconded by Chairman Bowler to adjourn. Unanimous approval with Directors O. Bowler, Guthrie, Leavitt, Redd voting aye.

Approved: 5-6-2026

Submitted by : Roxanne Aplanalp, Clerk

Public in attendance: Gary & Marci Bringham, Shelly Rarick, Gail Humphries, Curt Benware, Scott Holt