

# GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

## DRAFT MINUTES

### Wednesday October 22, 2025

60 N Aaron Burr Big Water, UT 84741

Work Session 5:30 PM – Public Hearing- 6:00pm Meeting 6:01 pm

#### WORK SESSION:

1. **Call to Order** -Jennie calls to order at 5:32pm
2. **Roll Call**-Jim Lybarger here, Jennie Lassen here, Luke McConville here. Meeks and Loyd absent at this time. Jim Loyd joins at 5:36pm
3. **Discussion-** We have the hydrant rates from Kanab city and Kane Co water conservancy District. Both have rates of \$5.00 per 1000 gallons with daily rates. Other water systems have a daily fee with one having the first 14 days free. Jennie mentions that we have a monthly base rate of \$100 that is pro-rated, and our current rate is \$3.50 per 1000 gallons.

Discussion of interlocal agreement with Kane County for them to process our assessment fees on the county tax rolls. Jennie explains the assessment started because we have many unused water connections and back when the SSD was under the county, inactive/standby fees were hard to collect so the assessment fees were put on the taxes to help pay for the aging infrastructure.

Agreed Upon Procedures audit performed by our external auditors. There were no negative findings.

Fraud Risk Assessment- higher points rating than last year but some things just aren't feasible for us as such a small District.

Financials- Jim Lybarger clarifies that the payment to Steve Houck was to haul appliances away from our transfer station. It is just some gas money for him to haul them and saves us from having to haul them to Kanab.

Jim motions to adjourn work session. Loyd seconds. All in favor. Adjourned at 5:52pm

**PUBLIC HEARING 6:00pm to receive public comments regarding increasing hydrant meter rental fees and possible municipal fees-** Jennie opens Public Hearing at 6:00 Utah time. Tom Reneau- asks to clarify if we are discussing hydrant rental rates or municipal rates also. Jennie responds that we are mainly considering hydrant rates today. Closed at 6:03pm

#### MEETING

1. **Call to Order** – Jennie calls to order at 6:03pm
2. **Roll Call** – Jim Lybarger, Jim Loyd, Jennie Lassen, Luke McConville here. Graydon Meeks absent
3. **Statement of Conflict** - None
4. **Citizen Comments** – None
5. **Approval of September 2025 Minutes** – McConville motions to approve the September minutes, Lybarger seconds. All in favor.
6. **Water Master Report** - David says we are finally getting the south well pulled tomorrow. We will also scope it while it is pulled. David invites the members of the board to observe the process. Hyrum helped David pull the well house apart. David explains that the south well went down on at the beginning of October. David and Hyrum, with Pat Bendell with Rebel Automation on the phone, checked all the wiring in the well house, start motor and everything in the well house looked good. But when they hooked the well back up, it was determined that they had to call the well guys out to assess. Brown Brothers have ceases washing gravel during this time to preserve water. We have had a call into Anzalone well drillers to come out and assess what needs to be fixed to get it up and running. David says it is likely a pump or motor, but he will inform the board as soon as they figure out what the problem is. Lybarger asks if we will replace the wire again. David says it is expensive but best to replace it in case it has been damaged in the process.
7. **Treasurer Report**- Peggy was at a treasurer conference last week. Main focus was AI (Artificial Intelligence) and AI risks. While it can be helpful, it is not a replacement for human judgement and transparency. Peggy says both of our entities are in the green on transparent Utah meaning we have completed all required tasks, reports, etc....

**8. OLD BUSINESS-**

**A.) Discussion and Possible Action on Updating Hydrant Meter Rental and Municipal Water Rates-**

Resolution 2025-13 to update our hydrant meter rentals rates. Luke is in favor of raising our rates to \$5 per 1000 gallons. Loyd recommends inspecting the hydrant after it has been returned to make sure it has been closed properly. Jim Lybarger motions to adopt Resolution 2025-13 raising the hydrant meter rates to \$100 per month and \$5 per 1000-gallon usage charge. Loyd seconds. All in favor.

**9. NEW BUSINESS**

**A.) Discussion and Possible Action Signing Interlocal Agreement with Kane County Treasurer for Processing of our Assessment Fees-** McConville motions to sign the interlocal agreement with Kane County. Lybarger seconds. All in favor. Motion carries

**B.) Discussion on Agreed Upon Procedures Performed and Presented by External Auditor-** Kimball and Roberts found nothing out of the ordinary and no problems with any areas of our audit.

**C.) Discussion and Possible Action on Fraud Risk Assessment-** Lybarger motions to approve the fraud risk assessment. Loyd seconds. All in favor.

**D.) Discussion and Possible Action on Approving Financials and Check Register –** McConville motions to approve financials and check register as presented. Lybarger seconds. All in favor.

**10. POSSIBLE CLOSED SESSION TO DISCUSS PERSONNEL MATTERS PER UTAH CODE § 52-4-205-**

Lybarger motions to go into closed session for personnel matters. Loyd seconds. All in favor. Regular meeting closed and closed session opened at 6:28pm. Lassen, Lybarger, Loyd, McConville and treasurer Peggy Short in attendance of closed session.

**11. RETURN TO REGULAR MEETING-** Jennie calls regular meeting back to order at 6:48pm Lybarger, Loyd, Lassen, McConville here. Meeks absent.

**A.) Discussion and Possible Action on Annual Employee Evaluation Considerations-** Lybarger motions to move forward with the evaluation considerations as discussed in closed session. Loyd seconds. All in favor.

**12. ADJOURNMENT –** Lybarger motions to adjourn. McConville seconds. All in favor. 6:49pm

## RESOLUTION NO. 2025-14

### A RESOLUTION OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER KANE COUNTY, UTAH, APPOINTING A CHIEF ADMINISTRATIVE OFFICER AND RECORDS OFFICER(S) IN COMPLIANCE WITH THE GOVERNMENT DATA PRIVACY ACT (GDPA)

**WHEREAS**, Utah law, under the Government Data Privacy Act (GDPA), requires each state agency to implement a privacy program – including designation of a Chief Administrative Officer (CAO) and appointment of Records Officer(s); and

**WHEREAS**, the Utah Office of Data Privacy's Privacy Program Framework provides guidance requiring specification of who is responsible for privacy program implementation; and

**WHEREAS**, GDPA mandates that each agency designates a CAO responsible for establishing and maintaining the agency's privacy and records management program; and

**WHEREAS**, The act also requires that the CAO appoint one or more Records Officers who will ensure the care, maintenance, classification, retention, access, and preservation of records in alignment with CAO-established policies;

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

**SECTION 1: Designation of Chief Administrative Officer (CAO).** \_\_\_\_\_ is hereby designated as the CAO for Glen Canyon Special Service District of Big Water. The CAO shall establish, manage, and maintain an ongoing privacy and records management program consistent with Utah law and the Privacy Program Framework.

**SECTION 2: Appointment of Records Officer(s).** The CAO shall appoint the following Records Officer(s). \_\_\_\_\_. Records Officer(s) will implement and maintain privacy and records practices as detailed in the agency's privacy program and framework guidance.

#### **SECTION 3: Roles and Responsibilities.**

1. CAO Responsibilities: Develop and maintain formal privacy and records policies and procedures. Oversee their effective implementation throughout the agency. Report the CAO designation to the Division of Archives and Records Service (DARS), consistent with statute.

2. Records Officer Responsibilities: Manage care, maintenance, scheduling, classification, retention, disposal, access, and preservation of records. Execute all records and privacy policies established by the CAO.

**SECTION 4: Effective Date.** This resolution shall take effect immediately upon passage and adoption.

**PASSED AND ADOPTED** by Glen Canyon Special Service District of Big Water, Utah, this 19<sup>th</sup> day of November, 2025.

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

Jennie Lassen

Graydon Meeks

Jim Lybarger

Luke McConville

Jim Loyd

Glen Canyon Special Service  
District of Big Water,

By:

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Jennie Lassen, Chairperson

Attest:

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Stephanie Burkett, Clerk

Resolution 2025-14- Appointing CAO/ Records Officer for GCSSD of Big Water



## Glen Canyon Special Service District of Big Water (GCSSD)

### Privacy Program Policy

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Effective Date:

Revised Date:

Sunset/Next Review Due:

Approved By:

#### References/Authority:

Division of Archives and Records Services (DARS) at [Utah Code § 63A-12-100 et seq.](#);  
Government Data Privacy Act (GDPA) at [Utah Code § 63A-19-101 et seq.](#);

Government Records Access and Management Act (GRAMA) at [Utah Code § 63G-2-101 et seq.](#);  
and

[Management of Records and Access to Records at [Utah Administrative Code R13-2.](#)]

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## 1. Purpose

This policy serves to document GCSSD's privacy program, which includes policies, practices, and procedures for the processing of personal data in accordance with Utah's Governmental Data Privacy Act (GDPA) and in accordance with [Utah Code § 63A-19-401\(2\)\(a\)](#), and which aligns with the records management and data governance requirements provided in both GRAMA and DARS. Where applicable, this policy will refer to other documents, such as a Privacy Framework for GCSSD, and may refer to more specific or detailed policy, procedures, or guidance that address a particular practice that GCSSD has developed. This Policy will address the types of personal data that could be collected, how that data can be used, how long it is retained and under what circumstances it could be disclosed. It will also outline individual's rights with regard to their own data.

## 2. Guiding Principles

This policy consolidates privacy practices, outlines governance roles and responsibilities, and ensures compliance with generally applicable records management, data protection, and data privacy obligations. It is designed to safeguard individual privacy rights, promote transparency, maintain the integrity and security of personal data, and ensure accountability across the GCSSD. This policy is meant to guide further alignment of GCSSD's administrative activities with the State Data Privacy Policy as detailed in [Utah Code § 63A-19-102](#). GCSSD collects the minimum necessary data to provide services. Often, this will be no data at all or will be only data that individuals choose to share in order to receive information or certain services. Any personal data

that is collected will be stored securely and released only under the conditions outlined within the policy, which will normally be with the individual's express consent.

### **3. Scope**

This policy applies to all GCSSD employees involved in the management, creation, and maintenance of records or who have access to personal data as part of their job duties. This policy also applies to all contractors of the GCSSD that process or have access to personal data as a part of the contractor's duties under an agreement with the District pursuant to [Utah Code § 63A-19-401\(4\)](#).

### **4. Definitions:**

"Appointed Records Officer" (ARO) means the individual appointed by the chief administrative officer of each governmental entity, to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.<sup>1</sup>

"Classification," "classify," and their derivative forms mean determining whether a record series, record, or information within a record is public, private, controlled, protected, or exempt from disclosure under [Subsection § 63G-2-201\(3\)\(b\)](#).<sup>2</sup>

"Cookie" means "Technology that records a user's information and activity when the user accesses websites. Cookies are used by website owners, third parties, and sometimes threat actors to gather user data."<sup>3</sup>

"Data breach" means the unauthorized access, acquisition, disclosure, loss of access, or destruction of personal data held by a governmental entity, unless the governmental entity concludes, according to standards established by the Cyber Center, that there is a low probability that personal data has been compromised."<sup>4</sup>

"Designation," "designate," and their derivative forms mean indicating, based on a governmental entity's familiarity with a record series or based on a governmental entity's review of a reasonable sample of a record series, the primary classification that a majority of records in a record series would be given if classified and the classification that other records typically present in the record series would be given if classified.<sup>5</sup>

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<sup>1</sup> [Utah Code § 63G-2-103\(27\)](#)

<sup>2</sup> [Utah Code § 63G-2-103\(3\)](#)

<sup>3</sup> Cybersecurity & Infrastructure Security Agency, Project Upskill Glossary. Last visited 1/14/2025 at: <https://www.cisa.gov/resources-tools/resources/project-upskill-glossary>

<sup>4</sup> Utah Code § 63A-19-101(4)

<sup>5</sup> [Utah Code § 63G-2-103\(7\)](#)

“Device fingerprinting” means collecting attributes of a user’s device configurations to create a trackable profile for the device.

“Individual” means a human being.<sup>6</sup>

“Key logger” means “a program designed to record which keys are pressed on a computer keyboard...”<sup>7</sup>

“Personal data” means information that is linked or can be reasonably linked to an identified individual or an identifiable individual.<sup>8</sup> It corresponds to “Personally Identifiable Information” as commonly used in federal policy and regulation.

“Processing activity” means any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, access, retrieval, consultation, use, disclosure by transmission, transfer, dissemination, alignment, combination, restriction, erasure, or destruction.<sup>9</sup>

“Record” means the same as that term is defined at [Utah Code § 63G-2-103\(25\)](#).<sup>10</sup>

“Record series” means a group of records that may be treated as a unit for purposes of designation, description, management, or disposition.<sup>11</sup>

“Schedule,” “scheduling,” and their derivative forms mean the process of specifying the length of time each record series should be retained by a governmental entity for administrative, legal, fiscal, or historical purposes and when each record series should be transferred to the state archives or destroyed.<sup>12</sup> A “retention schedule” is the encapsulation of the known record series held by an entity along with the retention and disposal requirements associated with each record series as set forth by statute, regulation and/or policy.

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<sup>6</sup> [Utah Code § 63G-2-103\(13\)](#)

<sup>7</sup> National Institute of Standards and Technology, Computer Security Resource Center, Glossary. Last visited 1/14/2025, at:

[https://csrc.nist.gov/glossary/term/key\\_logger#:~:text=Definitions%3A,NIST%20SP%20800%2D82r3](https://csrc.nist.gov/glossary/term/key_logger#:~:text=Definitions%3A,NIST%20SP%20800%2D82r3)

<sup>8</sup> [Utah Code § 63A-19-101\(13\)](#)

<sup>9</sup> [Utah Code § 63A-19-101\(14\)](#)

<sup>10</sup> Only the citation to the definition of “record” is provided here due to the length of the definition.

<sup>11</sup> [Utah Code § 63G-2-103\(26\)](#)

<sup>12</sup> [Utah Code § 63G-2-103\(28\)](#)

## 5. Governance

### 5.1. Chief Administrative Officers (CAOs)

- A. The District Board shall designate one or more individuals to serve as a chief administrative officer (CAO) of the District in fulfilling the duties outlined in [Utah Code § 63A-12-103](#).
- B. The District Board may assign responsibility for the duties outlined in [Utah Code § 63A-12-103](#) to one, or among several, CAOs as the Executive Director sees fit.
- C. The designation of the CAO(s) shall be reported to the Utah Division of Archives and Records Services (Archives) within 30 days of the designation.
- D. If responsibility for the duties outlined in [Utah Code § 63A-12-103](#) are divided between more than one CAO, such specification should be reported to Archives along with the designation.
- E. The designation of, and responsibilities assigned to, a CAO shall be reviewed and confirmed by the District on an annual basis.

### 5.2. Appointed Records Officers (AROs)

- A. Designated CAO(s) shall appoint one or more individuals to serve as records officers in fulfilling the duties of working with Archives and the Office of Data Privacy in the care, maintenance, scheduling, disposal, classification, designation, access, privacy, and preservation of records.<sup>13</sup>
- B. A designated CAO may assign responsibility for the duties of appointed records officers to one, or among several, officers as the CAO deems appropriate.
- C. The appointment of records officers shall be reported to Archives within 30 days of the appointment.
- D. If responsibility for the duties of appointed records officers are divided between more than one officer, such specification should be reported to Archives along with the appointment.
- E. The appointment of, and responsibilities assigned to, a records officer shall be reviewed and confirmed by the District on an annual basis.

## 6. Records Series

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<sup>13</sup> [Utah Code § 63A-12-103\(2\)](#)

## **6.1. Records and Records Series**

- A. GCSSD shall periodically inventory data in its systems to be able to create and maintain records and records series in accordance with the requirements provided in DARS and GRAMA in addition to correlated guidance issued by Archives.
- B. GCSSD shall appropriately designate and classify any records identified during inventorying and any associated records series in accordance with the requirements provided in DARS and GRAMA.
- C. CAO(s) or designee shall be responsible for submitting a proposed retention schedule for each type of material defined as a record under GRAMA to the state archivist for review and final approval by the Records Management Committee (RMC).
- D. Upon approval by the RMC, GCSSD shall maintain and dispose of records in strict accordance with the approved retention schedule. In instances where GCSSD has not received an approved retention schedule for a specific type of record, the general retention schedule maintained by the state archivist shall govern the retention and disposition of those records.

# **7. Awareness & Training**

## **7.1. Departmental Data Privacy Training**

- A. The CAO of GCSSD shall ensure that all employees that have access to personal data as part of the employee's work duties complete a data privacy training program within 30 days after beginning employment and at least once in each calendar year.
- B. The CAO of GCSSD is responsible for monitoring completion of data privacy training by the District's employees.

## **7.2. Agency-Specific Training**

- A. As needed

## **7.3. Appointed Records Officer Training and Certification**

- A. The CAO of GCSSD shall ensure that, on an annual basis, all appointed records officers successfully complete online training on the provisions of GRAMA and obtain certification from Archives in accordance with [Utah Code § 63A-12-110](#).

- B. The CAO of GCSSD shall, on an annual basis, review and confirm the certification status of all appointed records officers.
- C. GRAMA Access AROs: AROs who handle GRAMA transparency responsibilities are required to complete the GRAMA transparency training and obtain certification from Archives in accordance with [Utah Code § 63A-12-110](#).
- D. Records Management and Privacy AROs: AROs specializing in records management or privacy are required to complete both records management and GRAMA transparency training, as well as obtain the corresponding certifications.

## 8. Identify

### 8.1. Inventorying

- A. The CAO of GCSSD shall maintain a comprehensive inventory of:
  - a. All IT systems that may process state or federal data, if any, which the state owns or is responsible for, using the standard process that DTS provides.<sup>14</sup>
  - b. All records and record series that contain personal data and the types of personal data included in the records and record series.<sup>15</sup>
  - c. All processing activities.

### 8.2. Information Technology Privacy Impact Assessment

- A. The CAO of GCSSD shall ensure that GCSSD completes a Privacy Impact Assessment (PIA) for all IT systems that may process personal data prior to the initiation of data processing in the IT system as required under [DTS Information Security Policy 5000-0002](#). Privacy Impact Assessments ensure that all practices that impact personal data have been identified, classified, and appropriately protected on an ongoing basis.
- B. The responsible CAO shall use the PIA template that is created and maintained by the Chief Privacy Officer and which is approved by the Chief Information Officer pursuant to [DTS Information Security Policy 5000-0002](#).
- C. CAOs must maintain a copy of each completed assessment for a period of four years to provide audit documentation and ensure accountability in privacy practices.

## 9. Transparency

<sup>14</sup> DTS [Information Security Policy 5000-0002](#), section 2.4.2.1

<sup>15</sup> Utah Code §§ [63A-12-104](#) and [63A-12-115](#)

## **9.1. Website Privacy Policy**

- A. The CAO the GCSSD shall maintain privacy policies on their websites as outlined in [Utah Code § 63D-2-103](#) and [Utah Admin. Code R895-8](#).
- B. The CAO the GCSSD shall ensure that personal data related to a user of a District's website is not collected unless the District's website complies with [Utah Code § 63D-2-103\(2\)](#).
- C. The CAO of the GCSSD shall ensure that all websites of the GCSSD or its departments contain a privacy policy statement that discloses:
  - a. The identity of the governmental website operator;
  - b. How the governmental website operator may be contacted;
  - c. The personal data collected by the governmental entity;
  - d. The practices related to disclosure of personal data collected by the governmental entity and/or the governmental website operator; and
  - e. The procedures, if any, by which a user of a governmental entity may request:
    - i. Access to the user's personal data; and
    - ii. Access to correct the user's personal data.
  - f. A general description of the security measures in place to protect a user's personal data from unintended disclosure.

## **9.2. Privacy Notice**

- A. Employees shall only collect personal data from individuals if, prior to collection of the data, the GCSSD has provided a privacy notice to an individual asked to furnish personal data that complies with Utah Code §§ [63G-2-601\(2\)](#), [63A-19-402](#), [63D-2-103\(2\)-\(3\)](#), or other governing law, as applicable. This may include a notice developed in accordance with any template provided by the State Auditor or other agencies of jurisdiction.
- B. Such a personal data request privacy notice shall generally include<sup>16</sup>:
  - a. the record series that the personal data will be included in;
  - b. the reasons the person is asked to furnish the information;
  - c. the intended purposes and uses of the information;
  - d. the consequences for refusing to provide the information; and
  - e. the classes of persons and entities that currently:
    - i. share the information with the GCSSD; or
    - ii. receive the information from the GCSSD on a regular or contractual basis.

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<sup>16</sup> Utah Code §§ [63G-2-601\(2\)](#) and [63A-19-402](#).



## **10. Individual Requests**

- A. The CAO of the GCSSD shall ensure that the District has established appropriate processes and procedures that facilitate compliance with applicable governing law for handling the following privacy requests of individuals:
  - a. Individual's requests to access their personal data;
  - b. Individual's requests to amend or correct their personal data;
  - c. Individual's requests for an explanation of the purposes and uses of their personal data; and
  - d. At-risk governmental employee requests to restrict access to their personal data.
- B. The CAO of the GCSSD shall ensure that GCSSD has established processes for public access requests to inspect or copy the District's records, which are not requests from an individual to access their personal data.<sup>17</sup>
- C. The CAO of the GCSSD shall ensure that employees of GCSSD follow established business practices with respect to GRAMA.<sup>18</sup>

## **11. Processing**

### **11.1. Minimum Data Necessary**

- A. The CAO of the GCSSD shall ensure that all programs within GCSSD obtain and process only the minimum amount of personal data reasonably necessary to efficiently achieve a specified approved purpose.<sup>19</sup>
- B. The CAO of the GCSSD shall ensure that all programs within GCSSD regularly review their data collection practices to ensure compliance with the data minimization requirement.

### **11.2. Record and Data Sharing or Selling Policy**

- A. GCSSD will only share or disclose personal data when there is appropriate legal authority. The sale of personal data is prohibited unless required by law.

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<sup>17</sup> This is likely detailed in a specific Department policy.

<sup>18</sup> Dept. of Government Operations Internal Policy 01, Code of Conduct, Section 3.2 Managing Records and Information.

<sup>19</sup> [Utah Code § 63A-19-401\(2\)\(c\)](#).

- B. Data sharing must comply with GRAMA or other governing law and may include sharing with governmental entities, contractors, private providers, or researchers. Compliance with GRAMA or other governing law is contingent upon the purpose of the sharing, the parties involved, and the nature of the records.
- C. The CAO is required to report annually to the Chief Privacy Officer on personal data sharing and selling activities, including types of data shared, the legal basis for sharing, and the entities receiving this data.
- D. All contracts involving personal data must incorporate appropriate privacy protection terms. Written agreements for data sharing are recommended to ensure compliance with applicable laws and regulations.

### **11.3. Retention and Disposition of Records Containing Personal Data**

- A. Employees shall maintain, archive, and dispose of records—which includes all personal data—in accordance with the appropriate approved retention schedule.<sup>20</sup>
- B. Employees shall comply with all other applicable laws or regulations related to retention or disposition of specific personal data held by the GCSSD or by a particular operating unit or program of the GCSSD.

## **12. Information Security**

### **12.1. Incident Response**

- A. GCSSD adopts and follows the **DTS Cybersecurity Incident Response Plan** to manage and address all security incidents, including data breaches, and privacy violations.
- B. Employees shall report all suspected security incidents, including non-IT incidents such as unauthorized access to physical records, to the **Enterprise Information Security Office (EISO)**. Any additional agency-specific response measures for non-IT incidents are the responsibility of the CAO to develop and implement as appropriate.
- C. The CAO the GCSSD shall ensure compliance with all other applicable laws or regulations related to incident response and breach notification of specific personal data held by the GCSSD.

### **12.2. Breach Notification**

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<sup>20</sup> Utah Code §§ [63G-2-604\(1\)\(b\)](#) and [63A-19-404](#).

- A. Except in instances where a determination has been made that a release has a low probability of Compromising an individual, GCSSD is required to provide notice to an individual or the legal guardian of an individual, if the individual's personal data is affected by a data breach in accordance with [Utah Code § 63A-19-406](#).<sup>21</sup>
- B. The District is required to notify the Cyber Center and the state attorney general's office of a data breach affecting 500 or more individuals in accordance with [Utah Code § 63A-19-405](#). Departments that experience a data breach affecting fewer than 500 individuals must create and report an internal incident report in accordance with [Utah Code § 63A-19-405\(5\)](#). These requirements are in addition to any other reporting requirement to which the GCSSD may be subject.

## 13. Surveillance

### 13.1. Covert Surveillance

- A. Employees may not establish, maintain, or use undisclosed or covert surveillance of individuals unless permitted by law.<sup>22</sup>
- B. Employees are responsible for engaging with appropriate leadership for review—to include legal counsel where pertinent—of any activity that may be considered a type of surveillance.
- C. The CAO of the GCSSD shall ensure that all surveillance activities are documented and that a PIA for the activity has been completed.

### 13.2. Cookies, Fingerprinting, Key Loggers, and Tracking Technologies

GCSSD is committed to transparency and privacy protection for individuals that visit a website of GCSSD with regard to the use of any tracking technologies, including but not limited to cookies, device fingerprinting, key loggers, and other similar methods for monitoring or collecting information from website users.

#### A. Cookies

The use of cookies on GCSSD websites and digital services must comply with applicable privacy and security policies. Cookies should be limited to essential operational purposes, and any use of tracking or third-party cookies for analytics or similar functions must be disclosed clearly to users, with an option to consent where required by law.

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<sup>21</sup> [Utah Code § 63A-19-401\(2\)\(b\)](#).

<sup>22</sup> [Utah Code § 63A-19-401\(2\)\(f\)](#).

**B. Device Fingerprinting**

Device fingerprinting is prohibited.

**C. Key Loggers**

Key loggers are prohibited.

**D. Other Tracking Technologies**

The use of other tracking technologies, such as web beacons, pixel tags, or similar tools, is prohibited.

## **14. Related Documents**

- DTS Cybersecurity Incident Response Plan
- GCSSD policy on handling public records requests under GRAMA

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P.O. Box 4719  
Page AZ 86040-471919  
Customer Service (928) 645-3885  
RepublicServices.com/Support

#### Important Information

It's easy to go paperless! Sign up for Paperless Billing at RepublicServices.com and enjoy the convenience of managing your account anytime, anywhere, on any device.

NEW BUSINESS C.

Account Number	3-0516-0001745
Invoice Number	0516-000241462
Invoice Date	September 30, 2025
Previous Balance	\$475.25
Payments/Adjustments	-\$475.25
Current Invoice Charges	\$475.25

Total Amount Due	Payment Due Date
\$475.25	October 20, 2025

#### PAYMENTS/ADJUSTMENTS

Description	Reference	Amount
Payment - Thank You 09/10	1	-\$475.25

#### CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Big Water Transfer Station Transfer Station CSA A206509713				
Big Water, UT				
5 Waste Container 6 Cu Yd, On Call Service				
Pickup Service 08/24	Per David S	5.0000	\$95.05	\$475.25
CURRENT INVOICE CHARGES				\$475.25

X 5 pickups per year = 23760.25  
+ 1400.00 Lease + Bond  
\_\_\_\_\_  
39760.25  
÷ 25 containers = # 159.05  
per cont.

Simple account access at your fingertips.

Download the Republic Services app or visit  
RepublicServices.com today.



P.O. Box 4719  
Page AZ 86040-471919

Please Return This  
Portion With Payment

Total Amount Due	\$475.25
Payment Due Date	October 20, 2025
Account Number	3-0516-0001745
Invoice Number	0516-000241462

Total Enclosed

Return Service Requested



GLEN CANYON SSD OF BIG WATER  
PO BOX 410037  
BIG WATER UT 84741-2037

Make Checks Payable To:



REPUBLIC SERVICES #518  
PO BOX 60586  
CITY OF INDUSTRY CA 91718-0586

30516000174500000002414620000475250000475252

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## Glen Canyon SSD of Big Water

Budgeting Worksheet

51 Water Fund - 07/01/2025 to 11/12/2025

41.67% of the fiscal year has expired

Income or Expense	2022 Actual	2023 Actual	2024 Actual	2024 Budget	2025 Actual	Original Budget	Revised Budget	Worksheet Notes
<b>Income From Operations:</b>								
<b>Operating income</b>								
3100 Water service sales	214,633	216,429	324,011	264,806	105,878	286,200	286,200	
3101 Garbage income	78,343	86,930	92,219	84,000	31,257	90,000	90,000	
3121 Late fees	(1,330)	1,010	3,940	4,500	1,750	4,300	4,300	
3131 Water connection fees	18,231	6,554	75	1,000	30	100	100	
3147 Transfer Station Revenue	220	3,642	2,850	2,500	1,268	2,700	2,700	
3148 Backhoe Revenue	410	2,390	2,515	800	640	1,000	1,000	
3149 Other operating income	23	901	3,618	800	1,145	800	800	
3150 Water Grant revenues	0	39,300	21,160	78,000	0	0	0	
3152 Impact fees	18,308	4,658	2,329	4,000	0	2,300	2,300	
3160 Water interest earnings	14,966	21,684	22,025	21,000	7,919	16,000	16,000	
3180 Gain on sale of fixed assets	(23,387)	0	0	65,000	0	0	0	
3220 Water assessments	65,469	59,694	74,407	65,000	0	74,000	74,000	
3221 Delinquent Water Assessments	9,148	12,869	14,228	8,000	4,254	9,000	9,000	
<b>Total Operating income</b>	<b>394,933</b>	<b>456,061</b>	<b>563,378</b>	<b>534,406</b>	<b>154,141</b>	<b>486,400</b>	<b>486,400</b>	
<b>Operating expense</b>								
4010 Water salaries and wages	139,485	115,408	105,492	108,000	40,043	111,000	111,000	
4013 Water employee benefits	9,642	8,617	8,070	8,000	3,063	7,600	7,600	
4015 Water employee health insurance	20,111	38,178	39,731	39,731	10,442	37,000	37,000	
4016 Water employee retirement benefits	0	16,280	15,098	17,285	5,635	17,500	17,500	
4020 Water dues and subscriptions	976	2,978	1,505	1,600	578	1,400	1,400	
4021 Water public postings	358	0	1,531	300	0	1,500	1,500	
4022 Water travel, meals, lodging	2,156	4,076	5,088	4,000	1,612	6,800	6,800	
4023 Water education and training	1,155	2,635	2,672	3,200	850	4,000	4,000	
4030 Water office supplies & expenses	5,746	3,909	3,522	4,000	575	3,000	3,000	
4030 5 Attorney	9,040	2,470	892	2,000	0	2,000	2,000	
4031 Water postage and delivery	1,448	2,573	2,825	2,500	968	2,500	2,500	
4035 Water bank service charges	4,249	5,212	6,123	5,500	1,721	5,000	5,000	
4040 Water professional services	8,401	6,417	8,612	6,800	2,040	7,900	7,900	
4041 Water accounting and auditing	0	2,215	2,275	2,500	3,000	2,500	2,500	
4042 Water engineering	529	44,071	16,047	78,000	1,068	10,000	10,000	
4045 Water testing	1,003	218	2,121	2,400	120	1,000	1,000	
4049 Water Tools	521	1,369	1,366	1,500	20	2,000	2,000	
4050 Water system maintenance and repairs	19,538	20,691	7,867	22,400	2,696	20,000	20,000	
4050 5 Impact Fee Expenditures	20,375	21,682	0	0	0	0	0	
4051 Water system equipment	19,161	20,100	6,661	15,000	50	15,000	15,000	
4052 Water contract labor	2,508	2,083	1,001	2,000	2,850	7,700	7,700	
4055 Water lease and ROW	3,040	3,115	2,515	3,100	0	2,600	2,600	
4060 Water building maintenance	397	1,357	2,694	500	0	500	500	
4064 Backhoe Maintenance	496	655	3,497	800	35	2,000	2,000	
4065 Water vehicle repairs	656	346	174	500	317	1,000	1,000	
4066 Water fuel expense	6,893	3,444	2,656	3,700	939	2,400	2,400	
4067 Water utilities	20,113	22,196	25,766	20,000	6,918	23,000	23,000	
4068 Garbage Collections	78,644	82,967	77,600	28,064	85,000	85,000	85,000	
4069 Transfer Station expense	0	2,090	1,051	2,500	2,500	2,500	2,500	

**Glen Canyon SSD of Big Water**  
**Budgeting Worksheet**  
**51 Water Fund - 07/01/2025 to 11/12/2025**  
**41.67% of the fiscal year has expired**

	2022 Actual	2023 Actual	2024 Actual	2024 Budget	2025 Actual	Original Budget	Revised Budget	Worksheet Notes
4069 5 Transfer Station Lease	0	0	600	1,600	1,600	1,600	1,600	
4070 Water property, lab. insurance	429	1,884	6,996	6,500	7,805	7,000	7,000	
4095 Water depreciation expense	65,348	69,529	71,255	68,420	17,814	71,250	71,250	
4098 Water interest expense	22,670	21,999	21,289	23,000	0	22,000	22,000	
4301 Miscellaneous Expenses	0	602	425	0	82	150	150	
<b>Total Operating expenses</b>	<b>455,396</b>	<b>529,041</b>	<b>461,001</b>	<b>534,406</b>	<b>141,955</b>	<b>486,400</b>	<b>486,400</b>	
<b>Total Income From Operations:</b>	<b>(60,463)</b>	<b>(72,980)</b>	<b>102,376</b>	<b>0</b>	<b>12,186</b>	<b>0</b>	<b>0</b>	
<b>Total Income or Expense</b>	<b>(60,463)</b>	<b>(72,980)</b>	<b>102,376</b>	<b>0</b>	<b>12,186</b>	<b>0</b>	<b>0</b>	

**4.04.010 Municipal Rates And Fees**

Description	Fee
Transfer Station	* All loads are subject to inspection --- Costs may vary
Green Waste (ie. Brush, weeds, yard debris, tree limbs etc.)	\$0
Truck Bed	\$30/load*
Trailer	\$60/load*
XL Loads (larger than a trailer)	*Fee determined upon inspection*
Mattress	\$25
Couch	\$30
Refrigerator	\$40
Appliances (washer, dryer, stove, water heater etc.)	\$30
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## Seller Financing Information

Josh Espinoza <josh@genuineutah.com>

Fri, Nov 14, 2025 at 3:50 PM

To: Glen Canyon Special District Of Big Water <sburkett@bigwaterut.gov>, Graydon Meeks >, Jennie Lassen <

Hello Everyone,

I wanted to outline the pro's and con's of seller financing to understand the alternatives options we have in selling the two parcels currently listed.

Please do consider I am not a legal professional and the following is my experience with Seller Financing.

Attached are the approved Utah provided forms for conducting a seller financing transaction as well as the form for the Buyer's financial information.

The terms of seller financing are negotiable including the amount required for the deposit, interest rate, and the length of the financing term. In this scenario we can work with the buyer to find a happy medium where we all agree to a deal or set strict requirements on the terms we are willing to accept a seller financing offer.

### The Deposit

In most transactions Earnest Money will be deposited and held up until the due diligence period. Thereafter, the earnest money will be used for the purchase or released to the buyer/seller depending on the instructions on the Real Estate Purchase Contract.

For seller financing an additional deposit can be collected/negotiated to be collected at the closing/settlement of the transaction. This deposit can be negotiated as non refundable and used to reduce the amount of financing requested.

### Terms

As mentioned above the amount of the deposit required, interest rate, fees, and length of the term is all negotiable. Seller financing will have a Due-On-Sale clause and/or Balloon payment, whereas the buyer must come up with the remaining principal balance either after the resale of the property or agreed length of the financing term.

### For Example

If the seller financing term is 12 months and the principal balance is \$50,000 at the end of those 12 months, the buyer will need to provide you (The Seller) the remaining funds to complete the purchase.

### Default

If the buyer defaults on the loan, you (The Seller) will retain the deposit and all collected funds from the purchase as well as the property at it's current condition. Legal processes of a default on average can take 6 months and may vary.

### Process

The process of a Seller Financing purchase requires more involvement. Much like securing a traditional loan, you (The Seller) will be required to set up an escrow account for payments to be collected and distributed. The Seller shall also provide at Settlement an amortization schedule, written disclosures of the total interest the buyer will pay, and the annual percentage rate on the Note based on loan closing cost (as described in section 2.1 Late Payment/Prepayment).

#### Risk

Buyer - The buyer's risk will be that any improvements or changes to the property that they have funded will not be returned to them should they default. A buyer is committed to the Seller Financing Terms and must be able to comply with those terms or otherwise forfeit the property and funds contributed.

Seller - The seller runs the risk that a buyer may default on the property and will retain the property and be responsible for any changes made to the property (Good or Bad) and once again be responsible for the property. If the Seller has been authorized to engage in Seller Financing and has a mortgage on the property, it is the Seller's responsibility to maintain payments towards their mortgage in the event a Buyer falls behind on their payments, or risk defaulting themselves, this is not a risk if the property is owned "free and clear". The Seller may need to go through the legal process of foreclosing on the property if a buyer should default.

#### Benefits

Buyer - The buyer may be able to purchase the property without needing the full amount of the purchase price in cash, may acquire a lower interest rate outside of traditional financing and/or can negotiate more favorable terms that would not be accepted through traditional lending.

Seller - The seller has an opportunity to earn additionally through interest of the financing, can acquire a buyer who otherwise may not have been able to purchase the property through traditional lending, has the added security of acquiring the funds of the transaction and retaining the property should the buyer default.

I hope this overview provides some perspective and can help the board in deciding if seller financing is an option worth exploring.

Please do not hesitate to reach out if there is anything you'd like to discuss.

It's been my pleasure to represent you in selling this property!

--

## JOSH ESPINOZA

**REAL ESTATE PROFESSIONAL**

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**GENUINE**  
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REAL ESTATE

# New BUSINESS E.

**Glen Canyon SSD of Big Water**  
**Operational Budget Report**  
**51 Water Fund - 07/01/2025 to 11/13/2025**  
**41.67% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
<b>Income or Expense</b>					
<b>Income From Operations:</b>					
<b>Operating income</b>					
3100 Water service sales	153,821.82	0.00	105,878.45	286,200.00	36.99%
3101 Garbage income	38,407.26	(30.12)	31,257.15	90,000.00	34.73%
3121 Late fees	1,730.00	0.00	1,750.00	4,300.00	40.70%
3131 Water connection fees	30.00	0.00	30.00	100.00	30.00%
3147 Transfer Station Revenue	1,585.00	115.00	1,347.50	2,700.00	49.91%
3148 Backhoe Revenue	795.00	0.00	640.00	1,000.00	64.00%
3149 Other operating income	2,938.32	0.00	1,144.96	800.00	143.12%
3150 Water Grant revenues	8,882.50	0.00	0.00	0.00	0.00%
3152 Impact fees	0.00	0.00	0.00	2,300.00	0.00%
3160 Water Interest earnings	8,457.44	0.00	7,918.69	16,000.00	49.49%
3220 Water assessments	5,757.06	0.00	0.00	74,000.00	0.00%
3221 Delinquent Water Assessments	2,121.47	0.00	4,254.39	9,000.00	47.27%
<b>Total Operating income</b>	<b>224,526.87</b>	<b>84.88</b>	<b>154,221.14</b>	<b>486,400.00</b>	<b>31.71%</b>
<b>Operating expense</b>					
4010 Water salaries and wages	43,676.85	11,562.99	47,712.65	111,000.00	42.98%
4013 Water employee benefits	3,341.26	355.37	3,120.88	7,600.00	41.06%
4015 Water employee health insurance	13,248.92	6,961.00	17,402.50	37,000.00	47.03%
4016 Water employee retirement benefits	6,649.37	659.19	5,742.00	17,500.00	32.81%
4020 Water dues and subscriptions	624.89	0.00	578.36	1,400.00	41.31%
4021 Water public postings	151.00	0.00	0.00	1,500.00	0.00%
4022 Water travel, meals, lodging	3,451.86	1,621.64	2,068.06	6,800.00	30.41%
4023 Water education and training	1,767.46	0.00	850.00	4,000.00	21.25%
4030 Water office supplies & expenses	1,148.51	527.15	1,102.09	3,000.00	36.74%
4030.5 Attorney	637.00	0.00	0.00	2,000.00	0.00%
4031 Water postage and delivery	1,357.58	0.00	967.94	2,500.00	38.72%
4035 Water bank service charges	2,069.47	349.21	2,070.62	5,000.00	41.41%
4040 Water professional services	3,814.78	0.00	2,039.90	7,900.00	25.82%
4041 Water accounting and auditing	2,275.00	0.00	3,000.00	2,500.00	120.00%
4042 Water engineering	14,440.72	0.00	1,067.50	10,000.00	10.68%
4045 Water testing	1,851.00	0.00	120.00	1,000.00	12.00%
4049 Water Tools	306.53	66.80	86.83	2,000.00	4.34%
4050 Water system maintenance and repairs	6,132.68	331.72	3,027.94	20,000.00	15.14%
4051 Water system equipment	6,482.25	0.00	49.71	15,000.00	0.33%
4052 Water contract labor	422.49	0.00	2,850.00	7,700.00	37.01%
4055 Water lease and ROW	0.00	0.00	0.00	2,600.00	0.00%
4060 Water building maintenance	0.00	73.12	73.12	500.00	14.62%
4064 Backhoe Maintenance	1,652.35	0.00	35.00	2,000.00	1.75%
4065 Water vehicle repairs	0.00	0.00	316.87	1,000.00	31.69%
4066 Water fuel expense	1,097.96	0.00	939.08	2,400.00	39.13%
4067 Water utilities	11,215.91	519.76	7,437.91	23,000.00	32.34%
4068 Garbage Collections	34,205.60	0.00	28,063.76	85,000.00	33.02%
4069 Transfer Station expense	793.35	0.00	1,050.50	2,500.00	42.02%
4069.5 Transfer Station Lease	600.00	0.00	1,600.00	1,600.00	100.00%
4070 Water property, liab. insurance	6,827.63	0.00	7,804.80	7,000.00	111.50%
4095 Water depreciation expense	29,689.50	0.00	17,813.70	71,250.00	25.00%
4098 Water interest expense	0.00	0.00	0.00	22,000.00	0.00%
4301 Miscellaneous Expenses	0.00	0.00	82.00	150.00	54.67%
<b>Total Operating expense</b>	<b>199,931.92</b>	<b>23,027.95</b>	<b>159,073.72</b>	<b>486,400.00</b>	<b>32.70%</b>
<b>Total Income From Operations:</b>	<b>24,593.95</b>	<b>(22,943.07)</b>	<b>(4,852.58)</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Income or Expense</b>	<b>24,593.95</b>	<b>(22,943.07)</b>	<b>(4,852.58)</b>	<b>0.00</b>	<b>0.00%</b>

**Glen Canyon SSD of Big Water**  
**Check Register**

**All Bank Accounts - 10/01/2025 to 10/31/2025**

Payer Name	Reference Number	Invoice Number	Invoice Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Utah State Tax Commission	9999	PR083125-3161	09/02/2025	10/02/2025	152.65	State Income Tax	512221 - FICA, Med, FWI payable	
Utah State Tax Commission	9999	PR091425-3161	09/15/2025	10/02/2025	148.28	State Income Tax	512221 - FICA, Med, FWI payable	
Utah State Tax Commission	9999	PR092825-3161	09/28/2025	10/02/2025	151.55	State Income Tax	512221 - FICA, Med, FWI payable	
EFTPS	EFT	10022025	10/02/2025	10/02/2025	-7.2000	Refund of Overpayment to EFTPS	511560 - Suspense	
REPUBLIC SERVICES #516	EFT Crd	0516-000241462	10/02/2025	10/02/2025	475.25	Transfer station pick up 9/24/2025	514069 - Transfer Station expense	
Vecordyne	2851		10/09/2025	10/02/2025	316.87	1 LT27570R17 Tire for Water Operator Truck	514065 - Water vehicle repairs	
WEX FLEET	EFT	107893095	10/02/2025	10/02/2025	285.99	Sept Water Operator Fuel	514066 - Water fuel expense	
AMERICAN EXPRESS PAYMENT TECH FEE	EFT	10032025	10/03/2025	10/03/2025	11.18	Amex	514035 - Water bank service charges	
Badger Meter	EFT	10032025	10/03/2025	10/07/2025	116.68	CARD FEES	514030 - Water professional services	
YONGES BILL PAY	EFT	60211311	10/06/2025	10/06/2025	366.30	September meter read services	514035 - Water bank service charges	
		INV-XPR028285			334.18	September services		
		Refund	10/09/2025	10/09/2025	1,389.83	Hydro4 Meter		
Little's Diesel Service	2080	356601	10/09/2025	10/09/2025	165.00	Service Call for the Backhoe	51311 - Accounts receivable	
REPUBLIC SERVICES #516	2082	0516-000241518	10/09/2025	10/09/2025	196.84	September can credits - 7 cans credited	514064 - Backhoe Maintenance	
Chemtech-Ford LLC	EFT	2510843-2510845	10/09/2025	10/09/2025	6,917.52	October Residential Services	514068 - Garbage Collections	
EFTPS	EFT	9999	10/15/2025	10/15/2025	90.00	September water sample testing	514068 - Garbage Collections	
EFTPS	EFT	9999	PR101225-3160	10/15/2025	110.36	Medicare Tax	514045 - Water testing	
EFTPS	EFT	9999	PR101225-3160	10/15/2025	220.59	Federal Income Tax	512221 - FICA, Med, FWI payable	
EFTPS	EFT	9999	PR101225-3160	10/15/2025	471.82	Social Security Tax	512221 - FICA, Med, FWI payable	
LAKE POWELL BOAT STORAGE	EFT	2084	PR9 ID# 2090138	10/15/2025	201.95	October Water Sample Shipping	512221 - FICA, Med, FWI payable	
Utah Retirement Systems	9999	PR101225-3150	10/15/2025	10/20/2025	15.11	Roth IRA	512223 - Retirement and 401k payable	
Utah Retirement Systems	9999	PR101225-3150	10/15/2025	10/20/2025	155.66	Retirement	512223 - Retirement and 401k payable	
GARKANE	DEBIT CRD	PR101225-3150	10/15/2025	10/15/2025	371.50	401K	512223 - Retirement and 401k payable	
GARKANE	DEBIT CRD	PR101225-3150	10/15/2025	10/16/2025	1,016.40	North Well Power - Sept 2025	514065 - Water utilities	
USPS	2085	Oct 2025-2 Rolls	10/16/2025	10/16/2025	469.44	South Well Power - Sept 2025	514067 - Water utilities	
REDD'S ACE HARDWARE	147767	147767	10/22/2025	10/22/2025	156.00	2 Rolls of stamps for October Billing	514031 - Water postage and delivery	
ZIONS BANK	EFT	10/22/2025	10/22/2025	10/22/2025	97.48	2 hose flexogen 100'	514049 - Water Tools	
Kamball & Roberts	EFT	2086	GCSSD 2025 AU	10/23/2025	72.30	2 BANK FEES	514035 - Water bank service charges	
LAKE POWELL BOAT STORAGE	2087	pk9 id# 20901382	10/23/2025	10/28/2025	3,000.00	June 30, 2025 AUP and Accounting	512223 - Retirement and 401k payable	
EFTPS	2089	PR102825-3160	10/27/2025	10/30/2025	195.18	Shipping for October sample retest	514031 - Water postage and delivery	
EFTPS	9999	PR102825-3160	10/27/2025	10/30/2025	110.40	Medicare Tax	514031 - Water postage and delivery	
EFTPS	9999	PR102825-3160	10/27/2025	10/30/2025	224.43	Federal Income Tax	514049 - Water Tools	
EFTPS	9999	PR102825-3160	10/27/2025	10/30/2025	472.08	Social Security Tax	514035 - Water bank service charges	
Utah Retirement Systems	9999	PR102825-3150	10/27/2025	10/30/2025	157.00	Roth IRA	514041 - Water accounting and audit	
Utah Retirement Systems	9999	PR102825-3150	10/27/2025	10/30/2025	157.00	Retirement	514031 - Water postage and delivery	
Utah Retirement Systems	9999	PR102825-3150	10/27/2025	10/30/2025	374.71	401K	512221 - FICA, Med, FWI payable	
Walmart	2088	10/27/2025	10/28/2025	10/28/2025	37.53	Community office candy	512223 - Retirement and 401k payable	
PAGE LUMBER	2510-032427	10/28/2025	10/29/2025	10/29/2025	36.85	Coupling, hose bib, drain boiler for south well	514030 - Water office supplies & expense	
Utah Local Governments Trust	EFT	M1622802	10/30/2025	10/30/2025	94.00	Work comp payroll audit adjustment	514050 - Water system maintenance a	
Chemtech-Ford, LLC	EFT	10302025	10/30/2025	10/30/2025	3.00	paper fee	514070 - Water property, lab, insurance	
		October testing	10/31/2025	10/31/2025	90.00	October water sample testing	514035 - Water bank service charges	
					\$12,415.45			

(23)

**Glen Canyon SSD of Big Water**  
**General Ledger - 10/1/2025 to 10/31/2025**  
**Wages/ Benefits/ Retirement**

Account	Date	Code	Description	Debit	Credit	Balance
<b>51 4010 - Water salaries and wages</b>						<b>\$28,537.57</b>
10/12/2025	PR		Gross Pay	3,805.02		32,342.59
10/26/2025	PR		Gross Pay	3,807.07		36,149.66
10/31/2025	AP		INV: October 2025 Payroll BIG WATER MUNICIPAL CORPORATION - October Treasurer Gross Payl	751.74		36,901.40
					<b>\$8,363.83</b>	<b>\$36,901.40</b>
					<b>Budgeted Amount:</b>	<b>\$111,000.00</b>
					<b>Budget Balance:</b>	<b>\$74,098.60</b>
<b>51 4013 - Water employee benefits</b>						<b>\$2,183.18</b>
10/12/2025	PR		Social Security Tax	235.91		2,419.09
10/12/2025	PR		Medicare Tax	55.18		2,474.27
10/26/2025	PR		Social Security Tax	236.04		2,710.31
10/26/2025	PR		Medicare Tax	55.20		2,765.51
10/31/2025	AP		INV: October 2025 Payroll BIG WATER MUNICIPAL CORPORATION - October Treasurer SS/ Med tax	57.50		2,823.01
					<b>\$639.83</b>	<b>\$2,823.01</b>
					<b>Budgeted Amount:</b>	<b>\$7,600.00</b>
					<b>Budget Balance:</b>	<b>\$4,776.99</b>
<b>51 4015 - Water employee health insurance</b>						<b>\$10,441.50</b>
					<b>Budgeted Amount:</b>	<b>\$37,000.00</b>
					<b>Budget Balance:</b>	<b>\$26,558.50</b>
<b>51 4016 - Water employee retirement benefits</b>						<b>\$4,023.94</b>
10/12/2025	PR		Retirement	155.66		4,179.60
10/12/2025	PR		401K	371.50		4,551.10
10/26/2025	PR		Retirement	157.00		4,708.10
10/26/2025	PR		401K	374.71		5,082.81
10/31/2025	AP		INV: October 2025 Payroll BIG WATER MUNICIPAL CORPORATION - October Treasurer Retirement	106.67		5,189.48
					<b>\$1,165.54</b>	<b>\$5,189.48</b>
					<b>Budgeted Amount:</b>	<b>\$17,500.00</b>
					<b>Budget Balance:</b>	<b>\$12,310.52</b>
<b>Report Total:</b>				<b>\$10,169.20</b>	<b>\$0.00</b>	<b>\$55,355.39</b>

**Glen Canyon SSD of Big Water  
Cash Summary  
All Bank Accounts as of 11/13/2025**

Description	Amount
Checking - Zions GCSSD	\$38.65
PTIF 0670 Loan	\$65,522.82
PTIF 1417 Impact Fees	\$13,174.36
PTIF 1733 Bond Fund	\$73,617.62
PTIF 8981 Capitol Improvements	\$260,651.45
PTIF 9046 General	\$160,403.00
Water Cash	(\$17.60)
Xpress Bill Pay Clearing	\$4,047.82
UNDEPOSITED PAYMENTS	\$7,942.10
<b>General Ledger Cash Total:</b>	<b>\$585,380.22</b>