

Gunlock Special Service District

May 6, 2026

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

Approve April Minutes: Director Guthrie asked the comment about the mail carrier be deleted as it was an assumption not fact.

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

Approve April Expenditures: Chairman got a note from accountant saying they had been downloaded at 6pm. Clerk did not get note so not downloaded. Will be approved at June meeting.

Director Reports:

Water System: Director Leavitt advised leak on Bowler Road was repaired. Picture showing break in distribution lateral shared. Invoice has not been received. Picture of exposure of transmission line near cliffs also shared. No damage to pipe. Repair will involve 20 feet of grade stabilization, rip wrap protection and covering area with grade stabilization.

Street Lights/Park: Director O. Bowler replaced 4 lights in Park and installed motion sensor light in old restroom. Has found an auto turn off faucet for about \$150 that will be installed soon. Mike Bracken reported a dent in the ceiling of the pavilion which looks like someone bouncing a ball and hit the ceiling. Director Guthrie reported lack of trash cans for large group. She will purchase 4 50 gallon plastic cans that will be stored away and used only for group events.

Clerk Report: No report

Certified Operator [CO] Report: Chairman said Judy called to say she was ill—had lost her voice. Chairman said she told him April passed. May has not been taken. Judy said to tell Paula she is working on Work Log and will have it done sometime. Spring flow has come up. This could be direct reflection of

overflowing meadow with irrigation water. Will see how flow is in summer when run out of irrigation water.

Cross Connection Administrator Report: Ethel advised completed public awareness with insert in May billings. It included shared responsibility for keeping water safe and had what to do and not do. Discussed email for future education.

Old Business:

Discuss Moving Towards Digital Office: Discussion centered around cost of using 3rd party to process payments is more expensive than a small system like the GSSD can profitably bear. Users will be encouraged to use the free bill payer system offered by their banks. Many of the GSSD consumers pay in advance so do not see this as an issue. Director Guthrie said she is contacting users still paying \$60 instead of new rate of \$65.

Discuss Update of Rules of Operation: Clerk reviewed all the changes proposed for the update. She commented that RWAU was impressed with the content already included in the bylaws. Only real change was addition of an Enforcement article. The fire hydrant use was added as a new Section 18. The Board suggested some wordage change. Board will not buy meter or equipment. Person requesting use of hydrant must be trained and use and have necessary equipment. Board asked for further clarification on Class C Misdemeanor in enforcement wording. Clerk advised Park rules will be in separate section. Clerk also stated Service Agreement form updated to show Account # and space for email address.

Motion by Director O. Bowler seconded by Director xxx that Resolution 1-2026 be approved with word changes for the updated Rules of Operation. Unanimous approval with Directors O. Bowler, Guthrie, Redd, and Leavitt voting aye.

Discuss Emergency Response Plan: Chairman reviewed the Telephone Tree. Names were added or deleted as needed. He will prepare template that includes names and add telephone numbers. Clerk will update Emergency Response Addendum for current assignments by the Board. Next meeting the role of Directors during an emergency will be reviewed. Emergency

Discuss Well Meter Status: Director Leavitt reported new meter installed and showing 60 gm flow.

Discuss Root Removal at Tank: Director Leavitt said not done but will be completed before tank interior work done.

Approve Bid for Storage Tank: Clerk said sent bid request to 3 vendors. Received questions from 2. Only 1 bid received. Director Leavitt said their rep had contacted him. Since bid not clear, Director Leavitt will contact them and work out details. Director O. Bowler asked how much money in budget for project. Clerk advised \$9000. Discussion on lid sealing and replacing pipe locally. Director Leavitt said had pipe material and will get sealant.

Motion by Director O. Bowler seconded by Director Guthrie to accept Midco bid as long as under budgeted amount. Unanimous approval with Directors O. Bowler, Guthrie, Redd, and Leavitt voting aye.

New Business:

Discuss GSSD Connections with Secondary Water: Clerk said she had contact Gail Humphreys, irrigation secretary, and had prepared list of user with dual water sources. Concern from audience on how this information to be used. Explained in case of water shortage information on who might have access to other water source.

Discuss Self Audit: Director O. Bowler reported he submitted information today. He will provide copy for office files.

Discuss Status of Email addresses: Clerk reported 7 responses from bill insert. She and Director Guthrie will continue to work on getting more. Discussion of how this will be used going forward as some users do not have email.

Discuss Adding Spring to Existing System: Both the Clerk and Chairman had explored this. Involves detailed process thru the DDW. Any work on this prior to approval by the DDW can result in hefty fine. Estimated cost is \$50K-70K minimum. Issue of spring not on land owned by the GSSD a problem. Also area is irrigated so that water influence could be an issue. More discussion needed.

Discuss Repaid of Road To Tanks: Since owned by a private party not GSSD control. GSSD has easement to use road.

Discuss Meter on Overflow Pipe: Certified operator is exploring ways to measure amount of water via overflow. Will remove from agenda.

Discuss Influent Pipe and Sealing of Tank Lid: Director Leavitt has the material to do the work. Needs to determine sealant to use. Clerk said it is NSF61 sold at Sherman Williams.

Discuss Videotaping Certified Operator Job: Discussion that no one has the expertise or the written schedule/locations to perform CO job in an emergency. This area will need to be explored.

Discuss Auditor Training: Clerk said she attended the training last week. Discussed reports available online. She called bookkeeper regarding couple of issues on reports. He reported all taken care of and auditor said GSSD in good shape for a small system. Clerk said she discovered couple of changes that she was not aware of—SSD must post audio recording to Utah Public website if over \$50K and draft of minutes to be posted to website also. SSD have no specific timeframe but Auditor recommends using same date as Towns & Cities—30 days.

Discuss Leak: See comments under Water System Report.

Motion by Director O. Bowler seconded by Director Leavitt to approve rapid on Bowler Rd. Unanimous approval with Directors O. Bowler, Guthrie, Leavitt, Redd voting aye.

Board Comments of Future Meetings: Clerk advised will be out of state so will join June meeting via phone.

Public comments: None

Community Issues: Town cleanup will be June 3rd. Roylane Bracken said the community owes Diann Covington a big thanks as she cleans the Park restroom weekly. Diann asked the she be informed when events scheduled so she can clean old restroom. Mike Bracken said people came in Park day he had it reserved. Discussion about how to let others know Park closed.

Recommendation Director Guthrie get sandwich board that would be kept in storage area and put in driveway by reserving party.

Adjourn: 8:42PM

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

Approved: 6-3-2026

Submitted by : Roxanne Aplanalp, Clerk

Public in attendance: Gail Humphries, Curt Benware, Mike and Roylane Bracken,
Diann Covington