



**WILSON ARCH WATER AND SEWER  
SPECIAL SERVICES DISTRICT  
SAN JUAN COUNTY  
P.O. BOX 97 LASAL, UTAH 84530**

22 November 2021

**INDEX**

Section Page

**A. GENERAL**

**B. PRINCIPAL OFFICE**

**C. NAME/ORGANIZATION**

1. Name
2. Organization
3. Nature of District
4. Public Purpose

**D. TRUSTEES**

1. Authority
2. Oath of Office
3. Fidelity Bond
4. Term of Office
5. Trustee Vacancies
6. Powers and Duties
7. Meetings

**E. OFFICERS**

1. Principal Officers
2. Qualifications; Election and Term of Office
3. Duties of Officers
4. Compensation
5. Resignation

- 6. Removal of Officers
- 7. Ethics
- 8. Nepotism

F. INSURANCE AND BONDING

G. FUND BALANCE LIMITATION

H. FEES

I. CHECKING AND INVESTMENT ACCOUNTS AND DISBURSEMENTS

- 1. Deposits
- 2. Check Procedure
- 3. Direct Deposits
- 4. Approval
- 5. Surety Required

J. SEAL

K. EFFECT OF STATE LAW

- 1. State Law to Supplement
- 2. State Law to Control

L. AMENDMENTS TO BYLAWS

M. SAVINGS CLAUSE

N. HISTORY

---

**Wilson Arch Water and Sewer Special Services District**

**BYLAWS**

**A. GENERAL.**

In the event of a conflict between these Bylaws and any policy, procedure, rule or regulation of the district or any motion approved by the Board of Trustees of the District (the “Board”) as reflected in official Board meeting minutes, these Bylaws shall control.

**B. PRINCIPAL OFFICE.**

The district’s office and principal place of business shall be located at P.O. Box 97, La Sal, Utah 84530, until changed pursuant to Board action.

**C. NAME/ORGANIZATION.**

1. Name. The name of this Special Service District is Wilson Arch Sewer and Water Special Service District, herein the “District”.
2. Organization. The district was organized pursuant to applicable provisions of the Utah Code.
3. Nature of District. The district is a political subdivision of the State of Utah and a body corporate with all of the powers granted or necessarily implied by state law.
4. Public Purpose. The purpose of the district is to provide the services and exercise the powers stated in the creation documents of the district; and to exercise all powers conferred upon such districts by law. *See* Title 17B Chapter 1 of the Utah Code and appropriate provisions in Title 17B Chapter 2a of the Utah Code.

**D. TRUSTEES.**

1. Authority. The district is governed by a Board of Trustees, the members of which are elected as provided by law (the “Board”) as authorized by Utah Code Title 17B, Chapter 1, Part 3.

2. Oath of Office. Prior to assuming official duties, each Trustee is to take and subscribe, before an officer authorized to administer oaths, to an oath as required by Utah

Code Ann. § 17B-1-303(3). However, the failure of a Trustee to take the required oath shall not invalidate any official act of that Trustee.

3. Fidelity Bond. A corporate surety bond for the faithful performance of the Trustee's duties is required for each Trustee as provided in Utah Code Ann. § 17B-1-303(7) at the expense of the district, in the amount and with the sureties prescribed by the Board.
4. Term of Office. The term of each member of the Board of Trustees is four (4) years and until the Trustee's successor is elected, as appropriate, and has qualified, all as provided in Utah Code Title 17B, Chapter 1, Part 3 and any applicable provision in Title 17B, Chapter 2a of the Utah Code. A Trustee elected to fill a vacancy will serve the unexpired portion of the term of the Trustee being replaced. The term of a person elected to serve on the Board, subject to the above and except as may otherwise be provided by law, commences at noon on the first Monday in January following the Trustee's election.
5. Trustee Vacancies. To the extent allowed by law, a vacancy in a Trustee's term of office shall be deemed to exist in the case of death, resignation, disqualification of the Trustee who resides within the boundaries of the District or the Trustee ceases to reside within the boundaries of the District or a particular Division or area within the District or when a Trustee is absent from 3 consecutive meetings), if a Trustee has been declared of unsound mind by order of a court, or if a Trustee has been convicted of or pled guilty or "no contest" to a felony. Except as otherwise provided in Utah Code Ann. § 17B-1-303(6), all vacancies which may occur on the Board will be filled in accordance with the requirements of Utah Code Ann. § 20A-1-512, as it may be amended from time to time.
6. Powers and Duties. The Board of Trustees has all powers necessary for the administration of the affairs and operation of the properties of the district and may do all such acts as are not by law, or these Bylaws, forbidden. The duties and powers of the Board are generally set forth in Utah Code Ann. §§ 17B-1-301 and the specific Part of Title 17B, Chapter 2a of the Utah Code that applies to the district. The primary function of the Board is to establish policy and make decisions as guidelines for administrative action. The Board may employ or retain the services of a General Manager/CEO/Director (hereafter the "General Manager") and other employees and may retain the services of consultants to perform specified duties and activities under the direction of the General Manager and, ultimately, of the Board.
7. Meetings. Regular, special and emergency meetings of the Board of Trustees may be held as provided in any Board Meeting Policies and Procedures, adopted by the Board (the "Board Meeting Policy") and in the Utah Open and Public Meetings Act

(Utah Code Ann., §§ 52-4-101, *et seq.* the “Act”). At all meetings of the Board, a majority of the Trustees shall constitute a quorum for the transaction of business. *See* Utah Code Ann. § 17B-1-310. Meetings of the Board may take place through telephonic and other electronic means as may be provided in the Act and in the Board Meeting Policy. A Trustee must attend all meetings where as being absent for 3 consecutive meetings will be dismissed from the board.

## **E. OFFICERS.**

1. Principal Officers. The principal officers of the district shall consist of a Board Chair, a General Manager (or Director), a Clerk of the District, a Treasurer, and such other officers as the Board may from time to time establish.
2. Qualifications; Election and Term of Office. The Chair shall be selected from the Trustees by majority vote of the Trustees annually or biennially at the discretion of the Board. Any vacancy in the position of Chair caused by the expiration of the term of the incumbent as a member of the Board or by the death, resignation or removal of the incumbent shall likewise be filled by a majority vote of the Trustees and the Trustee selected to fill the position shall do so for the remaining unexpired term. The Board shall also appoint a General Manager (or Director), a Clerk, a Treasurer, a Records Officer and other officers and assistant officers as desired by the Board. The Chair may not serve either as Treasurer or Clerk and the Clerk may not also serve as Treasurer. Subject to those limitations, and except as otherwise provided by law, one person may hold more than one office. Notwithstanding the foregoing, the officers shall serve until their replacements are elected provided, however, that an officer who is also a full-time employee of the district will not continue to serve in office after the officer ceases to be an employee of the district unless there is a written agreement between the district and the officer that provides otherwise.

### **3. Duties of Officers.**

#### **a. Chair.**

The Chair shall, when present, preside at all meetings of the Board and do and perform all duties incident to that position as are customarily done or performed by a Special Service District board chair. Unless the Board action approving any contract or other document specifies otherwise, either the Chair or the General Manager (or both) shall be authorized and empowered to execute and implement any and all properly approved documents for and on behalf of the district.

b. Vice-Chair.

Ensure the board meetings are conducted professionally as prescribed by law. Ensure Board members receive proper training within one year of becoming a member and that each member re-certifies annually. Provide the Clerk with proof of certifications. Responsible to coordinate with Clerk to create meeting agenda and post it in a timely manner. Ensure items that require an answer are acted upon in a timely manner. Officiate all open and closed meetings and oversee the effective functioning of the Wilson Arch SSD. Stay informed regarding all aspects of the operation of the Board and System. Promptly present follow up with resolutions or answers to issues brought up by citizens as decided by the Board. Coordinate with Board to create annual budget. General oversight and inventory of the district's property and equipment.

**Chair now**

**Treasurer**

**Chair &  
treasurer  
now**

c. General Manager.

The General Manager shall be the Chief Operating Officer of the District and shall be responsible for the day-to-day business and affairs of the district, subject to oversight by the Board. The General Manager shall, among other duties, supervise purchasing for the District, supervise the preparation and negotiation of contracts, make necessary contacts on behalf of the District with responsible officials and representatives of federal, state, county and local units of government, verify all payrolls, claims and expenditures for submission to the Board, assist in preparing the annual budget, supervise all employees of the District and be responsible for and exercise supervision and control over the District's property, facilities and operations. Respecting purchases made for or on behalf of the District, the General Manager, or a designee of the General Manager under the General Manager's supervision, will act as the District's Procurement Official, as provided in the Utah Procurement Code found in Title 63G, Chapter 6a of the Utah Code. The General Manager will perform all other duties, assignments and functions required by the Board to the end that the district may be operated in an efficient, economical and satisfactory manner and effectively serve the public. The General Manager shall serve at the pleasure of the Board. Unless the Board action approving a contract or other document specifies otherwise, either the General Manager or the Chair (or both) shall be authorized and empowered to execute and implement any and all properly approved contracts and other documents for and on behalf of the district.

d. Clerk.

**Treasurer/  
bookkeeper**

The Clerk shall be the custodian of the district's financial records and of the

seal of the district and shall perform such other duties as may be required by law, particularly those duties specified in Title 17B, Chapter 1, Part 6 of the Utah Code, or as may be directed by the Board or the General Manager, with such assistance as may be appropriate. In

**Chair now** particular, the Clerk shall give such notices of meetings and other matters pertaining to the district as are required by law, these Bylaws, or any other enactment of the Board. Among other duties, the Clerk shall provide notice of Trustee elections (if one or more Trustees is/are elected) and certify candidate names to the County Clerk as provided in Utah Code Ann. § 17B-1-306(3) and (7)(a), certify the resolution setting the levy to the County Auditor as provided in Utah Code Ann. § 17B-1-628, and certify any unpaid and delinquent qualifying charges to the County Treasurer as directed by the Board so those charges may become a lien on the delinquent premises as provided in Utah Code Ann. § 17B-1-902. The Clerk or other appointed person shall attend District Board meetings and keep a record of the proceedings as provided in Utah Code Ann. § 17B-1-631(3) and prepare and present to the Board detailed quarterly financial reports as provided in Utah Code Ann. § 17B-1-638. The Clerk or other appointed person not

**Clerk**

**Bookkeeper**

performing Treasurer duties shall maintain the financial records for each fund of the district and all related subsidiary records (including a list of all outstanding bonds, their purpose, amount, terms, date and place payable) as provided in Utah Code Ann. § 17B-1-632, and shall prepare necessary checks after having made the determinations required by Utah Code Ann. § 17B-1-635. The Clerk shall serve at the pleasure of the Board. One or more Assistant Clerks may be appointed to assist the Clerk and to carry out administrative and other functions of the Clerk. (or other designated person not performing treasurer duties) --Attend meetings and keep a record of the proceedings). Maintain financial records. Prepare checks after determining that the claim was authorized by the board or financial officer, does not over expend the budget, and was approved in advance by the board or its designee. Present a detailed financial report at least quarterly to the board. May not sign a single signature check.

**Treasurer/  
Bookkeeper**

e. Treasurer.

**Treasurer**

The Treasurer shall have charge and custody of, and be responsible for, all funds received and disposed of by the District from any source whatsoever and, in particular, shall be responsible for the lawful investment and safekeeping of District funds by following the procedures and requirements of the State Money Management Act which is found in Title 51, Chapter 7 of the Utah Code and shall perform such other duties as may be required by law, particularly those Treasurer duties specified in Title 17B, Chapter 1, Part 6 of the Utah Code, or as directed by the Board or the General Manager, with such assistance as may be appropriate. In particular, the

Treasurer shall receive all public funds and money payable to the district, shall keep an accurate, detailed account of all monies received and shall be the custodian of all money, bonds and other securities and assets of the district as provided in Utah Code Ann. § 17B-1-633. The Treasurer shall give or cause to be given a receipt or other evidence of payment to persons paying money to the district treasury as provided in Utah Code Ann. § 17B-1-634. The Treasurer is required to promptly deposit all District funds into the appropriate bank accounts of the district as provided in Utah Code Ann. § 17B-1-637. The Treasurer shall see to it that all money received on any special assessment is applied to pay for the improvement for which the assessment was made as provided in Utah Code Ann. § 17B-1-636. The Treasurer and/or any other person(s) appointed by the Board shall sign all checks for the district after determining that sufficient money is on deposit in the appropriate bank account of the district to honor the check, as provided in Utah Code Ann. § 17B-1-635(2). Notwithstanding anything to the contrary in these Bylaws, or in any policy, procedure, rule or regulation of the district, the person maintaining the financial records of the district may not sign any single signature check. The Treasurer shall serve at the pleasure of the Board. One or more Assistant Treasurers may be appointed to assist the Treasurer and to carry out administrative and other functions of the Treasurer provided that no one person may perform both statutory Treasurer duties and statutory Clerk duties. Sign checks after determining that sufficient funds are available. Maintain custody of all money. Deposit and invest all money in accordance with the State Money Management Act (Utah Code, Title 51, Chapter 7). Receive all public funds and money payable to the district. Keep an accurate, detailed account of all money received. Issue a receipt for money received

f. Records Officer.

**Chair/Treasurer /  
bookkeeper on  
computers**

A Records Officer shall be appointed to exercise such rights and perform such duties in the classification, preservation and oversight of District records as provided in Utah Code Ann. §§ 63G-2-101, *et seq.* (the “Government Records Access and Management Act” or “GRAMA”) and in any Records Policy established by the Board, provided that such Policy is consistent with GRAMA, and as may be assigned by the General Manager. The Records Officer shall be the custodian of the records of the district that are not, by law or these Bylaws, under the custody of some other person such as the Clerk or the Treasurer.

g. Other Officers.

There shall be such other officers and the officers shall perform such duties as determined by the Board or the General Manager in addition to those

duties referenced in these Bylaws.

**4. Compensation.**

**\$2500 total** A board member of a district may receive compensation for their service as determined by the board. However, a board member may not receive over \$5,000 annually for the board member's service on the board. The \$5,000 limit does not include a board member's reimbursement for district expenditures incurred by the board member for such things as travel or other purchases made on behalf of the district (See Utah Code 17B-1-307).

**5. Resignation.**

Any officer may resign at any time by giving verbal or written notice to the Board. Any resignation shall take effect upon receipt of such notice or at any later time specified therein. Unless otherwise 6 specified in the notice, acceptance of the resignation shall not be necessary to make it effective.

**6. Removal of Officers.**

Any officer elected by the Board may be removed and a successor elected by a majority vote of the Board whenever, in the Board's judgment, the best interests of the district would be served by such removal provided, however, that the termination of employment with the district of an officer may be subject to the District's Personnel Policies and Procedures.

**7. Ethics.**

**Bookkeeper** Utah Code 67-16 addresses ethics and conflicts of interest. Generally, ethics prohibit the acceptance and solicitation of gifts, compensation, or loans by a public officer or employee. A public officer may accept an occasional non-cash gift having a value of \$50 or less. A conflict of interest may be allowed as long as full and proper disclosure is made. Please refer to Utah Code 67-16-7 and Utah Code 67-16-8 and your legal counsel for specific disclosure requirements. It is important to understand this part of Utah Code because the penalties for violations are significant.

**Chair/Treasurer/  
bookkeeper on  
computers**

**8. Nepotism.**

Utah Code 52-3 addresses nepotism. Generally, it means that no public officer may employ, appoint, vote for, or recommend a relative or household member for employment. Further, no public officer may directly supervise an appointee who is

a relative or householder member. Relative means a father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, aunt, uncle, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. There are some exceptions addressed in Utah Code 52-3-1(2)(a). The most important exception is that a public officer may employ, appoint, vote for, or recommend the appointment of an employee that is a relative or household member if the chief administrative determines the appointee is the only or best person available, qualified, or eligible for the position.

## **F. INSURANCE / BONDING**

All public treasurers are required to be bonded or insured in accordance with Rule 4 of the Utah Money Management Council. Utah Code 51-7-3(28) states that, “A ‘Public Treasurer’ includes … the official of any…political subdivision, or other public body who has the responsibility for the safekeeping and investment of any public funds.” This is a broad definition that includes the person or persons of a district with the responsibilities defined above. The schedule below sets forth the amount for which each public treasurer should be bonded or insured according to the annual budget for the governmental unit. The basis used shall be budgeted gross revenue for the previous year. Budgeted gross revenue includes all funds collected or handled by the public treasurer.

### **Bonds must:**

- Be issued by a corporate surety licensed to do business in Utah.
- Have a current A.M. Best Rating of “A” or better.
- Be effective as of the date the treasurer assumes the duties of the office or is sworn in. Crime insurance must:
  - Be issued by a corporate surety licensed to do business in Utah and have a current A.M. Best Rating of “A” or better. o OR
  - Be issued by an interlocal agency created under Utah Code 11-13-101 operating as a joint self-insurance fund. Additionally, it is wise to consider in which areas the district and its board members should be insured. Statute requires a district with an annual operating budget of at least \$50,000 to obtain liability insurance as considered appropriate by the board

### **Crime insurance must:**

- Be issued by a corporate surety licensed to do business in Utah and have a current A.M. Best Rating of “A” or better. o OR
- Be issued by an interlocal agency created under Utah Code 11-13-101 operating as a joint self-insurance fund.

Additionally, it is wise to consider in which areas the district and its board members should be insured. Statute requires a district with an annual operating

budget of at least \$50,000 to obtain liability insurance as considered appropriate by the board.

## **G. FUND BALANCE LIMITATION**

A common problem for districts is the accumulation of large fund balances or cash reserves. Large fund balances are inappropriate for governmental units and are generally a violation of state law. Utah Code 17B-1-612 limits the amount that can be retained as unrestricted (sum of committed, assigned, and unassigned designations) fund balance in the general fund. The accumulation of a fund balance in the general fund may not exceed:

- The most recently adopted general fund budget

**PLUS**

- 100% of the current year's property tax

Entities may accumulate funds for the purpose of financing specific capital projects, including new construction, capital repairs, replacement, and maintenance, under a formal long-range capital plan adopted by the governing body. The accumulation of these funds should be reported in a capital projects fund, which is not subject to the fund balance limitation. The principle underlying the fund balance limitation is that a government should tax its constituents on a "pay as you go" basis. This means that purchases of economic resources which benefit taxpayers today should not be made with funds accumulated from prior taxpayers. Conversely, excessive debt should not be issued which places the burden of providing current benefits on future taxpayers. Essentially, taxpayers should be allowed to determine the best use of their funds while being taxed in a manner that allows a government to meet its current obligations.

## **H. FEES**

Property owners may be assessed a standby fee, connection fee, special assessment fee, reconnection fee, water use fee, or any other fees. These fees may be changed from time to time.

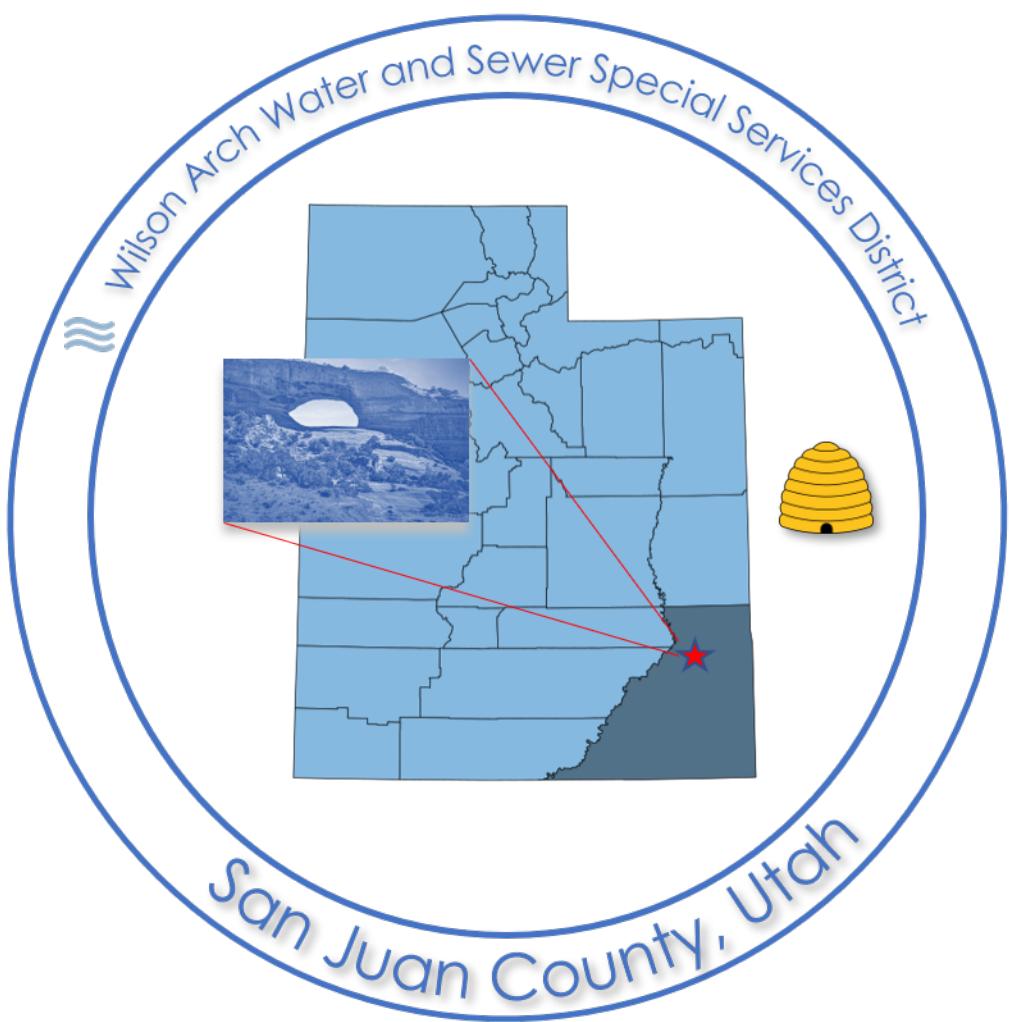
## **I. CHECKING AND SAVINGS ACCOUNTS DISBURSEMENTS**

1. **Deposits**. All monies, promissory notes, and evidences of debt or investments belonging to the District shall be deposited in financial centers or banks or with the Utah State Treasurer as authorized by the State Money Management Act, Title 51, Chapter 7, of the Utah Code, or other applicable law.
2. **Check Procedure**. With the exception of minor "petty cash" purchases or the use of an authorized credit card, payments and disbursements by the District shall be made by a check drawn on the District's account. A check signer machine or computer

with appropriate signature plates or equivalent may be utilized to generate checks after it has been determined that the payment has been properly authorized and does not overextend the budget and there are sufficient funds in the bank account to honor the check. Except as otherwise authorized by the Board, the signatures of the General Manager and the Clerk will be depicted on any computer/machine generated checks. When a check is manually prepared, the check shall be signed by any two of the following officers of the District: the General Manager, the Clerk, the Treasurer, the Board Chair, the Board Vice-Chair or any other officer of the District as authorized by the Board. A person may sign a check no more than once, even if the person holds more than one office. All checks presented for signature are to be accompanied by documentation supporting the expenditure. A check is not to be submitted for signature, either using the check signer machine or computer or manual signatures, unless there are available funds to cover the expenditure.

3. Direct Deposits. Notwithstanding subsection 2 immediately above, property approved payments, including but not limited to payroll, may be made by direct deposit into an authorized financial institution account.
4. Approval. Approved disbursements may be shown in the Board meeting minutes and, if so shown, the minutes shall constitute authority for the payment of capital items and other expenditures which require Board approval, as may be provided in the District's Rules and Regulations.
5. Surety Required. All persons with check signing or direct deposit authority and/or with investment and/or financial record keeping responsibilities shall be bonded in such sum as may be required by law or otherwise and with such surety as the Board shall determine, with the costs of each bond to be paid by the District. If it appears that the Treasurer or any other officer or employee of the District is making a profit out of public money, is commingling District funds with personal funds, or is using District funds for any purpose not authorized by law, the Treasurer, officer or employee shall be suspended from office and/or employment as provided by law and may be subject to criminal prosecution and/or civil suit.

**J. SEAL**



**K. EFFECT OF STATE LAW.**

1. State Law to Supplement. The District is subject to the requirements of state law as reflected in applicable provisions of Title 17B and other applicable portions of the Utah Code regardless of whether the subject of those provisions is covered by these Bylaws or other enactments of the Board.
2. State Law to Control. In the event of a conflict between these Bylaws or any other enactment of the Board and an applicable provision of the Utah Code, the Code provision shall control, even though the said provision may not have been in effect when these Bylaws or other enactment were adopted or may have been amended after the effective date of these Bylaws. Notwithstanding the foregoing, however, should the applicable state statute provide that it is not to impact action previously taken then, to the extent permissible, these Bylaws or other District enactment shall continue to control.

#### **L. AMMENDMENTS TO BYLAWS**

These Bylaws may be amended by a majority vote of the board.

#### **M. SAVINGS CLAUSE**

Should any part, subdivision, sentence, clause, phrase or provision of these Bylaws or the application thereof be found to be invalid or in conflict with state or federal law, the conflicting portion of these Bylaws shall not affect the application or force of the balance of the Bylaws.

#### **N. HISTORY**

Originally adopted: 22<sup>nd</sup> Day of November 2021

Amended –

In witness thereof, we have hereunto set our hands this 22nd day of November 2021.

WILSON ARCH WATER AND SEWER  
SPECIAL SERVICES DISTRICT  
SAN JUAN COUNTY, UTAH



---

President and Chairman of the

[Type here]

Board of directors