

GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

DRAFT MINUTES

Wednesday May 21, 2025

60 N Aaron Burr Big Water, UT 84741

Work Session 5:30 PM - Meeting 6:00 pm

WORK SESSION-

1. **Call to Order-** 5:33pm Jennie calls to order
2. **Roll Call-** Jim Lybarger, Jennie Lassen, Luke McConville here. Graydon Meeks absent.
3. **Discussion** – Grant application has been turned in with an estimated cost of \$1,168,800. Peggy explains that there is money in the budget for raises. Discussion on the difference between a 3% and 4% COLA difference. The difference would be around \$900 per year. Jim mentions that employee evaluations should be completed to consider any merit raises. Backflow assembly at the park has already been replaced. The question is whether or not the District should donate the backflow assembly that we had on hand should be donated to the Town or should the Town reimburse the District for the part that was on hand? Discussion of just signing an agreement between the Town and the District that the district would donate the assembly.
Jennie suggests that maybe we could have a municipal water rate at a discount. This would make any contribution of water a much lower cost.
Discussion of Vehicle policy being taken off the agenda and not amending as the policy we have is sufficient.
Land Sale- Discussion of getting some info from a realtor about the market for vacant lots right now and getting an estimate on realtor costs.
Cyber security is a free program from the State to help us be in compliance and keep our assets protected, our procedures and our networks.
4. **Close Work Session** –Adjourned at 6:02pm

MEETING

1. **Call to Order-** Jennie Lassen calls to order at 6:02pm
2. **Roll Call-** Jim Lybarger, Jennie Lassen, Luke McConville here. Graydon Meeks absent.
Graydon Meeks joins at 6:04pm
3. **Statement of Conflict** -none
4. **Citizen Comments-** Tom Reneau, trash pickup – are we getting competitive bids? Can we find a more cost-effective company? Old business- cost of living is 2.5% for the state of Utah and we should stay within the guidelines. The well, are we going out to bid for the companies that dug the Well in Paria, and in Greenhaven? Items 9 b and 9E- he agrees the backflow assembly and the water leak should be donated to the town.
5. **Approval of February 2025 Minutes-** Jim motions to approve, Luke seconds. All in favor.
6. **Water Master Report-** Has been working at the park getting the sprinkler timers back in place. There was a misunderstanding about the water being left on and turned off which led to the extreme leak. It had to replace a meter that had been in the ground for many years. Fire hydrant on Ethan Allen and Quill had to be raised and repaired. Valley underground came to help. Town Clean up kept David busy with the dumpsters. Another new service is to be installed, and we will call Valley Underground.

7. Treasurer Report- Peggy is confident the budget is ready for approval. At her conference she learned that we are in compliance with the state and fiduciary funds. It is good that we have been able to catch up on our depreciation fund and transfer the money to the PTIF each month.

8. OLD BUSINESS-

A.) Discussion and Possible Action on Funding Application for Third Well and North Well Building- Jennie clarifies that this is only an application. If funding is approved, this will go out to Bid. Sunrise is not completing the work; this is only an estimate for the application and will go to bid for a company to complete the work. David verifies that a block building is required. Tabled until DDW board meeting June 10.

9. NEW BUSINESS

A.) Discussion and Possible Action on Tentative 2025-2026 Budget- Discussion of Brown Brothers usage. They used 2.4 million gallons last month and are contributing to a great portion of our water sales. Jennie is comfortable with a 3% cost of living adjustment. Luke agrees. Jim is comfortable with the state 2.5%. Luke is comfortable with 3%. Luke motions to approve tentative budget for 2025-2026. Graydon seconds. All in favor.

B.) Discussion and Possible Action on Charging or Donating the Cost of the Replacement Backflow Assembly at the City Park- Jim motions to donate, Meeks seconds, All in favor

C.) Discussion and Possible Action on Reviewing and/or Amending Vehicle Use in the GCSSD Personnel Policies and Procedures Manual- Board in agreement to leave as written with no amendments.

D.) Discussion and Possible Action on Land Sale of Lots B-J-28 and B-11-2- Discussion that we can post on Zillow privately. Discussion to have a conversation with a realtor to see what the cost and what the current market looks like. Move to Old Business. Post on Zillow privately at the same cost as the bid at \$95,607.

E.) Discussion and Possible Action to Donate Construction Water for Park Improvement Grant- This donation would go toward the town's contribution if a grant were awarded. Luke motions to donate the construction water. Graydon seconds. All in favor.

F.) Discussion and Possible Action on signing an MOU with State and Local Cybersecurity Grant Program (Free Services)- Jim motions to sign MOU with the state and local cybersecurity grant program. Luke seconds. All in favor..

G.) Discussion and Possible Action to Forgive Water Leak Cost at City Park- Jim motions to forgive the water leak cost at the city park, just the overage charges, Graydon seconds, All in favor

H.) Discussion and Possible Action on Approving Financials and Check Register – Jim motions to approve financials and the check register as written., Luke seconds. All in favor.

10. ADJOURNMENT – Jim motions to adjourn, Meeks seconds all in favor at 6:38 PM

Glen Canyon Special Service District
Presented to the Drinking Water Board
June 10, 2025

DRINKING WATER BOARD BOARD PACKET FOR CONSTRUCTION ASSISTANCE

APPLICANT'S REQUEST:

Glen Canyon Special Service District (SSD) is requesting financial assistance to drill and equip a new well and to install a well-house for the new well and an existing well.

The total project cost is \$1,167,000 and they are requesting the full amount from the drinking water board. Additionally, they would like to request a design advance of \$103,000.

STAFF COMMENTS:

The local MAGI for the District is \$44,000, which is 79% of the State MAGI. The current average water bill is \$39.74/ERC, which is 1.08% of the local MAGI. The estimated after project water bill at full loan with 2.9% interest for 20 years would be \$55.81/ERC or 1.52% of the local MAGI.

Option	Loan / Grant	Grant	Loan	Term	Interest Rate	Water Bill	% Local MAGI
1	100% / 0	-	\$1,167,000	20yrs	2.9%	\$55.81	1.52%
2	100% / 0	-	\$1,167,000	30yrs	1.0%	\$50.60	1.38%
3	70% / 30%	\$351,000	\$816,000	20yrs	2.0%	\$51.34	1.40%
4	70% / 30%	\$351,000	\$816,000	30yrs	2.0%	\$49.21	1.34%

FINANCIAL ASSISTANCE COMMITTEE RECOMMENDATION:

The Drinking Water Board authorize a construction loan of \$1,167,000 at 1.0% interest for 30 years with a design advance of \$103,000 to the Glen Canyon Special Service District.

POPULATION GROWTH:

Year	Population	Connections
5yr	668	398
10yr	756	451
15yr	620	369

COST ESTIMATE:

Legal/Bonding/Admin	\$5,000
Engineering – Design	\$63,210
Engineering – CMS	\$169,500
Construction	\$773,700
Contingency (~20%)	\$155,590
Total	\$1,167,000

COST ALLOCATION:

Funding Source	Cost Sharing	Percent of Project
DWB Loan (1.0%, 30-yr)	\$1,167,000	100%
Total	\$1,167,000	100%

IMPLEMENTATION SCHEDULE:

DWB Funding Authorization:	June 2025
Complete Design	November 2025
DDW Plan Approval:	January 2026
Advertise for Bids:	January 2026
Bid Opening:	February 2026
Loan Closing:	May 2026
Begin Construction:	June 2026
Complete Construction:	December 2026

IPS SUMMARY:

Glen Canyon SSD has no IPS points.

DRINKING WATER BOARD FINANCIAL ASSISTANCE EVALUATION

SYSTEM NAME: Glen Canyon SSD
COUNTY: Kane

FUNDING SOURCE: Federal SRF

PROJECT DESCRIPTION: New well w/pump & motor, well house for new & existing well

100 % Loan & 0 % P.F.

ESTIMATED POPULATION:	480	NO. OF CONNECTIONS:	606 *	SYSTEM RATING:	APPROVED
CURRENT AVG WATER BILL:	\$39.74 *			PROJECT TOTAL:	\$1,167,000
CURRENT % OF AGI:	1.08%			LOAN AMOUNT:	\$1,167,000
ESTIMATED MEDIAN AGI:	\$44,000	FINANCIAL PTS:	46	PRINC. FORGIVE::	\$0
STATE AGI:	\$56,000			TOTAL REQUEST:	\$1,167,000
SYSTEM % OF STATE AGI:	79%				

	@ ZERO % RATE	@ RBI MKT RATE	@ CALCULATED INTEREST RATE
SYSTEM			
ASSUMED LENGTH OF DEBT, YRS:	30	30	30
ASSUMED NET EFFECTIVE INT. RATE:	0.00%	5.49%	1.00%
REQUIRED NEW DEBT SERVICE:	\$38,900.00	\$80,207.23	\$45,219.05
*PARTIAL COVERAGE (15%):	\$0.00	\$0.00	\$0.00
*DEBT SERVICE RESERVE (10%):	\$3,890.00	\$8,020.72	\$4,521.90
ANNUAL NEW DEBT PER CONNECTION:	\$70.61	\$145.59	\$82.08
O & M + FUNDED DEPRECIATION:	\$265,027.00	\$265,027.00	\$265,027.00
OTHER DEBT + COVERAGE:	\$36,250.00	\$36,250.00	\$36,250.00
REPLACEMENT RESERVE ACCOUNT:	\$16,646.35	\$18,711.71	\$16,962.30
ANNUAL EXPENSES PER CONNECTION:	\$524.63	\$528.03	\$525.15
TOTAL SYSTEM EXPENSES	\$360,713.35	\$408,216.67	\$367,980.26
TAX REVENUE:	\$0.00	\$0.00	\$0.00
RESIDENCE			
MONTHLY NEEDED WATER BILL:	\$49.60	\$56.14	\$50.60
% OF ADJUSTED GROSS INCOME:	1.35%	1.53%	1.38%

\$0.00

COMMERCIAL LAND FOR SALE BY SEALED BID



(Approximate property lines)

The **Glen Canyon Special Service District of Big Water** invites you to participate in a **sealed bid sale** for two commercial lots in Big Water, Utah. Located right off Aaron Burr Dr.

AVAILABLE LOTS

1. **Lot B-11-2:**
 - **Size:** 1.6 acres
 - **Ideal for commercial development**
 - **Subject to a 33-foot road and utility easement**
2. **Lot B-J-28:**
 - **Size:** 0.46 acres
 - **Includes a 50-foot road and utility easement**

STARTING BID

- The minimum bid for **both lots together** is **\$95,607**.

HOW TO BID

1. **Prepare a Sealed Envelope:**
 - Label the envelope: **"Land Sale Bid"**
 - Include your **name, contact information** and **offer price**.
2. **Submit Your Bid:**
 - Deliver your sealed bid to:
Glen Canyon Special Service District of Big Water
60 N Aaron Burr/ PO BOX 410037 - Big Water, UT 84741

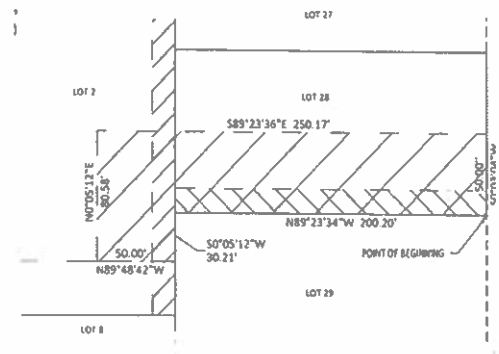
DEADLINE

- **Bids must be received no later than Thursday, March 20, 2025 by 3:00pm.**
 - Any bids submitted after this date will not be considered.

TERMS & CONDITIONS

- All bids are binding, and the sale will be awarded to the highest qualified bidder.
- The District reserves the right to reject any and all bids.
- The District will not carry financing. **Earnest money must be received within 10 days** of awarding the bid. **Closing of sale must be complete within 45 days** of awarding the bid.
- Additional details and terms are available upon request.

For questions or more information, contact us at:
435-675-3760 or at Bigwaterdeputyclerk@gmail.com



(Recorded Easements)

RESOLUTION NO. 2025-09

A RESOLUTION APPOINTING THE CHAIRPERSON OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, BIG WATER, KANE COUNTY, UTAH

WHEREAS, the Governing Board of the Glen Canyon Special Service District of Big Water is authorized to appoint a Chairperson from among its members;

WHEREAS, the Board finds it necessary and appropriate to appoint a Chairman to preside over meetings and act as the official representative of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Glen Canyon Special Service District of Big Water that:

Section 1: _____ is hereby appointed to serve as **Chairperson** of the Glen Canyon Special Service District of Big Water, effective immediately, and shall serve in that capacity until replaced or reappointed in accordance with applicable rules and procedures.

PASSED AND ADOPTED this ____ day of _____, 2025.

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

By:

Graydon Meek, Vice Chairman

Attest:

Stephanie Burkett, Clerk

RESOLUTION NO. 2025-06

A RESOLUTION OF THE COUNCIL OF THE BOARD OF GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, KANE COUNTY, UTAH, ESTABLISHING THE FINAL BUDGET FOR THE FISCAL YEAR 2025-2026

WHEREAS, The Uniform Fiscal Procedures Act directs special districts to “adopt a budget for the ensuing fiscal year”;

WHEREAS, on June 18th, 2025, the Glen Canyon Special Service District board held a properly advertised public hearing to receive public comment on the proposed budget, which had been available for public inspection seven days prior;

WHEREAS, having determined that the attached Glen Canyon Special Service District Budget for Fiscal Year 2025-2026 is an accurate representation and estimation of actual revenues and expenditures for the ensuing year and having duly considered public comment received;

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

Section 1: That the attached document titled Glen Canyon Special Service District of Big Water Budgeting Worksheet Water Fund July 1, 2025-June 30, 2026 which is hereby explicitly incorporated herein as a part of the Resolution, is hereby adopted.

Section 2: That this Resolution shall take immediate effect.

PASSED and ADOPTED this 18th of June 2024, by the following votes:

Ayes _____
Nays _____
Abstentions _____
Absent _____

Glen Canyon Special Service District of
Big Water

By: _____
Graydon Meeks, Vice Chair

Attest: _____
Stephanie Burkett, SSD Clerk

Glen Canyon SSD of Big Water

Budgeting Worksheet

51 Water Fund - 07/01/2025 to 06/30/2026

100.00% of the fiscal year has expired

Income or Expense	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Actual	Original Budget	Revised Budget	Worksheet Notes
Income From Operations:								
Operating income								
3100 Water service sales	214,633	216,429	288,878	264,806	0	280,500	0	0
3101 Garbage income	78,343	86,930	84,267	84,000	0	90,000	0	0
3121 Late fees	(1,330)	1,010	3,620	4,500	0	4,300	0	0
3131 Water connection fees	18,231	6,554	75	1,000	0	100	0	0
3147 Transfer Station Revenue	220	3,642	2,810	2,500	0	2,700	0	0
3148 Backhoe Revenue	410	2,390	2,515	800	0	1,000	0	0
3149 Other operating income	23	901	3,518	800	0	800	0	0
3150 Water Grant revenues	0	39,300	21,160	78,000	0	0	0	0
3152 Impact fees	18,308	4,658	2,329	4,000	0	2,300	0	0
3160 Water Interest earnings	14,866	21,684	20,101	21,000	0	16,000	0	0
3180 Gain on sale of fixed assets	(23,387)	0	0	0	0	0	0	0
3220 Water assessments	65,469	59,694	74,407	65,000	0	74,000	0	0
3221 Delinquent Water Assessments	9,148	12,869	13,081	8,000	0	9,000	0	0
Total Operating income	394,933	456,061	516,761	534,406	0	480,700	0	
Operating expense								
4010 Water salaries and wages	139,485	115,408	100,093	108,000	0	111,000	0	0
4013 Water employee benefits	9,642	8,617	7,657	8,000	0	7,600	0	0
4015 Water employee health insurance	20,111	38,178	32,686	39,731	0	37,000	0	0
4016 Water employee retirement benefits	0	16,280	15,246	17,255	0	17,500	0	0
4020 Water dues and subscriptions	976	2,978	1,505	1,600	0	1,400	0	0
4021 Water public postings	358	0	1,531	300	0	1,500	0	0
4022 Water travel, meals, lodging	2,156	4,076	4,912	4,000	0	6,800	0	0
4023 Water education and training	1,155	2,635	2,635	3,200	0	4,000	0	0
4030 Water office supplies & expenses	5,746	3,909	3,207	4,000	0	3,000	0	0
4030.5 Attorney	9,040	2,470	892	2,000	0	2,000	0	0
4031 Water postage and delivery	1,448	2,573	2,628	2,500	0	2,500	0	0
4035 Water bank service charges	4,249	5,212	5,498	5,500	0	5,000	0	0
4040 Water professional services	8,401	6,417	8,250	6,800	0	7,900	0	0
4041 Water accounting and auditing	0	2,215	2,275	2,500	0	2,500	0	0
4042 Water engineering	529	44,071	14,441	78,000	0	10,000	0	0
4045 Water testing	1,003	218	2,086	2,400	0	1,000	0	0
4049 Water Tools	521	1,369	1,366	1,500	0	2,000	0	0
4050 Water system maintenance and repairs	19,538	20,691	7,724	22,400	0	20,000	0	0
4050.5 Impact Fee Expenditures	20,375	21,682	0	0	0	0	0	0
4051 Water system equipment	19,161	20,100	6,661	15,000	0	15,000	0	0
4052 Water contract labor	2,508	2,083	1,001	2,000	0	2,000	0	0
4055 Water lease and ROW	3,040	3,115	2,515	3,100	0	2,600	0	0
4060 Water building maintenance	397	1,357	2,694	500	0	500	0	0
4064 Backhoe Maintenance	496	655	3,497	800	0	2,000	0	0
4065 Water vehicle repairs	656	346	174	500	0	1,000	0	0
4066 Water fuel expense	6,893	3,444	2,524	3,700	0	2,400	0	0
4067 Water utilities	20,113	22,196	20,283	20,000	0	23,000	0	0
4068 Garbage Collections	68,952	78,644	75,853	77,600	0	85,000	0	0
4069 Transfer Station expense	0	4,090	2,090	2,000	0	2,500	0	0

Glen Canyon SSD of Big Water

Budgeting Worksheet

51 Water Fund - 07/01/2025 to 06/30/2026

100.00% of the fiscal year has expired

	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Actual	Original Budget	Revised Budget	Worksheet Notes
4069.5 Transfer Station Lease	0	0	600	1,600	0	1,600	0	
4070 Water property liab insurance	429	1,884	6,996	6,500	0	7,000	0	
4095 Water depreciation expense	65,348	69,529	65,317	68,420	0	71,250	0	
4098 Water interest expense	22,670	21,999	21,289	23,000	0	22,000	0	
4301 Miscellaneous Expenses	0	602	125	0	0	150	0	
Total Operating expense	455,396	529,041	426,253	534,406	0	480,700	0	
Total Income From Operations:	(60,463)	(72,980)	90,508	0	0	0	0	
Total Income or Expense	(60,463)	(72,980)	90,508	0	0	0	0	

RESOLUTION NO. 2025-07

NEW BUSINESS C.

A RESOLUTION OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, KANE COUNTY, UTAH, ADOPTING PERFORMANCE AND MERIT INCREASE GUIDELINES

WHEREAS, the Glen Canyon Special Service District of Big Water (the "District") is committed to maintaining fair, transparent, and performance-based compensation practices for its employees; and

WHEREAS, the District recognizes the importance of rewarding employee contributions, promoting accountability, and aligning compensation adjustments with performance evaluations and fiscal planning; and

WHEREAS, the Board of Trustees of the Glen Canyon Special Service District of Big Water desires to adopt formal guidelines governing employee wage increases based on performance evaluations;

WHEREAS, the Personnel Policies and Procedures Manual states that the District shall adopt merit increase guidelines;

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. PURPOSE

The purpose of this Resolution is to establish guidelines for employee wage increases based on performance evaluations and to ensure consistency, fairness, and alignment with the District's fiscal responsibilities.

SECTION 2. GUIDELINES FOR MERIT INCREASES

In accordance with the District's commitment to fair and performance-based compensation practices, employee wage increases may be considered after completion of the employee's six-month probationary orientation period and annually as part of the employee evaluation process. The following guidelines shall apply:

1. Performance Evaluation Periods

Each District employee shall receive a formal performance evaluation conducted by the Chairperson or direct supervisor at the end of probationary orientation period and within 30 days of their annual anniversary date of employment with the District.

2. Eligibility for Wage Increases

- Employees receiving a performance rating of Satisfactory or higher shall be eligible for a merit-based wage increase, subject to budget availability and the recommendation of the department head or Chairperson.
- Employees receiving ratings below Satisfactory shall not be eligible for a wage increase until performance has improved to a satisfactory level or higher.

3. Wage Increase Range

- Merit/Performance wage increases based on performance evaluations shall generally follow the scale below:

Rating Category	Score Range	Increase
Outstanding / Exceptional	4.5 – 5.0	3%
Exceeds Expectations	3.5 – 4.49	2.5%
Satisfactory	2.5 – 3.49	2%
Needs Improvement	1.5 – 2.49	Not eligible
Unsatisfactory	1.0 – 1.49	Not eligible

- Increases above 3% may be considered in exceptional circumstances, such as when an employee assumes significant new responsibilities, earns professional certifications, or demonstrates long-term, exceptional service, subject to Board determination and approval.
- Approved wage increases shall become effective on the date specified on the evaluation form determined by the Chairman or supervisor.

4. Approval Process

- a. All proposed wage increases shall be determined by the Chairperson and reported to the Board.
- b. Funds for final wage increase approval shall be available in the District’s annual budget as adopted by the Board.

5. Documentation

- a. A record of each employee's evaluation and any resulting compensation adjustments shall be maintained in their personnel file in accordance with District policy and applicable recordkeeping requirements. Evaluation forms shall be classified as a protected record.

SECTION 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon passage and approval.

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

	AYE	NAY	ABSENT	ABSTAIN
Graydon Meeks	_____	_____	_____	_____
Jennie Lassen	_____	_____	_____	_____
Jim Lybarger	_____	_____	_____	_____
Luke McConville	_____	_____	_____	_____
Jim Loyd	_____	_____	_____	_____

By:

Graydon Meeks, Vice Chairman

Attest:

Stephanie Burkett, Clerk

GCSSD Employee Performance Evaluation

Employee Name:	
Job Title:	
Department:	
Supervisor/Manager:	
Evaluation Period:	to
Date of Evaluation:	

Section 1: Core Competencies

Rate the employee's performance using the following scale:

5 = Outstanding/Exceptional- Consistently exceeds all expectations. Delivers Exceptional Results, often going above and beyond their role. Demonstrates strong leadership, innovation, and initiative

4 =Exceeds Expectations- Frequently exceeds job requirements. Takes initiative and delivers high quality work with minimal supervision. Often serves as a role model

3 = Satisfactory- Consistently meets job requirements and goals. Reliable and competent. Delivers satisfactory performance with normal levels of supervision.

2 = Needs Improvement – Sometimes meets expectations but often falls short. Requires close supervision or training. Inconsistent Performance

1 = Unsatisfactory- Fails to meet job expectations. Performance is poor and improvement is necessary for continued employment.

	Rating (1-5)	Comments
Competency		
Job Knowledge		
Quality of Work		
Productivity & Efficiency		
Communication Skills		
Dependability & Reliability		
Initiative & Problem Solving		
Teamwork & Cooperation		
Adaptability & Flexibility		
Attendance & Punctuality		
Customer Service/ Public Interaction		

TOTAL Score _____

Section 2: Strengths and Accomplishments

Describe key strengths, certifications, and major accomplishments during this evaluation period:

Section 3: Areas for Improvement

Identify any performance areas that need improvement and suggest ways to improve them

Section 4: Goals and Development

Set specific goals for the next evaluation period and outline any training or development needed:

Section 5: Overall Evaluation

Overall Performance Rating: Average rating – (Total score divided by 11) = _____

☐ Outstanding/Exceptional- 4.5-5 – (3% increase)

☐ Exceeds Expectations- 3.5-4.49— (2.5% increase)

☐ Satisfactory-2.5-3.49— (2% increase)

☐ Needs Improvement 1.5-2.49- (Not eligible for increase)

☐ Unsatisfactory 1-1.49- (Not eligible for increase)

☐ Exceptional Circumstance (More than 3% Increase Requires Board Review & Approval)

Additional Comments:

Employee Signature: _____ Date: _____

(Signature does not necessarily indicate agreement, only that the evaluation has been reviewed.)

Evaluator Signature: _____ Date: _____

Wage increase %-_____ Effective Date of Increase _____ Additional Increase per Board determination (if applicable) _____

RESOLUTION NO. 2025-08

A RESOLUTION OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, KANE COUNTY, UTAH, AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL TO UPDATE SECTION 11.4 “MERIT INCREASE” AND SECTION 9 “PERFORMANCE EVALUATIONS” TO ESTABLISH GUIDELINES FOR MERIT INCREASES AND REQUIRE PERFORMANCE EVALUATIONS AS A CONDITION FOR ELIGIBILITY.

WHEREAS, the Glen Canyon Special Service District of Big Water ("District") is committed to fair and effective personnel policies that reward employee performance while ensuring accountability and transparency;

WHEREAS, the District has reviewed and revised Section 11.4 “Merit Increase” and Section 9 “Performance Evaluations” of the Personnel Policy and Procedures Manual to clarify the criteria for merit increases and the role of performance evaluations;

WHEREAS, these amendments establish formal merit increase guidelines, specify that eligibility is dependent on performance evaluation ratings, and ensure evaluations are completed in a timely and standardized manner;

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. PURPOSE

The purpose of this Resolution is to amend the Personnel Policy and Procedures Manual by updating Section 11.4 “Merit Increase” and Section 9 “Performance Evaluations” to clarify that a satisfactory performance evaluation is required for eligibility for merit increases, to align the performance evaluation schedule with policy, and to ensure consistency with adopted merit increase guidelines.

SECTION 2. AMENDMENTS TO PERSONNEL POLICY AND PROCEDURES MANUAL

1. Section 11.4 is amended to specify that merit increase guidelines must include wage percentages and are to take effect on July 1 of each year, subject to budget approval.
2. Eligibility for merit increases is limited to full-time and part-time employees who receive a performance rating of 'Satisfactory' or higher. Orientation and seasonal employees are not eligible.
3. The definition of the performance rating categories in Section 9.4 has been updated to improve clarity and relevance.
4. Annual performance evaluations must be completed within 30 days of an employee's anniversary date, as reflected in Section 9.5.

5. A new provision under Section 9.5(C) clarifies that a completed performance evaluation is required for any merit increase, and that such an evaluation does not guarantee a salary adjustment.

SECTION 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon passage and approval.

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

	AYE	NAY	ABSENT	ABSTAIN
Graydon Meeks	_____	_____	_____	_____
Jennie Lassen	_____	_____	_____	_____
Jim Lybarger	_____	_____	_____	_____
Luke McConville	_____	_____	_____	_____
Jim Loyd	_____	_____	_____	_____

By:

Graydon Meeks, Vice Chairman

Attest:

Stephanie Burkett, Clerk

SECTION XI SALARY PLANNING

11.1 GENERAL POLICY

The Chairman, in conjunction with the District Board, shall be responsible for the development and maintenance of a uniform and equitable pay plan for The District which shall consist of minimum and maximum rates of pay for each position and such intermediate steps as deemed necessary and equitable. Salaries shall be linked directly to the position classification plan and shall be determined with due regard to the following considerations:

- A. Ranges of pay for other positions
- B. Prevailing rates of pay for similar employment in both public and private organizations
- C. Cost of living factors.
- D. Other benefits received by employees.
- E. The financial policy and economic conditions of The District Corp.

11.2 PAY PLAN DEVELOPMENT AND ALLOCATION

- A. The Chairman, or designee, shall conduct a study of salary levels of comparable positions in the public and private sector and shall make adjustment recommendations to District Board at least every three years. Implementation of adjustments are subject to the availability of funds.
- B. The Chairman, or designee, shall assign each position level to a pay range based upon the level's relationship to other levels as defined in the position level plan and by market data.

11.3 APPOINTMENT

- A. Pay for newly hired employees shall normally be set at the minimum of the pay range assigned to a job class. However, the Chairman with the concurrence of the District Board may approve hires up to the range of midpoint, as warranted by job qualifications and experience subject to the availability of funds.
- B. The Chairman shall not authorize hiring above the midpoint of the pay range except in unusual circumstances and with prior approval from the District Board.

11.4 MERIT INCREASE

- A. The Chairman, upon approval of the District Board, shall adopt merit increase guidelines to include wage percentages effective ~~January 1~~ July 1 of each calendar year subject to funding in the approved budget.
- B. Full-time and part-time employees are eligible to receive a merit increase dependent upon their performance evaluation rating.
- C. Temporary, seasonal, ~~or orientation~~ employees at or above the pay range maximum, ~~and or~~ employees whose performance is rated less than ~~successful~~ satisfactory shall not be eligible or receive a merit increase.
- D. A part time employee is eligible to receive a merit increase in the same amount of elapsed calendar time on the job as a full-time employee.
- E. The Chairman must complete an employee's performance evaluation within thirty (30) days

preceding the effective date of a merit increase.

F. A merit increase shall not exceed the range of maximum assigned to a position level.

11.5 SELECTIVE SALARY ADJUSTMENT

- A. The Chairman may recommend a selective salary adjustment in order to mitigate an inequity caused by merit increase freeze or other similar circumstances.
- B. The Chairman shall submit a written rationale supporting the recommendation to the District Board.
- C. A selective adjustment is subject to the availability of funds and guidelines established by the District Board.

11.6 LONGEVITY INCREASE

- A. The District Board may grant a longevity increase not to exceed 15% to a career service employee who has been paid at or above the range maximum for at least one year, provided the employee has received a successful or outstanding performance rating and has been employed by The District for at least eight (8) years.
- B. An employee whose salary exceeds the range maximum is eligible to receive a longevity adjustment to more frequently than every five (5) years after the initial longevity adjustment. And subsequent longevity increase shall not exceed 15%.
- C. An employee is eligible to receive a maximum of five (5) successive 15% adjustments beyond the range maximum.

11.7 COST OF LIVING ADJUSTMENTS

When the District Board grants a cost-of-living adjustment which exceeds an across the board pay plan adjustment, the cost of living adjustment shall not exceed the new range maximum or the new longevity scale maximum for an employee in longevity status.

11.8 PROMOTION

- A. At the discretion of the District Board, a minimum 2% increase shall be granted to an employee receiving a promotion. If the new salary is below the minimum of the new range, it shall be increased to the new minimum.
- B. The Chairman, with the concurrence of the District Board, may approve an increase up to the midpoint of the new range when a promotion results from a competitive recruitment to a new position level. Such an adjustment shall be based on exceptional qualifications and subject to the availability of funds.

11.9 ORDER OF SALARY CALCULATION

Multiple categories of pay increases awarded simultaneously shall be calculated in the following order:

- A. Cost of living adjustment.
- B. Merit.
- C. Selective adjustment
- D. Promotion
- E. Longevity.

SECTION IX PERFORMANCE EVALUATIONS

9.1 GENERAL POLICY

- A. Performance evaluations will consist of a review between the supervisor and the employee using The **District Performance Evaluation form**.
- B. It is the policy of the District that employee evaluations be conducted in a manner which will ensure fair treatment and an objective evaluation of employee performance.
- C. Goal setting is critical for the development of performance plans and standards. Goals define in broad terms the underlying purpose of a given activity or set of activities.
- D. Objectives specify what should be achieved during an employee's employment with The District.
- E. There are certain fundamental principles which govern the establishment of goals, objectives, and performance standards.
 - a. Participatory goal setting. In setting goals and objectives of employees, the supervisors should seek to involve employees in the process.
 - b. Outline results to be achieved. There should be room for flexibility. The supervisor should discuss with the employee how much will be done, when it needs to be completed, and what resources will be required.
 - c. Relate to Organizational Objectives and Goals. In the process of initially formulating performance plans, each employee should be provided with the larger picture and how their work contributes to the organization. This is the responsibility of each supervisor.
 - d. Define Objectives. Objectives must be clearly defined and understood by both employees and their supervisors. There must be clear agreement on resources to be made available, periodic reviews and other related control activities.
 - e. Give Support. Employees should understand that they will be fully supported by their supervisors in pursuing the achievement of the mutually agreed upon objectives and standards.

9.2 PERFORMANCE PLANS

- A. When time and circumstances permit, supervisors should complete a written performance plan with their new employees prior to their assignment to their workstations. When circumstances do not permit, supervisors should complete a written performance plan with their new employees as soon as possible given the existing constraints. Performance planning is a continuing and collaborative process in which employees are their supervisors:
 - a. Jointly identify objectives for the next performance evaluation period.
 - b. Define priorities and performance standards for the next performance period.
 - c. Compare progress against expectations and revise the plan, when necessary.
- B. The performance plan shall include goals and objectives, mutually acceptable performance standards, and prioritization of goals and objectives.
- C. Both employees and their supervisor shall sign the performance plan. The employee shall receive a copy from their supervisor who shall retain a copy.

9.3 PERFORMANCE STANDARDS

- A. Performance standards and expectations shall be established for each employee. Employees shall participate in the establishment of performance standards and expectations relevant to their jobs.
- B. Employees shall be advised of how they are performing in relation to established standards
- C. Performance evaluations are an ongoing process which requires that supervisor and subordinates meet periodically to discuss achievements, review performance, and mutually agree on which strategies to eliminate performance deficiencies. This ongoing process culminates in the written evaluation at the end of the annual performance evaluation period.
- D. Employees shall be made aware of the time frames and actions to be taken to improve performance and to increase the value of service.
- E. Employees shall know what role their supervisors shall play in providing them with assistance toward improved performance.
- F. Under no circumstances should employees be allowed to prepare their own performance evaluation. It is the responsibility of the employee's supervisor to prepare performance evaluations.
- G. Employees shall have the right to prepare relevant comments to accompany their evaluation.

9.4 PERFORMANCE RATINGS

- A. Each employee evaluation shall provide an overall performance rating which can be equated to one the following:
 - a. Unsatisfactory. Performance fails to meet the minimum requirements of the position. Unsatisfactory progress has been made in response to corrective action. ~~Removal from the job/position or termination is recommended~~ or significant improvement is necessary for continued employment
 - b. Marginal Needs Improvement-. ~~Performance does not meet all the requirements of the job. Position some unsatisfactory progress has been made in response to the corrective action. Sometimes meets expectations but often falls short. Requires close supervision or training. Inconsistent performance.~~
 - c. Satisfactory. Performance consistently meets all requirements of the job/position. Reliable and competent. Delivers satisfactory performance with normal levels of supervision.
 - d. Good Exceeds Expectations. Performance frequently exceeds all requirements of the job/position. Takes initiative and delivers high quality work with minimal supervision. Often serves as a role model.
 - e. Exceptional. Performance consistently far exceeds all requirements of the job/position often going above and beyond their role. Demonstrates strong leadership, innovation, and initiative.

9.5 PERFORMANCE PERIODS

- A. Orientation
 - a. Employees on probation shall have a performance evaluation at the end of the six (6) month orientation period.
 - b. The performance evaluations may be used to provide information to both the employee and management regarding the employee's performance.
 - c. Orientation employees should understand that their performance evaluations and the results of such evaluations shall not obligate The District to a particular course of action relative to orientation employees, nor shall it create any property/due process rights for orientation

employees relative to their jobs/positions.

B. Annual.

- a. Performance evaluations will be completed annually, within 30 days of ~~on~~ the employee's anniversary date. An employee's anniversary date is defined as their first day on the job with The District.
- b. ~~A salary adjustment never automatically follows a performance evaluation, the performance evaluation will be included as a component of any future compensation increase.~~

C. Performance Wage Increases

- a. A completed performance evaluation is a mandatory prerequisite for consideration of any merit increase in accordance with Section 11.4 of this manual- Merit Increases
- b. A completed performance evaluation does not automatically result in a salary adjustment nor shall be interpreted as a promise or entitlement to any future merit increase, compensation adjustment, or change in employee status.

9.6 CONFIDENTIALITY

- A. Completed performance evaluations shall permanently remain in the employee's personnel file and become a part of the private information of that file.
- B. Performance evaluations may be used in decisions concerning advancement, future training needs, performance-related salary adjustments and contested disciplinary actions.

RESOLUTION NO. 2025-10

**A RESOLUTION OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF
BIG WATER AMENDING THE TIME CLOCK AND TIMECARD POLICIES BIG
WATER, KANE COUNTY, UTAH**

WHEREAS, the Glen Canyon Special Service District of Big Water ("GCSSD") seeks to maintain clear, accurate, and efficient timekeeping practices for its employees; and

WHEREAS, Sections 10.13 and 5.10 of the GCSSD Employee Manual govern the procedures for daily logs, time sheets, and timecard practices; and

WHEREAS, the GCSSD Board has reviewed proposed amendments to these sections to ensure clarity, eliminate outdated provisions, and align policies with current administrative practices;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Glen Canyon Special Service District of Big Water, Utah:

1. Amendment of Section 10.13 – Daily Logs or Time Sheets:

Section 10.13 is hereby amended to reflect the following key changes:

- Hourly administrative employees must punch in and out using the designated time clock at the beginning and end of each shift.
- Employees will no longer be required to round time, nor submit daily logs or time sheets for supervisor verification unless exceptions arise (e.g., leave, error, or malfunction).
- Any edits to time entries must be recorded on the timecard and approved and signed by the Chairperson or designee.
- Final records will be maintained in the District office.

2. Amendment of Section 5.10 – Timecards:

Section 5.10 is amended to reflect the following:

- Hourly employees are required to punch in and out using the designated time clock per Section 10.13.
- Timecards must be signed and submitted to the Chairperson or designee for approval.
- The 7-minute rule and time rounding provisions are eliminated.
- Salaried employees will record any Paid Time Off or approved leave on a time sheet, which must be signed by the Chairperson or designee.

3. Supersession and Effective Date:

These amendments supersede any previous conflicting provisions within the Employee Manual or GCSSD policies. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Governing Board of the Glen Canyon Special Service District of Big Water this ____ day of _____, 2025.

	AYE	NAY	ABSENT	ABSTAIN
Graydon Meeks	_____	_____	_____	_____
Jennie Lassen	_____	_____	_____	_____
Jim Lybarger	_____	_____	_____	_____
Luke McConville	_____	_____	_____	_____
Jim Loyd	_____	_____	_____	_____

By:

Graydon Meeks, Vice Chairman

Attest:

Stephanie Burkett, Clerk

SECTION 5: EMPLOYEE CODE OF CONDUCT

A. Purchase Orders.

- a. Any purchases that are not part of the daily expense of running the office and are not approved within the current budget, or expenses over \$5,000 require approval by the Chairman, or designee, prior to the purchase. Any purchases or expenditures over \$10,000 will require the approval of the District Board. Emergency expenditures affecting the operation of the water system exceeding \$10,000 shall be approved at an emergency meeting of the board members that may be attended via electronic meeting.

5.10 TIMECARDS

- A. All hourly employees of The District are required to maintain an accurate and legible record of all their hours worked for The District on timecards by punching in and out on the designated time clock in accordance with section 10.13.
- B. Timecards will be signed and dated by the employee, and forwarded to the Chairman, or designee, as directed for review and payment.
- C. ~~Time will be rounded up or down to 15 minute increments using the 7 minute rule.~~
- ~~D.C. Salary~~ All employees will record ~~Paid Time Off~~ any approved Leave of Absence (PTO, Bereavement, Holiday, etc) on a time sheet if time off is taken during the normal scheduled work hours to be signed by the Chairperson or designee.

5.11 CREDIT AND DEBIT CARDS

The District credit or debit cards shall be used for official business only and shall not be used for the personal convenience of an employee. All receipts will be retained for proof of purchase and for reconciliation of bank statements.

5.12 OUTSIDE ACTIVITIES

The District employees shall not use The District owned property in support of outside interests and activities when such use would compromise the integrity of The District or interfere with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to The District business, public office, or service club, shall:

- A. Pursue the outside activity on the employee's own time.
- B. Pursue the outside activity away from The District offices.
- C. Discourage any phone, mail, or visitor contact related to outside interest at The District offices.
- D. Arrange for annual leave or compensatory time off in advance to pursue outside interest during business hours.
- E. Except as provided in paragraph 8, not use data processing equipment, postage metering machines, copier, other District owned equipment or supplies for the outside interest.

5.13 POLITICAL ACTIVITY

- A. An employee shall not engage in political activity during work hours, unless on approved leave.
- B. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- C. An employee shall not use The District owned equipment, supplies or resources, and other attendant expenses (paper, computer online and access charges etc.) when engaged in political activity.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for

SECTION 10: EMPLOYMENT CLASSIFICATIONS / COMPENSATION

- D. For employees not engaged in public safety activities; if a holiday, vacation, sick day falls within a work week, the employee must work forty (40) hours over and above these hours before overtime must be paid. If an employee works on a holiday because of an emergency situation, they will:
 - a. Receive their regular straight time pay for the time worked, plus holiday pay.
 - b. Or with the approval of the Chairman, or designee, be allowed to take the holiday off at a later date.
- E. Overtime shall be approved by the Chairman, or designee, in writing before working. Violation of this policy may result in disciplinary action, up to and including termination.

10.12 ON CALL PAY

- A. On Call/Transport
 - a. When an employee is waiting to be engaged to work, i.e. not physically on the city's premises actively at work, but required to respond within 30 minutes, the employee is eligible for On Call Pay. On Call Pay does not count towards Overtime hours or hours for benefits eligibility. On Call Pay and Transport Pay are paid on a per shift basis based on the current schedule.
- B. Call Out
 - a. When an employee is called back to work, the employee will be paid for 2 hours at their regular rate of pay, regardless of if the task takes less than 2 hours to complete. If the task takes longer than 2 hours the employee will continue to be paid their regular rate of pay and will keep track of their time according to normal payroll procedures.

10.13 DAILY LOGS OR TIME SHEETS

Each hourly administrative employee is required to punch in on a time clock at the start of each shift and at the end of each shift. The employee shall sign the timecard and turn in to the payroll clerk at the end of each pay period to ensure accurate payroll. The payroll clerk will enter total hours worked from the time clock for each employee into the payroll system. Any time edits to the time clock punches, due to errors, malfunction, leave time, or emergencies must be recorded on the time card, approved and signed by the Chairperson or designee. ~~maintain and sign, as verification of accuracy, daily logs or time sheets showing all hours worked, rounded up or down to the nearest quarter of an hour, including overtime, and to submit the daily logs or time sheets to their immediate supervisor for examination.~~ These daily ~~logs or time sheets~~ cards will then be on file in the District office.



Big Water Fire Rescue

50 Aaron Burr

Big Water, UT 84741

435-675-5837

NEW BUSINESS F

To: Glen Canyon Special Service District

Date: June 04, 2025

The Big Water Fire Department will be doing fire hydrant testing on a bi-annual basis. The fire hydrant testing is part of the town's ISO rating and is essential to ensure that all hydrants perform to the fullest during an emergency. The testing of the hydrants will include a pressure test, a flow test, and both static and residual tests. We will also remove any debris from around the hydrant in a 3-foot radius, the hydrants will be greased, and the caps will be cleaned of any residue that may have accumulated. Any issues or repairs needed will be reported to the water master for repairs. The fire department will keep a record of all tests performed. As a result, the fire department will bill the Glen Canyon Special Service District for the services at a rate of thirty dollars (\$30.00) per hydrant. This will cover the cost of the labor and materials needed to perform the test.

Respectfully

Robert Barnett
Fire Chief

Glen Canyon SSD of Big Water
Operational Budget Report
51 Water Fund - 07/01/2024 to 06/12/2025
100.00% of the fiscal year has expired

NEW BUSINESS G.

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
3100 Water service sales	216,428.94	(157.42)	288,877.64	264,806.00	109.09%
3101 Garbage income	86,930.01	(151.10)	84,267.46	84,000.00	100.32%
3121 Late fees	1,010.24	(50.00)	3,620.00	4,500.00	80.44%
3131 Water connection fees	6,553.83	15.00	75.00	1,000.00	7.50%
3147 Transfer Station Revenue	3,642.40	80.00	2,810.00	2,500.00	112.40%
3148 Backhoe Revenue	2,390.00	50.00	2,515.00	800.00	314.38%
3149 Other operating income	901.20	559.22	3,517.54	800.00	439.69%
3150 Water Grant revenues	39,300.00	0.00	21,160.14	78,000.00	27.13%
3152 Impact fees	4,658.00	0.00	2,329.00	4,000.00	58.23%
3160 Water Interest earnings	21,683.62	0.00	20,100.99	21,000.00	95.72%
3220 Water assessments	59,693.58	0.00	74,407.45	65,000.00	114.47%
3221 Delinquent Water Assessments	12,869.07	0.00	13,080.53	8,000.00	163.51%
Total Operating income	456,060.89	345.70	516,760.75	534,406.00	96.70%
Operating expense					
4010 Water salaries and wages	115,408.32	3,675.25	100,092.92	108,000.00	92.68%
4013 Water employee benefits	8,616.62	281.16	7,656.90	8,000.00	95.71%
4015 Water employee health insurance	38,178.36	0.00	32,686.30	39,731.00	82.27%
4016 Water employee retirement benefits	16,279.69	558.28	15,246.43	17,255.00	88.36%
4020 Water dues and subscriptions	2,978.19	0.00	1,504.89	1,600.00	94.06%
4021 Water public postings	0.00	0.00	1,530.67	300.00	510.22%
4022 Water travel, meals, lodging	4,076.43	0.00	4,912.43	4,000.00	122.81%
4023 Water education and training	2,634.50	0.00	2,634.96	3,200.00	82.34%
4030 Water office supplies & expenses	3,908.63	0.00	3,206.97	4,000.00	80.17%
4030.5 Attorney	2,470.00	0.00	892.00	2,000.00	44.60%
4031 Water postage and delivery	2,573.09	0.00	2,628.30	2,500.00	105.13%
4035 Water bank service charges	5,211.76	316.27	5,497.91	5,500.00	99.96%
4040 Water professional services	6,416.50	1,038.40	8,250.28	6,800.00	121.33%
4041 Water accounting and auditing	2,215.00	0.00	2,275.00	2,500.00	91.00%
4042 Water engineering	44,070.51	0.00	14,440.72	78,000.00	18.51%
4045 Water testing	218.05	0.00	2,086.00	2,400.00	86.92%
4049 Water Tools	1,369.49	10.71	1,366.13	1,500.00	91.08%
4050 Water system maintenance and repairs	20,690.99	(313.00)	7,724.08	22,400.00	34.48%
4050.5 Impact Fee Expenditures	21,681.82	0.00	0.00	0.00	0.00%
4051 Water system equipment	20,099.84	0.00	6,660.90	15,000.00	44.41%
4052 Water contract labor	2,083.00	0.00	1,000.83	2,000.00	50.04%
4055 Water lease and ROW	3,115.49	0.00	2,515.49	3,100.00	81.14%
4060 Water building maintenance	1,356.76	0.00	2,694.09	500.00	538.82%
4064 Backhoe Maintenance	654.75	0.00	3,497.15	800.00	437.14%
4065 Water vehicle repairs	346.25	0.00	174.08	500.00	34.82%
4066 Water fuel expense	3,443.83	287.94	2,523.61	3,700.00	68.21%
4067 Water utilities	22,195.51	0.00	20,283.39	20,000.00	101.42%
4068 Garbage Collections	78,644.34	0.00	75,852.88	77,600.00	97.75%
4069 Transfer Station expense	4,089.99	0.00	2,089.50	2,000.00	104.48%
4069.5 Transfer Station Lease	0.00	0.00	600.00	1,600.00	37.50%
4070 Water property, liab. insurance	1,883.64	0.00	6,996.47	6,500.00	107.64%
4095 Water depreciation expense	69,528.91	0.00	65,316.90	68,420.00	95.46%
4098 Water interest expense	21,998.71	21,289.45	21,289.45	23,000.00	92.56%
4301 Miscellaneous Expenses	602.15	0.00	125.00	0.00	0.00%
Total Operating expense	529,041.12	27,144.46	426,252.63	534,406.00	79.76%
Total Income From Operations:	(72,980.23)	(26,798.76)	90,508.12	0.00	0.00%
Total Income or Expense	(72,980.23)	(26,798.76)	90,508.12	0.00	0.00%

Glen Canyon SSD of Big Water
Check Register
Checking - Zions GCSSD - 05/01/2025 to 05/31/2025

Payee Name	Reference Number	Invoice Number	Invoice Date	Payment Date	Amount	Description	Ledger Account	Activity Code
WEX FLEET	EFT	104503230	05/01/2025	05/01/2025	152.60	April Water Master Fuel	514066 - Water fuel expense	
AMERICAN EXPRESS	EFT	05012025	05/02/2025	05/02/2025	7.40	Amex	514035 - Water bank service charges	
PAYMENTECH FEE	EFT	05022025	05/02/2025	05/02/2025	114.05	CARD FEES	514035 - Water bank service charges	
AMERICAN EXPRESS		05062025	05/06/2025	05/06/2025	319.18	CARD FEE	514035 - Water bank service charges	
Badger Meter	2030	80193095	05/06/2025	05/06/2025	336.60	April Meter Services-374	514040 - Water professional services	
REPUBLIC SERVICES #516	2031	0516-000239285	05/06/2025	05/06/2025	7,114.36	May Residential Services	514068 - Garbage Collections	
PAGE LUMBER	2032	2504-294954	05/07/2025	05/07/2025	92.27	MIL BIT COBALT 7/16" and 5/16"	514049 - Water Tools	
EFTPS	99999	PRO051125-3160	05/12/2025	05/12/2025	103.52	Medicare Tax	512221 - FICA, Med, FWT payable	
EFTPS	99999	PRO051125-3160	05/12/2025	05/12/2025	203.13	Federal Income Tax	512221 - FICA, Med, FWT payable	
EFTPS	99999	PRO051125-3160	05/12/2025	05/12/2025	442.62	Social Security Tax	512223 - Retirement and 401k payable	
Utah Retirement Systems	99999	PRO051125-3150	05/12/2025	05/12/2025	14.30	Roth IRA	512223 - Retirement and 401k payable	
Utah Retirement Systems	99999	PRO051125-3150	05/12/2025	05/12/2025	185.26	Retirement	512223 - Retirement and 401k payable	
Utah Retirement Systems	99999	PRO051125-3150	05/12/2025	05/12/2025	356.96	401K	512221 - FICA, Med, FWT payable	
Utah State Tax Commission	99999	PRO051125-3161	05/12/2025	05/12/2025	144.58	State Income Tax	512221 - FICA, Med, FWT payable	
GARKANE	DEBIT CRD	Acct 900600-April	05/13/2025	05/13/2025	1,157.88	North Well Power- April 2025	514067 - Water utilities	
GARKANE	DEBIT CRD	Acct 901110-April	05/13/2025	05/13/2025	1,283.78	SouthWell Power- April 2025	514031 - Water postage and delivery	
LAKE POWELL BOAT STORAGE	2033	PKG ID# 209013	05/14/2025	05/14/2025	251.75	May Water Sample Shipping	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	5.02	IDT- April (30% split)	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	7.41	AA Batteries	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	10.84	Chat GPT April (Split)	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	10.84	Chat GPT March (split)	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	14.91	G2 Pens	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	17.48	Calculator ink and card holder	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	20.00	TH Water- April (50%)	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	40.47	Vista Print- Business Cards	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	40.64	Office post meeting working lunch	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	53.82	VERIZON- Water Master Cell April	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	53.82	Verizon- Water Master Cell- March	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	66.02	CenturyLink- March (30 % split)	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	79.90	GARKANE- Town Hall- April (50%)	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	89.22	Century Link-TH phone -April (30%split)	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	100.00	Treasurer APT annual membership (50%)	514020 - Water dues and subscriptions	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	100.51	GARKANE- March (50%split)	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	119.00	Treasure Conference Per Diem (50%)	514022 - Water travel, meals, lodging	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	139.87	XEROX- April (50%)	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	153.99	XEROX- April (50%)	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	174.08	B&L Auto- Silverado oil and air filters	514065 - Water vehicle repairs	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	193.20	Treasurer/HR URS Training Mileage	514022 - Water travel, meals, lodging	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	235.71	Scada battery backup, calculator	514030 - Water office supplies & expen	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	596.85	PEHP- Treasurer - April Health Ins (30% split)	514015 - Water employee health insura	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	725.88	PEHP- Clerk - April Health Ins	514015 - Water employee health insura	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	1,281.67	Mini Split Install labor (30%)	514060 - Water building maintenance	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	1,379.87	Town Web- Websit and .gov email- Annual Charge	514021 - Water public postings	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	1,412.42	Home Depot- Mini splits- hardware (30%)	514060 - Water building maintenance	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	1,989.50	PEHP- Water Master - April Health Ins	514015 - Water employee health insura	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Clearin	05/15/2025	05/19/2025	69.29	Treasurer SS/Med Tax (30%)	514013 - Water employee benefits	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Payroll	05/15/2025	05/19/2025	137.59	Treasurer Retirement (30%)	514016 - Water employee retirement be	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Payroll	05/15/2025	05/19/2025	905.78	Treasurer Gross Pay (30%)	514010 - Water salaries and wages	
BIG WATER MUNICIPAL CORPORA	2034	April 2025 Payroll	05/15/2025	05/19/2025	30.00	May Testing- GCSSD	514045 - Water testing	
Chemtech-Ford Inc	DEBIT CRD	25E1025	05/19/2025	05/19/2025	90.00	Fann Env May Testing- Reimbursable	514045 - Water testing	
Chemtech-Ford Inc	DEBIT CRD	25E1025	05/19/2025	05/19/2025	424.27	Fann Env Shipping- Reimbursable	514031 - Water postage and delivery	
LAKE POWELL BOAT STORAGE	2035	pkg ID# 2090133	05/20/2025	05/20/2025	146.00	2 Rolls of Stamps for May Billing	514031 - Water postage and delivery	
USPS	2036	2 Rolls of Stamps	05/20/2025	05/20/2025	71.16	BANK FEES	514035 - Water bank service charges	
ZIONS BANK	10000	005212025	05/21/2025	05/21/2025	90.00	Fann Env additional testing- reimbursable	514045 - Water testing	
Chemtech-Ford Inc	DEBIT CRD	25E1472	05/22/2025	05/22/2025	103.68	Medicare Tax	512221 - FICA, Med, FWT payable	
EFTPS	9999	PRO052525-3160	05/27/2025	05/27/2025	203.80	Federal Income Tax	512221 - FICA, Med, FWT payable	
EFTPS	9999	PRO052525-3160	05/27/2025	05/27/2025	443.32	Social Security Tax	512221 - FICA, Med, FWT payable	
Utah Retirement Systems	9999	PRO052525-3150	05/27/2025	05/27/2025	14.35	Roth IRA	512223 - Retirement and 401k payable	

Glen Canyon SSD of Big Water

Check Register

Checking - Zions GCSSD - 05/01/2025 to 05/31/2025

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Utah Retirement Systems	9999	PR052525-3150	05/27/2025	05/27/2025	185 55	Retirement	512223 - Retirement and 401k payable	
Utah Retirement Systems	9999	PR052525-3150	05/27/2025	05/27/2025	357 51	401K	512223 - Retirement and 401k payable	
Utah State Tax Commission	9999	PR052525-3161	05/27/2025	05/27/2025	144 91	State Income Tax	512221 - FICA Med FWT payable	
ZIONS BANK	EFT	05312025	05/30/2025	05/30/2025	3 00	paper fee	514035 - Water bank service charges	
					<u>\$24,813.19</u>			

Glen Canyon SSD of Big Water
General Ledger - 5/1/2025 to 5/31/2025
Wages/ Benefits/ Retirement

Account		Description	Debit	Credit	Balance
Date	Code				
51 4010 - Water salaries and wages					\$88,367.20
5/11/2025	PR	Gross Pay	3,569.56		91,936.76
5/15/2025	AP	INV: April 2025 Payroll Clearing BIG WATER MUNICIPAL CORPORATION - Treasurer Gross Pay (30%)	905.78		92,842.54
5/25/2025	PR	Gross Pay	3,575.13		96,417.67
			\$8,050.47		\$96,417.67
			Budgeted Amount:		\$108,000.00
			Budget Balance:		\$11,582.33
51 4013 - Water employee benefits					\$6,759.88
5/11/2025	PR	Social Security Tax	221.31		6,981.19
5/11/2025	PR	Medicare Tax	51.76		7,032.95
5/15/2025	AP	INV: April 2025 Payroll Clearing BIG WATER MUNICIPAL CORPORATION - Treasurer SS/Med Tax (30%)	69.29		7,102.24
5/25/2025	PR	Social Security Tax	221.66		7,323.90
5/25/2025	PR	Medicare Tax	51.84		7,375.74
			\$615.86		\$7,375.74
			Budgeted Amount:		\$8,000.00
			Budget Balance:		\$624.26
51 4015 - Water employee health insurance					\$29,374.07
5/15/2025	AP	INV: April 2025 Clearing BIG WATER MUNICIPAL CORPORATION - PEHP- Water Master - April Health Ins	1,989.50		31,363.57
5/15/2025	AP	INV: April 2025 Clearing BIG WATER MUNICIPAL CORPORATION - PEHP- Clerk - April Health Ins	725.88		32,089.45
5/15/2025	AP	INV: April 2025 Clearing BIG WATER MUNICIPAL CORPORATION - PEHP- Treasurer - April Health Ins (30% split)	596.85		32,686.30
			\$3,312.23		\$32,686.30
			Budgeted Amount:		\$39,731.00
			Budget Balance:		\$7,044.70
51 4016 - Water employee retirement benefits					\$13,465.28
5/11/2025	PR	Retirement	185.26		13,650.54
5/11/2025	PR	401K	356.96		14,007.50
5/15/2025	AP	INV: April 2025 Payroll Clearing BIG WATER MUNICIPAL CORPORATION - Treasurer Retirement (30%)	137.59		14,145.09
5/25/2025	PR	Retirement	185.55		14,330.64
5/25/2025	PR	401K	357.51		14,688.15
			\$1,222.87		\$14,688.15
			Budgeted Amount:		\$17,255.00
			Budget Balance:		\$2,566.85
Report Total:			\$13,201.43	\$0.00	\$151,167.86

**Glen Canyon SSD of Big Water
Cash Summary
All Bank Accounts as of 06/12/2025**

Description	Amount
Checking - Zions GCSSD	\$31,661.21
PTIF 0670 Loan	\$64,323.98
PTIF 1417 Impact Fees	\$10,646.39
PTIF 1733 Bond Fund	\$72,270.67
PTIF 8981 Capitol Improvments	\$232,455.31
PTIF 9046 General	\$127,749.73
Water Cash	(\$17.60)
Xpress Bill Pay Clearing	\$2,238.54
UNDEPOSITED PAYMENTS	\$1,455.62
General Ledger Cash Total:	\$542,783.85