GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

AGENDA

Wednesday January 15, 2025

60 N Aaron Burr Big Water, UT 84741
Work Session 5:30 PM
Meeting 6:00 pm

WORK SESSION-

1. **Call to Order-**
2. **Roll Call-**
3. **Discussion –**
4. **Close Work Session**

MEETING

1. **Call to Order-**
2. **Roll Call**
3. **Statement of Conflict & Annual Conflict Statements**
4. **Citizen Comments**
5. **Approval of December 2024 Minutes**
6. **Water Master Report**
7. **Treasurer Report**

8. OLD BUSINESS-

A.) Discussion and Possible Action on Applying for Funding for a Third Well/ Lightning Security for North Well-

B.) Discussion and Possible Action on Adopting Resolution 2024-10 Appointing a Vice Chair for the District

C.) Discussion and Possible Action on Approving SITLA Contract Amendment for the Transfer Station Lease

9. NEW BUSINESS

A.) Discussion and Possible Action on Adopting Resolution 2025-02 Adopting an Ethical Behavior Policy

B.) Discussion and Possible Action on Adopting Resolution 2025-03 Adopting a Board Meeting Policy

C.) Discussion and Possible Action on Approving Financials and Check Register –

D.) 10. ADJOURNMENT –

GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

DRAFT MINUTES

Wednesday December 18th, 2024

60 N Aaron Burr Big Water, UT 84741
Work Session 5:30 PM
Meeting 6:00 pm

WORK SESSION-

1. **Call to Order-**Levi opens at 5:43**pm -**
2. **Roll Call-** Jim Lybarger, Jennie Lassen, Levi Banfill all here. Luke McConville and Graydon Meeks absent.
3. **Discussion –**OB-A New bid from Cluff for a new well, $482,360. This is just for the well, power would be extra. We can pull up the past quotes and see if we want to pursue funding. David says we can look at when the next application would be due and see what kind of funding we can get then go from there.
   NB-A- Bylaws- Template suggested by the UASD with some additions to fit our District such as the Chair acting as the General Manager and the Clerk acting as the Records Officer. Jennie suggests clarifying that the Vice Chair shall act as the Chair and General Manager in the Chair's absence since the Chair acts as the General Manager also. Discussion of adding SSD Board members same as Town Council.
   NB-C Discussion of Cash handling- Levi-Should we have a petty cash separate from cash drawers or define how we will handle cash drawers? Discussed having just petty cash or cash drawer and a limit of $200 with cash and receipts combined to make up the total. Discussed taking out the daily deposit requirement and have the policy state that no cash can be held longer than 3 days.
   NB-D-SITLA Contract Update, transition from a $30,000 reclamation bond to a $1,000 annual payment model.
   NB-G-Land sale discussed and selling the two lots. Set guidelines for minimum bids to recover costs while ensuring easement disclosures.
4. **Close Work Session –** 6:17 pm closed

MEETING

1. **Call to Order-** Levi calls to order at 6:18 PM

2. Roll Call- Jim Lybarger, Jennie Lassen, Levi Banfill here. Luke McConville and Graydon Meeks absent.

3. Statement of Conflict – None

4. Citizen Comments- Tom Reneau- Thanks for the agenda and the packet being included on the website for easier review of the agenda items. 9/-B selling lots. As far as recouping the cost. We need to come up with a total cost to include title fees, assessments, etc. That we sell it to cover all costs for buying the land. Hyrum Short also in favor of selling both lots that were purchased by the district.
No further citizen comments.

5. Approval of November Minutes – Jim motions to approve minutes as written. Jennie seconds. All in favor.

6. Water Master Report – David has had some help with community service that has allowed him to get to some projects that he hasn't been able to get to lately. We had a fire hydrant hit by a tourist. The tourist paid us for the cost of the repair, and we were able to get it fixed. He also noted park drainage and fire crew preparation efforts at the transfer station.

7. Treasurer Report – Nothing out of the ordinary. For the first time, this year we are in the black at this time of year and we are still waiting for assessments to come in. Spending has been in line with our revenue.

8. <u>OLD BUSINESS</u>-

A.) Discussion and Possible Action on Applying for Funding for a Third Well/ Lightning Security for North Well- Jim motions to move forward with the concept and idea to evaluate funding for the third well and lightning protection for the north well. Jennie seconds. All in favor. Motion passes

9. <u>NEW BUSINESS</u>

A.) Discussion and Possible Action on Adopting Resolution 2024-12 Adopting Bylaws for the District- Jennie motions to adopt Resolution 2024-12 adopting the bylaws of the district. Jim seconds. All in favor. Motion passes.

B.) Discussion and Possible Action on Adopting Resolution 2024-11 Appointing a Vice Chair for the District – Table to old business

C.) Discussion and Possible Action on Adopting Resolution 2024-10 Adopting a Cash Receipting and Deposit Policy – Levi motions to adopt Resolution 2024-10 with the corrections and the cash limit on page 22 of the cash drawer should not exceed a predetermined amount of $200 and that we remove the petty cash funds must not exceed the established petty cash limit. Jim seconds. All in favor. Motion Passes.

D.) Discussion and Possible Action on SITLA Contract Renegotiation or Reclamation Bond from ULGT to Satisfy $30,000 Financial Guaranty- Move to old business until new contract is ready. Looks like we will be able to move forward with a $1000 per year payment pending an amendment to the SITLA contract.

E.) Discussion and Possible Action on Approving Financials and Check Register – Jennie motions to approve financial and check register. Jim seconds. All in favor. Motion passes.

F.) Discussion and Possible Action on Going into Closed Session to Discuss Land Sale- No closed session.

G.) Discussion and Possible Action on Selling Lot B-11-2 – Moving forward with a sealed bid. Possibly selling both lots for the total cost of expenses. As long as it is fully disclosed that there is a road and utility easement on the front lot. Jim Lybarger motions that we include both parcels. Set a minimum bid that includes appraised value, plus expenses totaling $95,607 under full disclosure that the front lot has easements. Set a bid limit of 90 days. Jennie seconds. All in favor. Motion passes.

10. ADJOURNMENT – Jennie motions to adjourn. Levi seconds. All in favor. Meeting adjourned at 6:35pm

RESOLUTION NO. 2025-01

A RESOLUTION OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, UTAH, TO APPOINT A VICE CHAIR FOR THE BOARD

WHEREAS, the Glen Canyon Special Service District of Big Water (the "District") operates under the governance of its appointed Board of Trustees (the "Board"); and

WHEREAS, the Board recognizes the need for the appointment of a Vice Chair to assist the Chair in fulfilling leadership duties and to assume responsibilities in the Chair's absence; and

WHEREAS, the appointment of a Vice Chair is consistent with the District's commitment to efficient governance and leadership continuity; and

WHEREAS, the Board desires to formally establish the process for appointing a Vice Chair and to appoint a qualified individual to this position;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, UTAH, AS FOLLOWS:

Section 1. Creation of the Office of Vice Chair

The position of Vice Chair is hereby established as an officer of the Board. The Vice Chair shall assist the Chair in fulfilling duties, preside over meetings in the Chair's absence, and carry out additional responsibilities as assigned by the Board, including but not limited to being an approved signer for the District.

Section 2. Appointment Process

The Vice Chair shall be elected by a majority vote of the Board during a regularly scheduled or special Board meeting. Any member of the Board is eligible for nomination to this position.

Section 3. Term of Service

The Vice Chair shall serve a term of one year or until a successor is duly appointed and qualified, unless otherwise specified by the Board.

Section 4. Appointment of Vice Chair

_______________________________ is hereby appointed to serve as Vice Chair of the Board for the remainder of the current term, effective immediately.

Section 5. Effective Date

This resolution shall take effect immediately upon adoption.

PASSED, ADOPTED, AND APPROVED by the Board of Trustees of the Glen Canyon Special Service District of Big Water, Utah, on this 15th day of January , 2025 by the following votes:

	AYE	NAY	ABSENT	ABSTAIN
Levi Banfill	____	____	______	______
Jennie Lassen	____	____	______	______
Jim Lybarger	____	____	______	______
Luke McConville	____	____	______	______
Graydon Meeks	____	____	______	______

By:

Levi Banfill, Chairman

Attest:

Stephanie Burkett, Clerk

SFIRST AMENDMENT TO
SPECIAL USE LEASE AGREEMENT NO. 2012

This First Amendment to Special Use Lease Agreement No. 2012 (this "**First Amendment**") is dated January __, 2025 (the "**Effective Date**"), and is between the State of Utah, acting through The School and Institutional Trust Lands Administration, with an address of 102 South 200 East, Suite 600, Salt Lake City, Utah 84111 ("**SITLA**"), and Glen Canyon Special Service District of Big Water with an address of 60 Aaron Burr, Big Water, Utah 84741 ("**Lessee**").

RECITALS

A. SITLA and Lessee are parties to that certain Special Use Lease Agreement No. 2012, dated November 1, 2023 (the "**Lease**"), that grants Lessee the right to operate a transfer station and related facilities on 4.04 acres of Trust Lands located in Kane County, Utah (the "**Property**"), as the Property is described in the Lease.

B. Lessee has requested a change to certain bonding language to allow for a cash bond and SITLA has agreed to the changes on the terms and conditions of this First Amendment.

C. If capitalized terms are not defined in this First Amendment, they have the definitions given to them in the Lease.

AGREEMENT

SITLA and Lessee agree as follows:

1. Amendment to Financial Guaranty. The parties desire to amend the Lease so that Lessee can satisfy its Financial Guaranty requirements by making annual payments into SITLA's suspense account on an annual basis, which are to be paid at the same time as its annual Rent. Therefore, the parties amend the Lease as follows:

   a. Amendment to Section 8.3(a). The parties hereby delete Section 8.3(a) of the Lease in its entirety and replace it with the following:

      (a) Financial Guarantee. As a Financial Guaranty, Lessee shall pay SITLA $1,000.00 annually as a cash bond to be held in SITLA's non-interest-bearing suspense account to: (a) guarantee Lessee's performance of all covenants and obligations under this Lease; (b) ensure compensation for damage, if any, to the surface estate and any surface improvements; and (c) ensure reclamation of the Property, pursuant to Section 8.1 (*Reclamation Obligations*). The Lessee may stop making the annual cash bond payments by executing and filing with SITLA, in the amount of not less than $30,000.00, a good and sufficient Financial Guarantee acceptable to SITLA to cover the items in (a) – (c) above. At any time during the Term, SITLA may, in its reasonable discretion, require Lessee to increase the amount of the Financial Guaranty by sending Lessee Notice that the Financial Guaranty is insufficient. Lessee shall execute and file with SITLA a Financial Guarantee in the amount required by SITLA within 60 days of SITLA's Notice of insufficiency.

2. Amendment to Lease. If there are any conflicts or inconsistencies between the terms of this First Amendment and the terms of the Lease, the terms of this Amendment control.

3. Ratification. The parties hereby ratify and reaffirm the Lease, as amended by this First Amendment. All terms of the Lease not amended by this First Amendment remain the same and continue in full force and effect.

4. General Provisions.

   a. The parties shall do all further acts and things and execute and deliver additional agreements and instruments as the other may reasonably require to confirm the agreement contained in this First Amendment.

   b. This First Amendment has been negotiated by the parties. The parties do not intend that terms of this First Amendment be construed against any party because that party drafted this First Amendment or construed in favor of any party because that party failed to understand the legal effect of this First Amendment.

   c. This First Amendment represents the entire agreement among the parties with respect to the subject matter of this First Amendment and supersedes any previous agreement, written or oral, between the parties. The parties may only modify this First Amendment in a writing signed by the party against whom enforcement is sought.

   d. There are no third-party beneficiaries to this First Amendment.

   e. This First Amendment is binding on and inures to the benefit of the parties and their respective officers, directors, representatives, affiliates, parents, subsidiaries, agents, principals, corporate divisions, trustees, heirs, executors, successors and assigns.

   f. This First Amendment is governed by the laws of the State of Utah. The parties hereby submit to the exclusive jurisdiction of the Third Judicial District Courts in Salt Lake County, Utah.

   g. The parties may execute this First Amendment in counterparts, each of which will be deemed an original instrument for all purposes, but all of which will comprise one and the same instrument. The parties may sign this First Amendment by exchange of signature pages through facsimile or email or by any other means agreed by the parties.

[*SIGNATURE PAGE FOLLOWS*]

The parties have executed this First Amendment as of the Effective Date.

STATE OF UTAH, acting through
THE SCHOOL AND INSTITUTIONAL TRUST LANDS ADMINISTRATION

By:______________________________

Name:____________________________

Title: ____________________________

Approved as to form:

____
Special Assistant Attorney General

GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

By:______________________________

Name: ___________________________

Its: _____________________________

DRAFT

RESOLUTION NO. 2025-02

A RESOLUTION OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, KANE COUNTY, UTAH, ADOPTING AN ETHICAL BEHAVIOR POLICY

WHEREAS, the Glen Canyon Special Service District of Big Water (the "District") is committed to upholding the highest standards of integrity, accountability, and professionalism in its governance and operations; and

WHEREAS, the District Board of Trustees recognizes the importance of promoting ethical behavior among all employees, officers, and board members to ensure public trust and confidence in the District's activities; and

WHEREAS, adopting an Ethical Behavior Policy will provide clear guidelines to prevent conflicts of interest, promote transparency, and encourage responsible decision-making; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, KANE COUNTY, UTAH, AS FOLLOWS:

SECTION 1. ADOPTION OF ETHICAL BEHAVIOR POLICY.
The Ethical Behavior Policy, attached, is hereby adopted and incorporated by reference as the official policy governing the conduct of all District employees, officers, and board members.

SECTION 2. PURPOSE AND SCOPE.
The Ethical Behavior Policy establishes guidelines for:

1. Avoiding conflicts of interest and disclosing potential conflicts;
2. Maintaining confidentiality and protecting sensitive information;
3. Prohibiting the acceptance of gifts or favors that may influence decision-making;
4. Promoting accountability, honesty, and fairness in all District operations;

SECTION 3. ANNUAL ACKNOWLEDGEMENT
All employees, officers, and board members are required to review and comply with the Ethical Behavior Policy and sign the Ethics Pledge form each year before Jan 31 and within 30 days of new position commencement. Violations of this policy may result in disciplinary action, up to and including termination of employment or removal from office.

SECTION 4. EFFECTIVE DATE.
This Resolution and the attached Ethical Behavior Policy shall take effect immediately upon passage and approval.

PASSED AND ADOPTED this 15th day of January, 2025 by the following votes of the Glen Canyon Special Service District of Big Water Board:

	AYE	NAY	ABSENT	ABSTAIN
Levi Banfill	____	____	______	______
Jennie Lassen	____	____	______	______
Jim Lybarger	____	____	______	______
Luke McConville	____	____	______	______
Graydon Meeks	____	____	______	______

By:

____

Levi Banfill, Chairman

Attest:

____

Stephanie Burkett

DRAFT

Ethical Behavior Policy
Glen Canyon SSD of Big Water

Employee Code of Ethics

Prohibited Conduct

No current employee or officer, as specified, shall:

1. Disqualification from Acting on Glen Canyon SSD of Big Water Business.
   a. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;
   b. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify him or herself from acting or participating;
   c. Fail to disqualify him or herself from acting on any transaction which involves Glen Canyon SSD of Big Water and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
   d. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which Glen Canyon SSD of Big Water or any District agency may be a party, and fails to disclose such interest to the appropriate authority prior to the formation of the contract or the time Glen Canyon SSD of Big Water or District agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.
2. Improper Use of Official Position.
   a. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of Glen Canyon SSD of Big Water; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
   b. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any District funds or property, for a purpose which is, or to a reasonable person would appear to be, for something other than a legitimate purpose.
   c. Except in the course of official duties, assist any person in any transaction where the employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the District; provided that this subsection shall not apply to: any employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;
   d. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with Glen Canyon SSD of Big Water, and influence or

attempt to influence the selection of, or the conduct of business with that business or entity.

3. Accept Gifts or Loans.
   a. Ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty; except that the following shall be allowed:
      i. Unsolicited flowers, plants, and floral arrangements;
      ii. Unsolicited advertising or promotional items of nominal value, such as pens and notepads;
      iii. Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
      iv. Unsolicited food items given to a department when the contents are shared among employees and the public;
      v. Unsolicited items received for the purpose of evaluation or review provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the Glen Canyon SSD of Big Water;
      vi. Information material, publications, or subscriptions related to the recipient's performance of official duties;
      vii. Food and beverages consumed at hosted receptions where attendance is related to official duties;
      viii. Meals, beverages, and lodging associated with retreats or other meetings where the official serves as a representative, designee or is otherwise assigned to another organization or entity from the Glen Canyon SSD of Big Water;
      ix. Travel costs, lodging, and tuition costs associated with Glen Canyon SSD of Big Water sanctioned training or education when not provided by a private entity under contract with the Glen Canyon SSD of Big Water;
      x. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization and other officials or employees of similar agencies are in attendance;
      xi. Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;
      xii. Campaign contributions; and
      xiii. Unsolicited gifts with an aggregate economic value of $50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.

4. Disclose Privileged Information.
   Disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

5. Financial or Beneficial Interest in Transactions.
   Regardless of prior disclosure an employee or officer may not participate in or benefit from (personally or through his or her family) a contract or agreement where that employee or officer acted as an agent of Glen Canyon SSD of Big Water. This includes receiving compensation, gratuity or other benefit from an interested party of an agreement or contract with Glen Canyon SSD of Big Water.

6. Nepotism.

a. Violate *Utah Code* § 52-3, which prohibits employment of relatives, with few exceptions.

7. Misuse of Public Resources or Property.
    a. Violate *Utah Code* § 76-8-4, which delineates the unlawful use of public funds and destruction of property, including records.

8. Outside Employment.
    a. Retain secondary employment outside of Glen Canyon SSD of Big Water employment, which, as determined by the District Board, and according to Utah Administrative Code R477-9-2:
        i. Interferes with an employee's performance.
        ii. Conflicts with the interests of Glen Canyon SSD of Big Water or the State of Utah.
        iii. Gives reason for criticism or suspicion of conflicting interests or duties.

9. Political Activity.
    a. Except as otherwise provided by law:
        i. The partisan political activity, political opinion, or political affiliation of an applicant for a position with Glen Canyon SSD of Big Water may not provide a basis for denying employment to the applicant.
        ii. A Glen Canyon SSD of Big Water officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
        iii. A Glen Canyon SSD of Big Water employee may not engage in political campaigning or solicit political contributions during hours of employment.
        iv. A Glen Canyon SSD of Big Water officer or employee may not use [entity type] equipment while engaged in campaigning or other political activity.
        v. A Glen Canyon SSD of Big Water officer or employee may not directly or indirectly coerce, command, or advise another [entity type] officer or employee to pay, lend, or contribute part of the officer's or employee's salary or compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes.
        vi. A Glen Canyon SSD of Big Water officer or employee may not attempt to make another officer or employee's employment status dependent on the officers or employee's support or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.
    b. A Glen Canyon SSD of Big Water employee who has filed a declaration of candidacy may:
        i. be given a leave of absence for the period between the primary election and the general election; and
        ii. Use any vacation or other leave available to engage in campaign activities.
    c. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.
    d. Nothing in this chapter shall be construed to:
        i. prohibit a Glen Canyon SSD of Big Water officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
        ii. Permit a Glen Canyon SSD of Big Water officer or employee partisan political activity that is prohibited under federal law.
    e. No Glen Canyon SSD of Big Water officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any Glen Canyon SSD of Big Water property.

f. No Glen Canyon SSD of Big Water officer or employee shall promise any appointment to any position with Glen Canyon SSD of Big Water as a reward for any political activity.
g. A Glen Canyon SSD of Big Water employee who is elected to an office with the entity shall terminate Glen Canyon SSD of Big Water employment prior to being sworn into the elected office.

10. Fair and Equal Treatment.
    a. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office.
    b. No Glen Canyon SSD of Big Water officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.
11. Prohibited Conduct After Leaving Glen Canyon SSD of Big Water:
    a. No former employee shall, during the period of one (1) year after leaving Glen Canyon SSD of Big Water office or employment:
        i. Disclose or use any privileged or proprietary information gained by reason of his/her employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
        ii. Assist any person in proceedings involving an agency of Glen Canyon SSD of Big Water with which he/she was previously employed, involving a matter in which he or she was officially involved, participated or acted in the course of duty;
        iii. Represent any person as an advocate in any matter in which the former employee was officially involved while a Glen Canyon SSD of Big Water employee;
        iv. Participate as a competitor in any competitive selection process for a Special Service District contract in which he or she assisted the Glen Canyon SSD of Big Water in determining the project or work to be done or the process to be used.

Signed this ____day of __________, 20_____ by ___________________________

(Board Member/ Employee)

____

(Signature)

RESOLUTION NO. 2025-03

A RESOLUTION OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, KANE COUNTY, UTAH, ADOPTING A BOARD MEETING POLICY

WHEREAS, the Glen Canyon Special Service District of Big Water (the "District") is committed to promoting transparency, accountability, and efficiency in its governance; and

WHEREAS, the District Board of Trustees recognizes the need to establish formal policies and procedures governing the conduct of board meetings to ensure orderly, productive, and consistent operations; and

WHEREAS, adopting a Board Meeting Policy will facilitate effective communication, provide clear guidance on meeting protocols, and enhance public trust and participation; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, KANE COUNTY, UTAH, AS FOLLOWS:

SECTION 1. ADOPTION OF BOARD MEETING POLICY.
The Board Meeting Policy, attached hereto as Exhibit A, is hereby adopted and incorporated by reference as the official policy governing all meetings of the District Board of Trustees.

SECTION 2. PURPOSE AND SCOPE.
The Board Meeting Policy establishes guidelines for:

1. Regular and special meeting schedules, including notice requirements in compliance with the Utah Open and Public Meetings Act;
2. Agenda preparation, distribution, and public availability;
3. Meeting conduct, including rules for quorum, order of business, and public comment;
4. Recordkeeping and the preparation of minutes;
5. Board member roles, responsibilities, and ethics during meetings.

SECTION 3. EFFECTIVE DATE.
This Resolution and the attached Board Meeting Policy shall take effect immediately upon passage and approval.

PASSED AND ADOPTED this 15th day of January, 2025 by the following votes

BOARD OF TRUSTEES
Glen Canyon Special Service District of Big Water

	AYE	NAY	ABSENT	ABSTAIN
Levi Banfill	____	____	______	______
Jennie Lassen	____	____	______	______
Jim Lybarger	____	____	______	______
Luke McConville	____	____	______	______
Graydon Meeks	____	____	______	______

By:

____
Levi Banfill, Chairman

Attest:

____
Stephanie Burkett, Clerk

DRAFT

Glen Canyon Special Service District of Big Water

BOARD MEETING POLICY

A. BACKGROUND

1. **Policy**: These rules shall be known as the Glen Canyon Special Service District of Big Water (the "District") Board Meeting Policy (the "Policy").

2. **Purpose**: The Policy establishes guidelines for meetings of the District legislative body (the "Board"), including how meetings are to be convened, how they are to be conducted, and how minutes are to be prepared and approved.

B. COMPLIANCE WITH STATE LAW

1. **Application of the Open and Public Meetings Act**: In adopting the Policy, the District recognizes the application of the Open and Public Meetings Act, UTAH CODE ANN. §§ 52-4-101 *et. seq.*, as it may be modified, amended, superseded or replaced from time-to-time (the "Act"). Any inconsistency or conflict between this Policy and applicable provisions of the Act shall be governed by the Act.

2. **Definitions**: The definitions stated in UTAH CODE ANN. § 52-4-103 are incorporated herein by reference.

C. MEETING NOTICE AND AGENDA

1. **Required Annual Notice**: The District Board will, either shortly prior to or at the beginning of each calendar year, establish an annual meeting schedule, including the date, time and location of each regular Board meeting through the year, and give public notice of the annual meeting schedule as required by law. Notwithstanding the foregoing, any meeting may be rescheduled at the request or on the affirmative vote of a majority of the Board Members, with notice of the rescheduled meeting to be provided as stated in section C.4 of this Policy.

2. **Special and Emergency Meetings**: The Board may hold special and emergency meetings, provided that they are properly called and notice of every such meeting is given as provided in section C.4 of this Policy. No emergency meeting of the Board may be held unless an attempt has been made to notify all of the members of the Board and a majority of the Board Members approve holding the meeting. A special meeting of the Board may be called by the Chair and an emergency meeting may be called either by the Chair or by the Chief Administrative Officer of the District (the "Manager"). Any Board Member or the Manager may request that a special meeting of the Board be held, but the approval of the Chair will be required. In the absence of the Chair, the Vice Chair may call or approve either a special meeting or an emergency meeting of the

Board. In the absence of the Manager, any person designated by the Manager may call an emergency meeting of the Board. If, due to unforeseen circumstances, it is necessary for the Board to hold an emergency meeting to consider matters of an emergency or urgent nature, and they are unable to meet in person, the Board may meet via electronic communication, in compliance with the electronic meeting policy in section D.8 of this Policy.

3. **Agenda**: An agenda shall be prepared for every meeting of the Board. Each topic to be considered by the Board shall be listed with reasonable specificity as an agenda item. Any Board meeting agenda may include a "public comment," or its functional equivalent, agenda item and, and at the discretion of the Board Member who is chairing the meeting, any topic raised by a member of the public may be discussed, even if it is not listed as an agenda item. Each agenda will include topics as requested by any Board Member or the Manager. Topics may be identified in the agenda using general references. For example, an agenda reference to "Personnel" or "Personnel Matters" will enable the Board to discuss, consider and act upon any personnel matters, decisions or issues that are brought up during the meeting.

4. **Notice**: Not less than 24 hours' advance public notice, including the agenda, date, time and location, will be given as a class A notice under UTAH CODE ANN. § 63-G-30-102(1) for each regular and special meeting of the Board by: (a) publishing the notice on the Utah Public Notice Website created under UTAH CODE ANN. § 63A-16-601; (b) publishing the notice on the District's or the Board's official website, if the District or the Board maintains an official website and has an annual operating budget of $250,000 or more; and (c) posting the public notice in a public location in or near the District that is likely to be seen by residents of the District or, if there are no residents within the District, individuals who pass through or near the District. The requirement that the public notice be posted in a public location within the District may be satisfied by posting the notice in, on, or near the anchor location for the Board meeting or the structure or other area where the meeting will be held. If, due to unforeseen circumstances, it is necessary for the Board to hold an emergency meeting to consider matters of an emergency or urgent nature, the foregoing notice requirements may be disregarded and the best notice practicable may be given. These notice requirements are minimum requirements and are not to be construed as precluding such additional postings and notifications as may be directed by the Board and, in any event, it is recommended that the written notice be posted at the principal office of the District or, if there is no principal office, at the building where the meeting is to be held. If any Board Member will participate in the meeting through electronic means, in addition to the notice requirements stated above, the notice requirements of UTAH CODE ANN. § 52-4-207(3) must be satisfied, including providing notice to all Board Members at least 24 hours before the meeting and including in all meeting notices a description of how the Board Members will be connected to the electronic meeting and posting written notice at the anchor location, which is the physical location from which the electronic meeting originates or the participants are connected, if there is an anchor location.

5. **Amendments to Agenda**: The agenda of a meeting of the Board may be amended to include additional subjects at the request of any Board Member, even though notice of the meeting has already been given as provided in section 4 immediately above, if the amended notice is posted and given in accordance with the requirements of section 4 at least 24 hours before the scheduled time of the meeting.

D. CONDUCT OF MEETINGS

1. **<u>Quorum</u>**: No action may be taken and no business may be conducted at a meeting of the Board unless a quorum, consisting of a simple majority of the members or statutory voting power of the Board is present. A Board Member who is not physically present may nevertheless participate in the meeting through electronic means and be counted toward the required quorum in accordance with UTAH CODE ANN. § 52-4-207. Any Board Member participating via electronic means may make, second and vote on all motions and participate in the discussion as though physically present, except that the Board Member who chairs the meeting must be present at the anchor location unless there is no anchor location as allowed under UTAH CODE ANN. § 52-4-207(5).

2. **<u>Control of the Meeting</u>**: Unless the Chair or Vice-Chair, as appropriate, is participating in the meeting via electronic communication or both the Chair and Vice-Chair are absent, each meeting of the Board will be conducted by the Chair, if present, or by the Vice-Chair in the absence of the Chair. If neither the Chair nor the Vice Chair is physically present (but a quorum is present) a Board Member who is physically present at the anchor location will preside over the meeting with the consent of the Board Member(s) who are physically present at that location. The Board Member chairing the meeting may relinquish the chair to the next Board Member in succession, other than a Board Member participating via electronic communication, at any time during the meeting. The Board Member chairing the meeting may discuss every matter coming before the Board, make, second and vote on motions, and otherwise fully participate in the meeting.

3. **<u>Public Participation</u>**: Time for public comment may, in the discretion of the Chair, be allowed at any meeting of the Board in accordance with the following:

   a. Each speaker will be expected to state his or her name before directing comments to the Board.

   b. The public comment portion of a meeting is not a question and answer session. Rather, it is intended to enable the Board to receive testimony and input from the public. Any member of the public who has questions regarding any aspect of the District's operations is encouraged to contact the Manager or an appropriate staff member outside of the meeting, including staying after the meeting has been adjourned.

   c. The Board member chairing the meeting shall have discretion in allotting time to each speaker according to the circumstances including, but not limited to, the number of people desiring to speak and the amount of business to be conducted by the Board.

   d. Once a speaker has been informed that his or her allotted time is up, the speaker will be expected to finish the sentence and relinquish the floor. If the speaker wants to say more, the speaker may meet privately with staff and may also continue his or her remarks at the next Board meeting during which public comments are accepted.

e. Speakers are encouraged to avoid repetition and, where a group is present, to designate a spokesperson to speak for the group. In the interest of economy and the orderly conduct of a meeting, the Board Member chairing the meeting may ask any speaker who is merely restating points if he or she has any new information for the Board. If the speaker does not have new information, the speaker may be asked to relinquish the floor to another speaker who has new information.

f. A speaker wishing to address a particular line item on the meeting agenda should designate the agenda item being discussed at the beginning of the remarks. Comments regarding agenda items will take priority over the discussion of non-agenda items. Persons will, at the discretion of the Board Member chairing the meeting, be allowed to discuss any relevant matter during the public comment portion of a Board meeting, even if the matter is not otherwise identified as an agenda item.

g. It is the intent that public comments generally be directed to the Board only during the public comment portion of the agenda, if there is one, or during a public hearing. Nevertheless, the Board Member chairing the meeting may, in his or her discretion, direct questions to experts in attendance and may allow brief public comment during the discussion of a specific agenda item.

h. To encourage public comment on matters before the Board, signed letters and written statements that are short enough to be read aloud in three minutes or less may be read into the record during the public comment portion of a Board meeting provided, however, that the use of offensive, profane or vulgar language or personal attacks that impugn the character or integrity of an individual may not be read into the meeting record.

4. Expulsion From a Meeting: The right to attend and observe a public meeting does not include the right to otherwise participate in that meeting unless it is a public hearing. Public participation in District Board meetings is a privilege granted by the Board in the interest of open government, but is not a right. Any person who willfully disrupts a Board meeting to the extent that the orderly conduct of the meeting is seriously compromised may be removed from the meeting. Should the person refuse to leave the meeting when asked to do so by the Board Member chairing the meeting, security personnel or law enforcement officials may be called to remove the person.

5. Closed Meetings: Except as otherwise provided in this section 5, all meetings of the Board are to be open to the public. A meeting, or a portion of a meeting, may be closed to the public upon the affirmative vote of two-thirds of the Board Members present at the meeting, provided that a quorum is then present. A meeting may be closed for any of the applicable reasons specified in UTAH CODE ANN. § 52-4-205(1) as follows:

a. A discussion of the character, professional competence, or physical or mental health of an individual.

b. Strategy sessions to discuss collective bargaining.

c. Strategy sessions to discuss pending or reasonably imminent litigation.

d. Strategy sessions to discuss the purchase, exchange, lease or sale of real property (including a water right or water shares) if public discussion of the transaction would disclose the appraisal or estimated value of the subject property or prevent the Board from completing the transaction on the best possible terms provided, however, that before the sale of real property may be discussed during a closed meeting, public notice that the property will be offered for sale must be given, and the terms of the sale must be publicly disclosed before the Board approves the sale.

e. A discussion regarding the deployment of security personnel, devices or systems.

f. Investigative proceedings regarding allegations of criminal misconduct.

g. Deliberations of the Board acting in the capacity of a procurement evaluation committee, the procurement protest officer, or a procurement appeals panel.

h. To consider information designated as a trade secret as necessary to properly conduct a procurement.

i. To discuss information that, at the time, may not be disclosed to the public or a participant in the procurement process and the Board needs to review or discuss the information in order to properly fulfill its role and responsibilities in the procurement process.

j. To consider a loan application, if public discussion of the loan application would disclose non-public personal financial information, a nonpublic trade secret, as defined in UTAH CODE ANN. § 13-24-2, or non-public business financial information, the disclosure of which would reasonably be expected to result in unfair competitive injury to the person submitting the information.

6. **Conduct of a Closed Meeting**: The Board may not approve any ordinance, resolution, rule, regulation, contract or appointment or take any vote during a closed meeting except for a vote on a motion to end the closed portion of the meeting and return to an open meeting. In addition, the Board may not interview an individual who is applying to fill a vacant elected position or discuss filling a midterm Board vacancy or a temporary Board Member absence or discuss the character, professional competence or physical or mental health of an individual under consideration to fill a midterm Board vacancy or temporary absence during a closed meeting. The identity of the specific person whose character, competence or physical or mental health is to be discussed, the identity of the parties to pending or reasonably imminent litigation, or the identity of property which the Board is considering purchasing, exchanging or leasing need not be stated in the motion to close the meeting or in the public portion of the meeting where such disclosure might infringe on the confidence necessary to fulfill the purpose of closing the meeting. Only the Board Members, and those individuals designated by the Board, may be present during a closed meeting.

7. **Recording of Meetings**: Unless the District's annual expenditures for all funding, excluding capital expenditures and debt service, are $50,000 or less, the District is required to record all open Board meetings. Any other person in attendance may record all or any part of an open meeting, provided that the recording does not interfere with the conduct of the meeting. The District's recording of a meeting is to be maintained for such period of time as specified in the District's approved records retention schedule. If the District has not adopted its own records retention schedule, the records retention schedule established by State Archives for municipalities (or for special or special service districts, should State Archives approve a standard records retention schedule for such districts) shall apply to Board meeting recordings, after which time the recording may be erased or destroyed and any tape or other recording device may be reused. Where written minutes are not prepared, as is allowed for closed meetings, the recording shall be maintained indefinitely. Such recordings are to be maintained in or converted to a format that meets long-term records storage requirements. The recording of a meeting is to be a complete and unedited record from the commencement of the meeting through adjournment of the meeting. Recordings of closed meetings are to be separate from recordings of any open meeting or open portion of the meeting.

8. **Electronic Meetings**: The Board may, from time to time as desired, convene and conduct meetings in which one or more Board Members may attend and participate in the meeting through any electronic means by satisfying the requirements of UTAH CODE ANN. § 52-4-207.

a. Except as otherwise provided by applicable law, one or more "anchor locations" must be established for all electronic meetings. The anchor location is the physical location from which the electronic meeting originates or from which the participants are connected. If there is a physical anchor location, at least one anchor location for an electronic meeting must be in the building where the Board would normally meet if not holding an electronic meeting, unless an emergency situation precludes a meeting from being held at that location.

b. Except as otherwise allowed by applicable law, public notice must be given of each electronic meeting as provided in section C.4 by providing a class A notice as provided in UTAH CODE ANN. § 63G-30-102(1) and, in addition, by posting the written notice at the anchor location, if there is one. In addition, notice must also be given to all Board Members at least 24 hours before the meeting, including a description of how Board Members may electronically connect to the meeting. Space and facilities must be provided at the anchor location(s), and/or via electronic means, so that all interested persons may attend and/or monitor, in person or electronically, the open portions of the meeting. If members of the public will be allowed to monitor or participate in a Board meeting, the meeting notice will include a description of how members of the public may electronically connect to the meeting. In addition, if the meeting is a public hearing, space and facilities must be provided at the anchor location(s) and/or via electronic means so that interested persons and the public may attend, monitor and participate in the hearing.

Notwithstanding anything to the contrary in this Policy, the Chair, or the Vice-Chair in the Chair's absence, may determine, based upon budget or logistical considerations, that it is not in the best interest of the District to hold an electronic meeting, in which event the meeting will not be held as an electronic meeting.

c. A quorum of the Board need not be present at a single anchor location for an electronic meeting to be held. As few as one Board Member may be present at the anchor location, if there is a physical anchor location, provided that all other requirements of this Policy and of UTAH CODE ANN. § 52-4-207 are satisfied, for a meeting to be held as an electronic meeting provided that the Board Member who chairs the meeting is physically present at the anchor location, if there is a physical anchor location. The Chair, or the Vice-Chair in the Chair's absence, may also restrict the number of separate electronic connections that are allowed for an electronic meeting based on available equipment capacity.

d. The primary purpose for holding an electronic meeting is to enable members of the Board to participate in the meeting electronically and, provided there is a physical anchor location that is open to the public, arrangements may or may not be made to enable a member of the public to connect to the Board meeting electronically, in the discretion of the District. Notwithstanding anything to the contrary in this Policy, with the exception of a public hearing, the general public and other interested persons may or may not be permitted to speak or present their views electronically at the discretion of the Board Member who chairs the meeting. Members of the public and the news media may attend, monitor and, where appropriate, participate in the public portion of any electronic meeting conducted by the Board at any anchor location, if there is a physical anchor location, and appropriate space and facilities shall be made available at each anchor location, if any, to accommodate the same. Notwithstanding the foregoing, if there is no anchor location that is available to the public, as governed by UTAH CODE ANN § 52-4-207(5), electronic means will be provided for members of the public and the media to monitor open portions of the electronic Board meeting and instructions concerning how to access the electronic Board meeting will be included as part of the meeting notice and agenda.

e. A Board meeting may be held without an anchor location, as provided in UTAH CODE ANN. § 52-4-207(5), based on a determination of the Board Chair that conducting a meeting with an anchor location presents a substantial risk to the health or safety of those present, or who would otherwise be present, at the anchor location, or the location where the Board would normally meet has been ordered closed to the public for health or safety reasons, and the public notice for the meeting includes a statement describing the Chair's determination and a summary of the facts upon which the Chair's determination is based and information describing how a member of the public may attend the meeting remotely via electronic means. The Chair may also close a Board meeting during the course of the meeting based on substantial health or safety concerns as provided in UTAH CODE ANN. § 52-4-207(5)(b). The District may also hold a Board meeting without an anchor location if one or more members of the Board qualify to be on the Board as an owner of land or as an agent or officer of the owner of land, as opposed to being a registered voter who resides within the District, as provided in UTAH CODE ANN. § 52-4-207(5)(c) or (d), provided that the public notice for the electronic meeting includes information concerning how members of the Board and members of the public may attend the meeting remotely by electronic means.

f. Except for a unanimous vote, all votes during an electronic Board meeting shall be taken by roll call.

g. In the event that an applicable state law, rule or regulation conflicts with this section 8, the law, rule or regulation shall control.

E. MINUTES AND RECORDINGS

1. Open Meetings: Written minutes and a digital or tape recording shall be kept of all open meetings of the Board. Draft minutes shall be prepared by the person designated by the Board. The written minutes are to include the date, time and place of the meeting; the names of Board Members present and absent; the substance of all matters proposed, discussed or decided; a record of the individual votes taken; the names of each person who is not a member of the Board and, after being recognized by the Chair, provided testimony or comments, and the substance in brief of their testimony or comments (this requirement may be contingent upon the person testifying identifying himself or herself for the record); and any other information that is a record of the proceedings that any Board Member requests be entered in the minutes or recording. The written minutes will record, by individual Board Member, each vote taken during an open Board meeting. If the Board includes elected members, each vote must be recorded in list format by name for all yes votes, no votes, and absent Board Members. The recording is to be a complete and unedited record of the meeting from its commencement through adjournment. Pending Board meeting minutes and the recording of the meeting are public records which will be available for inspection by the public. Pending minutes, which will be marked "draft" or otherwise contain a clear indication that the Board has not yet approved the minutes, will be made available to the public upon request and during normal business hours within a reasonable time after the meeting. Within three business days after the meeting, an audio recording of the meeting will be available to the public for listening. Even though open meetings are to be recorded, the written minutes, once approved by the Board, shall be the official record of action taken during the meeting.

2. Closed Meetings: The reason or reasons for holding a closed meeting, the location where the closed meeting will be held, and the vote of the Board Members, cast by each member by name, either for or against the proposition to close the meeting, is to be publicly announced and entered in the minutes of the open portion of the meeting.

3. Sworn Statement: If the Board closes a meeting exclusively to discuss the character, professional competence or physical or mental health of an individual or to discuss the deployment of security personnel, devices or systems, as per governed by UTAH CODE ANN. § 52-4-206(6)(a), the person presiding at the closed meeting shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss (a) the character, professional competence or physical or mental health of one or more individuals; or (b) the deployment of security personnel, devices or systems. Notwithstanding anything to the contrary in this Policy, neither a recording nor written minutes are required for a closed meeting that satisfies the requirements of this section 3. A sample Affidavit is attached to this Policy as Attachment "A".

4. **Recording of a Closed Meeting**: If the Board closes a meeting for any purpose other than as specified in section 3 immediately above, the closed portion of the meeting must be recorded and the recording must be safeguarded. The recording of a closed meeting is to be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting. While a recording of the closed meeting may be required, written minutes of the closed meeting are not mandatory. The recording and any minutes of a closed meeting are to include the date, time and place of the meeting; the names of Board Members present and absent; and the names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting. Recordings of a closed meeting should be maintained in or converted to a format that meets long-term records storage requirements. Notwithstanding anything to the contrary in this Policy, in the Records (GRAMA) Policy of the District, or in the Government Records Access and Management Act, UTAH CODE ANN. §§ 63G-2-101 *et. seq.* ("GRAMA"), recordings and written minutes of closed meetings are protected records to be disclosed only pursuant to a court order as provided in UTAH CODE ANN. § 52-4-304. Recorded and written minutes (if maintained) of a closed meeting or a closed portion of a meeting shall be maintained separately from any open meeting recording or minutes. Any Board Member who violates the Act regarding the protected status of such recordings or minutes may be subject to criminal penalties.

5. **Approval of Minutes**: Minutes are not "official" until they have formally been approved by the Board. With the exception of minutes that are "protected" as provided in section 4 immediately above, all minutes shall be posted and be available for review and public inspection within three business days after the Board approves the minutes.

6. **Required Posting** An individual who, at an open meeting of the Board, publicly presents or provides electronic information relating to an item on the meeting agenda, will be required to provide, at that time, an electronic or hard copy of the electronic information for inclusion in the public record. Within three business days after the written minutes of an open meeting are approved by the Board, the District will post to the Utah Public Notice Website a copy of the approved minutes and any public materials distributed at the meeting; make the approved minutes and public materials available to the public at the District's primary office; and if the Board provides online minutes, post the approved minutes and any public materials distributed at the Board meeting on the District's website. In the alternative, instead of posting the approved minutes and public materials on the Utah Public Notice Website, the District may post to the Utah Public Website a link to a website on which the approved minutes and any public materials distributed at the meeting are posted.

7. **Site Visits**: Notwithstanding any contrary requirement in this Policy, a recording is not required to be kept of an open meeting that is a site visit or a traveling tour provided that no vote or action is taken by the Board.

F. ANNUAL TRAINING

The Board Chair is responsible, under UTAH CODE ANN. § 52-4-104, to ensure that Board Members are provided annual training on the requirements of the Open and Public Meetings Act. The training may be "in-house" or may be satisfied through attending the annual convention of the Utah Association of Special Districts or other training provided by the Association or by the office of the State Auditor or by the Association and the State Auditor acting jointly, or by attending any other qualifying training approved by the Chair.

G. APPLICATION OF THE POLICY

Neither this Policy nor the Act shall apply to any chance meeting or social meeting of any Board Members provided, however, that such chance meeting or social meeting shall not be used to circumvent this Policy. Similarly, any number of Board Members not constituting a quorum may meet and may discuss District business. Otherwise, this Policy shall apply to all regular, special and emergency meetings of the Board.

Approved by the legislative body of the District on the ______ day of ___________ , 20____.

____
Title: ______________________

ATTACHMENT "A"

CLOSED MEETING AFFIDAVIT

STATE OF UTAH)
:ss.
COUNTY OF ________)

Having first been duly sworn, comes now ________________, who deposes, states and affirms as follows:

1. I am a duly elected or appointed member of the legislative body (the "Board") of the ____________________________________ (the "District").

2. A meeting of the District Board was held on ________________, 20___.

3. I presided over the District Board meeting.

4. During the course of the meeting, upon the affirmative vote of at least two-thirds of the Board members in attendance, a quorum being present, the meeting was closed for the sole purpose of discussing: (Please check appropriate box(es) This Affidavit may not be used in place of a recording if any other subject is discussed.)

☐ the character, professional competence, or physical or mental health of one or more individuals; and/or

☐ the deployment of security personnel, devices or systems.

Further Affiant sayeth naught.

____
Signature

SUBSCRIBED AND SWORN to before me this ______ day of ____________, 20___.

____
Notary Public

BOARD MEETING POLICY

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