

**Summit County Service Area #3**  
**Board of Trustees Meeting & Budget Public Hearing Agenda**

Meeting Date & Time: December 9, 2025, 5:30pm MST; Budget Hearing, 6:00pm MST

Meeting Location: Mountain Life Church, 7375 Silver Creek Rd, Park City, UT 84098

For more information or questions: (435) 500-6276

Agenda Item	Time	Presenter(s)
1. <b>Welcome and Call Meeting to Order</b> (motion/voting) a. Welcome b. Roll Call & Conflict of Interest Disclosure	5:30 pm	Chair
2. <b>General Public Comments</b> (Limited to 3 minutes per person)	5:35 pm	Chair
3. <b>Administrative &amp; Financial</b> (motion/voting) a. Approval of November 18, 2025 minutes - Board of Canvasser minutes & Public Meeting Minutes b. 2026 Board meeting dates c. Policy Change For Back Up Officers d. Board Training e. Regulation 2025 -15: Data Privacy Program f. Regulation 2025-16: Annexation Policy	5:45 pm	Chair, General Manager
4. <b>Water, Roads &amp; Trails Update</b> (motion/voting) a. Update	6:00 pm	Water & Roads Operator
5. <b>Budget Hearing Public Comment</b> (Limited to 3 minutes per person)	6:05 pm	Chair
6. <b>Budget Hearing</b> (motion/voting) a. Resolution 2025-13: Approving 2026 Budget b. Resolution 2025-14: Amending 2025 Budget	7:30 pm	Chair
7. <b>Closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation, and/or the sale or purchase of real property pursuant to Utah Code §§ 52-4-204 through 205. **</b>	8:00 pm	
8. <b>Adjournment</b>	8:30 pm	Chair

To participate online: Google Meet joining info

Video call link: <https://meet.google.com/sys-gdvj-vnx>

Or dial: (US) +1 470-250-1720 PIN: 535 432 764#

More phone numbers: <https://tel.meet/sys-gdvj-vnx?pin=3736965577842>

\*Minutes and agendas available at:

<https://www.summitcountuytah.gov/AgendaCenter/Search/?term=&CIDs=34.&startDate=01/01/2025&endDate=04/15/2025&dateRange=&dateSelector=>

\*\*Any motion/voting will take place in open meeting after closed session



## Summit County Service Area #3

629 E Parkway Drive · Suite 1 · Park City · UT 84098 · (435) 500-6267 · [bit.ly/SCSA3](http://bit.ly/SCSA3) · [permit@summitcosa3ut.gov](mailto:permit@summitcosa3ut.gov)

# Welcome

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Tuesday, December 9, 2025



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# Public Comment

**(Limited to 3 minutes per person)**

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# Administrative & Financial

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## PENDING MINUTES

SUMMIT COUNTY SERVICE AREA #3 BOARD OF CANVASSERS MEETING  
MOUNTAIN LIFE CHURCH, 7375 SILVER CREEK RD, PARK CITY, UT 84098

TUESDAY, NOVEMBER 18, 2025

Meeting also conducted via Google Meet.

1. **Welcome (5:31pm)**

- a. Welcome called to order by Scott Witkin, Board Chair
- b. Roll Call & Conflict of Interest Disclosure - No conflicts were disclosed

**Board Members:**

Scott Witkin, Chair  
Rick Parisi, Vice Chair  
Jon "Otto" Blum, Treasurer  
Karri Taix, Clerk (online)  
John Ball (online)  
David Olson  
Derek Price

**Staff & Contractors:**

Vince Pao-Borjigin, Acting GM  
Jody Anagnos (online)  
Chris Bullock, Road & Water Mgr  
Nathan Bracken, legal counsel

2. **Administrative & Financial (5:32)**

- a. Resolution 2025-11 - Certifying the Election.

Vince Pao Borjigin read all of the canvass results for Service Area 3 into the record.

**David Olson motioned to approve the election results as presented, Scott seconded the motion. All Trustees were present and voted unanimously to pass the motion. (vote 7-0)**

3. **Adjournment (5:34)**

**Derek made a motion to adjourn the Board of Canvassers meeting, Rick seconded the motion. All Trustees present voted to adjourn the meeting. The motion passed. (vote 7-0)**

Online participants: Katie Tyler, John Nowoslawksi



## PENDING MINUTES

SUMMIT COUNTY SERVICE AREA #3 BOARD OF TRUSTEES PUBLIC BOARD MEETING  
MOUNTAIN LIFE CHURCH, 7375 SILVER CREEK RD, PARK CITY, UT 84098  
TUESDAY, NOVEMBER 18, 2025

Meeting also conducted via Google Meet.

1. **Welcome (5:36pm)**

- a. Welcome called to order by Scott Witkin, Board Chair
- b. Roll Call & Conflict of Interest Disclosure - No conflicts were disclosed

**Board Members:**

Scott Witkin, Chair  
Rick Parisi, Vice Chair  
Jon "Otto" Blum, Treasurer  
Karri Taix, Clerk (online)  
John Ball (online)  
David Olson  
Derek Price

**Staff & Contractors:**

Vince Pao-Borjigin, Acting GM  
Jody Anagnos (online)  
Chris Bullock, Road & Water Mgr  
Nathan Bracken, legal counsel

2. **Public Comment I: (5:37pm)**

- Justin Shea
- Lisa D'Urso
- Caroline Gleich
- John Nowoslawski (online)

3. **Administrative & Financial (6:12pm)**

- a. Approval of October 21, 2025 minutes - There were no questions regarding the minutes.  
**Scott made a motion to approve the minutes as presented; David seconded the motion. All Trustees in attendance voted in favor of approving the October 21, 2025 minutes as presented. (vote 7-0)**  
Attachment: [Approved minutes for October 21, 2025](#)
- b. UASD Conference Recap - Vince presented and gave a recap of the UASD meeting which was held November 5-7, 2025. There are upcoming changes in legislation that will affect the Service Area.
- c. 2026 Board Meeting Dates and Board Training - Scott proposed changing the February 2026 meeting date to February 24th due to spring break conflict. Also, move the August date to August 25th which is the fourth Tuesday because of a conflict with the first day of school. Vince discussed doing a formal board training with LeGrand Bitner at the Service Area office. This would be required for Derek, Justin and Caroline and optional for any

other Board member who would like to attend. Vince proposed dates in mid January to schedule the training. Everytime a Trustee gets re-elected you need to do this training plus any newly elected Trustees need to attend this training. Plus every Trustee needs to do the open public meeting training annually. Vince will schedule the Board Training for January 15th at 5:00pm.

- d. Back Up Clerk - Will readdress in December's meeting. Karri wants to discuss further and Derek mentioned changing the language in policy for a back up clerk. The clerk signs off on invoices and resolutions but is not a check signer.

**6:45pm John Ball left the call**

- e. PTO - Current personnel policy is to allow employees to carry over 40 hours of PTO from year to year. Vince would like to carry over 80 hours year to year which is a change to the current policy. The Board agreed that he can carry over the current balance till July 1, 2026 because of staffing changes and current work load.

**Rick made a motion to make an exception to policy to allow Vince to extend PTO balance to July 1, 2026, Scott seconded the motion. All Trustees in attendance voted in favor of allowing Vince to extend his current PTO balance to July 1, 2026. (vote 6-0)**

- f. Impact Fee vs Permit fee. Nathan explained why he thinks that the Service Area should move to an Impact Fee model versus permit fees. He wants the Board to understand the cost of an impact fee study and RFP for this study which is required to establish an impact fee. The estimated cost to do the required legwork to implement an impact fee is \$10-35K. There was a consensus to move forward with an impact fee study. Nathan and Vince were looking for direction from the Board to move forward. The budget will be adjusted accordingly for this additional cost.

- g. Resolution 2025-10 - Approving Tentative 2026 Budget

The only change is to add \$25,000 for impact fee study which can come out of the capital reserve. With that change, the Board approved the tentative 2026 budget. The budget hearing and approval meeting is Tuesday, December 9. There will also be a resolution to amend the 2025 budget at this same meeting.

**Scott made a motion to approve the tentative 2026 budget and hold the budget public hearing on December 9, 2025 at 6pm, Derek seconded the motion. All Trustees in attendance voted in favor of approving the tentative budget. (vote 6-0)**

**4. Water, Roads & Trails Update (7:22pm)**

- b. Resolution 2025-12 - Bond. - Garrett with Gilmore Bell, the bond attorney, was present to present the bond and resolution. Garrett reviewed the bond process and spoke about the requirement of a public hearing which was tentatively scheduled for December 9th but ultimately moved to January 20, 2026 due to noticing requirements. Garrett stated that the parcels with wells that are not on the water system are not affected by the bond or loan. Well users will not pay for the bond, repayment funds will only come from the revenue from the water system. The Silver Bullet is the main storage tank and has been repaired multiple times. The funding was considered an emergency due to the leak on

the Silver Bullet which is 30 years past its useful life. Nathan recommended a FAQ for residents regarding this project. The state requires 1.25% of the revenue from the fees and the Service Area's fees are too low and need to be raised. There needs to be a rate and fee hearing in January so we know what the rate will be to pay the bond. Again, the rate increase will only apply to water system users, the rate increase won't affect the well users.

**David made a motion to approve the resolution with the hearing in January instead of December, Scott seconded the motion. Scott, Rick, Derek, Otto and David voted in favor of Resolution 2025-12 with a January hearing date. (vote 5-0) Karri was on the call but her vote was not audible.**

- a. Water system infrastructure update - Chris Bullock presented. They are coming up with solutions to repair the casing to the Greenfield well. In the first week of December, they have authorized a company to sample for the arsenic to see where in the column of water the arsenic is to see if they can cap that area.
- c. Road Projects Update - Chris presented. With the good weather we've had, we made road improvements including a slurry seal on the roads although not all of the work was completed. They are still doing pothole repair. Slurry was not completed by the contractor, the contractor didn't have enough material to complete the project. Work will be completed in the spring. Equipment is moved in for snow removal. Derek asked about winter trail maintenance.

**7:41pm Karri left the call**

**5. Public Comment II: (7:43)**

- No public comment.

**6. Closed Session (7:44pm)**

At 7:44pm, Rick made a motion to move into closed session to discuss the reasonably imminent litigation, and/or the sale or purchase of real property pursuant to Utah Code §§ 52-4-204 through 205. \*\* Otto seconded the motion. All Trustees present voted to move into closed session. (vote 5-0)

The Board came back into public meeting and moved back into closed session to discuss the character, professional competence, or physical or mental health of an individual, pursuant to Utah Code §§ 52-4-204 through 205. \*\* Scott seconded the motion. All Trustees present voted to move into closed session. (vote 5-0)

**7. Adjournment (9:02pm)**

Scott made the motion to adjourn the meeting and David seconded the motion.

**Next meeting is December 9, 2025 at the Mountain Life Church**

Online participants: John Nowoslawkis, Katie Tyler



## Summit County Service Area #3

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# Service Area 3 Board of Trustee 2026 Proposed Public Meeting Dates

Meeting Location: Mountain Life Church, 7375 Silver Creek Rd, Park City, UT 84098

January 20	3rd Tuesday - Bond Hearing at Sheldon Richins Building, Auditorium
February 24	4th Tuesday
March 17	3rd Tuesday
April 21	3rd Tuesday
May 19	3rd Tuesday
June 16	3rd Tuesday
No July meeting	
August 25	4th Tuesday
September 15	3rd Tuesday
October 20	3rd Tuesday - Tentative Budget
November 17	3rd Tuesday - Approve Tentative Budget
December 8	2nd Tuesday - Public Hearing for 2027 Budget

## **SUMMIT COUNTY SERVICE AREA #3**

### **REGULATION NO. 2025-15**

#### **A REGULTION INITIATING THE ESTABLISHMENT OF A DATA PRIVACY PROGRAM; DESIGNATING CHIEF ADMINISTRATIVE AND AUTHORIZED RECORDS OFFICERS; REQUIRING RECORDS FOR PROOF OF OFFICER AND EMPLOYEE PRIVACY TRAINING; PREPARING WEBSITE DATA PRIVACY NOTICE; ENDORSING THE STATE'S DATA PRIVACY POLICY; AND COMPLETING THE DISTRICT'S INTERNAL DATA PRIVACY PROGRAM REPORT**

**WHEREAS**, Summit County Service Area #3 (“**District**”) is a Utah special district; and

**WHEREAS**, the District’s Board of Trustees (“**Board**”) is authorized to adopt programs to guide decision-making and District policy under the Special Service District Act, Title 17B of the Utah Code; and

**WHEREAS**, the State of Utah requires each governmental entity, including the District to initiate a data privacy program that recognizes the state policy that “an individual has a fundamental interest in and inherent expectation of privacy regarding the individual’s personal data that an individual provides to a governmental entity” and each governmental entity shall process personal data consistent with this state policy pursuant to Utah Code § 63A-19-401; and

**WHEREAS**, the Utah State Legislature enacted HB 444, Data Privacy Amendments, in 2025, which requires the District to prepare an internal data privacy program report (“**Report**”) no later than December 31, 2025, pursuant to Utah Code Ann. § 63A-19-401.3; and

**WHEREAS**, the Board resolves to ensure that the District fully complies with the requirements of Utah Code, Title 63A, Chapter 19, Government Data Privacy Act (“**GDPA**”); Utah Code, Title 63G, Chapter 2, Government Records Access and Management Act (“**GRAMA**”); and Utah Government Operations Code, Title 63A; including the Report completion; and

**WHEREAS**, the Board resolves to initiate and establish the District’s data privacy program (“**DPP**”), which the District will develop and implement over time to comply with the requirements of Utah Code, Title 63A, Chapter 19, Part 4, Duties of Governmental Entities, and other applicable laws; and

**WHEREAS**, the Board desires to appoint a Chief Administrative Officer (“**CAO**”) for the District’s DPP; and

**WHEREAS**, the desires to appoint an administrative records officer (“**ARO**”) for the District’s DPP; and

**WHEREAS**, the CAO shall report the names of the designated CAO and the trained ARO to the Division of Archives and Records Services pursuant to Utah Code Subsections 63A-12-103(8)(c)(ii) and 63G-2-108; and

**WHEREAS**, the CAO shall oversee the compliance of all the District's employees with the data privacy training pursuant to Utah Code § 63A-19-401.2; and

**WHEREAS**, the District shall prepare and provide a data privacy statement on its website or homepage if not yet accomplished; and

**WHEREAS**, the CAO shall prepare its internal privacy report ("Report"). Attached is the District's template of the Report as **Exhibit A**.

**NOW, THEREFORE BE IT RESOLVED** that the **BOARD OF TRUSTEES** that:

1. Appointment. The Board makes the following designation and appointment:

- a. \_\_\_\_\_ is designated as the CAO of the District's DPP; and
- b. \_\_\_\_\_ is appointed as the ARO of the District's DPP.

2. Approval of Forms: The Board approves the following forms and provides the following direction to District Staff:

a. The Report template included as **Exhibit A** of this regulation is approved and the ARO, acting under the direction of the CAO, is directed to complete the privacy report to their best of their ability in accordance with applicable law and to file the completed report with the District's records, provided that such report when completed is identified as protected record pursuant to Utah Code.

b. The privacy statement attached as **Exhibit B** of this regulation is approved and the ARO is directed to post the statement to the District's website.

3. Enactment. The Board approves the initiation and establishment of the Summit County Service Area #3 Data Privacy Program; designation of the CAO and appointment of the ARO, the intended recordkeeping for proof of completion of ARO training and certification and employee privacy training; the preparation and publication of the website data privacy notice; endorsement of the state's data privacy policy, and the completion of this internal Privacy Program Report as attached.

4. Direction to Staff: The ARO is authorized and directed to take such steps as may be needed under the direction of the CAO: (a) for this regulation to become effective under Utah law; and (b) to make non-substantive edits to correct any scrivener's, formatting, and numbering errors that may be needed, if any.

5. Severability: If a court of competent jurisdiction determines that any part of this regulation is unconstitutional or invalid, then such portion of this regulation, or specific application of this regulation, shall be severed from the remainder, which shall continue in full force and effect.

6. Effective Date: This regulation will go into effect immediately.

ADOPTED AND PASSED this 9<sup>th</sup> day of December 2025.

SUMMIT COUNTY SERVICE AREA #3

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Scott Witkin, Chair

ATTEST:

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Karri Taix, Clerk

VOTING

Trustee Ball voting	_____
Trustee Blum voting	_____
Trustee Olson voting	_____
Trustee Parisi voting	_____
Trustee Price voting	_____
Trustee Taix voting	_____
Trustee Witkin voting	_____

# EXHIBIT A

**SCSA#3 DATA PRIVACY PROGRAM REPORT TEMPLATE**

## **Section 1: Governmental Entity Information**

**Governmental Entity Name:** Summit County Service Area #3

**Governmental Entity Type (Select One):**

<input type="checkbox"/> State Agency	<input type="checkbox"/> Interlocal
<input type="checkbox"/> County	<input type="checkbox"/> Associations of Government
<input type="checkbox"/> Municipality	<input type="checkbox"/> Charter School
<input checked="" type="checkbox"/> Special Service District	<input type="checkbox"/> Public School
<input type="checkbox"/> Board or Commission	<input type="checkbox"/> Independent or Quasi-Government
<input type="checkbox"/> College or University	<input type="checkbox"/> Other _____

**Mailing Address:**

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**Chief Administrative Officer (CAO):**

- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Date of Report Completion: \_\_\_\_\_

## **Section 2: Privacy Program Status**

*Utah Code Ann. Subsection 63A-19-401.3(1)(a):*

- Has your governmental entity initiated a **privacy program**?

Yes       No

- What mechanism(s) has your governmental entity used to initiate its **privacy program**?

Administrative Rule

Ordinance

Resolution

Policy

Privacy Program Report

Other: \_\_\_\_\_

### **Section 3: Privacy Practices, Maturity and Strategies**

*Utah Code Ann. Subsections 63A-19-401.3(1)(b)(i) and (ii):*

#### **Privacy Practice Maturity Model:**

Level	Description
Level 0 Non-Existent	The practice is not implemented or acknowledged.
Level 1 Ad Hoc	The practice may occur but is undocumented (no policies or procedures), application is reactive and not standardized.
Level 2 Defined	The practice is implemented and documented, but documentation may not cover all relevant aspects, and application may be informal and inconsistent.
Level 3 Consistently Implemented	The practice is documented to cover all relevant aspects, application is formal and consistent.
Level 4 Managed	The practice is actively managed with metrics that are regularly reviewed to assess efficacy and facilitate improvement.
Level 5 Optimized	The practice is fully embedded in the entity with recognition and understanding across the workforce through active training and awareness campaigns, and inclusion in operations and strategy.

**Privacy Practices Implemented:**

List all privacy practices implemented, and the strategies your entity will implement, in the coming calendar year to improve its privacy practices and program. The Office recommends entities indicate the current maturity level (0–5) of each practice and select the target maturity they plan to achieve for a given practice by the end of the following calendar year. This will be beneficial to the entity in moving their privacy programs forward.

Governance				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Gov-1. Chief Administrative Officer (CAO) Designation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance formally adopting this practice and defines who will make CAO designation and how that designation will be made.	Level 0
Gov-2. Records Officers Appointment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance formally adopting this practice and defines how the CAO will appoint records officers and review appointments.	Level 0
Gov-3. Records Officer Training and Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance formally adopting this practice and require records	Level 0

officers complete certification.				
Gov-4. Statewide Privacy Awareness Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Gov-5. Privacy Program Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Identify				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Ide-1. Record Series Creation and Maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-2. Record Series Designation and Classification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-3. Retention Schedule Proposal and Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-4. Record Series Privacy Annotation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Ide-5. Inventorying	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example strategy:</i> Adopt policy or ordinance that formally adopts this practice.	Level 0
Ide-6. Privacy Impact Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Ide-7. Record and Data Sharing, Selling, or Purchasing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0	<i>Example Strategy:</i> Adopt policy or ordinance requiring any sharing, selling or purchasing of data be reported and inventoried.	Level 0

Control				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Con-1. Data Subject Requests for Access	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Con-2. Data Subject Requests for Amendment or Correction	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Con-3. Data Subject Requests for an Explanation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Con-4. Data Subject Request At-Risk Employee Restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
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Communicate				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Com-1. Website Privacy Notice (Policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Com-2. Privacy Notice (Notice to Provider of Information)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Protect				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
Pro-1. Minimum Data Necessary	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Pro-2. Record Retention and Disposition	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
Pro-3. Incident Response	<input type="checkbox"/> Yes	Level 0		Level 0

	<input type="checkbox"/> No			
Pro-4. Breach Notification	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

Other Privacy Practices Implemented by the Governmental Entity				
Practice	Implemented	Current Maturity	Strategies for Improvement	Target Maturity
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level 0		Level 0

#### Section 4: High-Risk Processing Activities

*Fulfills requirement of Subsection 63A-19-401.3(1)(b)(iii):* The chief administrative officer of each governmental entity shall prepare a report that includes a description of: the governmental entity's high-risk processing activities.

**Definition** – Utah Code § 63A-19-101(17)(a) and (b):

- (a) “**High-risk processing activities**” means a governmental entity’s processing of personal data that may have a significant impact on an individual’s privacy interests, based on factors that include:
  - (i) the sensitivity of the personal data processed;
  - (ii) the amount of personal data being processed;

(iii) the individual's ability to consent to the processing of personal data; and  
(iv) risks of unauthorized access or use.

(b) High-risk processing activities may include the use of:

(i) facial recognition technology

(ii) automated decision making

(iii) profiling

(iv) genetic data

(v) biometric data

(vi) geolocation data.

#### **4.1 High-Risk Activities:**

Select all applicable high-risk processing activities your entity engages in and provide a brief description of the purposes and uses of each activity.

**Facial recognition technology**

Explanation of Purpose:

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**Automated decision making**

Explanation of Purpose:

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**Profiling (e.g., behavioral or predictive analysis)**

Explanation of Purpose:

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**Genetic data processing**

Explanation of Purpose:

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**Biometric data processing (e.g., fingerprints, voice, iris scans)**

Explanation of Purpose:

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**Geolocation data processing**

Explanation of Purpose:

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#### **4.2 Additional high-risk activities (not listed above):**

List any other processing activities your entity has identified as high-risk under the statutory definition and a brief description of the purposes and uses of each.

[Insert narrative or list here]

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### **Section 5: Personal Data Sharing, Selling, and Purchasing**

#### **5.1 Personal Data Sharing, Selling, and Purchasing**

*Fulfills requirements of Subsections 63A-19-401.3(1)(c) and (d):*

The chief administrative officer of each governmental entity shall prepare a report that includes: **a list of the types of personal data the governmental entity currently shares, sells, or purchases and the legal basis for sharing, selling, or purchasing personal data.**

Using the checkboxes below identify whether, and the types of, personal data that your governmental entity shares, sells, or purchases and provide a summary of the legal basis for the sharing, selling, or purchasing.

Types of Personal Data	Share, Sell and Purchase Status	Legal Basis for Sharing, Selling or Purchasing
<b>Basic Identification &amp; Contact Information</b> <ul style="list-style-type: none"><li>● Full Name</li><li>● Date of Birth</li><li>● Place of Birth</li><li>● Gender</li><li>● Age</li></ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell	

<ul style="list-style-type: none"> <li>● Government-Issued Identifiers: <ul style="list-style-type: none"> <li>○ Social Security Number</li> <li>○ Driver's License or State ID Number</li> <li>○ Passport Number</li> <li>○ Other national or government-assigned IDs</li> </ul> </li> <li>● Contact Information: <ul style="list-style-type: none"> <li>○ Home Address</li> <li>○ Email Address(es)</li> <li>○ Phone Number(s)</li> <li>○ Mailing Address (if different from home address)</li> </ul> </li> </ul>	<input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Demographic &amp; Personal Characteristics</b></li> <li>● Race or Ethnicity</li> <li>● Marital Status</li> <li>● Nationality or Citizenship</li> <li>● Language Preferences</li> <li>● Household Information <ul style="list-style-type: none"> <li>○ Household Size</li> <li>○ Household Composition</li> </ul> </li> </ul>	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	

<ul style="list-style-type: none"> <li>● <b>Employment &amp; Professional Information</b></li> <li>● Job Title and Position</li> <li>● Employment History</li> <li>● Employer Name</li> <li>● Professional Credentials <ul style="list-style-type: none"> <li>○ Professional Licenses</li> <li>○ Certifications</li> </ul> </li> <li>● Work Contact Information</li> </ul>	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Financial Data</b></li> <li>● Banking Details <ul style="list-style-type: none"> <li>○ Bank Account Numbers</li> <li>○ Credit Card Numbers</li> </ul> </li> <li>● Tax Identification Numbers</li> <li>● Income and Wage Data</li> <li>● Credit Information <ul style="list-style-type: none"> <li>○ Credit Reports</li> <li>○ Credit Scores</li> </ul> </li> <li>● Payment History</li> </ul>	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Health and Medical Information</b></li> </ul>	<input type="checkbox"/> Share	

<ul style="list-style-type: none"> <li>● Medical History</li> <li>● Diagnoses or Treatments</li> <li>● Mental Health Data</li> <li>● Health Insurance Information</li> <li>● Prescription Information</li> <li>● Disability Status</li> </ul>	<input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Education Information</b></li> <li>● School or Institution Attended</li> <li>● Student ID Numbers</li> <li>● Academic Records           <ul style="list-style-type: none"> <li>○ Grades</li> <li>○ Transcripts</li> </ul> </li> <li>● Special Education Status</li> <li>● Disciplinary Records</li> </ul>	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Government Program &amp; Benefits Data</b></li> <li>● Program Participation (e.g., SNAP, Medicaid, TANF)</li> <li>● Eligibility Determinations</li> <li>● Benefit Amounts or Disbursements</li> <li>● Case Management Notes</li> </ul>	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase	

<ul style="list-style-type: none"> <li>• Appeals/Decisions</li> </ul>	<input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>• <b>Biometric Data</b></li> <li>• Physical Biometrics           <ul style="list-style-type: none"> <li>◦ Fingerprints</li> <li>◦ Facial Recognition Data</li> <li>◦ Retina or Iris Scans</li> </ul> </li> <li>• Voiceprints</li> <li>• Genetic Information: DNA or other genetic data</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>• <b>Online &amp; Digital Identifiers</b></li> <li>• Network Identifiers           <ul style="list-style-type: none"> <li>◦ IP Addresses</li> <li>◦ Device IDs</li> </ul> </li> <li>• Tracking Technologies           <ul style="list-style-type: none"> <li>◦ Cookies</li> <li>◦ Browser Fingerprints</li> </ul> </li> <li>• Location Data (e.g., GPS, precise geolocation)</li> <li>• Login Credentials (e.g., usernames, hashed passwords)</li> <li>• Online Activity Logs</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	

<ul style="list-style-type: none"> <li>• Social Media Handles</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Criminal or Legal Information</b></li> <li>• Arrest Records</li> <li>• Conviction History</li> <li>• Court Records</li> <li>• Probation or Parole Status</li> <li>• Incarceration Records</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>• <b>Vehicle &amp; Property Data</b></li> <li>• Vehicle Information           <ul style="list-style-type: none"> <li>○ Vehicle Registration</li> <li>○ VIN Numbers</li> </ul> </li> <li>• Property Ownership           <ul style="list-style-type: none"> <li>○ Property Ownership or Deed Information</li> <li>○ Property Tax Records</li> </ul> </li> <li>• Utility Usage Data</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell  <input type="checkbox"/> Purchase  <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>• <b>Photographic or Video Data</b></li> <li>• Surveillance Footage</li> </ul>	<input type="checkbox"/> Share  <input type="checkbox"/> Sell	

<ul style="list-style-type: none"> <li>• Government ID Photos</li> <li>• School or Agency-Provided Photo Records</li> <li>• Body Camera Footage</li> <li>• Public Meeting Recordings</li> </ul>	<input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>• <b>Voting &amp; Civic Data</b></li> <li>• Voter Registration</li> <li>• Voting History</li> <li>• Political District Assignments</li> <li>• Civic Engagement Program Data</li> </ul>	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>• <b>Immigration &amp; Travel Information</b></li> <li>• Visa Status</li> <li>• Travel History or Itineraries</li> <li>• Customs Declarations</li> <li>• Immigration Proceedings</li> </ul>	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>• <b>Communication &amp; Complaints Data</b></li> </ul>	<input type="checkbox"/> Share	

<ul style="list-style-type: none"> <li>● Correspondence <ul style="list-style-type: none"> <li>○ Emails or Written Correspondence</li> <li>○ Call Transcripts or Recordings</li> </ul> </li> <li>● Case Notes related to complaints or service requests</li> <li>●</li> </ul>	<input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> <li>● <b>Other</b></li> </ul> <p>Explain:</p> <hr/>	<input type="checkbox"/> Share <input type="checkbox"/> Sell <input type="checkbox"/> Purchase <input type="checkbox"/> N/A	

## 5.2 Personal Data Recipients and Sources

*Fulfills requirements of Subsections 63A-19-401.3(1)(e)(i), (ii), and (iii):*

The chief administrative officer of each governmental entity shall prepare a report that includes: **the category of individuals or entities with whom, to whom, and from whom the governmental entity shares, sells, or purchases personal data.**

*Mark all that apply:*

<b>Processing Activity</b>	<b>Categories of Recipients or Sources</b>
Personal Data Shared With:	<p><b>Governmental and Public Sector Entities</b></p> <p>I. Domestic Governmental Entities:</p> <p><input type="checkbox"/> State, Local, Federal, or Tribal Governmental Entities</p> <p><input type="checkbox"/> Law Enforcement Agencies</p> <p><input type="checkbox"/> Judicial or Court Systems</p> <p><input type="checkbox"/> Legislative Bodies or Policy Research Organizations</p> <p><input type="checkbox"/> Regulatory Agencies</p> <p><input type="checkbox"/> Professional Licensing Boards</p> <p>II. International Governmental Entities:</p> <p><input type="checkbox"/> Foreign Governments or International Organizations</p> <p><input type="checkbox"/> Public Services &amp; Emergency:</p> <p><input type="checkbox"/> Emergency Services / Disaster Response Agencies</p> <p><input type="checkbox"/> Public Utilities or Infrastructure Partners</p> <p>III. Public Disclosure:</p> <p><input type="checkbox"/> Public Disclosure / Open Records Releases</p> <p><b>Commercial and Private Sector Entities</b></p> <p>I. Service Providers &amp; Vendors:</p> <p><input type="checkbox"/> Third-Party Service Providers / Contractors / Vendors</p> <p><input type="checkbox"/> Cloud Service Providers / Hosting Platforms</p> <p><input type="checkbox"/> Technology Integrators or Software Developers</p>

II. Data & Marketing:

Private Sector / Commercial Companies

Data Brokers / Aggregators

Social Media Platforms

III. Financial & Insurance:

Credit Bureaus or Financial Institutions

Insurance Providers

IV. Healthcare:

Healthcare Providers or Health Information Exchanges

V. Media:

Media or News Organizations

**Research, Education, and Nonprofit Entities**

Research Institutions / Universities

Educational Institutions

Nonprofit Organizations

Non-Governmental Watchdogs / Advocacy Groups

**Individuals and Oversight**

Individuals (e.g., data subjects or their authorized representatives)

Auditors / Oversight Bodies

**Other/Not Applicable (N/A)**

Other (Specify as needed)

	<input type="checkbox"/> N/A (Indicate if no data is shared with or received from any of these categories)
Personal Data Sold To:	<p><b>Governmental and Public Sector Entities</b></p> <p>I. Domestic Governmental Entities:</p> <p><input type="checkbox"/> State, Local, Federal, or Tribal Governmental Entities</p> <p><input type="checkbox"/> Law Enforcement Agencies</p> <p><input type="checkbox"/> Judicial or Court Systems</p> <p><input type="checkbox"/> Legislative Bodies or Policy Research Organizations</p> <p><input type="checkbox"/> Regulatory Agencies</p> <p><input type="checkbox"/> Professional Licensing Boards</p> <p>II. International Governmental Entities:</p> <p><input type="checkbox"/> Foreign Governments or International Organizations</p> <p><input type="checkbox"/> Public Services &amp; Emergency:</p> <p><input type="checkbox"/> Emergency Services / Disaster Response Agencies</p> <p><input type="checkbox"/> Public Utilities or Infrastructure Partners</p> <p>III. Public Disclosure:</p> <p><input type="checkbox"/> Public Disclosure / Open Records Releases</p> <p><b>Commercial and Private Sector Entities</b></p> <p>I. Service Providers &amp; Vendors:</p> <p><input type="checkbox"/> Third-Party Service Providers / Contractors / Vendors</p> <p><input type="checkbox"/> Cloud Service Providers / Hosting Platforms</p> <p><input type="checkbox"/> Technology Integrators or Software Developers</p>

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Private Sector / Commercial Companies

Data Brokers / Aggregators

Social Media Platforms

III. Financial & Insurance:

Credit Bureaus or Financial Institutions

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Healthcare Providers or Health Information Exchanges

V. Media:

Media or News Organizations

**Research, Education, and Nonprofit Entities**

Research Institutions / Universities

Educational Institutions

Nonprofit Organizations

Non-Governmental Watchdogs / Advocacy Groups

**Individuals and Oversight**

Individuals (e.g., data subjects or their authorized representatives)

Auditors / Oversight Bodies

**Other/Not Applicable (N/A)**

Other (Specify as needed)

	<input type="checkbox"/> N/A (Indicate if no data is shared with or received from any of these categories)
Personal Data Purchased From:	<p><b>Governmental and Public Sector Entities</b></p> <p>I. Domestic Governmental Entities:</p> <p><input type="checkbox"/> State, Local, Federal, or Tribal Governmental Entities</p> <p><input type="checkbox"/> Law Enforcement Agencies</p> <p><input type="checkbox"/> Judicial or Court Systems</p> <p><input type="checkbox"/> Legislative Bodies or Policy Research Organizations</p> <p><input type="checkbox"/> Regulatory Agencies</p> <p><input type="checkbox"/> Professional Licensing Boards</p> <p>II. International Governmental Entities:</p> <p><input type="checkbox"/> Foreign Governments or International Organizations</p> <p><input type="checkbox"/> Public Services &amp; Emergency:</p> <p><input type="checkbox"/> Emergency Services / Disaster Response Agencies</p> <p><input type="checkbox"/> Public Utilities or Infrastructure Partners</p> <p>III. Public Disclosure:</p> <p><input type="checkbox"/> Public Disclosure / Open Records Releases</p> <p><b>Commercial and Private Sector Entities</b></p> <p>I. Service Providers &amp; Vendors:</p> <p><input type="checkbox"/> Third-Party Service Providers / Contractors / Vendors</p> <p><input type="checkbox"/> Cloud Service Providers / Hosting Platforms</p> <p><input type="checkbox"/> Technology Integrators or Software Developers</p>

II. Data & Marketing:

Private Sector / Commercial Companies

Data Brokers / Aggregators

Social Media Platforms

III. Financial & Insurance:

Credit Bureaus or Financial Institutions

Insurance Providers

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Healthcare Providers or Health Information Exchanges

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**Research, Education, and Nonprofit Entities**

Research Institutions / Universities

Educational Institutions

Nonprofit Organizations

Non-Governmental Watchdogs / Advocacy Groups

**Individuals and Oversight**

Individuals (e.g., data subjects or their authorized representatives)

Auditors / Oversight Bodies

**Other/Not Applicable (N/A)**

Other (Specify as needed)

	<input type="checkbox"/> N/A (Indicate if no data is shared with or received from any of these categories)
--	--

## Section 6: Privacy Training Completion

*Fulfills requirement of Subsection 63A-19-401.3(1)(f):*

The chief administrative officer of each governmental entity shall prepare a report that includes: **the percentage of the governmental entity's employees that have fulfilled the data privacy training requirements described in Section 63A-19-401.2.**

What percentage of your entity's employees have completed the required privacy training requirements described in Section 63A-19-401.2?

<i>Enter %</i>
----------------

## Section 7: Non-Compliant Processing Activities (Must be completed by Dec 31, 2027)

*Fulfills requirement of Subsections 63A-19-401(2)(a)(iv)(D) and 63A-19-401.3(1)(g):*

The chief administrative officer of each governmental entity shall prepare a report that includes: **a description of any non-compliant processing activities identified under Subsection 63A-19-401(2)(a)(iv) and the governmental entity's strategy for bringing those activities into compliance with Part 4 of the Government Data Privacy Act.**

Have any non-compliant processing activities been identified pursuant to Utah Code § 63A-19-401(2)(a)(iv)?

Yes

No

*If yes, provide details:*

<i>Processing Activity Name</i>	<i>Processing Activity Type</i>	<i>Issues Identified</i>	<i>Strategies for Compliance</i>	<i>Estimated Completion Date</i>

## **Certification**

Certification must be completed by the governmental entity's Chief Administrative Officer.

*I, the undersigned, certify that the information provided in this report is accurate to the best of my knowledge.*

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# EXHIBIT B

## SCSA#3 DATA PRIVACY STATEMENT

### **Purpose of Privacy Notice**

Summit County Service Area #3 (“SCSA3) is committed to protecting residents’ personally identifiable information. The purpose of this Notice is to inform residents regarding the SCSA3’s collection and use of personally identifiable information. This information is provided on SCSA3’s website and on account application cards.

### **Definition of Personally Identifiable Information**

For purposes of this Notice “Personally Identifiable Information” means any information relating to an identified or identifiable individual who is the subject of the information. This information could include information that identifies a user by name, account number, physical or mailing address, email address, telephone number, Social Security number, credit or debit card information, or bank account information. This information may include any combination of the above or other personal information that could be used to determine identity.

### **Information Gathered by SCSA3**

SCSA3 only collects the Personally Identifiable Information that is required to carry out and provide services to users of our services.

Some digital services require the creation of a user account that may use some personally identifiable information. Such information is only used by SCSA3 to provide these government services.

SCSA3 will make every reasonable effort to protect Personally Identifiable information. SCSA3 does not disclose gathered personal information to any third parties inside or outside SCSA3 except as required by law or to provide a service for which SCSA3 has contracted with a third party.

### **Access to Personally Identifiable Information from Governmental Websites and the Governmental Records Access and Management Act**

As a municipal government, SCSA3 is a public governmental body subject to Chapter 2, Title 63 of the Utah Code, the law entitled the Government Records Access and Management Act (GRAMA). Information about GRAMA can be found on the Utah State Legislature website at <https://le.utah.gov/xcode/Title63G/Chapter2/63G-2.html>. If an appropriate request is made to SCSA3 for information that is subject to disclosure under Chapter 2, and not made confidential elsewhere in the Utah Code, SCSA3 may be required to disclose the information requested, even

if it may include your personally identifiable information. While Chapter 2 sets the general policies for access to government records in the state of Utah, other sections of the Utah Code as well as other federal laws also deal with confidentiality issues.

All records that are prepared, owned, received, or retained by a governmental entity that may be reproduced by certain means are considered public, unless they are classified as private, controlled, or protected, as outlined in GRAMA Code 63G-2, or are records to which access is restricted according to court rule, other State law, federal law, or federal regulation. Personally identifiable information is not a classification of records under GRAMA.

## **Data Security**

SCSA3 is committed to data security and the data integrity of Personally Identifiable Information that is gathered and takes reasonable precautions to protect such information from loss, misuse, or alteration. SCSA3 maintains physical, technical, and administrative safeguards. SCSA3 restricts access to personal data to only those employees who need the information to provide necessary Summit County Service Area #3 benefits or services. As with any transmission over the Internet, there is always some element of risk involved in sending personal information. Unless otherwise prohibited by state or federal law, rule or regulation, an individual is granted the ability to access and correct personally identifiable information whether the information inaccuracy was accidental or by created unauthorized access. Individuals should be aware, however, that even though protections are in place, SCSA3 cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems.

## **Information Storage**

Retention of records follows the State's General Retention Schedule (<https://archives.utah.gov/rim/retention-schedules.html>). Retention timelines can vary depending on what kind of information you provide.

## **Sharing Information**

SCSA3 may share information or statistics with third parties or the public in an anonymous form that does not directly identify individuals. No Personally Identifiable Information would be shared. Additionally, if a user is having issues with an online Summit County Service Area #3 service, SCSA3 may share information with outside parties to the extent necessary to troubleshoot the issues or enhance the performance of the system.

## **If We Are Required by Law to Disclose Information**

Under certain circumstances, SCSA3 may be required by law to disclose certain information to law enforcement authorities. Suspicious emails, electronic threats, and any information on illegal activity may be provided to the appropriate authorities.

## **Changes to this Privacy Notice and Security Policy**

SCSA3 reserves the right to change or amend this Privacy Notice from time to time and reserves the right to do so without notice.

**Identity of SCSA3's website operator and contact information:**

Summit County Service Area #3 is the operator of SCSA3's website. Any questions or concerns related to privacy or correcting any Personally Identifiable Information may be directed to SCSA3 by telephone at (435) 500-6276, or electronically by emailing [aclerk@summitcosa3ut.gov](mailto:aclerk@summitcosa3ut.gov).

## **SUMMIT COUNTY SERVICE AREA #3**

### **REGULATION NO. 2025 – 16**

#### **REGULATION GOVERNING ANNEXATION & BOUNDARY ADJUSTMENTS IN SUMMIT COUNTY SERVICE AREA #3**

**WHEREAS**, Summit County Service Area #3 (the “Service Area”) is a Utah Special District, existing under and by virtue of the provisions of Title 17B, Chapter 1 of the Utah Code; and

**WHEREAS**, certain entities have expressed an interest in annexing real property into the jurisdictional boundaries of the Service Area; and

**WHEREAS**, the Board desires to implement parameters for annexation as well as comply with Title 17B, Chapter 1, Part 4 of the Utah Code regarding the annexation process and appropriate criteria for acceptance or denial; and

**WHEREAS**, Title 17B, Chapter 1, Part 4 of the Utah Code also includes an updated process for boundary adjustments, which the Board desires to enact; and

**WHEREAS**, the Board finds that it is in the best interests of the Service Area and its residents to enact the Regulation attached hereto as **Exhibit 1**, which includes parameters, processes and determination criteria for annexations and boundary adjustments.

**NOW, THEREFORE**, be it **RESOLVED** by the Board of Trustees of the Summit County Service Area #3 that effective immediately:

1. That Regulation 2025-16 is hereby approved in the form attached hereto as **Exhibit 1**; and

2. The Service Area’s staff is directed to prepare any and all forms, letters, applications, summaries, checklists, or other documents the adopted, attached Regulation may require.

3. Service Area staff are instructed to post this Regulation to the Service Area’s website, and to post Notice of the Regulation as authorized under Utah Code § 17B-1-313.

*[Execution on following page]*

**ADOPTED AND APPROVED** by majority vote at a duly called meeting of the Board of Trustees on this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2025.

**SUMMIT COUNTY SERVICE AREA NO. 3**

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Scott Witkin, Chair

ATTEST:

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Karri Taix, Clerk

**VOTING**

Trustee Ball voting \_\_\_\_\_

Trustee Blum voting \_\_\_\_\_

Trustee Olson voting \_\_\_\_\_

Trustee Parisi voting \_\_\_\_\_

Trustee Price voting \_\_\_\_\_

Trustee Taix voting \_\_\_\_\_

Trustee Witkin voting \_\_\_\_\_

## **EXHIBIT 1**

## **REGULATION #2025-16**

### **SUMMIT COUNTY SERVICE AREA #3 ANNEXATION AND BOUNDARY ADJUSTMENT REGULATIONS**

#### **PART I- ANNEXATION**

##### **SECTION 1.0 Definitions**

- 1.1     “Board” means the Board of Trustees for Summit County Service Area #3.
- 1.2     “Pre-Annexation Agreement” means an agreement between and individual or entity with the Service Area that sets forth the rights, duties, and responsibilities for each party regarding the annexation of real property into the Service Area.
- 1.3     “Service Area” means Summit County Service Area #3.
- 1.4     “State Annexation Code” means Title 17B, Chapter 1, Part 4 of the Utah Code, as amended, and any successor statutes.

##### **SECTION 2.0 Authority**

The Service Area promulgates this Regulation pursuant to Utah Code Ann. § 17B-1-103, Utah Code Ann. § 17B-2a-901, et seq., and Section 2-27-1, et seq. of the Summit County Code, and any other applicable law, ordinance, regulation, or successor statute.

##### **SECTION 3.0 Annexation Fees**

The Service Area may impose an annexation fee for costs incurred by the Service Area related to processing the annexation, including, but not limited to, administrative costs, feasibility studies, appraisals, surveys, or other information the Board deems necessary in order to properly consider the annexation.

##### **SECTION 4.0 Process for Annexation**

The Service Area shall comply with all annexation requirements and processes set forth in the State Annexation Code. The Service Area may enter into a Pre-Annexation Agreement with any

person or entity seeking to annex into the Service Area at the discretion of the Board. The Service Area may require information in addition to the requirements under the State Annexation Code, if determined necessary by the Board in order to properly consider the annexation.

## **SECTION 5.0 Criteria for Approval or Denial of Annexation**

After all of the requirements have been met under the State Annexation Code, including the expiration of all applicable timeframes, the Board may by resolution approve or deny the annexation.

5.1     Denial of Annexation. The Board may deny the annexation if the Board determines that it is not feasible for the special district to provide service to the area proposed to be annexed or annexing the area proposed to be annexed would be inequitable to the owners of real property or residents already within the special district. The Board shall consider the following criteria in its determination:

(i)     “Feasible” factors include:

- (a)     Physical barriers that prevent the Service Area from providing service;
- (b)     Limited resources such as water availability, equipment, financial assets or administrative capacity that prevent the Service Area from providing service.
- (c)     Specialized services, unique infrastructure, or other impractical requirements to provide service, beyond the level of service the Service Area currently provides.

(ii)     “Inequitable” factors include:

- (a)     Any reduction, or risk of reduction in current level of service to current residents.

- (b) Disproportionate payment of Service Area fees by current residents such as a current resident paying a higher fee for a permit, violation, or service than an annexed resident.
- (iii) The board shall set forth its reasons for denying the annexation in the resolution denying the annexation.

5.2 Approval of Annexation. The Board may approve the annexation and authorize Service Area staff in the resolution to perform the requirements set forth in the State Annexation Code to complete the annexation.

## **SECTION 6.0 Savings Clause**

If any section, subsection, sentence, clause, or phrase of this Regulation is for any reason held to be invalid by a court of law, such determination will not affect the validity of the remaining portions of this Regulation, which shall remain binding and enforceable.

## **SECTION 7.0 Waiver**

Nothing in this Regulation will be construed as a waiver by the Service Area of any requirement or obligation under the Utah Code or any Service Area rule, Regulation, or policy.

## **PART 2- BOUNDARY ADJUSTMENT WITH ADJACENT SPECIAL DISTRICT**

### **SECTION 1.0 Purpose**

Other special districts having a common boundary with the Service Area and providing the same service on the same wholesale or retail basis may adjust the common boundary as provided in this Part 2.

### **SECTION 2.0 Authority**

The Service Area promulgates this Regulation pursuant to Utah Code Ann. § 17B-1-103, Utah Code Ann. § 17B-2a-901, et seq., and Section 2-27-1, et seq. of the Summit County Code, and any other applicable law, ordinance, regulation, or successor statute.

## **SECTION 3.0 Boundary Adjustment Fees**

The Service Area may impose fees for costs incurred by the Service Area related to processing the boundary adjustment, including, but not limited to, administrative costs, feasibility studies, appraisals, surveys, or other information the Board deems necessary in order to properly consider the boundary adjustment.

## **SECTION 4.0 Process for Boundary Adjustment**

The Service Area shall comply with all boundary adjustment requirements and processes set forth in Utah Code Ann. § 17B-1-417 as amended, and any successor statutes. The Service Area may require information in addition to the requirements under Utah Code Ann. § 17B-1-417, if determined necessary by the Board in order to properly consider the boundary adjustment.

## **SECTION 5.0 Criteria for Approval or Denial of Boundary Adjustment**

After all of the requirements have been met under Utah Code Ann. § 17B-1-417, including the expiration of all applicable timeframes, the Board may approve the boundary adjustment by resolution if the Board determines, in its sole discretion, that the boundary adjustment provides a substantial benefit to the Service Area. If the boundary adjustment is approved, the Board shall authorize Service Area staff in the resolution to perform the requirements set forth in Utah Code Ann. § 17B-1-417 to complete the boundary adjustment. The Board may deny the boundary adjustment by resolution and shall state the reasons for denial in the resolution.

## **SECTION 6.0 Savings Clause**

If any section, subsection, sentence, clause, or phrase of this Regulation is for any reason held to be invalid by a court of law, such determination will not affect the validity of the remaining portions of this Regulation, which shall remain binding and enforceable.

## **SECTION 7.0 Waiver**

Nothing in this Regulation will be construed as a waiver by the Service Area of any requirement or obligation under the Utah Code or any Service Area rule, Regulation, or policy.



## Summit County Service Area #3

629 E Parkway Drive · Suite 1 · Park City · UT 84098 · (435) 500-6267 · [bit.ly/SCSA3](http://bit.ly/SCSA3) · [permit@summitcosa3ut.gov](mailto:permit@summitcosa3ut.gov)

# Water, Roads & Trails

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## **Summit County Service Area #3**

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# **Budget Hearing Public Comment**

**(Limited to 3 minutes per person)**

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## Summit County Service Area #3

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# Budget Hearing

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## **RESOLUTION NO. 2025-13**

### **A RESOLUTION ADOPTING AND APPROVING THE FINAL 2026 BUDGET FOR SUMMIT COUNTY SERVICE AREA #3**

WHEREAS, Summit County Service Area #3 (“SCSA#3”) is a Utah special district charged with providing water, road, and trail services to residents within the Silver Creek Estates Subdivision in Summit County, Utah; and

WHEREAS, on November 18, 2025, the Board of Trustees for SCSA#3 adopted a tentative budget for SCSA#3’s 2026 fiscal year pursuant to Utah Code Ann. § 17B-1-609; and

WHEREAS, SCSA#3 gave notice pursuant to Utah Code Ann. § 17B-1-607 concerning the adoption of the tentative 2026 budget and of the date, time, and place of a public hearing on the same; and

WHEREAS, SCSA#3 made the tentative 2026 budget available for public inspection for a period of at least seven days before the public hearing per Utah Code Ann. § 17B-1-608; and

WHEREAS, on December 9, 2025, at 5:30 p.m., SCSA#3 held said public hearing on the 2026 tentative budget and in accordance with Utah Code Ann. § 17B-1-610 at Mountain Life Church, 7375 Silver Creek Rd, Park City, UT 84098.

NOW, THEREFORE, BE IT RESOLVED as follows effective immediately:

1. That the Board of Trustees hereby adopts the tentative budget adopted on December 9, 2025, as amended (if amended) and attached hereto, as the FINAL budget of SCSA#3 for the 2026 fiscal year.
2. SCSA#3’s budget officer shall certify a copy of the final budget for each fund and shall file it with the Utah State Auditor within thirty days of the date of the adoption of this resolution pursuant to Utah Code Ann. §17B-1-614.

ADOPTED AND APPROVED by majority vote at a duly called meeting of the Board of Trustees on December 9, 2025.

[Execution on following page]

**SUMMIT COUNTY SERVICE AREA#3**

By: \_\_\_\_\_

Scott Witkin, Board Chair

ATTEST:

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Karri Taix, Board Clerk

VOTING

Trustee Ball voting	_____
Trustee Blum voting	_____
Trustee Olson voting	_____
Trustee Parisi voting	_____
Trustee Price voting	_____
Trustee Taix voting	_____
Trustee Witkin voting	_____

**Summit County Service Area #3**  
**Final General Fund Budget**  
**FY 2026**

	0.000810	0.000856		
	<b>FY 2024 Actual</b>	<b>Budget FY 2025</b>	<b>2025 YTD 10/31</b>	<b>FY 2026 Final</b>
<b>Revenue:</b>				
<b>Taxes</b>				
3110 Property taxes - current	\$ 606,398	\$ 600,000	\$ 12,343	\$ 590,311
3120 Property taxes - prior years	18,917	10,000	18,588	10,000
3170 Fee in lieu of property tax	22,503	5,000	7,338	7,500
3171 Interest and penalties taxes	598	250	3,932	250
<b>Total Taxes</b>	<b>648,416</b>	<b>615,250</b>	<b>42,201</b>	<b>608,061</b>
<b>Intergovernmental revenue</b>				
3356 Class B road allotment	154,331	135,000	50,617	140,000
<b>Total Intergovernmental revenue</b>	<b>154,331</b>	<b>135,000</b>	<b>50,617</b>	<b>140,000</b>
<b>Charges for services</b>				
3430 Construction service fees	117,283	85,000	184,420	85,000
3431 Roads maintenance fees	16,175	8,000	3,247	8,000
3432 Roads transfer fees	1,644	2,000	-	1,000
3433 Road Inspection Fees	2,525	2,500	2,750	2,500
<b>Total Charges for services</b>	<b>137,627</b>	<b>97,500</b>	<b>190,417</b>	<b>96,500</b>
<b>Interest</b>				
3610 Interest income	76,821	60,000	55,964	60,000
<b>Total Interest</b>	<b>76,821</b>	<b>60,000</b>	<b>55,964</b>	<b>60,000</b>
<b>Miscellaneous revenue</b>				
3615 Miscellaneous non-operating income	53,182	-	-	-
3690 Sundry revenue	-	400	38	100
<b>Total Miscellaneous revenue</b>	<b>53,182</b>	<b>400</b>	<b>38</b>	<b>100</b>
<b>Contributions and transfers</b>				
3810 Appropriated use of fund balance	-	-	-	-
<b>Total Contributions and transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue:</b>	<b>1,070,377</b>	<b>908,150</b>	<b>339,237</b>	<b>904,661</b>

	<b>FY 2024 Actual</b>	<b>Budget FY 2025</b>	<b>2025 YTD 10/31</b>	<b>FY 2026 Final</b>
<b>Expenditures</b>				
<b>Payroll</b>				
4400 Staff Payroll	121,050	91,788	72,775	94,542
4403 Payroll Fees	1,131	1,200	982	1,236
4410 Benefits + Payroll Taxes	21,323	49,300	39,719	50,779
<b>Total Payroll</b>	<b>143,504</b>	<b>142,288</b>	<b>113,476</b>	<b>146,557</b>
<b>Professional Fees</b>				
4326 Legal fees- Roads*	18,866	10,000	22,306	10,000

4327 Legal fees - General*	38,114	25,000	50,236	25,000
4330 Professional fees	85	1,700	1,650	1,700
4331 Accounting Fees	11,797	14,000	12,700	16,000
4332 Engineering fees	7,263	12,000	6,220	8,000
4800 Training	143	2,500	-	2,500
<b>Total Professional Fees</b>	<b>76,268</b>	<b>65,200</b>	<b>93,112</b>	<b>63,200</b>

#### Office Expenses

4212 Membership and subscriptions	463	460	723	460
4220 Public notice	-	300	-	300
4225 Bank fees	4,428	1,500	2,727	2,500
4238 Computer/Technology Equipment	975	2,500	80	2,000
4239 Software	2,145	4,000	2,124	4,500
4240 Office supplies and expenses	10,089	4,000	612	2,000
4240.1 Newsletter	-	-	64	-
4243 Board Meeting	303	400	-	400
4245 Postage	46	100	75	150
4850 Rent	8,250	10,000	8,250	10,000
<b>Total Office Expenses</b>	<b>26,699</b>	<b>23,260</b>	<b>14,655</b>	<b>22,310</b>

#### Maintenance & Repairs

4250 Snow Removal	99,575	130,000	27,413	130,000
4251 Road maintenance	159,617	200,000	193,331	200,000
4252 Trail Maintenance	405	30,000	1,902	30,000
4333 Road manager fees	37,143	37,500	29,250	37,500
<b>Total Maintenance &amp; Repairs</b>	<b>296,740</b>	<b>397,500</b>	<b>251,896</b>	<b>397,500</b>

#### Utilities

4268 Internet Office	205	300	-	-
4269 Phone	800	350	247	300
4270 Electric Office	651	1,000	49	500
<b>Total Utilities</b>	<b>1,656</b>	<b>1,650</b>	<b>296</b>	<b>800</b>

#### Capital Outlay

	<b>FY 2024 Actual</b>	<b>Budget FY 2025</b>	<b>2025 YTD 10/31</b>	<b>FY 2026 Final</b>
4651 Trails Capital Outlay - Approved Projects	70,649	-	-	-
4740 Capital Outlay	90,503	-	-	-
<b>Total Capital Outlay</b>	<b>161,152</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### Other General Administration

4334 Other general administration	110	-	-	-
4510 Insurance	4,360	5,000	4,180	5,000
4999 Other General Administrative Expenses	-	1,400	141	1,400
<b>Total Other General Administration</b>	<b>4,470</b>	<b>6,400</b>	<b>4,321</b>	<b>6,400</b>

#### Transfers out

4941 Transfers to Capital Projects	139,250	271,852	-	267,894
4951 Transfers out				

4990 Budgeted increase in fund balance

**Total Transfers out**

	<b>139,250</b>	<b>271,852</b>	-	<b>267,894</b>
<b>Total Expenditures</b>	<b>849,739</b>	<b>908,150</b>	<b>477,756</b>	<b>904,661</b>
<b>Surplus</b>	<b>\$ 220,638</b>	<b>\$ -</b>	<b>\$ (138,519)</b>	<b>\$ 0</b>

## CAPITAL PROJECTS

**Revenue:**

3800 Transfer from General Fund

3900 Appropriated fund balance

**Total Transfers and Fund Balance**

	<b>FY 2024 Actual</b>	<b>Budget FY 2025</b>	<b>2025 YTD 10/31</b>	<b>FY 2026 Final</b>
	\$ 139,250	\$ 271,852	\$ -	\$ 267,894
	-	-	-	-
	<b>139,250</b>	<b>271,852</b>	-	<b>267,894</b>

## Capital Projects:

Reserves

	139,250	271,852	-	267,894
<b>Surplus</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Summit County Service Area #3  
Final Water Budget  
FY 2026**

**Revenue:**

**WATER FUND**

	<b>FY 2024 Actual</b>	<b>Budget FY 2025</b>	<b>2025 YTD 10/31</b>	<b>FY 2026 Final</b>
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**Operating income**

	<b>FY 2024 Actual</b>	<b>Budget FY 2025</b>	<b>2025 YTD 10/31</b>	<b>FY 2026 Final</b>
5110 Water standby fees	27,110	11,900	-	11,900
5111 Well standby fees	-	6,000	-	6,000
5140 Water service fees	443,066	360,000	431,106	420,000
5142 Hydrant water fees	26,290	10,000	1,708	1,500
5240 Water rights assessments	27,122	35,000	395	35,000
5310 Connection fees	77,740	20,000	18,000	20,000
5315 Inspection Fees	75	-	999	1,200
5317 Water Evaluation Fee	4,000	-	12,000	-
5410 Late penalties and fees	9,775	1,000	3,496	1,000
5490 Other operating income	109	10,000	17,036	10,000
5491 Parts & Equipment Sales	16,818	5,000	-	-
5510 Water Transfer Fee	6,000	5,000	37,125	5,000
5510 Appropriated fund balance	-	45,667	-	-
<b>Total Operating income*</b> (Billing through 10/2	<b>638,105</b>	<b>509,567</b>	<b>521,865</b>	<b>511,600</b>

**Operating expense**

**Payroll**

	<b>FY 2024 Actual</b>	<b>Budget FY 2025</b>	<b>2025 YTD 10/31</b>	<b>FY 2026 Final</b>
4400 Staff Payroll	121,050	91,788	72,775	94,542
6403 Payroll Fees	1,134	1,200	982	1,236
6410 Benefit + Payroll Taxes	13,973	49,300	41,216	50,779
<b>Total Payroll</b>	<b>136,157</b>	<b>142,288</b>	<b>114,973</b>	<b>146,557</b>

**Professional Fees**

6332 Water operator services	37,770	37,500	29,250	37,500
6333 Professional fees	765	1,700	-	1,700
6333.1 Accounting Fees	19,588	20,000	12,604	20,000
6334 Water Engineering Fees Capital*	-	-	-	-
6335 Water Engineering Maintenance	10,227	8,000	3,223	8,000
6336 Water Engineering Projects*	24,040	-	4,740	-
6800 Training	2,226	2,500	2,433	4,500
<b>Total Professional Fees</b>	<b>94,616</b>	<b>69,700</b>	<b>52,250</b>	<b>71,700</b>

**Legal Fees**

6327 Water General Legal Fees*	16,967	7,500	2,000	7,500
6330 Well System Legal Fees*	2,821	15,000	12,621	15,000
6331 Water System Legal Fees*	26,633	10,000	15,132	10,000
<b>Total Legal Fees</b>	<b>46,421</b>	<b>32,500</b>	<b>29,753</b>	<b>32,500</b>

	<b>FY 2024 Actual</b>	<b>Budget FY 2025</b>	<b>2025 YTD 10/31</b>	<b>FY 2026 Final</b>
<b>Utilities</b>				
6270 Utilities	1,782	-	-	-
6271 Electric Office	-	1,000	-	-
6272 Electric Water System	21,820	20,000	15,240	20,000
6275 Phone Office	68	100	82	100
6276 Water System Monitoring	9,914	8,500	2,287	8,500
<b>Total Utilities</b>	<b>33,584</b>	<b>29,600</b>	<b>17,609</b>	<b>28,600</b>
<b>Office Expenses</b>				
6211 Public notices	44	150	-	-
6212 Association and subscriptions	1,103	3,200	736	1,500
6215 Bank fees	3,727	5,500	4,010	5,500
6237 Office Supplies	282	-	-	-
6238 Computer/Technology Equipment	975	2,500	79	2,000
6239 Software	5,360	2,500	3,853	4,500
6240 Office supplies and expenses	766	1,000	698	1,000
6241 Newsletter	46	-	-	-
6242 Board meetings	257	450	26	450
6243 Postage	203	250	417	500
<b>Total Office Expenses</b>	<b>12,763</b>	<b>15,550</b>	<b>9,819</b>	<b>15,450</b>
<b>Repairs &amp; Maintenance</b>				
6250 Repairs and maintenance	134,209	125,000	106,591	125,000
6250.01 Emergency Repairs and Maintenance	125,477	-	-	-
6253 Water tests	12,157	12,500	4,901	12,500
6254 Water rights assessments	7,176	7,000	6,047	7,000
6255 Parts & supplies purchases	10,598	5,000	19,098	5,000
6334.1 HAL - Arsenic Study	-	-	1,630	-
6334.2 HAL Fire flow	-	-	-	-
6380 Meter relocation and replacement	9,778	5,000	3,299	2,500
6381 Meter Relocation Fees - Refund	-	-	-	-
6729 Parts & Equipment repairs	12,976	-	1,772	-
6731 Water System - District Well	-	-	-	-
6732 Water System - Greenfield Well	942	1,000	14,400	1,000
6733 Water System - Infrastructure	-	7,000	2,700	5,000
6734 Water System - SA3 Water Rights	-	3,500	-	3,500
6736 Siver Bullet Water Tank Repairs	-	-	-	-
6739 New Water Tank Project 2025	11,476	-	1,450	-
6744 Fire Flow Improvements Project (reiml	94,908	-	-	-
<b>Total Repairs &amp; Maintenance</b>	<b>419,697</b>	<b>166,000</b>	<b>161,888</b>	<b>161,500</b>

	<b>FY 2023 Actual</b>	<b>Budget FY 2024</b>	<b>FY 2025 Actual to date</b>	<b>FY 2025 Final</b>
<b>Other General Administration</b>				
6510 Insurance & bond payment	4,361	15,000	4,181	15,000
6520 Depreciation expense	66,229	-	-	-
6600 Rent	7,500	9,000	8,250	9,000
6730 Capital outlay	-	25,000	30,000	25,000
6850 Water Rights - Capital Outlay	-	5,000	-	5,000

6901 Interest expense	2,620	-	-	-
6950 Reserves	-	49,429	-	40,793
6999 Other Water Administration	393	500	2,184	500
<b>Total Other General Administration</b>	<b>81,103</b>	<b>103,929</b>	<b>44,615</b>	<b>95,293</b>
<b>Total Operating expense</b>	<b>824,341</b>	<b>559,567</b>	<b>430,907</b>	<b>551,600</b>
<b>Non-operating income (Expense)</b>				
5492 Non Compliant well fee*	-	-	-	-
5501 Property tax liens	-	-	-	-
5610 Interest income	39,342	50,000	25,868	40,000
5615 Non-operating Income	80,642			-
5810 Transfers in/resaves	-	-	-	-
Total Non-operating income	<b>119,984</b>	<b>50,000</b>	<b>25,868</b>	<b>40,000</b>
<b>Total Income or Expense</b>	<b>(66,252)</b>	<b>-</b>	<b>116,826</b>	<b>0</b>

**RESOLUTION NO. 2025-14**

**A RESOLUTION AMENDING THE 2025 BUDGET FOR  
SUMMIT COUNTY SERVICE AREA #3**

WHEREAS, Summit County Service Area #3 (“SCSA#3”) is a Utah local district charged with providing water, road, and trail services to residents within the Silver Creek Estates Subdivision in Summit County, Utah; and

WHEREAS, on December 9, 2025, the Board of Trustees for SCSA#3 adopted a final budget for SCSA#3’s 2026 fiscal year pursuant to Utah Code Ann. § 17B-1-609; and

WHEREAS, on November 18, 2025, the Board of Trustees adopted tentative amendments for SCSA#3’s 2026 budget;

WHEREAS, the Board gave notice pursuant to Utah Code Ann. § 17B-1-607 of the date, time, and place of a public hearing to consider the proposed amendments; and

WHEREAS, SCSA#3 made the proposed amendments available for public inspection for a period of at least seven days before the public hearing per Utah Code Ann. § 17B-1-608; and

WHEREAS, on December 9, 2025, at 5:30 p.m., SCSA#3 held said public hearing on the proposed amendments in accordance with Utah Code Ann. § 17B-1-610 at Mountain Life Church, 7375 Silver Creek Rd, Park City, Utah.

NOW, THEREFORE, BE IT RESOLVED as follows effective immediately:

1. That the Board of Trustees hereby adopts the attached amendments to the 2025 budget.
2. SCSA#3’s budget officer shall certify a copy of the budget amendments and shall file them with the Utah State Auditor within thirty days of the date of the adoption of this resolution.

ADOPTED AND APPROVED by majority vote at a duly called meeting of the Board of Trustees on December 9, 2025.

[Execution on following page]

**SUMMIT COUNTY SERVICE AREA#3**

By: \_\_\_\_\_  
Scott Witkin, Board Chair

ATTEST:

\_\_\_\_\_  
Karri Taix, Board Clerk

VOTING  
Trustee Ball voting \_\_\_\_\_

Trustee Blum voting \_\_\_\_\_

Trustee Olson voting \_\_\_\_\_

Trustee Parisi voting \_\_\_\_\_

Trustee Price voting \_\_\_\_\_

Trustee Taix voting \_\_\_\_\_

Trustee Witkin voting \_\_\_\_\_

Summit County Service Area #3

Amended budget for FY 2025

83.3% of Year

10 General Fund

01/01/2025 to 10/31/2025

Revenue:

Taxes

	Current YTD	Annual Budget	Percentage	Amended Budget
3110 Property taxes - current	\$ 12,363	\$ 600,000	2%	\$ 600,000
3120 Property taxes - prior years	18,588	10,000	186%	20,000
3170 Fee in lieu of property tax	9,579	5,000	192%	10,000
3171 Interest and penalties taxes	3,933	250	1573%	4,000
<b>Total Taxes</b>	<b>44,463</b>	<b>615,250</b>	<b>7%</b>	<b>634,000</b>

Intergovernmental revenue

3356 Class B road allotment	50,617	135,000	37%	135,000
<b>Total Intergovernmental revenue</b>	<b>50,617</b>	<b>135,000</b>	<b>37%</b>	<b>135,000</b>

Charges for services

3430 Construction service fees	186,920	85,000	220%	200,000
3431 Roads maintenance fees	3,247	8,000	41%	8,000
3432 Roads transfer fees	-	2,000	100%	2,000
3433 Road Inspection Fees	3,050	2,500	100%	5,000
<b>Total Charges for services</b>	<b>193,217</b>	<b>97,500</b>	<b>198%</b>	<b>215,000</b>

Interest

3610 Interest income	62,216	60,000	104%	63,500
<b>Total Interest</b>	<b>62,216</b>	<b>60,000</b>	<b>104%</b>	<b>63,500</b>

Miscellaneous revenue

3615 Miscellaneous non-operating income	-	-	0%	-
3690 Sundry revenue	38	400	0%	400
<b>Total Miscellaneous revenue</b>	<b>38</b>	<b>400</b>	<b>0%</b>	<b>400</b>

Contributions and transfers

3810 Appropriated use of fund balance	-	-	100%	45,740
<b>Total Contributions and transfers</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>45,740</b>

<b>Total Revenue:</b>	<b>350,551</b>	<b>908,150</b>	<b>39%</b>	<b>1,093,640</b>
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Expenditures	Current YTD	Annual Budget	Percentage	Amended Budget
Payroll				
4400 General Manager	28,340	36,260	78%	36,260
4401 Operations Payroll	27,353	32,728	84%	32,728
4402 Staff Payroll	19,649	22,800	86%	22,800
4403 Payroll Fees	1,026	1,200	86%	1,200
4410 Benefits	42,519	49,300	86%	52,500
<b>Total Payroll</b>	<b>118,887</b>	<b>142,288</b>	<b>84%</b>	<b>145,488</b>
Professional Fees				
4326 Legal fees- Roads	22,306	10,000	223%	25,000
4327 Legal fees - General	50,236	25,000	201%	55,000
4328 Legal fees - ROW	1,650	-	100%	1,650
4330 Professional fees	1,000	1,700	59%	1,700
4331 Accounting Fees	16,150	14,000	115%	18,000
4332 Engineering fees	7,178	12,000	60%	12,000
4800 Training	-	2,500	0%	2,500
<b>Total Professional Fees</b>	<b>98,520</b>	<b>65,200</b>	<b>151%</b>	<b>115,850</b>
Office Expenses				
4212 Membership and subscriptions	723	460	157%	1,000
4220 Public notice	-	300	0%	300
4225 Bank fees	2,727	1,500	182%	5,000
4238 Computer/Technology Equipment	92	2,500	4%	2,500
4239 Software	2,332	4,000	58%	4,000
4240 Office supplies and expenses	757	4,000	19%	4,000
4240.1 Newsletter		-	0%	-
4241 Food	64	400	16%	400
4245 Postage	75	100	75%	100
4850 Rent	8,250	10,000	83%	10,000
<b>Total Office Expenses</b>	<b>15,020</b>	<b>23,260</b>	<b>65%</b>	<b>27,300</b>
Maintenance & Repairs				
4250 Snow Removal	27,413	130,000	21%	130,000
4251 Road maintenance	283,200	200,000	142%	325,000
4252 Trail Maintenance	1,902	30,000	6%	30,000
4333 Road manager fees	32,500	37,500	87%	40,000
<b>Total Maintenance &amp; Repairs</b>	<b>345,015</b>	<b>397,500</b>	<b>87%</b>	<b>525,000</b>
Utilities				
4268 Internet Office	-	300	0%	300
4269 Phone	281	350	80%	350
4270 Electric Office	49	1,000	5%	1,000
<b>Total Utilities</b>	<b>330</b>	<b>1,650</b>	<b>20%</b>	<b>1,650</b>
Capital Outlay	-			
4740 Capital Outlay	-	-	0%	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>

	Current YTD	Annual Budget	Percentage	Amended Budget
Other General Administration				
4334 Other general administration	40	-	0%	100
4510 Insurance	4,181	5,000	84%	5,000
4999 Other General Administrative Expenses	141	1,400	10%	1,400
Total Other General Administration	4,362	6,400	68%	6,500
Transfers out				
4941 Transfers to Capital Projects	-	271,852	0%	271,852
Total Transfers out	-	271,852	0%	271,852
Total Expenditures	582,134	908,150	50%	1,093,640
Surplus	\$ (231,583)	\$ -		\$ -
Fund Balance beginning of year			\$	936,427
Projected (deficit) surplus			\$	-
(Appropriated fund balance) reserves			\$	45,740
Estimated fund balance end of year			\$	982,167
Restricted fund Balance			\$	215,576

Summit County Service Area #3

Operational Budget Report

83.3% of Year

45 Capital Fund

01/01/2025 to 10/31/2025

	Current YTD	Annual Budget	Percentage	Amended Budget
Revenue:				
3110 Transfers from General Fund	\$ -	\$ 271,852	0%	\$ 271,852
 Total Revenue:	 -	 271,852	 0%	 271,852
 Expenditures	 -	 -	 -	 -
4252 Capital projects	-	-	-	-
Reserves		271,852		271,852
 Total Expenditures	 -	 271,852	 0%	 271,852
 Surplus	 \$ -	 \$ (271,852)		 \$ (271,852)
 Fund Balance beginning of year			\$ 236,250	
Projected (deficit) surplus			\$ 271,852	
(Appropriated fund balance) reserves			\$ -	
 Estimated fund balance end of year	 \$ -	 \$ 508,102		

Amended Budget for FY 2025

83.3% of Year

Water Fund

01/01/2025 to 10/31/2025

Operating income

	Current YTD	Annual Budget	Percentage	Amended Budget
5110 Water standby fees	-	119,000	0%	119,000
5111 Well standby fees	-	6,000	0%	6,000
5140 Water service fees	460,220	360,000	128%	510,000
5240 Hydrant Water fees	1,708	10,000	17%	10,000
5240 Water rights assessments	395	35,000	1%	35,000
5310 Connection fees	18,000	20,000	90%	20,000
5310 Inspection fees	999	-	100%	1,000
5317 Water evaluation fee	12,000	-	100%	12,000
5410 Late penalties and fees	3,471	1,000	347%	4,000
5490 Other operating income	17,036	10,000	170%	20,000
5491 Parts & Equipment Sales	-	5,000	0%	5,000
5510 Water Transfer Fee	40,125	5,000	803%	45,000
<b>Total Operating income</b>	<b>553,954</b>	<b>571,000</b>	<b>97%</b>	<b>787,000</b>

Operating expense

Payroll

	Current YTD	Annual Budget	Percentage	Amended Budget
6400 General Manager	26,846	36,260	74%	36,260
6401 Operations Payroll	27,352	32,728	84%	32,728
6402 Staff Payroll	19,647	22,800	86%	22,800
6403 Payroll Fees	1,026	1,200	86%	3,000
6410 Benefits	44,017	49,300	89%	49,300
<b>Total Payroll</b>	<b>118,888</b>	<b>142,288</b>	<b>84%</b>	<b>144,088</b>

Professional Fees

6332 Water operator services	32,500	37,500	87%	40,000
6333 Professional fees	-	1,700	0%	1,700
6333.1 Accounting Fees	14,223	20,000	71%	20,000
6334 Water Engineering Fees Capital	6,330	-	0%	7,500
6335 Water Engineering Maintenance	3,223	8,000	100%	8,000
6336 Water Engineering Projects	4,740	-	100%	7,500
6800 Training	2,457	2,500	98%	2,500
<b>Total Professional Fees</b>	<b>63,473</b>	<b>69,700</b>	<b>91%</b>	<b>87,200</b>

Legal Fees

6327 Water General Legal Fees	2,000	7,500	100%	7,500
6330 Well System Legal Fees	12,621	15,000	100%	15,000
6331 Water System Legal Fees	15,132	10,000	151%	20,000
<b>Total Legal Fees</b>	<b>29,753</b>	<b>32,500</b>	<b>92%</b>	<b>42,500</b>

Utilities

6270 Utilities	1,680	-	0%	10,000
6271 Electric Office	-	1,000	100%	1,000
6272 Electric Water System	15,240	20,000	76%	18,000

	82	100	100%	125
	2,287	8,500	27%	8,500
	19,289	29,600	65%	37,625
	Current YTD	Annual Budget	Percentage	Amended Budget
Office Expenses				
6211 Public notices	-	150	0%	150
6212 Association and subscriptions	736	3,200	23%	3,200
6215 Bank fees	4,150	5,500	75%	5,500
6237 Office Supplies	-	-	100%	-
6238 Computer/Technology Equipment	92	2,500	100%	2,500
6239 Software	4,060	2,500	100%	5,000
6240 Office supplies and expenses	844	1,000	84%	1,000
6241 Newsletter	-	-	0%	-
6242 Board meetings	26	450	6%	450
6243 Postage	417	250	167%	500
Total Office Expenses	10,325	15,550	66%	18,300
Repairs & Maintenance				
6250 Repairs and maintenance	106,806	125,000	85%	125,000
6253 Water tests	4,901	12,500	39%	12,500
6254 Water rights assessments	6,207	7,000	89%	7,000
6255 Parts & supplies purchases	21,658	5,000	100%	25,000
6380 Meter relocation and replacement	3,299	5,000	66%	5,000
6732 Water System - Greenfield Well	14,400	1,000	100%	17,500
6733 Water System - Infrastructure	2,700	7,000	100%	7,000
6734 Water System - SA3 Water Rights	-	3,500	100%	3,500
6739 New Water Tank Project	1,450	-	100%	1,500
6744 Fire flow improvements	-	-	100%	-
Total Repairs & Maintenance	161,421	166,000	97%	204,000
Other General Administration				
6510 Insurance & bonds	4,181	15,000	28%	15,000
6520 Depreciation expense	-	-	0%	250,000
6600 Rent	8,250	9,000	92%	9,000
6730 Capital outlay	-	75,000	0%	75,000
6850 Water Rights - Capital Outlay	-	5,000	0%	5,000
6999 Other Water Administration	2,184	61,362	100%	61,362
Total Other General Administration	14,615	165,362	9%	415,362
Total Operating expense	417,764	621,000	67%	949,075
Non-operating income (Expense)				
5492 Non Compliant well fee	-	-	100%	-
5610 Interest income	29,309	50,000	59%	50,000
5615 Non-operating Income	-	-	100%	-
5810 Fund Balance	-	-	0%	112,075
Total Non-operating income	29,309	50,000		162,075
Total Income or Expense	165,499	-		-

Cash Balance beginning of year	\$ 843,581
Projected (deficit) surplus	\$ -
(Appropriated fund balance) reserves	\$ (112,075)
Estimated cash balance end of year	<u>\$ 731,506</u>



## Summit County Service Area #3

629 E Parkway Drive · Suite 1 · Park City · UT 84098 · (435) 500-6267 · [bit.ly/SCSA3](http://bit.ly/SCSA3) · [permit@summitcosa3ut.gov](mailto:permit@summitcosa3ut.gov)

# Closed Session

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# Adjournment

Next meeting is Tuesday, January 20, 2026