

GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

DRAFT MINUTES

Wednesday July 16, 2025

60 N Aaron Burr Big Water, UT 84741

Work Session 5:30 PM - Meeting 6:01 pm

WORK SESSION-

1. Call to Order- Jennie calls to order at 5:32pm
2. Roll Call- Lybarger, Loyd, Lassen, McConville, Meeks here.
3. Discussion – Discussed Funding package and scaling back to just enforcing our existing wells.

Realtor Josh Espinoza is here with interest in listing our lots. Listing locations throughout the area and state MLS. Clarifying commission rates of 4% total would be 2% for him and 2% to the buyer's agent. If he can find the buyer as well, it would be a total of 3% commission.

HYDRANT flushing- Chief is out of town and will look at the agreement when he gets time. Discussion of limiting hydrant flushing during summer months as a resident mentioned that she had lost water and water pressure over the days of the flushing at the same time the Gravel pit is using water. In case of a fire, David would turn both wells on manually and would have the Gravel pit turn down their water usage to leave room for hydrant pressure to accommodate a fire emergency. Will readdress the agreement when Rob is back.

Amendment to PPP work hours seems appropriate

General maintenance worker would be beneficial to David to help with tasks and potentially learn the water system when David retires. It would be useful to have someone who has physically worked with our system. Ezekial Schmuker has been helping the Water Master occasionally and genuinely is interested in learning the business.

Positing the job opening- Jim Lybarger asks if the job would have to be posted if it was an on-call position. We believe it would be more than an on-call position. Lybarger mentions that we could hire a temporary/ summer employee without posting the job. That person could be hired by the Chair, then we could post the job when it is needed. Jennie mentions help may be needed beyond summer as more of a permanent Part Time position.

4. Close Work Session -Close at 6:13pm

MEETING

1. Call to Order- Jennie calls to order at 6:13pm
2. Roll Call- Lybarger here, Loyd, Lassen, McConville, Meeks.
3. Statement of Conflict -No conflict
4. Citizen Comments- Tom Reneau—NB item c- Have we looked at sub-contractor like a 1099? There are some people who may be qualified and not have to be another employee.
5. Approval of June 2025 Minutes- Jim Lybarger motions to approve. Jim Loyd seconds. All in favor.
6. Water Master Report- Been monitoring the gravel pit flow as summer months are high usage months for them. He has asked them to slow their usage down at times when our system seems strained. Hydrant flushing has been getting done. Low flow to residents due to the high flow from the use by Brown Brothers and the hydrant flushing has been addressed. Sending units from our first batch were bad and can be returned under warranty and many have been replaced but there are still more that need to be replaced.
7. Treasurer Report- We are finally in the black for the first time in years. Annual insurance was just paid and that's the only big expenditure.

8. OLD BUSINESS-

A.) Discussion and Possible Action on Funding Application for Third Well and North Well Building-

Graydon thinks a new scope of work would be good to scale back to just protect the wells we already have. Have Sunrise compile a new quote to include only our existing wells. David clarifies that we do need a building around the North Well to protect it and the South well has a building but has to be taken apart each time we pull that well but may not withstand being taken apart and put back more than a couple more times.

David mentions that State funding requires an engineer. David would like to have Pat Bendell with SCADA with us to go over the new scope of work with the engineer, Graydon, and David. Lybarger motions to scale back, step away from funding, and pursue funding towards securing the wells that we do have. Motion dies. Graydon motions that we change the scope of work for the project from pursuing a third well to protecting the buildings around the north and south well that we currently have. Jim Lybarger seconds. All in favor.

B.) Discussion and Possible Action on Land Sale of Lots B-J-28 and B-11-2 – We received 1 email from an interested realtor. Graydon motions to pursue a contract with Josh Espinoza with Genuine Real Estate Group to list lots B-J-28, B-11-2. Lybarger seconds. All in favor.

C.) Discussion and Possible Action on Hydrant Flushing Agreement with BW Fire Dept- Tabled until Fire Chief is back in town.

9. NEW BUSINESS

A.) Discussion and Possible Action Amending Personnel Policies and Procedures Manual Section 10.6

Work Hours-Amendment would be striking the word optional and requiring a minimum of a 32 hour work week for full time employees with required hours during open Town Hall hours. Graydon motion to adopt Resolution 2025-11 amending PPP manual section 10.6 Work Hours. Luke Seconds. All in Favor. Motion carries.

B.) Discussion and Possible Action Amending Personnel Policies and Procedures Manual Section 12.3

adding Pay Scale Schedule for General Maintenance Worker- Discussion that part time would not be a big burden on our district if we are not offering benefits, retirement, etc. David mentions that most 1099 contract laborers aren't available on emergency basis. Discussion of what the pay range should be for a water maintenance assistant. Discussion of legalities of hiring a temporary position and if it must be posted vs. a more permanent position. Katie reads a quick search that temp and seasonal must be posted. Graydon motions to adopt Resolution 2025-12 amending general maintenance worker \$15-\$25 per hour and adding general labor worker \$12-\$18 per hour. Jim Lybarger seconds. All in favor.

C.) Discussion and Possible Action on Posting Job Opening for Part Time or Seasonal Water System

Maintenance Worker- Amendment considerations of general labor \$12-\$18 per hour. Not seasonal. Add on-call. Luke motions to post the job opening for part time/on call, general labor pay scale \$12-\$18 per hour. 1 position available. Post for 2 weeks then schedule interviews. Lybarger seconds. All in favor.

D.) Discussion and Possible Action on Approving Financials and Check Register- Lybarger motions to approves financials and check register as presented. Loyd seconds. All in favor.

10. ADJOURNMENT – Lybarger motions to adjourn. Loyd seconds. All in favor. 7:01pm



State of Utah

SPENCER J. COX
Governor

DEIDRE HENDERSON
Lieutenant Governor

Department of
Environmental Quality

Tim Davis
Executive Director

DIVISION OF DRINKING WATER
Nathan Lunstad Ph.D., P.E.
Director

Drinking Water Board
Kristi Bell, Chair
Eric Franson, P.E., Vice-Chair
Dawn Ramsey
Justin Maughan
Corinna Harris
Shazelle Terry
Blake Tullis, Ph.D.
Phil Bondurant Dr. PH, LEHS
Tim Davis
Nathan Lunstad
Executive Secretary

July 2, 2025

Graydon Meeks, Board Vice Chair,
Glen Canyon Special Service District
60 Aaron Burr,
Big Water UT 84741

bigwaterdeputyclerk@gmail.com

Subject: **State Loan Authorization and Procedures for Committal of Funds; Glen Canyon Special Service District, System #13003, Loan #3S3330**

Dear Mr. Meeks,

On June 10, 2025, the Drinking Water Board (hereinafter called the "Board") authorized a construction loan of \$1,167,000 at 1.0% interest for 30 years with a design advance of \$103,000 to Glen Canyon Special Service District (hereinafter called the "Recipient") to drill and equip a new well and install a well house (hereinafter called the "Project"). The loan from the Board will be secured by General Obligation bond(s), Non-voted Water Revenue bond(s), or a combination thereof issued by the Recipient (hereinafter referred to as the "Bonds"). The Board has determined the retirement period for the Bonds is to be no more than 30 annual installments with interest payable on the unpaid principal balance from the date of issuance at an annual rate of 1.0%. The Board will require annual payments on the Bonds in the amount of approximately \$45,000. Interest only payments calculated from the date of closing through the following January, will be due on the first day of January. If a revenue bond is used, a debt service reserve fund equal to this annual amount must be established by no more than ten equal annual deposits.

As a condition of this loan, the Board will require the Recipient to conduct a review of the charges for service with the assistance of the Division of Drinking Water, establish a rate structure that will conserve water and provide funds for debt service, and to resolve the appropriate issues on their Compliance Report. As an additional condition, the Board will require the Recipient to establish a capital facilities replacement reserve account. Annual Payments/Deposits to this fund shall be 5% of the Recipient's drinking water system's annual operating budget including debt service and depreciation and must continue until the Bond is redeemed. This capital facilities replacement reserve fund shall not serve as security for the payment of principal or interest on the loan. The Recipient shall adopt such resolutions as necessary to limit the use of the fund to construct capital facilities for its water system and to notify the Board prior to making any disbursements from the fund so the Board can confirm that any expenditure is for an acceptable

purpose, the Recipient will not need the consent of the Board prior to making any expenditure from the fund.

The Bonds may be prepaid, in whole or in part, at any time in minimum amounts of \$1,000 or any integral multiple thereof, with the prepayments applied against the Bond principal in inverse order of maturities. In addition, if any Bond proceeds remain after the Project is completed, those remaining proceeds shall be used to redeem Bond principal in inverse order of maturities. The Bond documents must contain the following provisions:

- i] The Bonds will be issued initially in the form of a single, fully-registered bond in the amount of \$1,167,000.00 with provisions for incremental advances quarterly, based on a schedule that coincides with the rate at which engineering/construction related costs are expected to be incurred for the Project. However, provisions shall be made which would allow the Bonds to be exchanged for separate serial bonds in minimum denominations of \$1,000.
- ii] If a revenue bond is used the Bonds must be secured by a pledge by the Recipient of 100% of the net revenue produced by the Recipient's water system, and the Recipient will be required to warrant and demonstrate that those net revenues equal or exceed 125% of the total annual debt service requirements on the Bonds and any other obligations secured by a pledge of those revenues.
- iii] If interest is payable on the Bonds, that interest must be tax-exempt, and delivery of the Bonds must be accompanied by an opinion of recognized bond counsel that the interest is not subject to state or federal income taxes.
- iv] If a revenue bond is used, and if the Recipient has previously issued bonds or other obligations secured by a pledge of water system revenues, the Bonds to be purchased by the Board shall be issued on a parity with those prior bonds or obligations with respect to the revenue. If it is not possible for the Bonds to be issued on a parity basis, the Recipient shall contact Mr. Michael Grange immediately at (801) 674-2563.

Based on the information presented to the Board, the following sources of funding will be available for the construction of the Project:

Agency	Share	% of Total
Drinking Water Board (Loan)	\$1,167,000	100%
Total Project Cost	\$1,167,000	100%

As a condition to the purchase of the Bonds by the Board, the Recipient must advertise for bids for the construction of the Project, based on plans and specifications approved by the Division of Drinking Water, must open bids, and must demonstrate that available sources of funding are

adequate to cover the cost of the project and the bond insurance costs. In addition, prior to bond closing, the Recipient must make arrangements for all loan proceeds and all other Project funds to be available for deposit into the escrow account described below at the time the Board delivers funds unless other acceptable arrangements have been previously made.

The financial assistance is conditioned upon the availability of funds at the time of closing, satisfaction of the conditions specified in this letter, and adherence to the project schedule approved at that time. If the Project does not proceed according to the project schedule, the Board may withdraw project authorization, so that other projects ready to proceed can obtain necessary funding. The Board may consider extensions to the project schedule. Any extension requested must be fully justified. After the Project's construction bids have been opened and the below listed requirements have been met, and if the project remains substantially as approved, loan closing will proceed subject to funds available at that time. But, if substantial changes in the Project are required, they must be considered by the Board for committal of funds.

As Recipient of this project, you will need to complete the following items before the Board will purchase your Bonds:

1. The State of Utah has appointed William L. Prater Esq. as special legal counsel to the Board (the "Board's Attorney") and has assigned to him the responsibility of reviewing all proceedings and documents relating to the sale of bonds to the Board. His address is 6925 Union Park Center, Suite 265, Midvale, Utah 84047; telephone number (801) 566-8882 or mail to P.O. Box 71368, Salt Lake City, Utah 84171. The Recipient's bond counsel shall submit the following items to his office at the times indicated below.
 - a. No later than one week prior to the meeting at which the Recipient intends to adopt its Resolution for the issuance of the Bonds, a complete copy of the Resolution shall be submitted for review.
 - b. No later than two weeks after the adoption of the Resolution, the following items shall be submitted:
 - i] A true and complete photocopy of the Resolution as adopted, showing signatures of the appropriate officials of the Recipient on the Resolution and on the Notice of Meeting, Acknowledgment of Notice and Consent, Certificate of Publication, Open Meeting Certificate, and other similar documents relating to the Resolution.
 - ii] A true and complete photocopy of the minutes, notices, resolutions, and other documents relating to the Bonds, showing signatures of the appropriate officials.
 - iii] A complete copy of the proposed documents to be signed at Closing, including (but not necessarily limited to) General Certificate, Signature Identification and Non-Litigation Certificate, Receipt, Arbitrage Certificate

(if required), Recipient Attorney's Non-Litigation Certificate, Certificate of Clerk (or Recorder) as to contents of Bond Transcript File, Escrow Agreement, and the Bond Attorney's Opinion.

- iv] A copy of the water rate structure described in paragraph 3 below of this letter.
- v] A copy of the proposed opinion letter of the Recipient's attorney described in paragraph 7 of this letter. The procedures for bond approval will be substantially the same as required by the Utah Municipal Bond Act as it applies to cities and towns. The opinion of the bond attorney must accompany delivery of the Bonds to the Board before proceeds of the loan will be released.

At or after the Closing, the Recipient will be billed by the Board's Attorney, and those legal fees must be paid by the Recipient. This is an eligible project expenditure. If the Recipient fails to close the loan after this authorization, it will nonetheless be billed for the actions taken by the Board's Attorney prior to loan cancellation.

2. Consistent with requirements of the law and the covenants of applicable bond resolutions, the actual payment of funds by the Board to the Recipient will not take place until the Board has assurance the funds will be used for Project costs and the Project will actually be completed. To assure this, all monies to be expended on the Project, including the Recipient's share, shall be placed in an escrow account supervised by the Recipient and the Board. A Copy of the proposed escrow agreement shall be submitted to the Board and the Board's Attorney for review.

Disbursements from the escrow account will be reviewed and approved by the Division of Drinking Water. A Disbursement Request Form must be completed and submitted along with each request. **Disbursement amounts must be authorized in writing by the Recipient and the State prior to any funds being released from the escrow account.**

3. At the time of the adoption of the bond resolution, the Recipient shall have passed an ordinance or resolution establishing reasonable water use rates and collection enforcement remedies, taking into account many factors including the need to have sufficient revenue income for all outstanding water system debts, operation and maintenance costs, and any reserve funds. It will then be necessary to implement effective collection procedures. A copy of the rate ordinance and collection enforcement procedures shall be submitted to the Board and the Board's Attorney for review.
4. The Recipient's contract with its engineer shall include the cost of developing the plans and specifications and the construction inspection of the Project. The contract shall be submitted to the Division of Drinking Water for review. (This requirement is to assure the Board that adequate and appropriate arrangements are made for completing and inspecting the project within the guidelines set by the Board.)

5. The project engineer shall submit, *in accordance with R309-500*, plans and specifications, bidding documents, and general conditions to the Division of Drinking Water for review and *Plan Approval* prior to soliciting bids on the Project. The engineer shall submit project documents via ddwppnf@utah.gov per <https://deq.utah.gov/drinking-water/general-plan-approval-process> for the expeditious assignment and review of the plans and specifications. Any changes to approved plans and specifications prior to finalizing the Recipient Agreement must be reviewed and approved by the Division of Drinking Water. These funds cannot be disbursed until after the bid opening *has occurred and a copy of the bid tabulation has been reviewed by the Division* to assure that sufficient funds are authorized to complete the Project. If substantial changes in the Project are required, they must be considered by the Board for committal of additional funds.
6. Rights-of-way and easements for construction, and operation and maintenance of the Project shall be acquired. The Recipient, through its engineer, shall furnish its attorney a right-of-way map showing the location of all sources, buildings, structures, pipelines, and other pertinent facilities not only in the Project but for the entire water system. This map will be signed by the engineer and presiding officer of the Recipient and a copy provided to the Recipient's attorney as a basis for the certification described below.
7. The Recipient's attorney shall certify the following items in writing to the Board:
 - a. The Recipient is a legal entity.
 - b. The Recipient has valid legal title to the rights-of-way both for the project to be constructed and the remainder of the existing water system.
 - c. The Recipient has established the ownership of water rights to any and all water used in the system and such rights are summarized with associated water right numbers.
 - d. The bidding process and contract documents for the construction of the Project have the proper and legal format and are in compliance with the Utah Code Annotated 1953 (including, but not limited to Title 34, Chapter 30).
 - e. After the completed and executed construction contract, along with the performance and payment bonds and evidence of necessary insurance, has been reviewed by the Recipient's attorney, the Recipient's attorney shall furnish to the Board his legal opinion that all of such items are legal and binding and in compliance with the Utah Code.

As indicated earlier a draft of this letter is to be submitted to the Board and the Board's Attorney two weeks after the adoption of the resolution.

8. The Bonds must be accompanied by a legal opinion of recognized municipal bond counsel that interest on the bond obligations is exempt from federal income taxation. Unless otherwise covered, the opinion must also include a statement that the project to be constructed with the Bond proceeds is not for private activity and that the Recipient has complied with all the covenants of the Board with respect to the State of Utah Revolving Fund Recapitalization Program.
9. The Recipient must obtain and maintain continuously throughout the loan repayment period, a fidelity bond on the positions handling the Recipient's funds, in an amount at least equal to the total amount of funds that will be on hand at any one time, exclusive of loan funds. This amount should be at least \$90,000.00. This fidelity bond must be obtained and furnished to the Board prior to the loan closing date. The name of the insured on the position fidelity bond will be "Glen Canyon Special Service District and the State of Utah acting through the Drinking Water Board."
10. As a condition of a non-voted revenue bond, either:
 - a. The Recipient must provide to the Board a legal petition signed by a majority of the users of the Recipient's service area approving the issuance of a non-voted revenue bond to the Board: or
 - b. The Recipient must mail notices to each water user in the Recipient's service area informing them of a public hearing. In addition to time and location of the public hearing the notice shall inform water users of the Recipient's intent to issue a non-voted revenue bond to the Board, shall describe the face amount of the bond, the rate of interest, the repayment schedule and shall describe the impact of the project. User charge rates and connection fees shall be noted in the notice. The notice shall state that water users may respond to the Recipient in writing or in the public hearing within ten days after the date of the notice. A copy of all written responses and a certified record of a public hearing shall be forwarded to the Division of Drinking Water. If the Board feels there is significant opposition to the proposed Project, it may require the Recipient to hold a bond election before the Board's funds will be made available.
11. As a condition of this loan, the Board will require the Recipient to complete a Water Conservation Plan. If your system has less than 500 connections, the plan must be submitted to the Division of Drinking Water prior to loan closing. If your system has more than 500 connections, the plan must be submitted to the Division of Water Resources for review and approval, and the approved plan must be adopted (completing the *Certification of Adoption*) prior to loan closing. If the Recipient has already adopted such a plan, that plan and its certification of adoption may be submitted to the Division of Drinking Water for verification.
12. In compliance with Utah Code Annotated 9-8-404, the project engineer shall submit a report to the Division of Drinking Water that demonstrates a reasonable and good faith

Graydon Meeks,
July 2, 2025
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effort was made to identify and gather information to determine if cultural resources are present in the area of potential effects. The report format shall meet SHPO State of Utah Archaeological Compliance Guidance. Cultural resource reporting guidance is outlined in the Utah SHPO Short Cultural Resources Inventory Report Form.

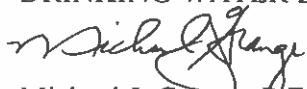
13. In compliance with Utah Code Annotated 73-10g-402, political subdivisions applying for state or federal financing for improvements to capital assets related to water infrastructure shall commit to adopt a capital asset management plan. The Asset Management Plan shall be submitted to the Division for review and approval prior to loan closing, unless preparing an Asset Management Plan is included as part of the project for which the entity has applied for financial assistance. In which case, the Asset Management Plan shall be submitted to the Division as soon as it is completed or prior to the entity submitting its final project reimbursement request.

To facilitate the timely completion of the financial assistance requirements outlined in this letter, the Recipient and its attorney and engineer shall submit to the Division of Drinking Water all of the items listed in numbered paragraphs 2 through 11 above prior to seeking committal of funds from the Board and no later than 30 days before the bond closing, and the Recipient's bond attorney shall submit to the Board's Attorney the items listed in subsection "b" of paragraph 1 on or before this date. As much as possible, this information shall apply to the Project in general to allow a single review.

These requirements must be completed on or before June 10, 2026, If the Recipient fails to reasonably comply with the Project schedule, the Authorization may be withdrawn in accordance with R309-700-12.

These requirements will probably not cover all the matters pertaining to the Project. We anticipate that specific questions on matters relating to your Project will arise, and we are confident that a joint cooperative effort can resolve the issues. If you have any questions concerning these requirements, please contact Kjori Shelley or me at (801) 536-4200.

Sincerely,
DRINKING WATER BOARD



Michael J. Grange, P.E.
Assistant Executive Secretary

MJG/ks/kh

Enclosures

cc: William Prater, Esq., William L. Prater, LLC, P.O. Box 71368, SLC, UT 84171, bill@billprater.com
John Jacobsen, Sunrise Engineering, jjacobsen@sunrise-eng.com
Richard Chamberlain, Chamberlain Associates, rchamberlain13@gmail.com
Kjori Shelley, Division of Drinking Water, kashelley@utah.gov
Paul Wright, DEQ District Engineer, pwright@utah.gov
DDW Finance

Engineer's Opinion of Probable Cost
Big Water Well Replacement
City of Big Water

10-Apr-25
jhj/dws

NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	AMOUNT
GENERAL CONSTRUCTION					
1	Mobilization	5%	LS	\$ 35,000.00	\$ 35,000.00
2	Subsurface Investigation	8	HR	\$ 250.00	\$ 2,000.00
3	Materials Sampling & testing	1	LS	\$ 3,000.00	\$ 3,000.00
4	Dust Control and Watering	1	LS	\$ 5,000.00	\$ 5,000.00
5	SWPPP Compliance	1	LS	\$ 2,500.00	\$ 2,500.00
6	Earthwork and Grading	1	LS	\$ 4,000.00	\$ 4,000.00
7	Water Sampling (Full Drinking Water Standard)	1	LS	\$ 8,000.00	\$ 8,000.00
8	16" Bore Hole	650	LF	\$ 150.00	\$ 97,500.00
9	10" x 0.188" Steel Casing	350	LF	\$ 105.00	\$ 36,750.00
10	10" Screen	300	LF	\$ 225.00	\$ 67,500.00
11	Sanitary Grout	350	LF	\$ 50.00	\$ 17,500.00
12	Galvanized Gravel Pack Tremie Pipe	650	LF	\$ 25.00	\$ 16,250.00
13	Furnish and Place Gravel Pack	10	CUYD	\$ 2,500.00	\$ 25,000.00
14	2" Conduit for Level Indicator	350	LF	\$ 25.00	\$ 8,750.00
15	Test Pump Furnishing Installation and Removal	1	LS	\$ 16,000.00	\$ 16,000.00
16	Develop Production Well and Well Pumping Test	96	HR	\$ 400.00	\$ 38,400.00
17	24-Hour Recovery Testing	24	HR	\$ 300.00	\$ 7,200.00
18	Disinfection and Capping	1	LS	\$ 1,600.00	\$ 1,600.00
19	2" PVC Pipe, Fittings, Tracer Wire, Bedding, Backfill, & Installation	1,000	LF	\$ 40.00	\$ 40,000.00
20	2" Gate Valve Assembly	1	EA	\$ 1,000.00	\$ 1,000.00
21	NEPA Pump Control Panel	1	EA	\$ 15,000.00	\$ 15,000.00
22	6" Submersible Pump & Motor	1	EA	\$ 40,000.00	\$ 40,000.00
23	Pitless Adaptor & Well Head	1	EA	\$ 40,000.00	\$ 40,000.00
24	Miscellaneous Connections, Fittings, and Tie-Ins	1	LS	\$ 10,000.00	\$ 10,000.00
25	Temporary Detention Ponds	1	LS	\$ 3,000.00	\$ 3,000.00
26	Well Log Preparation	1	LS	\$ 750.00	\$ 750.00
27	Plug and Abandon Existing Wells.	1	EA	\$ 2,000.00	\$ 2,000.00
28	Site Restoration	1	LS	\$ 2,000.00	\$ 2,000.00
29	CMU Well House	1	LS	\$ 120,000.00	\$ 120,000.00
30	CMU Well House (Existing Well)	1	LS	\$ 110,000.00	\$ 110,000.00
SUBTOTAL					\$ 775,700.00
CONTINGENCY				20%	\$ 155,140.00
CONSTRUCTION TOTAL					\$ 930,840.00
INCIDENTALS					
1	Engineering Design	5.4%	LS	\$ 63,360.00	\$ 63,360.00
1	Bidding & Negotiating	0.9%	HR	\$ 10,000.00	\$ 10,000.00
2	Engineering Construction Services	4.0%	HR	\$ 46,500.00	\$ 46,500.00
3	Funding and Administrative Services	0.4%	EST	\$ 5,000.00	\$ 5,000.00
4	Well PER	0.6%	LS	\$ 7,000.00	\$ 7,000.00
5	Well DWSP	0.6%	LS	\$ 6,500.00	\$ 6,500.00
6	Water Rights Change application	0.3%	LS	\$ 4,000.00	\$ 4,000.00
7	Well Specs and Bid Documents	0.6%	LS	\$ 7,500.00	\$ 7,500.00
8	Asset Management Plan *	7.5%	LS	\$ 88,100.00	\$ 88,100.00
SUBTOTAL					\$ 237,960.00
TOTAL PROJECT COST					\$ 1,168,800.00
					1,095,700

In providing opinions of probable construction cost, the Client understands that the Engineer has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that the opinion of probable construction cost provided herein is made on the basis of the Engineer's qualifications and experience. The Engineer makes no warranty, expressed or implied, as to the accuracy of such opinions compared to bid or actual costs.

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:

\$50.74
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%

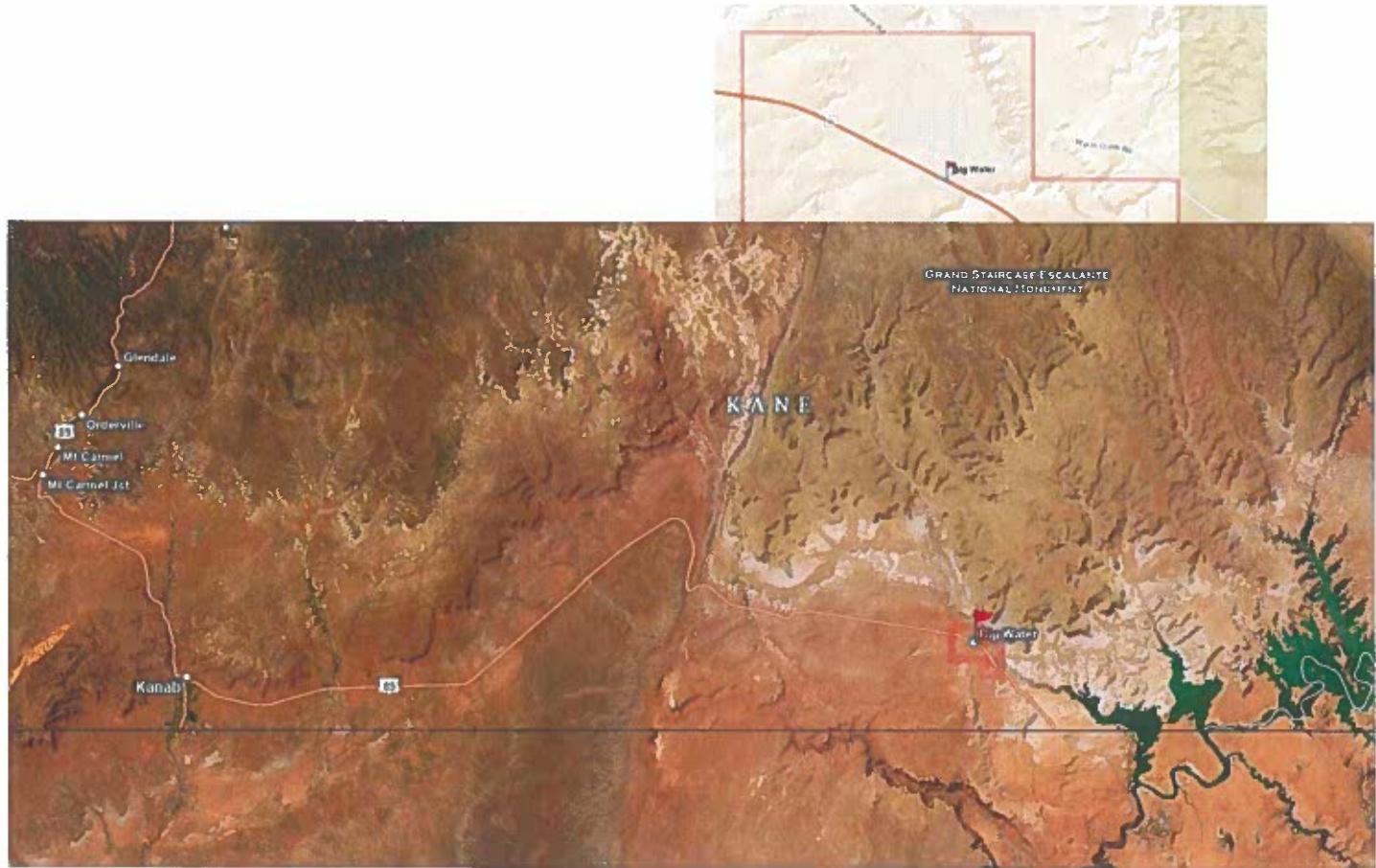
FINANCIAL ASSISTANCE COMMITTEE RECOMMENDATION:

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.

APPLICANT'S LOCATION:

The Glen Canyon SSD is located in Kane County approximately 57 miles east of Kanab.

MAP OF APPLICANT'S LOCATION:



PROJECT DESCRIPTION:

New water well with 6-inch submersible pump and motor. CMU well-house for both the new well and an existing well in town currently in use and exposed to the elements.

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
<u>Contingency (~20%)</u>	<u>\$155,590</u>
Total	\$1,167,000

COST ALLOCATION:

<u>Funding Source</u>	<u>Cost Sharing</u>	<u>Percent of Project</u>
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

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

FUNDING SOURCE: Federal SRF

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			PRINC. FORGIVE.:	\$0
STATE AGI:	\$56,000			TOTAL REQUEST:	\$1,167,000
SYSTEM % OF STATE AGI:	79%				

SYSTEM	@ ZERO %		@ RBI		@ CALCULATED INTEREST RATE 1.00%
	RATE	MKT RATE	RATE	MKT RATE	
ASSUMED LENGTH OF DEBT, YRS:	30	30	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

Service Agreement for Semi-Annual Hydrant Testing and Flushing Between the Glen Canyon Special Service District of Big Water and Big Water Fire Department

This Service Agreement ("Agreement") is entered into on this _____ day of _____, 2025, by and between the Glen Canyon Special Service District of Big Water, a Local Government Entity ("District"), and the Big Water Fire Department, a municipal emergency services agency ("Fire Department").

1. Scope of Services

The Big Water Fire Department agrees to perform semi-annual flushing and testing of all fire hydrants located within the District's water system boundaries.

Services to Include:

- Flushing of each fire hydrant to ensure clear water flow and appropriate water pressure
- Testing of each hydrant's pressure and flow rate using accepted industry standards (e.g., NFPA 291 or equivalent).
- Visual inspection for leaks, valve operation, and physical condition.
- Documentation of any maintenance issues or repairs needed.
- Recording the required documentation as described in Section 3 for each hydrant:
- Perform Lubrication on needed hydrants

2. Frequency

Services shall be performed on each hydrant within the District boundaries twice per calendar year, approximately every six (6) months. Scheduling of flushing shall be coordinated with the District Water Master to avoid system disruptions. Services shall only be performed in the spring and fall seasons.

3. Compensation

The District agrees to pay the Fire Department \$30.00 (thirty dollars) per hydrant per service occurrence. The Fire Department shall submit an itemized invoice following each service period, which shall include:

- The total number of hydrants serviced
- Gallons flushed on each hydrant
- The location and Identification number of each hydrant
- Date and time the service was performed
- Required documentation as listed in Section 1
- Test Results
- Name(s) of the personnel who performed the service

Payment will be made within 30 days of receipt of a complete and accurate invoice.

4. Term and Termination

This Agreement shall commence on the date signed by both parties and shall remain in effect for one (1) year, renewing automatically on an annual basis unless terminated in writing by either party with 30 days' notice. Either party may terminate this Agreement for cause or convenience with written notice.

5. Records and Reports

All reports and data collected during hydrant testing shall be submitted in both digital and/or printed format as requested by the District. All service records shall be retained by the Fire Department for a minimum of three (3) years and made available for District review upon request.

6. Liability and Insurance

The Fire Department shall exercise reasonable care in performing its services and shall be responsible for damage to District-owned hydrants or infrastructure resulting from negligent or improper practices. The Fire Department shall maintain appropriate liability insurance coverage and furnish proof of such coverage upon request.

7. Independent Contractor

The Fire Department shall perform all services as an independent contractor, and nothing in this Agreement shall be construed to create an employer-employee relationship or joint venture.

8. Amendments

This Agreement may be amended only in writing signed by both parties.

9. Governing Law

This Agreement shall be governed by the laws of the State of Utah.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written below.

GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

By: _____

Name: Jennie Lassen

Title: Chair

Date:

BIG WATER FIRE DEPARTMENT

By: _____

Name: Robert Barnett

Title: Fire Chief

Date:

BIG WATER MUNNIPAL

By: _____

Title: Mayor

Date:

Glen Canyon SSD of Big Water
Operational Budget Report
51 Water Fund - 07/01/2025 to 08/14/2025
16.67% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
3100 Water service sales	58,030.39	0.00	30,966.64	286,200.00	10.82%
3101 Garbage income	15,160.72	0.00	7,840.86	90,000.00	8.71%
3121 Late fees	700.00	(20.00)	490.00	4,300.00	11.40%
3131 Water connection fees	15.00	0.00	15.00	100.00	15.00%
3147 Transfer Station Revenue	435.00	75.00	365.00	2,700.00	13.52%
3148 Backhoe Revenue	675.00	0.00	0.00	1,000.00	0.00%
3149 Other operating income	2,347.30	0.00	0.00	800.00	0.00%
3152 Impact fees	0.00	0.00	0.00	2,300.00	0.00%
3160 Water Interest earnings	3,608.70	0.00	1,933.45	16,000.00	12.08%
3220 Water assessments	0.00	0.00	0.00	74,000.00	0.00%
3221 Delinquent Water Assessments	710.94	0.00	1,188.65	9,000.00	13.21%
Total Operating income	81,683.05	55.00	42,799.60	486,400.00	8.80%
Operating expense					
4010 Water salaries and wages	15,230.91	4,339.73	11,778.90	111,000.00	10.61%
4013 Water employee benefits	1,165.17	332.00	901.10	7,600.00	11.86%
4015 Water employee health insurance	3,312.23	0.00	0.00	37,000.00	0.00%
4016 Water employee retirement benefits	2,326.70	615.81	1,671.43	17,500.00	9.55%
4020 Water dues and subscriptions	446.00	0.00	0.00	1,400.00	0.00%
4021 Water public postings	0.00	0.00	0.00	1,500.00	0.00%
4022 Water travel, meals, lodging	337.79	366.62	366.62	6,800.00	5.39%
4023 Water education and training	984.50	200.00	200.00	4,000.00	5.00%
4030 Water office supplies & expenses	318.64	130.74	309.37	3,000.00	10.31%
4030.5 Attorney	585.00	0.00	0.00	2,000.00	0.00%
4031 Water postage and delivery	1,021.27	76.65	439.46	2,500.00	17.58%
4035 Water bank service charges	674.96	0.00	123.53	5,000.00	2.47%
4040 Water professional services	1,264.90	0.00	361.80	7,900.00	4.58%
4041 Water accounting and auditing	0.00	0.00	0.00	2,500.00	0.00%
4042 Water engineering	0.00	0.00	483.00	10,000.00	4.83%
4045 Water testing	1,806.00	0.00	30.00	1,000.00	3.00%
4049 Water Tools	45.16	0.00	0.00	2,000.00	0.00%
4050 Water system maintenance and repairs	983.88	0.00	88.10	20,000.00	0.44%
4051 Water system equipment	6,588.39	0.00	49.71	15,000.00	0.33%
4052 Water contract labor	422.49	0.00	0.00	7,700.00	0.00%
4055 Water lease and ROW	0.00	0.00	0.00	2,600.00	0.00%
4060 Water building maintenance	0.00	0.00	0.00	500.00	0.00%
4064 Backhoe Maintenance	0.00	0.00	0.00	2,000.00	0.00%
4065 Water vehicle repairs	0.00	0.00	0.00	1,000.00	0.00%
4066 Water fuel expense	373.41	470.68	470.68	2,400.00	19.61%
4067 Water utilities	2,725.85	2,777.78	2,777.78	23,000.00	12.08%
4068 Garbage Collections	13,465.92	7,114.36	14,228.72	85,000.00	16.74%
4069 Transfer Station expense	0.00	0.00	0.00	2,500.00	0.00%
4069.5 Transfer Station Lease	0.00	0.00	0.00	1,600.00	0.00%
4070 Water property, liab. insurance	6,493.00	0.00	6,861.96	7,000.00	98.03%
4095 Water depreciation expense	11,875.80	0.00	5,937.90	71,250.00	8.33%
4098 Water interest expense	0.00	0.00	0.00	22,000.00	0.00%
4301 Miscellaneous Expenses	0.00	0.00	0.00	150.00	0.00%
Total Operating expense	72,447.97	16,424.37	47,080.06	486,400.00	9.68%
Total Income From Operations:	9,235.08	(16,369.37)	(4,280.46)	0.00	0.00%
Total Income or Expense	9,235.08	(16,369.37)	(4,280.46)	0.00	0.00%

Glen Canyon SSD of Big Water
Check Register

All Bank Accounts - 07/01/2025 to 07/31/2025

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Badger Meter	2046	80199185	06/28/2025	07/01/2025	361.80	June Meter Services	514040 - Water professional services	
BIG WATER MUNICIPAL CORPORA	2047	June 2025 Cleari	06/30/2025	07/01/2025	53.82	Water Master Cell- May 2025	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2047	June 2025 Cleari	06/30/2025	07/01/2025	68.20	Garkane- TH Power (50%)	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2047	June 2025 Cleari	06/30/2025	07/01/2025	596.85	PEHP-June- Treasurer (30%)	514015 - Water employee health insura	
BIG WATER MUNICIPAL CORPORA	2047	June 2025 Cleari	06/30/2025	07/01/2025	725.88	PEHP-June- Clerk	514015 - Water employee health insura	
BIG WATER MUNICIPAL CORPORA	2047	June 2025 Cleari	06/30/2025	07/01/2025	1,989.50	PEHP-June- Water Master	514015 - Water employee health insura	
BIG WATER MUNICIPAL CORPORA	2047	Payroll Clearing -	06/30/2025	07/01/2025	68.75	June 2025 Treasurer SS/med Tax	514013 - Water employee benefits	
BIG WATER MUNICIPAL CORPORA	2047	Payroll Clearing -	06/30/2025	07/01/2025	136.52	June 2025 Treasurer SS/med Tax	514016 - Water employee benefits	
BIG WATER MUNICIPAL CORPORA	2047	Payroll Clearing -	06/30/2025	07/01/2025	898.77	June 2025 Treasurer Gross Wages	514010 - Water salaries and wages	
BIG WATER MUNICIPAL CORPORA	2050	2025 June Cleari	06/30/2025	07/10/2025	4.04	IDT Long Distance June (30%)	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2050	2025 June Cleari	06/30/2025	07/10/2025	5.02	IDT Long Distance May (30%)	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2050	Debit Crd	06/30/2025	07/10/2025	10.73	ChatGPT May (50%)	514030 - Water office supplies & expen	
GARKANE						TH Water- June (50%)	514067 - Water utilities	
WEX FLEET						South Well June	514025 - Water education and training	
XPRESS BILL PAY						1,456.79	514067 - Water utilities	
ZIONS BANK						191.88	514035 - Water bank service charges	
BIG WATER MUNICIPAL CORPORA	2050	2025 June Cleari	06/30/2025	07/10/2025	37.50	Treasurer UAPT Membership (split)	514035 - Water bank service charges	
BIG WATER MUNICIPAL CORPORA	2050	2025 June Cleari	06/30/2025	07/10/2025	89.26	CenturyLink- June (30%)	514030 - Water office supplies & expen	
GARKANE						132.33	514030 - Water office supplies & expen	
GARKANE						1,195.76	514067 - Water utilities	
WEX FLEET						1,456.79	514067 - Water utilities	
EFT						191.88	514066 - Water fuel expense	
EFT						331.44	514035 - Water bank service charges	
EFT						71.10	514035 - Water bank service charges	
EFT						108.79	514035 - Water bank service charges	
EFTPS						106.62	514035 - Water bank service charges	
EFTPS						49.71	514035 - Water bank service charges	
EFTPS						55.00	514051 - Water system equipment	
REPUBLIC SERVICES #516	9999	DEBIT CRD	06/30/2025	07/10/2025	11.79	Total Tech- Computer softwareassessment and UPS	514030 - Water office supplies & expen	
SCHOLZEN PRODUCTS	2048	6921099-00	07/07/2025	07/07/2025	88.10	CARD FEES	514035 - Water bank service charges	
Utah Retirement Systems	99999	PR070625-3150	07/07/2025	07/07/2025	14.73	Roth IRA	514035 - Water bank service charges	
Utah Retirement Systems	99999	PR070625-3150	07/07/2025	07/07/2025	154.05	Retirement	512223 - Retirement and 401k payable	
Utah Retirement Systems	99999	PR070625-3150	07/07/2025	07/07/2025	367.66	401K	512223 - Retirement and 401k payable	
LAKE POWELL BOAT STORAGE	2051	pkg ID# 2090135	07/15/2025	07/15/2025	203.23	July Water Sample Shipping	514031 - Water postage and delivery	
Utah Local Governments Trust	127756	127756	07/15/2025	07/15/2025	632.24	Work Comp	514070 - Water property lab insuranc	
Utah Local Governments Trust	127756	127756	07/15/2025	07/15/2025	726.55	Automobile	514070 - Water property lab insuranc	
Utah Local Governments Trust	127756	127756	07/15/2025	07/15/2025	2,325.89	Property	514070 - Water property lab insuranc	
Utah Local Governments Trust	127756	127756	07/15/2025	07/15/2025	3,177.28	Liability	514070 - Water property lab insuranc	
EFTPS	99999	PR072025-3160	07/12/2025	07/12/2025	109.12	Medicare Tax	512221 - FICA, Med, FWT payable	
EFTPS	99999	PR072025-3160	07/12/2025	07/12/2025	226.29	Federal Income Tax	512221 - FICA, Med, FWT payable	
EFTPS	99999	PR072025-3160	07/12/2025	07/12/2025	466.56	Social Security Tax	512221 - FICA, Med, FWT payable	
Utah Retirement Systems	99999	PR072025-3150	07/12/2025	07/12/2025	15.59	Roth IRA	512223 - Retirement and 401k payable	
Utah Retirement Systems	99999	PR072025-3150	07/12/2025	07/12/2025	157.65	Retirement	512223 - Retirement and 401k payable	
Utah Retirement Systems	99999	PR072025-3150	07/12/2025	07/12/2025	376.26	401K	512223 - Retirement and 401k payable	
USPS	2052	July 2025 Stamps	07/30/2025	07/30/2025	78.00	July Billing-1 roll stamps	514031 - Water postage and delivery	
Badger Meter	2053	80205148	07/31/2025	07/31/2025	361.80	July Meter Services	514040 - Water professional services	
Chem-Tech-Ford, LLC	2054	25G1329	07/31/2025	07/31/2025	30.00	July Water Testing	514045 - Water testing	
Chem-Tech-Ford, LLC	2054	25G1320	07/31/2025	07/31/2025	90.00	July Testing for Farm Env- Reimbursable	514045 - Water testing	
SUNRISE ENGINEERING	2055	ARIV14004393	07/31/2025	07/31/2025	483.00	Culinary Well funding engineer services	514042 - Water engineering	
Walmart	7,31,2025	ZIONS BANK	07/31/2025	07/31/2025	112.98	Candy, toilet paper, water	514030 - Water office supplies & expen	
					3.00	paper fee	514035 - Water bank service charges	
					\$26,780.70			

Glen Canyon SSD of Big Water
General Ledger - 7/1/2025 to 7/31/2025
Wages/ Benefits/ Retirement

Account		Description	Debit	Credit	Balance
Date	Code				
		51 4010 - Water salaries and wages			\$0.00
7/6/2025	PR	Gross Pay	3,676.61		3,676.61
7/20/2025	PR	Gross Pay	3,762.56		7,439.17
7/21/2025	AP	INV: 7212025 ZIONS BANK - BANK FEES		71.10	7,510.27
7/21/2025	AP	VOID INV: 7212025 ZIONS BANK - BANK FEES		71.10	7,439.17
7/31/2025	AP	INV: July '25 Payroll Clearing BIG WATER MUNICIPAL CORPORATION - Treasurer July- Gross Pay (20%)	655.10		8,094.27
			\$8,165.37	(\$71.10)	\$8,094.27
			Budgeted Amount:		\$111,000.00
			Budget Balance:		\$102,905.73
		51 4013 - Water employee benefits			\$0.00
7/6/2025	PR	Social Security Tax	227.95		227.95
7/6/2025	PR	Medicare Tax	53.31		281.26
7/20/2025	PR	Social Security Tax	233.28		514.54
7/20/2025	PR	Medicare Tax	54.56		569.10
7/31/2025	AP	INV: July '25 Payroll Clearing BIG WATER MUNICIPAL CORPORATION - Treasurer July SS/ Med (20%)	50.12		619.22
			\$619.22		\$619.22
			Budgeted Amount:		\$7,600.00
			Budget Balance:		\$6,980.78
		51 4016 - Water employee retirement benefits			\$0.00
7/6/2025	PR	Retirement	154.05		154.05
7/6/2025	PR	401K	367.66		521.71
7/20/2025	PR	Retirement	157.65		679.36
7/20/2025	PR	401K	376.26		1,055.62
7/31/2025	AP	INV: July '25 Payroll Clearing BIG WATER MUNICIPAL CORPORATION - Treasurer July Retirement (20%)	92.96		1,148.58
			\$1,148.58		\$1,148.58
			Budgeted Amount:		\$17,500.00
			Budget Balance:		\$16,351.42
Report Total:			\$9,933.17	(\$71.10)	\$9,862.07

Glen Canyon SSD of Big Water
Cash Summary
All Bank Accounts as of 08/14/2025

	Description	Amount
Checking - Zions GCSSD		\$38,835.73
PTIF 0670 Loan		\$64,805.87
PTIF 1417 Impact Fees		\$10,726.15
PTIF 1733 Bond Fund		\$72,812.09
PTIF 8981 Capitol Improvements		\$246,066.72
PTIF 9046 General		\$128,768.38
Water Cash		(\$17.60)
Xpress Bill Pay Clearing		\$1,716.73
UNDEPOSITED PAYMENTS		\$1,266.09
General Ledger Cash Total:		\$564,980.16