

**BIG WATER MUNICIPAL  
TOWN COUNCIL  
REGULAR MEETING  
AGENDA**

Wednesday November 19, 2025  
60 N Aaron Burr, Big Water, Utah 84741  
6:30pm Work Session  
7:00pm Meeting

**WORK SESSION**

**CALL TO ORDER—**

- 1. ROLL CALL- Council Members in Attendance:** Mayor- | Council Members- | Absent-
- 2. DISCUSSION ON AGENDA ITEMS—**
- 3. ADJOURN—**

**MEETING**

**CALL TO ORDER—**

- 1. ROLL CALL— Council Members in Attendance:** Mayor- | Council Members- | Absent-
- 2. PLEDGE OF ALLEGIANCE—** Mayor leads Pledge of Allegiance
- 3. STATEMENT OF CONFLICT—**
- 4. APPROVAL OF OCTOBER MEETING MINUTES—**
- 5. MAYOR, COUNCIL, AND DEPARTMENT REPORTS—**

- **Mayor:**
- **Council:**
  - **GCSSD; Jennie Lassen:**
  - **Parks & Recreation; Jennie Lassen:**
  - **Planning & Zoning; Luke McConville:**
  - **Public Safety; Jim Lybarger:**
- **Fire Chief:**
- **Marshal:**
- **Planning & Zoning Administrator; Denise Wood:**
- **Treasurer:**

- 7. CITIZEN COMMENTS -** Citizens are given a reasonable amount of time to comment—

**8. OLD BUSINESS –**

- a) Discussion and Possible Action on Annexation & Expansion of Town Boundaries—**
- b) Discussion and Possible Action on Adopting Big Water Municipal Privacy Policy—**
- c) Discussion and Possible Action on Adopting Resolution 2025-21 Appointing the Mayor as Big Water Municipal's Chief Administrative Officer, And the Town Clerk as the Records Officer In Compliance with the Government Data Privacy Act (GDPA)—**

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**9. NEW BUSINESS**

- a) Discussion and Possible Action on Appreciation Pay Approval —
- b) Discussion and Possible Action on Adopting Resolution 2025-22 Amendment to Resolution 2025-12 - Establishing the Big Water Recreation & Enhancement Board - to clarify member qualifications and requirements —

**10. FINANCIAL REPORTS AND CHECK REGISTER—**

**11. POSSIBLE CLOSED SESSION—** Legal Business; Litigation; Land purchase; Personnel business; or items as described under Utah State Code Utah Code 52-4-205— None

**12. RETURN TO REGULAR MEETING—**

- a) Discussion and Possible Action on Closed Session—

**13. ADJOURNMENT—**

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DRAFT MINUTES**

**Wednesday October 22, 2025  
60 N Aaron Burr, Big Water, Utah 84741  
6:30pm Work Session  
7:00pm Meeting**

**WORK SESSION**

**CALL TO ORDER— 6:53pm**

**1. ROLL CALL- Council Members in Attendance:** Mayor- David Schmuker | Council Members- Jim Loyd, Jim Lybarger, Luke McConville, Jennie Lassen | Absent- None

**2. DISCUSSION ON AGENDA ITEMS—** Lassen- Asks for update on meeting with LAA R. Carter regarding annexation. Roger Carter previously met with the Council regarding annexation cost estimates. SITLA (School and Institutional Trust Lands Administration) would be the only affected landowner in the proposed annexation area. Legal clarification is pending on whether national recreation area land can be annexed. Historical land swaps between BLM and SITLA were reviewed. The Council confirmed that SITLA eventually upheld prior BLM recreation leases with the Town.

Discussion of Procurement Policy Amendment (Ordinance 15-2025)-The Council reviewed an amendment to Section 2.05.040 of the Procurement Policy, adding language to exclude routine recurring monthly expenses (utilities, rent, subscriptions, office supplies) from requiring a purchase order.

Amendment only adds clarification; no other sections changed. Council agreed to move the item to a regular meeting for action.

Discussion on the Privacy Policy Compliance issue-The Council reviewed the proposed Big Water Municipal Privacy Policy to comply with the Government Data Privacy Act (GDPA), effective December 31, 2025. Template provided by Five County Association of Governments. The policy must be in place by Dec. 31, 2025, with full implementation phased through 2027. Employees will be required to complete privacy training annually (training expected Spring 2026). Council agreed to review the document further and bring it back under old business next month. Resolution 2025-21 (appointing Mayor as CAO and Clerk as Records Officer) to accompany this policy.

Discussion held regarding the Emergency Medical Services (EMS) Agreement with Kane County Hospital. Kane County Hospital is the current provider of EMS for Big Water. The RFP process will recur every three years as required by new state legislation. Council expressed support and intent to continue the partnership.

Discussion on the Beekeeping regulations- amendments to align with Utah State Code encouraging beekeeping. The ordinance applies to hobbyist beekeeping, not commercial operations. Council discussed allergy concerns and possible notification procedures for neighbors. State law restricts municipalities from prohibiting beekeeping in rural areas. Final version was brought forward for adoption in the regular session.

Discussion on Ordinance 16-2025 – Single-Family Dwellings on amendments clarifying minimum size and permitting of manufactured homes. Minimum dwelling size: 1,000 square feet with a 24-foot width. Council clarified oversight for manufactured home permitting by the Building Inspector after delivery. Council agreed to move forward with adoption.

**3. ADJOURN— 7:19pm**

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**MEETING**

**CALL TO ORDER— 7:19pm**

**1. ROLL CALL— Council Members in Attendance:** Mayor- David Schmuker | Council Members- Jim Loyd, Jim Lybarger, Luke McConville, Jennie Lassen | Absent- None

**2. PLEDGE OF ALLEGIANCE—** Mayor leads Pledge of Allegiance

**3. STATEMENT OF CONFLICT—** None

**4. APPROVAL OF SEPTEMBER MEETING MINUTES—** Lassen motions to approve, McConville seconds. All aye motion passed.

**5. MAYOR, COUNCIL, AND DEPARTMENT REPORTS—**

- **Mayor:**
- **Council:**
  - **GCSSD; Jennie Lassen:** We have one pump down at the south well. It will get pulled out and we will be able to find out what's wrong.
  - **Parks & Recreation; Jennie Lassen:** Nov 8<sup>th</sup>, town little pickup. Chili cookoff. Online waiver for highway cleanup. Sundial Guiding offered to do a free climbing clinic this Saturday Oct. 2025. Sign up through sundialguiding.com? Yoga and Dance Fitness
  - **Planning & Zoning; Luke McConville:**
  - **Public Safety; Jim Lybarger:** We interviewed someone today for a full-time Fire Department employee. He was very impressed by our station and the impression he got of Big Water. The appreciation event was amazing.
  - **Roads; Jim Loyd:** He has now been assigned.
- **Fire Chief:** Cameron Westenskow – We had the big fatality wreck on 89 through our town. Everyone did great responding to that incident. It was a big tragedy, but we were proud of our staff and how they performed. 12 emergency responses during the month, including a fatal accident on October 1 and a fire at Home and Gary on October 9. One new full-time firefighter hired (start date: October 26). Working on new mutual aid agreement with Page Fire Department (first in over 10 years). Attended National Night Out and Page FD Open House with strong community engagement. I received new ice machine and am expecting a new ambulance delivery. Two members enrolled in Advanced EMT training. Developing highway response agreement with Kane County.
- **Marshal:** Deputy Marshal Chris Travis present. Russ gave a rundown to go over on his behalf; Chris reads through that. We have been busy for two-man team. September: 24 total cases (missing persons, reckless driving, thefts, accidents). October (through Oct 22): 20 cases including trespassing, reckless driving, and assists on fatal accident. Reported community support during major incidents; commended Big Water Storage for traffic assistance. Continues proactive patrol with 6-8 traffic stops per weekend.
- **Planning & Zoning Administrator; Denise Wood:** Compliance letters are being issued, and we are moving forward with all these things. Two new building permits issued; more pending. Working with Roger Clark on Land Use Authority procedures and flow charts. Ongoing

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ordinance updates to align with Utah State Code. Monitoring compliance letters and responding to development inquiries.

- **Treasurer:** A written report was provided. The treasurer went to annual conference and reported that we as a Town are all up to date with compliance with the state. Financials routine, no irregularities. Noted State Tax Commission assessment fee increase (from 0.65% to 0.80%) effective Jan 1, 2026. Announced Big Water recognized in top 30% statewide for transparency compliance on TransparencyUtah.gov (all green indicators). Awaiting final audit packet; preliminary report shows no findings.

**7. CITIZEN COMMENTS** - Citizens are given a reasonable amount of time to comment—

**8. OLD BUSINESS –**

- a) **Discussion and Possible Action on Annexation & Expansion of Town Boundaries**— Mayor to contact SITLA to explore initiation of annexation process. No action taken. keep on old business.
- b) **Discussion and Possible Action on Accepting Sealed Bid for the Decommissioned Fire Department Quick Response 1999 GMC Suburban Truck**— One bid was presented. Bid was for \$105 and was accepted.

**9. NEW BUSINESS**

- a) **Discussion and Possible Action on Adopting Ordinance 15-2025 Amending the Procurement Policy; Section 2.05.040 Procurement Methods: Subsection 1; Small Purchases; Adding c.) “Regular Monthly Expenses: Recurring monthly expenses, such as utilities, rent, subscriptions, office supplies, and/or equipment, do not require a purchase order (PO). These expenses are considered already encumbered and authorized as part of ongoing operational costs. Proper documentation and approvals for these expenses are maintained through standard accounting and financial reporting processes.”** — Motion made to adopt made by Lybarger, seconded by Loyd. All aye. Motion passed.
- b) **Discussion and Possible Action on Adopting Big Water Municipal Privacy Policy (to be in compliance with the Government Data Privacy Act (GDPA) by Dec. 31, 2025**— Table. Move to old business.
- c) **Discussion and Possible Action on Adopting Resolution 2025-21 Appointing the Mayor as Big Water Municipal’s Chief Administrative Officer, And the Town Clerk as the Records Officer**— Table. Move to old business.
- d) **Discussion and Possible Action on Kane County Hospital Response to Kane County Request For Proposal (RFP) for Emergency Medical Services (EMS) & Big Water Letter of EMS RFP Acceptance**— Motion made by Lassen to approve and move forward as, seconded Lybarger. All aye. Motion passed.
- e) **Discussion and Possible Action on Adopting Ordinance 13-2025 Amendments to Apiary or Beekeeping**— Lassen, I believe we are just bringing our code up to state code. Lassen motions to adopt, McConville seconds. All aye. Motion passed.

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**f) Discussion and Possible Action on Adopting Ordinance 16-2025 Single Family Dwellings —**  
Motion made to adopt made by Lybarger, seconded Lassen. All aye. Motion passed.

**10. FINANCIAL REPORTS AND CHECK REGISTER**— Discussion included clarification on day laborer insurance coverage: 1099 workers performing supervised tasks are covered under Town's Worker's Compensation insurance. They remain responsible for their own tax reporting. Council requested safety training for all such workers. Lassen motions to approve, McConville seconds. All aye. Motion passed.

**11. POSSIBLE CLOSED SESSION**— Legal Business; Litigation; Land purchase; Personnel business; or items as described under Utah State Code Utah Code 52-4-205— None

**12. RETURN TO REGULAR MEETING—**

**a) Discussion and Possible Action on Closed Session—**

**13. ADJOURNMENT**— Motion to adjourn Lybarger. Loyd seconds. All aye. Motion passed. 7:55pm

**DRAFT**

# Privacy for Governmental Entities

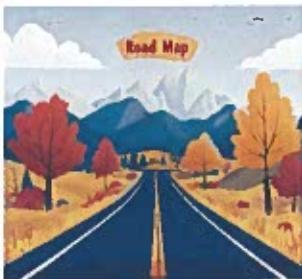


## Next Steps: Ready, Set, Go!

By **December 31, 2025**, all governmental entities in Utah must initiate their privacy program. The Office recommends that governmental entities that are initiating a new program or those that are maturing an existing program use a simple model of “ready, set, go” phases that have been adapted from the NIST Privacy Framework. To assist entities in implementing and maturing their programs, the Office will create and maintain tools, training, and other resources that align with this model.

### Ready: Preparation Phase

#### 1. Designate a Chief Administrative Officer (CAO)



- Designate a Chief Administrative Officer (CAO) at the executive level who will be responsible for implementing the governmental entity's privacy program and completing the annual privacy program report.
- The CAO must also appoint one or more records officers, or other specified employees, who will be responsible for implementing and maintaining the entity's privacy program and associated practices.
- Ensure Records officers are completing annual GRAMA training and certification through the Division of Archives and Records (DARS).
- Initiate Privacy Awareness Training. Employees with access to personal data must complete privacy training within 30 days of hire and annually thereafter.

### Set: Planning and Assessment Phase

#### 2. Complete Privacy Program Report

- Outline the governmental entity's specific privacy practices to ensure alignment with both generally applicable and entity-specific privacy requirements.
- Formalize the privacy program through an adopted policy, rule, or other documentation that explicitly defines the adopted privacy practices. These practices should be documented in the entity's privacy program report.

#### 3. Conduct Maturity Assessment

- Use the privacy maturity model to perform an initial self-assessment to measure the current maturity level of the governmental entity's privacy practices.

#### 4. Identify and Prioritize Strategies

- Based on the maturity assessment, determine and prioritize strategies that the governmental entity plans to effectuate to increase the maturity of specific privacy practices. This should include setting a target maturity level for one or more practices that the governmental entity aims to achieve if a specific strategy is implemented successfully.

## Go: Execution and Monitoring Phase

### 5. Implement Prioritized Strategies

- Execute the prioritized strategies identified in the previous section to mature the governmental entity's privacy practices.
- Following each strategy's implementation, update the maturity assessment to reflect the new status of the governmental entity's privacy practices. Continuously create and prioritize new strategies to further advance privacy practice maturity.

### 6. Utilize Privacy Impact Assessments (PIA)

- Use the Privacy Impact Assessment the Office provides to evaluate new processing activities before implementation to ensure compliance with the GDPA and any other applicable privacy requirements.

## Privacy Program Framework

The Office of Data Privacy is developing an interoperable framework designed to assist governmental entities in building, implementing, and maturing their privacy programs. This framework will initially target state agencies and will expand over time to include resources for counties, cities, special service districts, K-12 schools, and higher education institutions.

## Key Components



**Privacy Practices:** The framework initially includes 21 privacy practices identified by the Office as generally applicable to state agencies. These practices provide a foundational approach to data privacy management that agencies can build upon as they mature.

**Maturity Models for Practices:** A structured model allowing entities to measure the maturity level of each privacy practice.

**Strategies:** Strategies for continual improvement and maturing of data privacy practices.

# Privacy Program Report

Practice Gov -5



## Summary

The CAO of each governmental entity must, by December 31st annually, submit an annual privacy program report (report), in accordance with the specific requirements detailed in Utah Code § 63A-19-401.3. This report should detail whether a privacy program has been initiated and describe any implemented privacy practices, strategies for improvement, and high-risk data processing activities. It needs to list the types of personal data shared, sold, or purchased, along with the legal justification for such activities, and identify the categories of individuals or entities involved.

The report must also state the percentage of employees who have completed data privacy training and outline any non-compliant processing activities found and the plan to address them.

This report is considered a protected record under Utah Code § 63G-2-305 and may be requested by the Office.

Fulfilling the reporting requirement can satisfy the requirement for a governmental entity to initiate a privacy program by December 31, 2025.

The Office has created a privacy program report draft template that a governmental entity may use as a starting point for its particular report. This can be found on the website of the Office at [privacy.utah.gov](http://privacy.utah.gov).

## Authority

[Utah Code §§ 63A-12-103.](http://utahcode.utah.gov/63A-12-103)

**Effective 3/27/2025**

**63A-12-103 Duties of governmental entities.**

Each governmental entity shall designate a chief administrative officer who shall be responsible to:

- (1) establish and maintain an active, continuing program for the economical and efficient management of the governmental entity's records as provided by this chapter and Title 63G, Chapter 2, Government Records Access and Management Act;
- (2) appoint one or more records officers who will be trained to work with the state archives in the care, maintenance, scheduling, disposal, classification, designation, access, and preservation of records;
- (3) ensure that officers and employees of the governmental entity that receive or process records requests receive required training on the procedures and requirements of this chapter and Title 63G, Chapter 2, Government Records Access and Management Act;
- (4) make and maintain adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the governmental entity designed to furnish information to protect the privacy, transparency, legal, and financial rights of persons directly affected by the entity's activities;
- (5) submit to the state archivist proposed schedules of records for final approval by the Records Management Committee created in Section 63A-12-112;
- (6) cooperate with the state archivist in conducting surveys made by the state archivist;
- (7) comply with rules issued by the Department of Government Operations as provided by Section 63A-12-104;
- (8) report to the state archives:
  - (a) the designation of each record series that the governmental entity maintains;
  - (b) the classification of each record series that the governmental entity has classified; and
  - (c) the name of the governmental entity's:
    - (i) chief administrative officer; and
    - (ii) records officers;
- (9) ensure that the governmental entity complies with the requirements found in:
  - (a) this part;
  - (b) Title 63G, Chapter 2, Government Records Access and Management Act; and
  - (c) Chapter 19, Part 4, Duties of Governmental Entities; and
- (10) establish and report to the state archives retention schedules for objects that the governmental entity determines are not defined as a record under Section 63G-2-103, but that have historical or evidentiary value.

Amended by Chapter 475, 2025 General Session



# Big Water Municipal Corporation Privacy Program Policy

Effective Date: October 22, 2025

## 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 the Big Water Municipal 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 the Town of Big Water, and may refer to more specific or detailed policy, procedures, or guidance that address a particular practice that Big Water Municipal 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 individuals' rights with regard to their own data.

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## 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 Town of Big Water. This policy is meant to guide further alignment of Big Water Municipal's administrative activities with the State Data Privacy Policy as detailed in [Utah Code § 63A-19-102](#). Big Water Municipal 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.



# Big Water Municipal Corporation

## Privacy Program Policy

### 3. Scope

This policy applies to all Big Water Municipal 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 Town of Big Water that process or have access to personal data as a part of the contractor's duties under an agreement with the prospective department 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>

<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\(7\)](#)



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“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.

<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\(28\)](#)



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## Privacy Program Policy

### 5. Governance

#### 5.1. Chief Administrative Officers (CAOs)

- A. The Town Council shall designate one or more individuals to serve as a chief administrative officer (CAO) of the municipality in fulfilling the duties outlined in [Utah Code § 63A-12-103](#).
- B. The Executive Director 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 Town Council 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.

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



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## Privacy Program Policy

- E. The appointment of, and responsibilities assigned to, a records officer shall be reviewed and confirmed by the CAO on an annual basis.

## 6. Records Series

### 6.1. Records and Records Series

- A. Big Water Municipal Records Officer(s) 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. Big Water Municipal's Records Officer(s) 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, Big Water Municipal shall maintain and dispose of records in strict accordance with the approved retention schedule. In instances where Big Water Municipal 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 Big Water Municipal 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 Big Water Municipal is responsible for monitoring completion of data privacy training by the municipal employees.



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### 7.2. Agency-Specific Training

- A. As needed

### 7.3. Appointed Records Officer Training and Certification

- A. The CAO of Big Water Municipal 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 Big Water Municipal 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 Big Water Municipal 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.

<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](#)



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## Privacy Program Policy

### 8.2. Information Technology Privacy Impact Assessment

- A. The CAO of Big Water shall ensure that the town complete 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

### 9.1. Website Privacy Policy

- A. The CAO Big Water Municipal shall maintain privacy policies on their websites as outlined in [Utah Code § 63D-2-103](#) and [Utah Admin. Code R895-8](#).
- B. The CAO Big Water Municipal shall ensure that personal data related to a user of the Town's website is not collected unless the Town's website complies with [Utah Code § 63D-2-103\(2\)](#).
- C. The CAO Big Water Municipal shall ensure that all websites of the Town 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.



# Big Water Municipal Corporation

## Privacy Program Policy

- 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 Town 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 Town; or
    - ii. receive the information from the Town on a regular or contractual basis.

## 10. Individual Requests

- A. The CAO Big Water Municipal shall ensure that the municipality 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.

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



# Big Water Municipal Corporation Privacy Program Policy

- B. The CAO of Big Water Municipal shall ensure that the Town has established processes for public access requests to inspect or copy the Town's records, which are not requests from an individual to access their personal data.<sup>17</sup>
- C. The CAO of Big Water Municipal shall ensure that employees of Big Water Municipal follow established business practices with respect to GRAMA.<sup>18</sup>

## 11. Processing

### 11.1. Minimum Data Necessary

- A. The CAO of Big Water Municipal shall ensure that all programs, function, procedures, practices, protocols etc. within the Town 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 Big Water Municipal shall ensure that all programs within the Town regularly review their data collection practices to ensure compliance with the data minimization requirement.

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

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

<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\(2\)\(c\)](#).



# Big Water Municipal Corporation Privacy Program Policy

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 Town or by a particular operating unit or program of the Town.

## 12. Information Security

### 12.1. Incident Response

- A. Big Water Municipal 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 of Big Water Municipal shall ensure compliance with all other applicable laws or regulations related to incident response and breach notification of specific personal data held by the Town.

### 12.2. Breach Notification

- A. Except in instances where a determination has been made that a release has a low probability of Compromising an individual, Big Water Municipal is required to provide

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



# Big Water Municipal Corporation Privacy Program Policy

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 Municipal Clerk/Recorder 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](#). Divisions 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 Town 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 Big Water Municipal 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

Big Water Municipal is committed to transparency and privacy protection for individuals that visit a website of Big Water Municipal 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 Big Water Municipal websites and digital services must comply with applicable privacy and security policies. Cookies should be limited to essential operational

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

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



# Big Water Municipal Corporation Privacy Program Policy

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.

## 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
- Big Water Municipal policy on handling public records requests under GRAMA

## **RESOLUTION NO. 2025-21**

### **A RESOLUTION OF THE TOWN 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 TOWN OF BIG WATER, KANE COUNTY, UTAH, AS FOLLOWS:**

- 1. Designation of Chief Administrative Officer (CAO).** David Schmuker, Mayor is hereby designated as the CAO for Big Water Municipal Corp. The CAO shall establish, manage, and maintain an ongoing privacy and records management program consistent with Utah law and the Privacy Program Framework.
- 2. Appointment of Records Officer(s).** The CAO shall appoint the following Records Officer(s). Katie Joseph, Recorder. Records Officer(s) will implement and maintain privacy and records practices as detailed in the agency's privacy program and framework guidance.
- 3. Roles and Responsibilities.**
  - 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.
  - 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.

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

**PASSED AND ADOPTED** by Big Water Town Council, Big Water, Utah, this 19th day of November 2025.

	AYE	NAY	ABSENT	ABSTAIN	Town of Big water
Mayor David Schmuker	_____	_____	_____	_____	By: _____
Council Member Jim Lybarger	_____	_____	_____	_____	David W. Schmuker, Mayor
Council Member Luke McConville	_____	_____	_____	_____	
Council Member Jennie Lassen	_____	_____	_____	_____	Attest: _____
Council Member Jim Loyd	_____	_____	_____	_____	Katie Joseph, Municipal Clerk

## APPRECIATION PAY 2025

Name	total for QTR 3
Beckman, Erin	233.76
Coates, Liz	233.76
Bianna Park	237.24
Loyd, Jim	229.2
Shugart, Shelly	247.92
Chris Travis	247.2
Richard Palsgrove	210.12

## RESOLUTION 2025-22

### A RESOLUTION AMENDING RESOLUTION 2025-12 REGARDING THE CREATION OF THE BIG WATER COMMUNITY RECREATION & ENHANCEMENT BOARD TO ADD MEMBER REQUIREMENTS.

**WHEREAS**, the Town Council of Big Water adopted Resolution 2025-12 Establishing the Big Water Community Recreation & Enhancement Board; and

**WHEREAS**, the Town Council desires to amend said resolution to clarify member qualifications and expectations;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of Big Water, Utah, that Section 6: Member Requirements is hereby added to Resolution 2025-12 as follows:

#### ***SECTION 6: MEMBER REQUIREMENTS***

*To be eligible to serve on the Big Water Community Recreation & Enhancement Board, applicants must meet and maintain the following requirements:*

1. ***Residency*** – *Must be a current resident of Big Water, Utah, or own/operate a business within town limits.*
2. ***Community Involvement*** – *Demonstrated interest in community development, recreation, or public enhancement activities.*
3. ***Attendance & Participation*** – *Must attend a minimum of 75% of scheduled board meetings and participate in at least one project, event, or subcommittee every year.*
4. ***Ethical Conduct*** – *Members must conduct themselves in a manner that upholds the integrity of the Town and the Board, avoiding conflicts of interest or behavior that may reflect poorly on the community.*
5. ***Volunteer Commitment*** – *As an advisory and volunteer board, members agree to serve without compensation and may be asked to assist with community events or initiatives as needed.*
6. ***Collaboration & Respect*** – *Members are expected to maintain a cooperative attitude, respect differing opinions, and work constructively toward shared community goals.*

## RESOLUTION 2025-22

### A RESOLUTION AMENDING RESOLUTION 2025-12 REGARDING THE CREATION OF THE BIG WATER COMMUNITY RECREATION & ENHANCEMENT BOARD TO ADD MEMBER REQUIREMENTS.

7. ***Removal for Cause*** – *A member may be removed by the Town Council for repeated absences, failure to participate, or conduct inconsistent with the Board's mission.*
8. ***Background Checks***: *For any member involved in direct youth or recreation programs, the Town reserves the right to require a background screening.*

**BE IT FURTHER RESOLVED**, that all other provisions of Resolution 2025-12 remain in full force and effect.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

	AYE	NAY	ABSENT	ABSTAIN	Town of Big water
Mayor David Schmuker	_____	_____	_____	_____	By: _____
Council Member Jim Lybarger	_____	_____	_____	_____	David W. Schmuker, Mayor
Council Member Luke McConville	_____	_____	_____	_____	
Council Member Jennie Lassen	_____	_____	_____	_____	Attest: _____
Council Member Jim Loyd	_____	_____	_____	_____	Katie Joseph, Municipal Clerk

**Big Water Municipal Corporation**  
**Operational Budget Report**  
**10 General 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>Change in Net Position</b>					
<b>Revenue:</b>					
<b>Taxes</b>					
3110.0 PROPERTY TAXES - CURRENT	10,841.88	0.00	2,863.79	185,000.00	1.55%
3120.0 PROPERTY TAXES - DELINQUENT	5,209.72	0.00	8,875.57	17,000.00	52.21%
3130.0 GENERAL SALES AND USE TAXES	72,662.38	0.00	48,863.07	138,000.00	35.41%
3140.0 TRANSIENT ROOM TAXES	0.00	0.00	20,458.99	50,000.00	40.92%
3150.0 COMMUNITY RESORT TAXES	0.00	0.00	454.33	0.00	0.00%
3170.0 FEE-IN-LIEU OF PROP TAXES	6,838.96	0.00	6,724.05	16,000.00	42.03%
<b>Total Taxes</b>	<b>95,552.94</b>	<b>0.00</b>	<b>88,239.80</b>	<b>406,000.00</b>	<b>21.73%</b>
<b>Licenses and permits</b>					
3210.0 BUSINESS LICENSES & PERMITS	1,350.00	100.00	100.00	9,000.00	1.11%
3220.0 NON-BUSINESS LICENSES & PERMIT	0.00	0.00	750.00	2,000.00	37.50%
3221.0 BUILDING PERMITS	3,634.57	763.07	2,791.87	10,000.00	27.92%
3225.0 ANIMAL LICENSES	10.00	0.00	0.00	0.00	0.00%
<b>Total Licenses and permits</b>	<b>4,994.57</b>	<b>863.07</b>	<b>3,641.87</b>	<b>21,000.00</b>	<b>17.34%</b>
<b>Intergovernmental revenue</b>					
3340.0 STATE GRANTS	43,200.00	0.00	0.00	0.00	0.00%
3355.0 GRANT REVENUE	0.00	0.00	0.00	4,000.00	0.00%
3355.5 FIRE STATE GRANT REVENUE	9,963.32	0.00	0.00	0.00	0.00%
3356.0 CLASS C ROAD FUND ALLOTMENT	14,528.94	0.00	27,956.44	70,000.00	39.94%
<b>Total Intergovernmental revenue</b>	<b>67,692.26</b>	<b>0.00</b>	<b>27,956.44</b>	<b>74,000.00</b>	<b>37.78%</b>
<b>Charges for Fire Services</b>					
3361.0 CLID CONTRACT	65,205.36	0.00	67,067.20	135,000.00	49.68%
3362 FIRE DEPARTMENT REVENUE	74,300.00	0.00	114,955.00	352,500.00	32.61%
3363 WILD LAND REVENUE	2,715.48	0.00	0.00	1,000.00	0.00%
<b>Total Charges for Fire Services</b>	<b>142,220.84</b>	<b>0.00</b>	<b>182,022.20</b>	<b>488,500.00</b>	<b>37.26%</b>
<b>Charges for services</b>					
3419.0 GENERAL GOVT - POST OFFICE	7,353.35	1,470.67	7,353.35	18,000.00	40.85%
<b>Total Charges for services</b>	<b>7,353.35</b>	<b>1,470.67</b>	<b>7,353.35</b>	<b>18,000.00</b>	<b>40.85%</b>
<b>Fines and forfeitures</b>					
3520.0 COURT FEE	1,245.66	0.00	838.85	2,000.00	41.94%
<b>Total Fines and forfeitures</b>	<b>1,245.66</b>	<b>0.00</b>	<b>838.85</b>	<b>2,000.00</b>	<b>41.94%</b>
<b>Interest</b>					
3610.0 INTEREST EARNINGS	16,516.09	0.00	12,064.94	30,000.00	40.22%
<b>Total Interest</b>	<b>16,516.09</b>	<b>0.00</b>	<b>12,064.94</b>	<b>30,000.00</b>	<b>40.22%</b>
<b>Miscellaneous revenue</b>					
3630.0 VOLUNTARY FIRE CONTRIBUTION	10,000.00	0.00	25.00	0.00	0.00%
3690.0 MISCELLANEOUS REVENUE	81.87	173.00	380.00	0.00	0.00%
3695.0 CASH OVER/SHORT	0.00	0.00	0.00	500.00	0.00%
<b>Total Miscellaneous revenue</b>	<b>10,081.87</b>	<b>173.00</b>	<b>405.00</b>	<b>500.00</b>	<b>81.00%</b>
<b>Contributions and transfers</b>					
3970.0 CONTRIBUTIONS-PRIVATE SOURCES	40,000.00	0.00	0.00	0.00	0.00%
3990.0 GEN FUND BALANCE TO BE APPROP.	0.00	0.00	0.00	68,731.00	0.00%
<b>Total Contributions and transfers</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68,731.00</b>	<b>0.00%</b>
<b>Total Revenue:</b>	<b>385,657.58</b>	<b>2,506.74</b>	<b>322,522.45</b>	<b>1,108,731.00</b>	<b>29.09%</b>
<b>Expenditures:</b>					
<b>General government</b>					
<b>Council</b>					
4111.0 MAYOR SALARIES AND WAGES	3,016.00	275.00	2,750.00	7,150.00	38.46%
4113.0 EMPLOYEE BENEFITS	231.44	21.04	210.40	675.00	31.17%
4123.0 TRAVEL	0.00	0.00	59.76	150.00	39.84%
<b>Total Council</b>	<b>3,247.44</b>	<b>296.04</b>	<b>3,020.16</b>	<b>7,975.00</b>	<b>37.87%</b>
<b>Court</b>					
4230.0 PUBLIC DEFENDER	0.00	0.00	0.00	1,500.00	0.00%
4230.5 ATTORNEY	0.00	0.00	10,000.00	10,000.00	100.00%
<b>Total Court</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>11,500.00</b>	<b>86.96%</b>
<b>Administration</b>					
4411.0 SALARIES AND WAGES	27,601.30	2,852.20	29,277.54	72,200.00	40.55%
4413.0 EMPLOYEE BENEFITS	2,143.42	218.19	2,334.65	6,000.00	38.91%
4415.0 EMPLOYEE MEDICAL BENEFITS	10,239.97	1,606.72	10,846.00	25,963.00	41.77%

**Big Water Municipal Corporation**  
**Operational Budget Report**  
**10 General 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
4418.0 EMPLOYEE RETIREMENT	4,192.68	404.73	4,054.73	12,477.00	32.50%
4421.0 BOOK, SUBSCRIPTIONS/MEMBERSHIP	450.72	220.05	452.46	3,100.00	14.60%
4422.0 PUBLIC NOTICES	0.00	0.00	0.00	500.00	0.00%
4423.0 TRAVEL	2,757.99	0.00	982.87	6,500.00	15.12%
4424.0 OFFICE EXPENSE & SUPPLIES	1,326.10	239.35	3,250.37	8,000.00	40.63%
4424.5 TOWN WEBSITE	0.00	0.00	0.00	4,300.00	0.00%
4425.0 EQUIPMENT - SUPPLIES & MAINT	744.59	16.56	1,166.58	2,000.00	58.33%
4427.0 BLDG & GRNDS - SUPPLIES/MAINT	247.44	73.12	473.12	4,000.00	11.83%
4428.0 UTILITIES	1,266.14	242.62	1,054.55	3,000.00	35.15%
4429.0 TELEPHONE	448.74	95.26	384.25	1,000.00	38.43%
4430.0 LAWSUIT	0.00	0.00	0.00	3,000.00	0.00%
4430.5 ATTORNEY	1,328.37	120.00	795.00	5,000.00	15.90%
4431.0 ENGINEERING	375.00	0.00	1,482.00	10,000.00	14.82%
4431.5 AUDIT	4,195.00	4,350.00	4,350.00	5,000.00	87.00%
4433.0 EDUCATION & TRAINING	430.00	92.83	292.83	3,000.00	9.76%
4434.0 BANK CHARGES	1,213.34	136.49	1,044.93	4,000.00	26.12%
4435.0 POSTAL CONTRACT	15,002.13	1,684.56	15,088.20	34,000.00	44.38%
4451.0 INSURANCE AND SURETY BONDS	7,062.32	0.00	1,963.85	10,000.00	19.64%
4452.0 EVENT EXPENDITURES	0.00	0.00	0.00	2,000.00	0.00%
4461.0 MISCELLANEOUS	551.86	250.00	350.00	10,000.00	3.50%
<b>Total Administration</b>	<b>81,577.11</b>	<b>12,602.68</b>	<b>79,643.93</b>	<b>235,040.00</b>	<b>33.89%</b>
<b>Non-Departmental</b>					
4920.0 TOWN CLEAN-UP	0.00	0.00	0.00	2,200.00	0.00%
4939.0 ELECTIONS	0.00	0.00	0.00	3,500.00	0.00%
4964.0 ARPA EXPENSE	2,352.51	0.00	0.00	0.00	0.00%
<b>Total Non-Departmental</b>	<b>2,352.51</b>	<b>0.00</b>	<b>0.00</b>	<b>5,700.00</b>	<b>0.00%</b>
<b>Total General government</b>	<b>87,177.06</b>	<b>12,898.72</b>	<b>92,664.09</b>	<b>260,215.00</b>	<b>35.61%</b>
<b>Public safety</b>					
<b>Police</b>					
5411.0 SALARIES - FULL TIME	31,259.15	2,933.60	31,013.68	75,544.00	41.05%
5412.0 SALARIES - PART TIME	0.00	453.20	8,207.40	24,860.00	33.01%
5413.0 EMPLOYEE BENEFITS	2,468.79	259.09	2,982.08	6,600.00	45.18%
5415.0 MED INSUR	9,947.50	2,103.18	10,515.90	26,000.00	40.45%
5418.0 EMPLOYEE RETIREMENT	8,843.41	867.17	8,671.70	22,000.00	39.42%
5424.0 OFFICE EXPENSE & SUPPLIES	204.88	6.24	461.32	500.00	92.26%
5425.0 EQUIPMENT - SUPPLIES & MAINT	1,330.51	499.52	9,834.67	15,100.00	65.13%
5425.5 GRANT EXPENDITURES	0.00	0.00	0.00	4,000.00	0.00%
5426.0 FUEL	2,141.42	552.87	3,258.66	6,000.00	54.31%
5428.0 UTILITIES	200.07	160.04	400.12	1,000.00	40.01%
5429.0 TELEPHONE	276.66	79.92	296.44	2,000.00	14.82%
5433.0 EDUCATION & TRAINING	0.00	0.00	0.00	1,000.00	0.00%
5451.0 INSURANCE AND SURETY BONDS	86.72	0.00	3,684.47	800.00	460.56%
5461.0 MISCELLANEOUS	0.00	0.00	0.00	200.00	0.00%
<b>Total Police</b>	<b>56,759.11</b>	<b>7,914.83</b>	<b>79,326.44</b>	<b>185,604.00</b>	<b>42.74%</b>
<b>Fire</b>					
5511.0 SALARIES AND WAGES	156,939.54	13,807.73	145,531.92	357,489.00	40.71%
5511.1 TRANSPORT SALARIES AND WAGES	595.00	0.00	0.00	0.00	0.00%
5513.0 EMPLOYEE BENEFITS	23,194.56	1,287.65	11,176.11	48,000.00	23.28%
5514.0 MEDICAL BENEFITS	0.00	2,849.54	20,218.58	0.00	0.00%
5515.0 EMPLOYEE RETIREMENT	15,308.37	1,489.93	14,780.10	30,000.00	49.27%
5523.0 STATION MAINTANCE AND REPAIR	7,392.48	1,216.27	1,599.43	5,000.00	31.99%
5524.0 OFFICE EXPENSE & SUPPLIES	7,255.64	87.98	1,910.29	8,500.00	22.47%
5524.1 UNIFORMS	3,185.97	109.50	1,192.70	5,000.00	23.85%
5525.0 EQUIPMENT - SUPPLIES & MAINT	8,334.66	3,694.21	4,067.68	10,000.00	40.68%
5525.1 MAINTENANCE - E31	0.00	0.00	1,886.95	3,000.00	62.90%
5525.15 MAINTENANCE - E32	2,495.32	0.00	446.18	3,000.00	14.87%
5525.2 MAINTENANCE - R31	10.49	0.00	114.40	4,000.00	2.86%
5525.4 MAINTENANCE - A31	104.70	0.00	0.00	0.00	0.00%
5525.5 MAINTENANCE - A32	0.00	0.00	79.17	0.00	0.00%
5525.6 MAINTENANCE - BR31	0.00	0.00	0.00	1,000.00	0.00%
5525.7 MAINTENANCE - CH30	1,118.88	0.00	1,392.00	2,000.00	69.60%
5526.1 FUEL - Brush Truck	0.00	0.00	56.45	500.00	11.29%
5526.2 FUEL - ENGINE 31	998.90	183.18	433.13	1,500.00	28.88%
5526.3 FUEL - ENGINE 32	0.00	51.08	171.36	1,500.00	11.42%
5526.31 FUEL - R31	135.50	77.45	326.15	1,500.00	21.74%

**Big Water Municipal Corporation**  
**Operational Budget Report**  
**10 General 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
5526.5 FUEL - CH30	2,770.29	223.48	1,356.86	4,000.00	33.92%
5528.0 UTILITIES	2,218.58	327.57	1,781.51	7,000.00	25.45%
5529.0 TELEPHONE	1,650.04	233.70	937.82	2,500.00	37.51%
5530.0 GRANT EXPENDITURES	9,963.32	0.00	0.00	0.00	0.00%
5533.0 EDUCATION & TRAINING	1,464.27	0.00	430.00	4,000.00	10.75%
5533.1 EDUCATION & TRAINING SUPPLIES	298.95	40.00	736.99	1,000.00	73.70%
5534.0 TRAVEL EXPENSES	1,134.55	54.34	54.34	3,000.00	1.81%
5535.0 WILD LAND	2,233.14	0.00	0.00	1,000.00	0.00%
5536 ATTORNEY	91.00	0.00	0.00	1,000.00	0.00%
5537 PUBLIC RELATIONS	408.68	0.00	1,016.99	2,000.00	50.85%
5551.0 INSURANCE AND SURETY BONDS	15,568.95	0.00	15,451.15	20,000.00	77.26%
5561.0 MISCELLANEOUS	293.16	1,215.23	1,641.86	1,500.00	109.46%
5567.0 FIRE HOUSE LEASE PMT	11,240.00	0.00	11,120.00	11,120.00	100.00%
5568.0 FIRE TRUCK LEASE PMT	0.00	0.00	0.00	12,825.00	0.00%
<b>Total Fire</b>	<b>276,404.94</b>	<b>26,948.84</b>	<b>239,910.12</b>	<b>552,934.00</b>	<b>43.39%</b>
<b>Building</b>					
5611.0 SALARIES AND WAGES	4,714.00	987.60	3,741.60	11,000.00	34.01%
5613.0 EMPLOYEE BENEFITS	260.10	0.00	210.69	550.00	38.31%
5621.0 BOOK, SUBSCRIPTIONS/MEMBERSHIP	302.13	0.00	0.00	500.00	0.00%
5624.0 OFFICE EXPENSE & SUPPLIES	0.00	0.00	21.96	500.00	4.39%
5633.0 EDUCATION & TRAINING	0.00	0.00	0.00	2,000.00	0.00%
<b>Total Building</b>	<b>5,276.23</b>	<b>987.60</b>	<b>3,974.25</b>	<b>14,550.00</b>	<b>27.31%</b>
<b>Total Public safety</b>	<b>338,440.28</b>	<b>35,851.27</b>	<b>323,210.81</b>	<b>753,088.00</b>	<b>42.92%</b>
<b>Highways and public improvements</b>					
<b>Highways</b>					
6110.0 Streets SALARIES & WAGES	3,025.00	275.00	2,750.00	7,150.00	38.46%
6113.0 Streets BENEFITS	231.44	21.04	210.40	1,000.00	21.04%
6120.0 Streets debt service - principal	21,000.00	0.00	0.00	0.00	0.00%
6121 Streets debt service - interest	315.00	0.00	0.00	0.00	0.00%
6127.0 Streets REPAIRS & MAINTENANCE	1,743.57	0.00	80.80	26,000.00	0.31%
6140 Road Development	369.50	0.00	0.00	0.00	0.00%
6163.0 CLASS C ROAD PROGRAM	20,235.00	2,005.00	2,005.00	35,850.00	5.59%
<b>Total Highways</b>	<b>46,919.51</b>	<b>2,301.04</b>	<b>5,046.20</b>	<b>70,000.00</b>	<b>7.21%</b>
<b>Total Highways and public improvements</b>	<b>46,919.51</b>	<b>2,301.04</b>	<b>5,046.20</b>	<b>70,000.00</b>	<b>7.21%</b>
<b>Parks, recreation, and public property</b>					
<b>Parks &amp; Recreation</b>					
6411.0 SALARIES AND WAGES	3,250.00	0.00	3,560.00	6,000.00	59.33%
6412.0 VISITOR CENTER SALARIES AND WAGES	0.00	0.00	0.00	14,428.00	0.00%
6413.0 EMPLOYEE BENEFITS	0.00	0.00	39.78	0.00	0.00%
6425.0 EQUIPMENT - SUPPLIES & MAINT	373.10	0.00	0.00	800.00	0.00%
6427.0 BLDG & GRNDS - SUPPLIES/MAINT	715.02	0.00	299.86	700.00	42.84%
6428.0 UTILITIES	1,756.69	544.83	2,775.77	3,000.00	92.53%
6461.0 MISCELLANEOUS	23.54	0.00	0.00	500.00	0.00%
<b>Total Parks &amp; Recreation</b>	<b>6,118.35</b>	<b>544.83</b>	<b>6,675.41</b>	<b>25,428.00</b>	<b>26.25%</b>
<b>Total Parks, recreation, and public property</b>	<b>6,118.35</b>	<b>544.83</b>	<b>6,675.41</b>	<b>25,428.00</b>	<b>26.25%</b>
<b>Total Expenditures:</b>	<b>478,655.20</b>	<b>51,595.86</b>	<b>427,596.51</b>	<b>1,108,731.00</b>	<b>38.57%</b>
<b>Total Change In Net Position</b>	<b>(92,997.62)</b>	<b>(49,089.12)</b>	<b>(105,074.06)</b>	<b>0.00</b>	<b>0.00%</b>

**Big Water Municipal Corporation**  
**Operational Budget Report**  
**21 Municipal Building Authority - 07/01/2025 to 11/13/2025**  
**41.67% of the fiscal year has expired**

	<b>Prior YTD</b>	<b>Current Period</b>	<b>Current YTD</b>	<b>Annual Budget</b>	<b>Percent Used</b>
<b>Change In Net Position</b>					
<b>Revenue:</b>					
<b>Miscellaneous revenue</b>					
3680 FIREHOUSE RECEIVABLE	11,240.00	0.00	11,120.00	0.00	0.00%
<b>Total Miscellaneous revenue</b>	<b>11,240.00</b>	<b>0.00</b>	<b>11,120.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenue:</b>	<b>11,240.00</b>	<b>0.00</b>	<b>11,120.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures:</b>					
<b>Debt service</b>					
4250 Firehouse Loan Principal	8,000.00	0.00	8,000.00	0.00	0.00%
4251 Firehouse Loan Interest	3,240.00	0.00	3,120.01	0.00	0.00%
<b>Total Debt service</b>	<b>11,240.00</b>	<b>0.00</b>	<b>11,120.01</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures:</b>	<b>11,240.00</b>	<b>0.00</b>	<b>11,120.01</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Change In Net Position</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.01)</b>	<b>0.00</b>	<b>0.00%</b>

**Big Water Municipal Corporation**  
**Check Register**  
**All Bank Accounts - 10/01/2025 to 10/31/2025**

Payee Name	Reference Number	Invoice Number	Invoice Date	Payment Date	Amount	Description	Ledger Account	Activity Code
AT&T Mobility (FIRSTNET)	6063	287346126148X0	10/07/2025	10/07/2025	38.79	Cell '9169	105529.0 - TELEPHONE	
AT&T Mobility (FIRSTNET)	6063	287346126148X0	10/07/2025	10/07/2025	49.80	Cell '9175	105529.0 - TELEPHONE	
AT&T Mobility (FIRSTNET)	6063				49.80	Cell '9176	105529.0 - TELEPHONE	
<b>B &amp; L AUTOMOTIVE &amp; TIRE</b>	<b>6064</b>	<b>49732</b>	<b>10/07/2025</b>	<b>10/07/2025</b>	<b>\$138.39</b>	<b>Shop Supplies</b>	<b>105525.2 - MAINTENANCE- E31</b>	<b></b>
<b>B &amp; L AUTOMOTIVE &amp; TIRE</b>	<b>6064</b>	<b>49732</b>	<b>10/07/2025</b>	<b>10/07/2025</b>	<b>\$114.40</b>	<b>Customer concern- Shaking at high speeds - repar</b>	<b>105525.2 - MAINTENANCE- R31</b>	<b></b>
BANKCARD CENTER	EFT	October 2025*36	10/01/2025	10/01/2025	11.18	Walmart - Community Candy	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*36	10/01/2025	10/01/2025	79.07	Walmart - Community Candy	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	2.99	Marshal Cloud Storage	105424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	3.25	Marshal Cloud Storage	105424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	7.27	Vista Print - shipping and tax	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	7.28	Vista Print - shipping and tax	105424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	8.99	Marshal Cell Phone Charger	105424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	10.73	CHAT GPT (split)	104421.0 - BOOK, SUBSCRIPTIONS/	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	10.74	CHAT GPT (split)	104421.0 - BOOK, SUBSCRIPTIONS/	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	24.26	DT Long Distance	105424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	25.99	Vista Print - Chris Travis call cards	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	25.99	Vista Print - Treasure Cards	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	29.72	Town Hall office supplies-paper clips & air blower	101581.0 - GLEN CANYON SSD CLEA	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	29.73	Town Hall office supplies-paper clips & air blower	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	32.99	FD-Water Filters	105523.0 - STATION MAINTENANCE AN	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	72.00	Town Web-Chief gov Email	105524.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	72.45	Blue Stakes	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	117.80	Post Meeting Lunch	101581.0 - GLEN CANYON SSD CLEA	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	370.41	Deputy Marshal- Windshield Tahoe	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	EFT	October 2025*65	10/01/2025	10/01/2025	1,178.72	ChiefLaptop	105425.0 - EQUIPMENT - SUPPLIES	
BANKCARD CENTER	EFT	October 2025*81	10/01/2025	10/01/2025	34.03	Galls- Nelson & Bartlett Name Badges	105524.0 - OFFICE EXPENSE & SUP	
					<b>\$2,155.59</b>		<b>105524.1 - UNIFORMS</b>	
<b>EFTPS</b>	<b>9999</b>	<b>PR101225-12</b>	<b>10/14/2025</b>	<b>10/20/2025</b>	<b>625.86</b>	<b>Medicare Tax</b>	<b>102221.0 - FICA PAYABLE</b>	
<b>EFTPS</b>	<b>9999</b>	<b>PR101225-12</b>	<b>10/14/2025</b>	<b>10/20/2025</b>	<b>1,048.61</b>	<b>Federal Income Tax</b>	<b>102222.0 - FEDERAL WITHHOLDING</b>	
<b>EFTPS</b>	<b>9999</b>	<b>PR101225-12</b>	<b>10/14/2025</b>	<b>10/20/2025</b>	<b>2,676.04</b>	<b>Social Security Tax</b>	<b>102221.0 - FICA PAYABLE</b>	
<b>EFTPS</b>	<b>9999</b>	<b>PR101825-12</b>	<b>10/16/2025</b>	<b>10/20/2025</b>	<b>23.72</b>	<b>Medicare Tax</b>	<b>102221.0 - FICA PAYABLE</b>	
<b>EFTPS</b>	<b>9999</b>	<b>PR101825-12</b>	<b>10/16/2025</b>	<b>10/20/2025</b>	<b>101.44</b>	<b>Social Security Tax</b>	<b>102221.0 - FICA PAYABLE</b>	
<b>EFTPS</b>	<b>9999</b>	<b>PR102625-12</b>	<b>10/27/2025</b>	<b>10/30/2025</b>	<b>763.36</b>	<b>Medicare Tax</b>	<b>102221.0 - FICA PAYABLE</b>	
<b>EFTPS</b>	<b>9999</b>	<b>PR102625-12</b>	<b>10/27/2025</b>	<b>10/30/2025</b>	<b>1,045.71</b>	<b>Federal Income Tax</b>	<b>102222.0 - FEDERAL WITHHOLDING</b>	
<b>EFTPS</b>	<b>9999</b>	<b>PR102625-12</b>	<b>10/27/2025</b>	<b>10/30/2025</b>	<b>3,264.02</b>	<b>Social Security Tax</b>	<b>102221.0 - FICA PAYABLE</b>	
					<b>\$9,548.76</b>			
<b>Joseph, Katie</b>	<b>ACH 10072513</b>	<b>10/7/2025</b>	<b>10/07/2025</b>		<b>35.89</b>	<b>Town Candy Reimbursement</b>	<b>104424.0 - OFFICE EXPENSE &amp; SUP</b>	
					<b>\$35.89</b>			
<b>Littles Diesel Services</b>	<b>6071</b>	<b>356517-E31</b>	<b>10/09/2025</b>	<b>10/09/2025</b>	<b>23.44</b>	<b>2nd Trip- Shop Supplies 7.5% of labor</b>	<b>105525.1 - MAINTENANCE - E31</b>	
<b>Littles Diesel Services</b>	<b>6071</b>	<b>356517-E31</b>	<b>10/09/2025</b>	<b>10/09/2025</b>	<b>26.98</b>	<b>E32 Service Call- 3/8 Air Brake Brass Tee</b>	<b>105525.15 - MAINTENANCE - E32</b>	
<b>Littles Diesel Services</b>	<b>6071</b>	<b>356517-E31</b>	<b>10/09/2025</b>	<b>10/09/2025</b>	<b>30.00</b>	<b>E32 Service Call- 12% Fuel Surcharge</b>	<b>105525.15 - MAINTENANCE - E32</b>	
<b>Littles Diesel Services</b>	<b>6071</b>	<b>356517-E31</b>	<b>10/09/2025</b>	<b>10/09/2025</b>	<b>45.00</b>	<b>1st Trip-12% Fuel Surcharge</b>	<b>105525.1 - MAINTENANCE - E31</b>	
<b>Littles Diesel Services</b>	<b>6071</b>	<b>356517-E31</b>	<b>10/09/2025</b>	<b>10/09/2025</b>	<b>65.00</b>	<b>2nd Trip- Freight</b>	<b>105525.1 - MAINTENANCE - E31</b>	
<b>Littles Diesel Services</b>	<b>6071</b>	<b>356517-E31</b>	<b>10/09/2025</b>	<b>10/09/2025</b>	<b>95.00</b>	<b>1st Trip- Computer Scan</b>	<b>105525.1 - MAINTENANCE - E31</b>	
<b>Littles Diesel Services</b>	<b>6071</b>	<b>356517-E31</b>	<b>10/09/2025</b>	<b>10/09/2025</b>	<b>250.00</b>	<b>E32 Service Call- Labor 2hrs</b>	<b>105525.15 - MAINTENANCE - E32</b>	

**Big Water Municipal Corporation**  
**Check Register**  
**All Bank Accounts - 10/01/2025 to 10/31/2025**

<b>Payee Name</b>	<b>Reference Number</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Payment Date</b>	<b>Amount</b>	<b>Description</b>	<b>Ledger Account</b>	<b>Activity Code</b>
Littles Diesel Services	6071	356517-E31	10/09/2025	10/09/2025	312.50	2nd Trip- 2.5hrs Labor	105525.1 - MAINTENANCE - E31	
Littles Diesel Services	6071	356517-E31	10/09/2025	10/09/2025	375.00	1st Trip-Qly 3 -abor	105525.1 - MAINTENANCE - E31	
Littles Diesel Services					955.34	2nd Trip- Cummins Nox Sensor Kit	105525.1 - MAINTENANCE - E31	
Loyd, James	ACH 10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	<u><u>\$2,178.26</u></u>			
Palsgrove, Richard	ACH 10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	<u><u>244.00</u></u>	2025 Q3 Drill/Call Out Pay		
Marlin Leasing Corporation - Peac S	EFT	40914073	10/08/2025	10/08/2025	<u><u>25.00</u></u>	Xerox Copier Lease Late Fee	104425.0 - EQUIPMENT - SUPPLIES	
Marlin Leasing Corporation - Peac S	EFT	40914073	10/08/2025	10/08/2025	<u><u>101.11</u></u>	Sept. 2025 Xerox Copier Lease (split)	101581.0 - GLEN CANYON SSD CLEA	
Marlin Leasing Corporation - Peac S	EFT	41009420	10/08/2025	10/08/2025	<u><u>101.12</u></u>	Sept. 2025 Xerox Copier Lease (split)	104425.0 - EQUIPMENT - SUPPLIES	
Marlin Leasing Corporation - Peac S	EFT	41009420	10/08/2025	10/08/2025	<u><u>135.98</u></u>	Sept. 2025 Xerox Copier Lease (split)	101581.0 - GLEN CANYON SSD CLEA	
Palsgrove, Richard	ACH 10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	<u><u>\$499.20</u></u>			
PALS GROVE, WOLF	ACH 10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	<u><u>\$387.00</u></u>	2025 Q3 Drill/Call Out Pay		
Park, Brianna	ACH 10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	<u><u>\$370.00</u></u>	2025 Q3 Drill/Call Out Pay		
Palsgrove, Richard	ACH 10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	<u><u>370.00</u></u>	2025 Q3 Drill/Call Out Pay		
Palsgrove, Richard	ACH 10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	<u><u>\$42.00</u></u>	2025 Q3 Drill/Call Out Pay		
PEHP	EFT	10/06/2025	10/06/2025	134.50	Clerk Dental Insurance Aug '25	104415.0 - EMPLOYEE MEDICAL BEN		
PEHP	EFT	10/06/2025	10/06/2025	630.96	Treasurer Health/Dental Insurance Sept. '25	101581.0 - GLEN CANYON SSD CLEA		
PEHP	EFT	10/06/2025	10/06/2025	746.36	FD Shelly Bartlet Health/Dental Single Sept '25	105514.0 - MEDICAL BENEFITS		
PEHP	EFT	10/06/2025	10/06/2025	746.36	SSD Clerk Health/Dental Ins Sept. '25	101581.0 - GLEN CANYON SSD CLEA		
PEHP	EFT	10/06/2025	10/06/2025	1,472.22	Treasurer Health/Dental Ins Sept '25	104415.0 - EMPLOYEE MEDICAL BEN		
PEHP	EFT	10/06/2025	10/06/2025	2,103.18	FD Bailey Nelson Health/Dental Family Sept. '25	105514.0 - MEDICAL BENEFITS		
PEHP	EFT	10/06/2025	10/06/2025	2,103.18	Marshall Healthy/Dental Ins Aug. '25	105415.0 - MED. INSUR		
PEHP	EFT	10/06/2025	10/06/2025	2,103.18	Water Master Health/Dental Ins Sept. '25	101581.0 - GLEN CANYON SSD CLEA		
Redd's Ace Hardware	6065	109271	10/07/2025	10/07/2025	<u><u>\$10,039.94</u></u>			
Redd's Ace Hardware	6065	109271	10/07/2025	10/07/2025	<u><u>5.06</u></u>	PVCx40 adapter 3/4"X1"MPTEX	106427.0 - BLDG & GRNDS - SUPPLI	
Redd's Ace Hardware	6065	109271	10/07/2025	10/07/2025	<u><u>5.84</u></u>	Pipe joint compound 8oz	106427.0 - BLDG & GRNDS - SUPPLI	
Redd's Ace Hardware	6065	109271	10/07/2025	10/07/2025	<u><u>6.20</u></u>	Thread seal tape	106427.0 - BLDG & GRNDS - SUPPLI	
Redd's Ace Hardware	6065	109271	10/07/2025	10/07/2025	<u><u>10.72</u></u>	PVC Repair CPL 1" Comp	106427.0 - BLDG & GRNDS - SUPPLI	
Redd's Ace Hardware	6070	136067	10/07/2025	10/07/2025	<u><u>\$27.82</u></u>			
Redd's Ace Hardware	6070	136067	10/07/2025	10/07/2025	<u><u>6.82</u></u>	Flex Seal	101581.0 - GLEN CANYON SSD CLEA	
Redd's Ace Hardware	6070	136067	10/07/2025	10/07/2025	<u><u>34.12</u></u>	LED LINR LMP T8 96" 2PK	106427.0 - BLDG & GRNDS - SUPPLI	
Redd's Ace Hardware	6070	136067	10/07/2025	10/07/2025	<u><u>59.98</u></u>	Auto Shut Off Gas Can	101581.0 - GLEN CANYON SSD CLEA	
Short, Peggy Sue	ACH 10092511	10.9.25	10/09/2025	10/09/2025	<u><u>187.50</u></u>	M&IE	101581.0 - GLEN CANYON SSD CLEA	
Short, Peggy Sue	ACH 10092511	10.9.25	10/09/2025	10/09/2025	<u><u>187.50</u></u>	M&IE	104423.0 - TRAVEL	
Short, Peggy Sue	ACH 10092511	10.9.25	10/09/2025	10/09/2025	<u><u>269.00</u></u>	Mileage	101581.0 - GLEN CANYON SSD CLEA	
Short, Peggy Sue	ACH 10092511	10.9.25	10/09/2025	10/09/2025	<u><u>269.00</u></u>	Mileage	104423.0 - TRAVEL	
Short, Peggy Sue					<u><u>\$913.00</u></u>			

**Big Water Municipal Corporation**  
**Check Register**  
**All Bank Accounts - 10/01/2025 to 10/31/2025**

<b>Payer Name</b>	<b>Reference Number</b>	<b>Invoice Number</b>	<b>Invoice Ledger Date</b>	<b>Payment Date</b>	<b>Amount</b>	<b>Description</b>	<b>Activity Number</b>	<b>Ledger Account</b>	<b>Activity Code</b>
Shugart, Shelly A	ACH.10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	210.00	2025 Q3 Drill/Call Out Pay		105511.0 - SALARIES AND WAGES	
SKAGGS Companies, Inc.	6066	450_A_302901_2	10/07/2025	10/07/2025	64.96	Mens Shirt-Duty Max. White		105524.1 - UNIFORMS	
Stegall, Marvin	6062	10.2.25	10/02/2025	10/02/2025	90.00	Jeann - City Park- maintenance, weeds, irrigation 9.	\$64.96	105511.0 - SALARIES AND WAGES	
Stegall, Marvin	6062	10.2.25	10/02/2025	10/02/2025	90.00	Marvin - City Park- maintenance, weeds, irrigation 9.	\$210.00	105511.0 - SALARIES AND WAGES	
Stegall, Marvin	6067	10.7.25	10/07/2025	10/07/2025	100.00	Jeann - City Park- maintenance, weeds, irrigation 10.	\$180.00	105511.0 - SALARIES AND WAGES	
Stegall, Marvin	6067	10.7.25	10/07/2025	10/07/2025	100.00	Marvin - City Park- maintenance, weeds, irrigation 10.	\$200.00	105511.0 - SALARIES AND WAGES	
Stegall, Marvin	6072	10.8-10.12.25	10/14/2025	10/14/2025	100.00	Jeann - City Park- maintenance, weeds, irrigation 10.	\$280.00	105511.0 - SALARIES AND WAGES	
Stegall, Marvin	6072	10.8-10.12.25	10/14/2025	10/14/2025	100.00	Marvin - City Park- maintenance, weeds, irrigation 10.	\$180.00	105511.0 - SALARIES AND WAGES	
Stegall, Marvin	ACH.10212513	10.14-10.16.2025	10/21/2025	10/21/2025	160.00	Jeann - City Park- maintenance, weeds, irrigation 10.	\$260.00	105511.0 - SALARIES AND WAGES	
Stegall, Marvin	ACH.10212513	10.14-10.16.2025	10/21/2025	10/21/2025	160.00	Marvin - City Park- maintenance, weeds, irrigation 10.	\$260.00	105511.0 - SALARIES AND WAGES	
Total Tech Utah	6068	10065	10/07/2025	10/07/2025	30.00	9.16.25 On site: FD, Marshal & TH/SSD Computer/L	\$920.00	105511.0 - SALARIES AND WAGES	
Total Tech Utah	6068	10065	10/07/2025	10/07/2025	60.00	9.17.25 Deputy Marshal Spillman in Tahoe		105511.0 - SALARIES AND WAGES	
Total Tech Utah	6068	10065	10/07/2025	10/07/2025	60.00	9.19.25 Marshal Hotspot work		105511.0 - SALARIES AND WAGES	
Total Tech Utah	6068	10065	10/07/2025	10/07/2025	120.00	9.16.25 On site: FD, Marshal & TH/SSD Computer/L		105511.0 - SALARIES AND WAGES	
Total Tech Utah	6068	10065	10/07/2025	10/07/2025	120.00	9.16.25 On site: FD, Marshal & TH/SSD Computer/L		105511.0 - SALARIES AND WAGES	
Total Tech Utah	6068	10065	10/07/2025	10/07/2025	150.00	9.18.25 Work on all computers/laptops Microsoft Iss		105511.0 - SALARIES AND WAGES	
Total Tech Utah	6068	10065	10/07/2025	10/07/2025	210.00	9.30.25 Configure Chief new laptop		105511.0 - SALARIES AND WAGES	
Utah Retirement Systems	9999	PR101225-8831	10/14/2025	10/20/2025	75.00	Roth IRA	\$750.00	105511.0 - SALARIES AND WAGES	
Utah Retirement Systems	9999	PR101225-8831	10/14/2025	10/20/2025	90.87	401K Additional		105511.0 - SALARIES AND WAGES	
Utah Retirement Systems	9999	PR101225-8831	10/14/2025	10/20/2025	120.96	401K		105511.0 - SALARIES AND WAGES	
Utah Retirement Systems	9999	PR101225-8831	10/14/2025	10/20/2025	2,528.34	Retirement		105511.0 - SALARIES AND WAGES	
Utah Retirement Systems	9999	PR102825-8831	10/26/2025	10/30/2025	362.55	Retirement		105511.0 - SALARIES AND WAGES	
Utah Retirement Systems	9999	PR102825-8831	10/27/2025	10/30/2025	360.00	Roth IRA		105511.0 - SALARIES AND WAGES	
Utah Retirement Systems	9999	PR102825-8831	10/27/2025	10/30/2025	2,741.25	Retirement		105511.0 - SALARIES AND WAGES	
Utah Retirement Systems	9999	PR102825-8831	10/27/2025	10/30/2025	-300.00	Roth IRA		105511.0 - SALARIES AND WAGES	
Utah Retirement Systems	9999	PR102825-8831	10/28/2025	10/30/2025	\$5,523.87			105511.0 - SALARIES AND WAGES	
Utah State Tax Commission	9999	PR101225-13	10/14/2025	10/20/2025	914.09	State Income Tax		102223.0 - STATE WITHHOLDING PAY	
Utah State Tax Commission	9999	PR102625-13	10/21/2025	10/30/2025	933.85	State Income Tax		102223.0 - STATE WITHHOLDING PAY	
Westenskow, Cameron	ACH.10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	177.00	2025 Q3 Drill/Call Out Pay	\$177.00	105511.0 - SALARIES AND WAGES	
WEX BANK	EFT	107667851	10/01/2025	10/01/2025	-0.46	Rebates		105426.0 - FUEL	
WEX BANK	EFT	107667851	10/01/2025	10/01/2025	6.00	Monthly Card Charge		105426.0 - FUEL	
WEX BANK	EFT	107667851	10/01/2025	10/01/2025	230.50	Deputy Marshal		105426.0 - FUEL	
WEX BANK	EFT	107667851	10/01/2025	10/01/2025	320.87	Marshal		105426.0 - FUEL	
WEX BANK	EFT	107667851	10/01/2025	10/01/2025	403.21	Remaining Charges		105426.0 - FUEL	
WEX BANK	EFT	107667851	10/01/2025	10/01/2025	403.30	Remaining Charges		105426.0 - FUEL	

**Big Water Municipal Corporation  
Check Register  
All Bank Accounts - 10/01/2025 to 10/31/2025**

<b>Payee Name</b>	<b>Reference Number</b>	<b>Invoice Number</b>	<b>Ledger Date</b>	<b>Payment Date</b>	<b>Amount</b>	<b>Description</b>	<b>Ledger Account</b>	<b>Activity Code</b>
WEX BANK	EFT	107677650	10/01/2025	10/01/2025	16.00	Monthly Charge for Cards	105524.0 - OFFICE EXPENSE & SUP	
WEX BANK	EFT	107677650	10/01/2025	10/01/2025	35.47	BR31	105526.1 - FUEL - Brush Truck	
WEX BANK	EFT	107677650	10/01/2025	10/01/2025	48.01	R31	105526.31 - FUEL - R31	
WEX BANK	EFT	107677650	10/01/2025	10/01/2025	56.48	E32	105526.3 - FUEL - ENGINE 32	
WEX BANK	EFT	107677650	10/01/2025	10/01/2025	90.46	Finance Charge	105526.5 - FUEL - ENGINE 31	
WEX BANK	EFT	107677650	10/01/2025	10/01/2025	118.06	E31	105526.2 - FUEL - CH30	
WEX BANK	EFT	107677650	10/01/2025	10/01/2025	281.68	CH30	105526.5 - FUEL - CH30	
WEX BANK	EFT	107677650	10/01/2025	10/01/2025	365.80	Additional Fuel Charges	105526.5 - FUEL - CH30	
					\$2,375.38			
WILKES, ROBERT TY	ACH.10142512	2025 Q3 Drill/Call	10/14/2025	10/14/2025	140.00	2025 Q3 Drill/Call Out Pay	105511.0 - SALARIES AND WAGES	
XPRESS BILL PAY	EFT	028361	10/06/2025	10/06/2025	\$140.00			
ZIONS BANK	EFT	10302025	10/30/2025	10/30/2025	129.00	Online Bill Pay Service	104434.0 - BANK CHARGES	
					\$129.00			
					100.74	ANALYSIS FEE	104434.0 - BANK CHARGES	
					\$100.74			
					\$39,044.06			

**Big Water Municipal Corporation**  
**General Ledger - 10/1/2025 to 10/31/2025**  
**Job Salaries and Benefits**

Account	Date	Code	Description	Debit	Credit	Balance
<b>Mayor</b>						
<b>10 4111.0 - MAYOR SALARIES AND WAGES</b>						<b>\$1,925.00</b>
10/12/2025 PR			Gross Pay	275.00		2,200.00
10/26/2025 PR			Gross Pay	275.00		2,475.00
				<b>\$550.00</b>		<b>\$2,475.00</b>
<b>10 4113.0 - EMPLOYEE BENEFITS</b>						<b>\$147.28</b>
10/12/2025 PR			Social Security Tax	17.05		164.33
10/12/2025 PR			Medicare Tax	3.99		168.32
10/26/2025 PR			Social Security Tax	17.05		185.37
10/26/2025 PR			Medicare Tax	3.99		189.36
				<b>\$42.08</b>		<b>\$189.36</b>
<b>Mayor Total:</b>				<b>\$592.08</b>	<b>\$0.00</b>	<b>\$2,664.36</b>
<b>Admin</b>						
<b>10 4411.0 - SALARIES AND WAGES</b>						<b>\$19,724.16</b>
10/12/2025 PR			Gross Pay	2,803.86		22,528.02
10/26/2025 PR			Gross Pay	3,897.32		26,425.34
				<b>\$6,701.18</b>		<b>\$26,425.34</b>
<b>10 4413.0 - EMPLOYEE BENEFITS</b>						<b>\$1,508.86</b>
10/12/2025 PR			Social Security Tax	173.84		1,682.70
10/12/2025 PR			Medicare Tax	40.66		1,723.36
10/26/2025 PR			Social Security Tax	318.60		2,041.96
10/26/2025 PR			Medicare Tax	74.50		2,116.46
				<b>\$607.60</b>		<b>\$2,116.46</b>
<b>10 4415.0 - EMPLOYEE MEDICAL BENEFITS</b>						<b>\$7,632.56</b>
10/6/2025 AP			INV: October 2025 PEHP - Clerk Dental Insurance Aug. '25	134.50		7,767.06
10/6/2025 AP			INV: October 2025 PEHP - Treasurer Health/Dental Ins Sept. '25	1,472.22		9,239.28
				<b>\$1,606.72</b>		<b>\$9,239.28</b>
<b>Admin Total:</b>				<b>\$8,915.50</b>	<b>\$0.00</b>	<b>\$37,781.08</b>
<b>Police</b>						
<b>10 5411.0 - SALARIES - FULL TIME</b>						<b>\$22,066.19</b>
10/12/2025 PR			Gross Pay	3,043.62		25,109.81
10/26/2025 PR			Gross Pay	2,970.27		28,080.08
				<b>\$6,013.89</b>		<b>\$28,080.08</b>
<b>10 5412.0 - SALARIES - PART TIME</b>						<b>\$6,065.00</b>
10/12/2025 PR			Gross Pay	824.00		6,889.00
10/26/2025 PR			Gross Pay	865.20		7,754.20
				<b>\$1,689.20</b>		<b>\$7,754.20</b>
<b>10 5413.0 - EMPLOYEE BENEFITS</b>						<b>\$2,133.70</b>
10/12/2025 PR			Social Security Tax	239.79		2,373.49
10/12/2025 PR			Medicare Tax	56.08		2,429.57
10/26/2025 PR			Social Security Tax	237.80		2,667.37
10/26/2025 PR			Medicare Tax	55.62		2,722.99
				<b>\$589.29</b>		<b>\$2,722.99</b>
<b>10 5415.0 - MED INSUR</b>						<b>\$6,309.54</b>
10/6/2025 AP			INV: October 2025 PEHP - Marshal Health/Dental Ins Aug. '25	2,103.18		8,412.72
				<b>\$2,103.18</b>		<b>\$8,412.72</b>
<b>Police Total:</b>				<b>\$10,395.56</b>	<b>\$0.00</b>	<b>\$46,969.99</b>
<b>Fire</b>						
<b>10 5511.0 - SALARIES AND WAGES</b>						<b>\$103,066.32</b>
10/12/2025 PR			Gross Pay	12,843.36		115,909.68
10/14/2025 AP			INV: 2025 Q3 Drill/Call Out Pay 10.14.25 Palsgrove, Richard - 2025 Q3 Drill/Call Out Pay	397.00		116,306.68
10/14/2025 AP			INV: 2025 Q3 Drill/Call Out Pay 10.14.25 WILKES, ROBERT TY - 2025 Q3 Drill/Call Out Pay	140.00		116,446.68
10/14/2025 AP			INV: 2025 Q3 Drill/Call Out Pay 10.14.25 PALSGROVE, WOLF - 2025 Q3 Drill/Call Out Pay	370.00		116,816.68
10/14/2025 AP			INV: 2025 Q3 Drill/Call Out Pay 10.14.25 Park, Brianna - 2025 Q3 Drill/Call Out Pay	42.00		116,858.68
10/14/2025 AP			INV: 2025 Q3 Drill/Call Out Pay 10.14.25 Shugart, Shelly A - 2025 Q3 Drill/Call Out Pay	210.00		117,068.68

**Big Water Municipal Corporation**  
**General Ledger - 10/1/2025 to 10/31/2025**  
**Job Salaries and Benefits**

Account		Description	Debit	Credit	Balance
Date	Code				
<b>Fire ( continued )</b>					
10 5511.0 - SALARIES AND WAGES ( continued )					
10/14/2025 AP		INV: 2025 Q3 Drill/Call Out Pay 10.14.25 Loyd, James - 2025 Q3 Drill/Call Out Pay	244.00		117,312.68
10/14/2025 AP		INV: 2025 Q3 Drill/Call Out Pay 10.14.25 Westenskow, Cameron - 2025 Q3 Drill/Call Out Pay	177.00		117,489.68
10/26/2025 PR		Gross Pay	14,234.51		131,724.19
			<b>\$28,657.87</b>		<b>\$131,724.19</b>
10 5513.0 - EMPLOYEE BENEFITS					
10/12/2025 PR		Social Security Tax	796.29		\$7,669.84
10/12/2025 PR		Medicare Tax	186.23		8,466.13
10/26/2025 PR		Social Security Tax	1,001.81		8,652.36
10/26/2025 PR		Medicare Tax	234.29		9,654.17
			<b>\$2,218.62</b>		<b>9,888.46</b>
<b>Fire Total:</b>			<b>\$30,876.49</b>	<b>\$0.00</b>	<b>\$141,612.65</b>
<b>Building Dept</b>					
10 5611.0 - SALARIES AND WAGES					
10/18/2025 PR		Gross Pay	818.00		\$1,936.00
			<b>\$818.00</b>		<b>2,754.00</b>
10 5613.0 - EMPLOYEE BENEFITS					
10/18/2025 PR		Social Security Tax	50.72		\$148.11
10/18/2025 PR		Medicare Tax	11.86		198.83
			<b>\$62.58</b>		<b>210.69</b>
<b>Building Dept Total:</b>			<b>\$880.58</b>	<b>\$0.00</b>	<b>\$2,964.69</b>
<b>Streets</b>					
10 6110.0 - Streets SALARIES & WAGES					
10/12/2025 PR		Gross Pay	275.00		\$1,925.00
10/26/2025 PR		Gross Pay	275.00		2,200.00
			<b>\$550.00</b>		<b>2,475.00</b>
10 6113.0 - Streets BENEFITS					
10/12/2025 PR		Social Security Tax	17.05		\$147.28
10/12/2025 PR		Medicare Tax	3.99		164.33
10/26/2025 PR		Social Security Tax	17.05		168.32
10/26/2025 PR		Medicare Tax	3.99		185.37
			<b>\$42.08</b>		<b>189.36</b>
<b>Streets Total:</b>			<b>\$592.08</b>	<b>\$0.00</b>	<b>\$2,664.36</b>
<b>Parks and Rec</b>					
10 6411.0 - SALARIES AND WAGES					
10/2/2025 AP		INV: 10.2.25 Stegall, Marvin - Marvin - City Park- maintenance, weeds, irrigation 9.30.25 @ \$20/hr	90.00		\$2,640.00
10/2/2025 AP		INV: 10.2.25 Stegall, Marvin - Joann - City Park- maintenance, weeds, irrigation 9.30.25 @ \$20/hr	90.00		2,730.00
10/7/2025 AP		INV: 10.7.25 Stegall, Marvin - Marvin - City Park- maintenance, weeds, irrigation 10.6.25 @ \$20/hr	100.00		2,820.00
10/7/2025 AP		INV: 10.7.25 Stegall, Marvin - Joann - City Park- maintenance, weeds, irrigation 10.6.25 @ \$20/hr	100.00		2,920.00
10/14/2025 AP		INV: 10.8-10.12.25 Stegall, Marvin - Marvin - City Park- maintenance, weeds, irrigation 10.8 (5hrs) & 10.12.25 (4hrs) @ \$20/hr	180.00		3,020.00
10/14/2025 AP		INV: 10.8-10.12.25 Stegall, Marvin - Joann - City Park- maintenance, weeds, irrigation 10.8.25 (5hrs) @ \$20/hr	100.00		3,200.00
10/21/2025 AP		INV: 10.14-10.16.2025 Stegall, Marvin - Marvin - City Park- maintenance, weeds, irrigation 10.14 (5hrs) & 10.16.25 (3hrs) @ \$20/hr	160.00		3,300.00
10/21/2025 AP		INV: 10.14-10.16.2025 Stegall, Marvin - Joann - City Park- maintenance, weeds, irrigation 10.14.25 (2hrs) & 10.16.25 (3hrs) @ \$20/hr	100.00		3,460.00
			<b>\$920.00</b>		<b>3,560.00</b>
<b>10 6413.0 - EMPLOYEE BENEFITS</b>					
<b>Parks and Rec Total:</b>			<b>\$920.00</b>	<b>\$0.00</b>	<b>\$3,599.78</b>
<b>Report Total:</b>			<b>\$53,172.29</b>	<b>\$0.00</b>	<b>\$238,256.91</b>

**Big Water Municipal Corporation**  
**Cash Summary**  
**All Bank Accounts as of 11/13/2025**

Description	Amount
Checking - Zions	\$27,658.98
PTIF 3384 General	\$187,633.81
PTIF 3385 Roads	\$511,284.21
PTIF 5600 Fire Dept	\$8,437.18
PTIF 8089 Human Resources	\$20,733.76
PTIF 8359 Contingency Fund	\$24,032.05
Xpress Bill Pay Clearing	\$30.00
PTIF 0670 Loan	\$0.00
Water Cash	\$106.16
<b>General Ledger Cash Total:</b>	<b>\$779,916.15</b>