



Summit County Service Area #3

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

Welcome

Tuesday, March 17, 2026

**Summit County Service Area #3
Board of Trustees Public Meeting**

Meeting Date & Time: March 17, 2026, 5:30pm 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. Welcome and Call Meeting to Order (motion/voting) a. Welcome b. Roll Call & Conflict of Interest Disclosure	5:30 pm	Chair
2. General Public Comments (Limited to 3 minutes per person)	5:35 pm	Chair
3. Administrative & Financial (motion/voting) a. Approval of February 24, 2026 minutes b. Monthly Financials c. Discussion of consent agenda d. Legislative Update e. Personnel Policy Rewrite Status Update f. Rate and Fee and Impact Fee Study RFP g. Code Reinstatement Update (discussion only) h. Permit application fee consideration	5:50 pm	Chair, Legal counsel
4. Water, Roads & Trails Update (motion/voting) a. Snowplow RFP for 26/27 b. Road and Trails Update c. Backflows - Swift Comply (discussion only)	6:45pm	Water & Road Manager
5. General Public Comments (Limited to 3 minutes per person)	7:05 pm	Chair
6. 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. **	7:15 pm	Chair
7. Adjournment	7:45 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.summitcountyutah.gov/AgendaCenter/Search/?term=&CIDs=34.&startDate=01/01/2026&endDate=04/15/2026&dateRange=&dateSelector=>

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



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Public Comment

(Limited to 3 minutes per person)





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Administrative & Financial



PENDING MINUTES

SUMMIT COUNTY SERVICE AREA #3 BOARD OF TRUSTEES
MONTHLY PUBLIC MEETING
MOUNTAIN LIFE CHURCH, 7375 SILVER CREEK RD, PARK CITY, UT 84098
[TUESDAY, FEBRUARY 24, 2026](#)

Meeting also conducted via Google Meet.

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

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

Board Members:

Derek Price, Chair
Justin Shea, Vice Chair
Jon "Otto" Blum, Treasurer
David Olson, Clerk
Scott Witkin
Karri Taix
Caroline Gleich

Staff & Contractors:

Vince Pao-Borjigin, Acting GM
Jody Anagnos, Office Manager (online)
Chris Bullock, Road & Water Mgr (online)

Guest: Gary Horton, Methods Consulting, Road Engineer
Absent: Nathan Bracken, legal counsel

2. **General Public Comment (5:32pm)**

- Luann Lukenbach - Lot 195
- Lauri Maggard - 1023 Whileaway
- John Nowoslawki

3. **Administrative & Financial (5:41pm)**

- a. Approval of January 20, 2026 minutes - there were no questions or comments.
Scott made a motion to approve the minutes as presented for January 20, 2026; Justin seconded the motion. All Trustees in attendance voted in favor of approving the January 20, 2026 meeting minutes. (vote 7-0)
[Link: January 20, 2026 approved minutes](#)
- b. Resolution 2026-02 - Updating check signers to reflect current Board officers.
Scott made a motion to Resolution 2026-02 updating check signers; Otto seconded the motion. All Trustees in attendance voted in favor of approving Resolution 2026-02. (vote 7-0)
[Link: Resolution 2026-02: updating check signers](#)

4. **Water, Roads & Trails Update (5:44pm)**

- a. Included in the board packet was a proposal from our road engineer for recommended road work for 2026. Gary Horton from Methods Consulting presented. What we try to do is save money for 2-3 years and spend on a large project such as the tailings project from UDOT in 2025. This year's road project recommendation is to bank in reserve for a bigger project, it's called economy of scale, with more funds, we can do more work. Roadway maintenance for this year: we want to piggy-back on Summit County's road projects. We get discounted pricing when we do this. We pay for materials and equipment for two days at the county rate vs private rate. This year we want to do maintenance work on Westwood and Parkway and also chip sealing which requires minimal maintenance for the next ten years. We will also do pavement preservation, we will slurry seal the rotomill and crack seal. We'd like to complete the slurry on rotomilled roads to protect them.
- b. Trails Update - The county is looking at the master plan and more interconnected trails. Concerns were made to not pave the trails and keep them gravel for horses and runners. Derek wants a solid plan/schedule for a pre-emergent weed treatment plan for the spring. Chris will provide.

Public Comments:

- Lauri Maggard asked about Crossroads development. Looking for specifics but they are still working out details with the county.
- Sally White asked about Vince's role and future staffing in the office.

5. **Closed Session**

At 6:06pm, Derek 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, Justin seconded the motion. All Trustees in attendance voted to move into closed session. (vote 7-0)

6. **Adjournment (7:30pm)**

Next meeting is March 17, 2026 at Mountain Life Church.

Online participant: Sally White, John Nowoslawski, Scott Krug

Summit County Service Area #3
Standard Financial Report
10 General Fund - 01/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1111 Checking - General	(206,268.84)	(514.00)	(206,782.84)
1113 Checking - Water	76,183.67	0.00	76,183.67
1115 Payroll	(8,036.79)	0.00	(8,036.79)
1121 PTIF 850 General	1,612,999.78	28,607.16	1,784,379.38
1122 PTIF 851 Water	12,648.00	0.00	12,648.00
1123 PTIF 8712 Capital Account	225,239.58	668.58	226,646.17
1124 Checking - General - US BANK	(391,694.60)	13,322.52	(409,492.80)
1130 Xpress Bill Pay	4,717.01	93.45	4,811.48
1175 Undeposited receipts	0.00	0.02	0.02
Total Cash and cash equivalents	1,325,787.81	42,177.73	1,480,356.29
Receivables			
1311 Accounts receivable	10,933.23	260.81	12,149.26
1351 Property taxes - current	136,685.13	0.00	0.00
1352 Property taxes - deferred	590,311.00	0.00	590,311.00
1411 Due from other governments (Class C Roads)	27,115.14	(27,115.13)	0.01
Total Receivables	765,044.50	(26,854.32)	602,460.27
Other current assets			
1600 Pre-paid Rent	750.00	0.00	0.00
Total Other current assets	750.00	0.00	0.00
Total Current Assets	2,091,582.31	15,323.41	2,082,816.56
Total Assets:	2,091,582.31	15,323.41	2,082,816.56
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
2131 Accounts payable	12,558.88	210.00	750.00
2330 Customer deposits - roads	215,500.00	(5,000.00)	210,500.00
2422 Escrow Account #1 MLC	55,454.28	0.00	55,454.28
2423 Escrow Account #2 RH ESP Project	25,721.72	0.00	25,721.72
Total Current liabilities	309,234.88	(4,790.00)	292,426.00
Deferred inflows			
2380 Deferred inflows - property taxes	590,311.00	0.00	590,311.00
Total Deferred inflows	590,311.00	0.00	590,311.00
Total Liabilities:	899,545.88	(4,790.00)	882,737.00
Equity - Paid In / Contributed			
2981 Fund balance	1,192,036.43	20,113.41	1,200,079.56
Total Equity - Paid In / Contributed	1,192,036.43	20,113.41	1,200,079.56
Total Liabilites and Fund Equity:	2,091,582.31	15,323.41	2,082,816.56
Total Net Position	0.00	0.00	0.00

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Standard Financial Report
10 General Fund - 01/01/2026 to 02/28/2026
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	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Change In Net Position					
Revenue:					
Taxes					
3110 Property taxes - current	590,955.15	22,884.28	22,884.28	590,311.00	590,311.00
3120 Property taxes - prior years	19,564.10	0.00	0.00	10,000.00	10,000.00
3170 Fee in lieu of property tax	26,138.36	0.00	0.00	7,500.00	7,500.00
3171 Interest and penalties taxes	591.57	0.00	0.00	250.00	250.00
Total Taxes	637,249.18	22,884.28	22,884.28	608,061.00	608,061.00
Intergovernmental revenue					
3356 Class B road allotment	133,189.93	27,947.04	27,947.04	145,000.00	145,000.00
Total Intergovernmental revenue	133,189.93	27,947.04	27,947.04	145,000.00	145,000.00
Charges for services					
3430 Construction service fees	197,280.93	1,000.00	2,000.00	85,000.00	85,000.00
3431 Roads maintenance fees	21,246.80	0.00	0.00	8,000.00	8,000.00
3432 Roads transfer fees	0.00	0.00	0.00	1,000.00	1,000.00
3433 Road Inspection Fees	3,650.00	325.00	475.00	2,500.00	2,500.00
Total Charges for services	222,177.73	1,325.00	2,475.00	96,500.00	96,500.00
Interest					
3610 Interest income	71,414.79	6,391.46	13,216.78	60,000.00	60,000.00
Total Interest	71,414.79	6,391.46	13,216.78	60,000.00	60,000.00
Miscellaneous revenue					
3690 Sundry revenue	38.53	0.00	0.00	100.00	100.00
Total Miscellaneous revenue	38.53	0.00	0.00	100.00	100.00
Total Revenue:	1,064,070.16	58,547.78	66,523.10	909,661.00	909,661.00
Expenditures					
Payroll					
4400 General Manager	28,340.53	0.00	0.00	0.00	0.00
4401 Operations Payroll	32,812.27	0.00	0.00	0.00	0.00
4402 Staff Payroll	23,896.14	4,851.06	9,390.68	94,542.00	94,542.00
4403 Payroll Fees	1,200.80	102.00	177.04	1,236.00	1,236.00
4410 Benefits	48,913.00	1,771.25	4,413.25	50,779.00	50,779.00
Total Payroll	135,162.74	6,724.31	13,980.97	146,557.00	146,557.00
Professional Fees					
4326 Legal fees- Roads	23,286.50	0.00	0.00	10,000.00	10,000.00
4327 Legal fees - General	64,246.00	6,446.50	6,446.50	25,000.00	25,000.00
4328 ROW	1,650.00	0.00	0.00	0.00	0.00
4330 Professional fees	1,000.00	0.00	1,500.00	1,700.00	1,700.00
4331 Accounting Fees	16,586.33	1,800.00	1,800.00	16,000.00	16,000.00
4332 Engineering fees	16,307.78	0.00	0.00	8,000.00	8,000.00
4800 Training	713.80	(335.35)	(335.35)	2,500.00	2,500.00
Total Professional Fees	123,790.41	7,911.15	9,411.15	63,200.00	63,200.00
Office Expenses					
4212 Membership and subscriptions	722.63	0.00	0.00	460.00	460.00
4220 Public notice	0.00	0.00	0.00	300.00	300.00
4225 Bank fees	2,992.59	0.00	0.00	2,500.00	2,500.00
4238 Computer/Technology Equipment	752.77	0.00	0.00	2,000.00	2,000.00
4239 Software	4,248.77	95.00	1,827.50	4,500.00	4,500.00
4240 Office supplies and expenses	1,010.92	1,837.99	1,837.99	2,000.00	2,000.00
4241 Food	63.53	0.00	0.00	0.00	0.00
4242 Board Meeting	0.00	0.00	0.00	400.00	400.00
4245 Postage	74.64	0.00	0.00	100.00	100.00
4850 Rent	10,500.00	1,500.00	3,000.00	10,000.00	10,000.00
Total Office Expenses	20,365.85	3,432.99	6,665.49	22,260.00	22,260.00
Maintenance & Repairs					
4250 Snow Removal	57,831.76	10,054.00	17,849.00	130,000.00	130,000.00
4251 Road maintenance	362,725.90	7,061.92	7,061.92	200,000.00	200,000.00
4252 Trail Maintenance	1,902.00	0.00	261.44	30,000.00	30,000.00
4333 Road manager fees	42,250.00	3,250.00	3,250.00	37,500.00	37,500.00
Total Maintenance & Repairs	464,709.66	20,365.92	28,422.36	397,500.00	397,500.00
Utilities					
4269 Phone	348.71	0.00	0.00	350.00	350.00
4270 Electric Office	49.23	0.00	0.00	1,000.00	1,000.00

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Total Utilities	397.94	0.00	0.00	1,350.00	1,350.00
Other General Administration					
4334 Other general administration	3,361.75	0.00	0.00	0.00	0.00
4510 Insurance	4,180.58	0.00	0.00	5,542.00	5,542.00
4999 Other General Administrative Expenses	141.00	0.00	0.00	1,400.00	1,400.00
Total Other General Administration	7,683.33	0.00	0.00	6,942.00	6,942.00
Transfers out					
4941 Transfers to Capital Projects	271,852.00	0.00	0.00	271,852.00	271,852.00
Total Transfers out	271,852.00	0.00	0.00	271,852.00	271,852.00
Total Expenditures	1,023,961.93	38,434.37	58,479.97	909,661.00	909,661.00
Total Change In Net Position	40,108.23	20,113.41	8,043.13	0.00	0.00

Summit County Service Area #3
Standard Financial Report
40 Capital Projects - 01/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1121 PTIF 850 General	97,000.00	0.00	97,000.00
1123 Checking - General - US BANK	411,102.00	0.00	411,102.00
Total Cash and cash equivalents	<u>508,102.00</u>	<u>0.00</u>	<u>508,102.00</u>
Total Current Assets	<u>508,102.00</u>	<u>0.00</u>	<u>508,102.00</u>
Total Assets:	<u>508,102.00</u>	<u>0.00</u>	<u>508,102.00</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
2981 Fund balance	508,102.00	0.00	508,102.00
Total Equity - Paid In / Contributed	<u>508,102.00</u>	<u>0.00</u>	<u>508,102.00</u>
Total Liabilites and Fund Equity:	<u>508,102.00</u>	<u>0.00</u>	<u>508,102.00</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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Standard Financial Report
40 Capital Projects - 01/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue:					
Contributions and transfers					
3800 Transfers in	271,852.00	0.00	0.00	271,851.00	271,851.00
Total Contributions and transfers	<u>271,852.00</u>	<u>0.00</u>	<u>0.00</u>	<u>271,851.00</u>	<u>271,851.00</u>
Total Revenue:	<u>271,852.00</u>	<u>0.00</u>	<u>0.00</u>	<u>271,851.00</u>	<u>271,851.00</u>
Total Change In Net Position	<u>271,852.00</u>	<u>0.00</u>	<u>0.00</u>	<u>271,851.00</u>	<u>271,851.00</u>

Summit County Service Area #3
Standard Financial Report
51 Water Fund - 01/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1111 Checking - Water	(76,183.67)	0.00	(76,183.67)
1113 Checking - General	206,268.84	514.00	206,782.84
1115 Payroll	8,036.79	0.00	8,036.79
1120 PTIF 850 General	68,476.00	0.00	68,476.00
1121 PTIF 0851 Water savings	596,805.46	1,809.03	600,611.39
1122 PTIF 5944 Debt service	11,196.39	33.23	11,266.31
1123 PTIF 5945 Debt service reserve	11,196.39	33.23	11,266.31
1124 PTIF 5946 Repair & replace	162,963.92	483.72	163,981.60
1125 Checking - US BANK	78,147.74	33,615.35	133,844.33
1130 Xpress Bill Pay	8,453.22	(2,334.57)	3,956.81
1175 Undeposited receipts	(5,223.00)	5,663.98	440.98
Total Cash and cash equivalents	1,070,138.08	39,817.97	1,132,479.69
Receivables			
1311 Accounts receivable	87,914.63	(26,589.11)	61,123.70
1312 Allowance for doubtful accounts	(10,368.00)	0.00	(10,368.00)
1312.1 Installment receivable	3,160.55	(100.00)	2,960.55
Total Receivables	80,707.18	(26,689.11)	53,716.25
Other current assets			
1500 Pre-paid rent	750.00	0.00	0.00
Total Other current assets	750.00	0.00	0.00
Total Current Assets	1,151,595.26	13,128.86	1,186,195.94
Non-Current Assets			
Capital assets			
Property			
1610 Land	64,735.05	0.00	64,735.05
1620 Buildings and improvements	40,734.00	0.00	40,734.00
1630 Water Right	425,000.00	0.00	425,000.00
1630.20 Water system 20yrs	888,720.22	0.00	888,720.22
1630.40 Water system 40yrs	369,938.99	0.00	369,938.99
1630.50 Water system 50yrs	1,203,473.35	0.00	1,203,473.35
1641 Machinery and equipment	7,951.00	0.00	7,951.00
Total Property	3,000,552.61	0.00	3,000,552.61
Accumulated depreciation			
1720 AccDpn Buildings and improvements	35,360.35	0.00	35,360.35
1730 AccDpn Water system & improvements	1,677,312.47	0.00	1,677,312.47
1741 AccDpn Machinery and equipment	7,951.00	0.00	7,951.00
Total Accumulated depreciation	1,720,623.82	0.00	1,720,623.82
Total Capital assets	1,279,928.79	0.00	1,279,928.79
Other non-current assets			
1800 Deferred Outflows-pensions	64,785.00	0.00	64,785.00
Total Other non-current assets	64,785.00	0.00	64,785.00
Total Non-Current Assets	1,344,713.79	0.00	1,344,713.79
Total Assets:	2,496,309.05	13,128.86	2,530,909.73
Liabilities and Fund Equity:			
Liabilities:			
Current liabilities			
2131 Accounts payable	7,677.24	40,235.00	40,595.00
2330 Customer deposits	16,995.00	0.00	16,995.00
2410 Bond payable, current portion	8,000.00	0.00	8,000.00
2500 Net pension liability	41,498.00	0.00	41,498.00
2511 Compensated Absences Current	3,619.24	0.00	3,619.24
Total Current liabilities	77,789.48	40,235.00	110,707.24
Deferred inflows			
2800 Deferred inflows-pensions	1,107.00	0.00	1,107.00
Total Deferred inflows	1,107.00	0.00	1,107.00
Long-term liabilities			
2510 Bonds payable - 2010 series	134,999.99	0.00	134,999.99

Summit County Service Area #3
Standard Financial Report
51 Water Fund - 01/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Total Long-term liabilities	134,999.99	0.00	134,999.99
Total Liabilities:	213,896.47	40,235.00	246,814.23
Equity - Paid In / Contributed			
2851 Owners equity	132,542.68	0.00	132,542.68
2901 Net investment in capital assets	1,366,196.28	0.00	1,366,196.28
2902 Restricted - debt service	26,285.78	0.00	26,285.78
2903 Restricted - capital projects	60,416.09	0.00	60,416.09
2981 Retained earnings	696,971.75	(27,106.14)	698,654.67
Total Equity - Paid In / Contributed	2,282,412.58	(27,106.14)	2,284,095.50
Total Liabilities and Fund Equity:	2,496,309.05	13,128.86	2,530,909.73
Total Net Position	0.00	0.00	0.00

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Standard Financial Report
51 Water Fund - 01/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Income or Expense					
Income From Operations:					
Operating income					
5110 Water standby fees	26,120.00	180.00	180.00	11,900.00	11,900.00
5111 Well standby fees	0.00	0.00	0.00	6,000.00	6,000.00
5140 Water service fees	525,491.23	31,978.21	64,574.72	420,000.00	420,000.00
5142 Hydrant water fees	2,619.46	0.00	0.00	1,500.00	1,500.00
5240 Water rights assessments	39,796.43	0.00	2,335.60	35,000.00	35,000.00
5310 Connection fees	25,000.00	12,000.00	12,000.00	20,000.00	20,000.00
5315 Inspection Fees	999.00	0.00	293.00	1,200.00	1,200.00
5317 Water Evaluation Fee	12,000.00	0.00	0.00	0.00	0.00
5410 Late penalties and fees	3,749.82	(3,416.00)	(3,466.00)	1,000.00	1,000.00
5490 Other operating income	17,035.81	0.00	577.00	10,000.00	10,000.00
5510 Water Transfer Fee	49,125.00	3,000.00	6,000.00	5,000.00	5,000.00
Total Operating income	701,936.75	43,742.21	82,494.32	511,600.00	511,600.00
Operating expense					
Payroll					
6400 General Manager	26,846.10	0.00	0.00	0.00	0.00
6401 Operations Payroll	32,811.20	0.00	0.00	0.00	0.00
6402 Staff Payroll	39,967.46	4,851.04	9,390.65	94,542.00	94,542.00
6403 Payroll Fees	1,200.61	101.98	177.00	1,236.00	1,236.00
6410 Benefits	50,410.31	1,771.23	4,413.19	50,779.00	50,779.00
Total Payroll	151,235.68	6,724.25	13,980.84	146,557.00	146,557.00
Professional Fees					
6332 Water operator services	42,250.00	3,250.00	3,250.00	37,500.00	37,500.00
6333 Professional fees	0.00	0.00	0.00	1,700.00	1,700.00
6333.1 Accounting Fees	18,151.37	4,200.00	4,200.00	20,000.00	20,000.00
6334 Water Engineering Fees Capital	25,830.00	0.00	0.00	0.00	0.00
6335 Water Engineering Maintenance	3,223.25	0.00	0.00	8,000.00	8,000.00
6336 Water Engineering Projects	(0.11)	0.00	0.00	0.00	0.00
6800 Training	2,684.44	0.00	0.00	2,500.00	2,500.00
Total Professional Fees	92,138.95	7,450.00	7,450.00	69,700.00	69,700.00
Legal Fees					
6327 Water General Legal Fees	0.00	0.00	0.00	7,500.00	7,500.00
6329 Litigations Water	2,000.00	(2,000.00)	(2,000.00)	0.00	0.00
6330 Well System Legal Fees	13,112.50	0.00	0.00	15,000.00	15,000.00
6331 Water System Legal Fees	17,230.50	0.00	0.00	10,000.00	10,000.00
Total Legal Fees	32,343.00	(2,000.00)	(2,000.00)	32,500.00	32,500.00
Utilities					
6270 Utilities	4,720.25	234.74	1,941.80	0.00	0.00
6272 Electric Water System	15,240.47	0.00	0.00	20,000.00	20,000.00
6274 Internet Office	0.00	0.00	0.00	100.00	100.00
6275 Phone Office	150.01	0.00	0.00	8,500.00	8,500.00
6276 Water System Monitoring	3,556.96	417.57	417.57	0.00	0.00
Total Utilities	23,667.69	652.31	2,359.37	28,600.00	28,600.00
Office Expenses					
6211 Public notices	257.99	0.00	0.00	0.00	0.00
6212 Association and subscriptions	735.87	0.00	93.00	1,500.00	1,500.00
6215 Bank fees	4,944.51	408.59	695.08	5,500.00	5,500.00
6237 Office Supplies	624.78	0.00	0.00	0.00	0.00
6238 Computer/Technology Equipment	735.43	0.00	0.00	2,000.00	2,000.00
6239 Software	4,291.61	855.00	2,587.50	4,500.00	4,500.00
6240 Office supplies and expenses	1,097.18	0.00	0.00	1,000.00	1,000.00
6242 Board meetings	26.10	0.00	0.00	450.00	450.00
6243 Postage	572.74	0.00	0.00	500.00	500.00
Total Office Expenses	13,286.21	1,263.59	3,375.58	15,450.00	15,450.00
Repairs & Maintenance					
6250 Repairs and maintenance	155,639.68	0.00	0.00	125,000.00	125,000.00
6253 Water tests	5,127.05	278.00	278.00	12,500.00	12,500.00
6254 Water rights assessments	8,790.26	0.00	0.00	7,000.00	7,000.00
6255 Parts & supplies purchases	19,886.14	2,882.56	2,882.56	5,000.00	5,000.00
6334.1 HAL - Arsenic Study	2,472.50	910.00	910.00	0.00	0.00
6380 Meter relocation and replacement	3,299.28	0.00	0.00	2,500.00	2,500.00
6729 Parts & Equipment repairs	1,772.32	0.00	0.00	0.00	0.00

Summit County Service Area #3
Standard Financial Report
51 Water Fund - 01/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
6731 Water System - District Well	0.00	3,366.39	3,366.39	0.00	0.00
6732 Water System - Greenfield Well	0.00	41,845.00	41,845.00	1,000.00	1,000.00
6733 Water System - Infrastructure	0.00	8,453.80	8,453.80	5,000.00	5,000.00
6734 Water System - SA3 Water Rights	0.00	0.00	0.00	3,500.00	3,500.00
Total Repairs & Maintenance	196,987.23	57,735.75	57,735.75	161,500.00	161,500.00
Other General Administration					
6510 Insurance & bonds	4,180.57	0.00	0.00	5,000.00	5,000.00
6520 Depreciation expense	66,229.92	0.00	0.00	0.00	0.00
6600 Rent	9,000.00	1,500.00	3,000.00	9,000.00	9,000.00
6730 Capital outlay	0.00	0.00	0.00	25,000.00	25,000.00
6850 Water Rights - Capital Outlay	0.00	0.00	0.00	5,000.00	5,000.00
6901 Interest expense	4,501.21	0.00	0.00	1,000.00	1,000.00
6998 Reserves	0.00	0.00	0.00	51,793.00	51,793.00
6999 Other Water Administration	2,183.53	0.00	0.00	500.00	500.00
Total Other General Administration	86,095.23	1,500.00	3,000.00	97,293.00	97,293.00
Total Operating expense	595,753.99	73,325.90	85,901.54	551,600.00	551,600.00
Total Income From Operations:	106,182.76	(29,583.69)	(3,407.22)	(40,000.00)	(40,000.00)
Non-Operating Items:					
Non-operating income					
5610 Interest income	34,705.92	2,477.55	5,090.14	40,000.00	40,000.00
Total Non-operating income	34,705.92	2,477.55	5,090.14	40,000.00	40,000.00
Total Non-Operating Items:	34,705.92	2,477.55	5,090.14	40,000.00	40,000.00
Total Income or Expense	140,888.68	(27,106.14)	1,682.92	0.00	0.00

Summit County Service Area #3
Standard Financial Report
91 General Fixed Assets - 01/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Non-Current Assets			
Capital assets			
Work in Process			
1601 Work in process	2,542.24	0.00	2,542.24
Total Work in Process	<u>2,542.24</u>	<u>0.00</u>	<u>2,542.24</u>
Property			
1610 Land	1,120,000.00	0.00	1,120,000.00
1621 Buildings	68,153.66	0.00	68,153.66
1631.10 Road Signage 10 yrs	16,155.34	0.00	16,155.34
1631.20 Road Improvements	2,428,539.65	0.00	2,428,539.65
Total Property	<u>3,632,848.65</u>	<u>0.00</u>	<u>3,632,848.65</u>
Accumulated depreciation			
1721 AccDpn Buildings	65,573.29	283.97	66,141.23
1731 AccDpn Improvements	1,849,448.16	5,878.30	1,861,204.76
Total Accumulated depreciation	<u>1,915,021.45</u>	<u>6,162.27</u>	<u>1,927,345.99</u>
Total Capital assets	<u>1,720,369.44</u>	<u>6,162.27</u>	<u>1,708,044.90</u>
Total Non-Current Assets	<u>1,720,369.44</u>	<u>6,162.27</u>	<u>1,708,044.90</u>
Total Assets:	<u>1,720,369.44</u>	<u>6,162.27</u>	<u>1,708,044.90</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
2971.1 Invested in capital assets	3,635,390.89	0.00	3,635,390.89
2972 Total depreciation charged	(1,915,021.45)	(6,162.27)	(1,927,345.99)
Total Equity - Paid In / Contributed	<u>1,720,369.44</u>	<u>(6,162.27)</u>	<u>1,708,044.90</u>
Total Liabilites and Fund Equity:	<u>1,720,369.44</u>	<u>(6,162.27)</u>	<u>1,708,044.90</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Summit County Service Area #3
Standard Financial Report
91 General Fixed Assets - 01/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Expenditures					
Other General Administration					
4400 Depn Expense	75,912.79	6,162.27	12,324.54	0.00	0.00
Total Other General Administration	<u>75,912.79</u>	<u>6,162.27</u>	<u>12,324.54</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures	<u>75,912.79</u>	<u>6,162.27</u>	<u>12,324.54</u>	<u>0.00</u>	<u>0.00</u>
Total Change In Net Position	<u>(75,912.79)</u>	<u>(6,162.27)</u>	<u>(12,324.54)</u>	<u>0.00</u>	<u>0.00</u>

Summit County Service Area #3
Operational Budget Report
10 General Fund - 01/01/2025 to 02/28/2025
16.67% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Budget Remaining	% Earned/Used
Change In Net Position						
Revenue:						
Taxes						
3110 Property taxes - current	2,999.54	0.00	0.00	600,000.00	600,000.00	0.00%
3120 Property taxes - prior years	8,783.64	7,115.46	7,115.46	10,000.00	2,884.54	71.15%
3170 Fee in lieu of property tax	1,684.60	2,213.19	2,213.19	5,000.00	2,786.81	44.26%
3171 Interest and penalties taxes	154.86	26.98	26.98	250.00	223.02	10.79%
Total Taxes	13,622.64	9,355.63	9,355.63	615,250.00	605,894.37	1.52%
Intergovernmental revenue						
3356 Class B road allotment	0.00	0.00	0.00	135,000.00	135,000.00	0.00%
Total Intergovernmental revenue	0.00	0.00	0.00	135,000.00	135,000.00	0.00%
Charges for services						
3430 Construction service fees	15,500.00	24,500.00	27,681.74	85,000.00	57,318.26	32.57%
3431 Roads maintenance fees	14,000.00	0.00	3,246.80	8,000.00	4,753.20	40.59%
3432 Roads transfer fees	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
3433 Road Inspection Fees	0.00	225.00	225.00	2,500.00	2,275.00	9.00%
Total Charges for services	29,500.00	24,725.00	31,153.54	97,500.00	66,346.46	31.95%
Interest						
3610 Interest income	13,213.43	5,683.53	11,657.55	60,000.00	48,342.45	19.43%
Total Interest	13,213.43	5,683.53	11,657.55	60,000.00	48,342.45	19.43%
Miscellaneous revenue						
3690 Sundry revenue	0.00	0.00	0.00	400.00	400.00	0.00%
Total Miscellaneous revenue	0.00	0.00	0.00	400.00	400.00	0.00%
Total Revenue:	56,336.07	39,764.16	52,166.72	908,150.00	855,983.28	5.74%
Expenditures						
Payroll						
4400 General Manager	5,427.69	3,031.62	6,063.23	36,260.00	30,196.77	16.72%
4401 Operations Payroll	7,703.45	2,726.86	5,453.72	32,728.00	27,274.28	16.66%
4402 Staff Payroll	5,977.47	1,776.55	3,794.47	22,800.00	19,005.53	16.64%
4403 Payroll Fees	208.13	89.30	217.68	1,200.00	982.32	18.14%
4410 Benefits	2,477.39	4,379.73	9,008.88	49,300.00	40,291.12	18.27%
Total Payroll	21,794.13	12,004.06	24,537.98	142,288.00	117,750.02	17.25%
Professional Fees						
4326 Legal fees- Roads	0.00	755.00	755.00	10,000.00	9,245.00	7.55%
4327 Legal fees - General	1,980.00	3,690.50	3,690.50	25,000.00	21,309.50	14.76%
4330 Professional fees	85.00	0.00	0.00	1,700.00	1,700.00	0.00%
4331 Accounting Fees	1,005.15	600.00	1,225.50	14,000.00	12,774.50	8.75%
4332 Engineering fees	1,430.00	0.00	0.00	12,000.00	12,000.00	0.00%
4800 Training	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
Total Professional Fees	4,500.15	5,045.50	5,671.00	65,200.00	59,529.00	8.70%
Office Expenses						
4212 Membership and subscriptions	0.00	0.00	0.00	460.00	460.00	0.00%
4220 Public notice	0.00	0.00	0.00	300.00	300.00	0.00%
4225 Bank fees	0.00	407.66	1,657.68	1,500.00	(157.68)	110.51%
4238 Computer/Technology Equipment	975.02	0.00	79.48	2,500.00	2,420.52	3.18%
4239 Software	1,698.08	85.00	1,861.65	4,000.00	2,138.35	46.54%
4240 Office supplies and expenses	2,003.50	0.00	38.98	4,000.00	3,961.02	0.97%
4241 Food	46.09	0.00	0.00	0.00	0.00	0.00%
4242 Board Meeting	0.00	0.00	0.00	400.00	400.00	0.00%
4245 Postage	0.00	0.00	0.00	100.00	100.00	0.00%
4850 Rent	1,500.00	750.00	3,000.00	10,000.00	7,000.00	30.00%
Total Office Expenses	6,222.69	1,242.66	6,637.79	23,260.00	16,622.21	28.54%
Maintenance & Repairs						
4250 Snow Removal	58,710.30	12,264.76	12,313.56	130,000.00	117,686.44	9.47%
4251 Road maintenance	4,298.24	0.00	39,400.00	200,000.00	160,600.00	19.70%
4252 Trail Maintenance	0.00	0.00	0.00	30,000.00	30,000.00	0.00%
4333 Road manager fees	4,493.34	3,250.00	6,500.00	37,500.00	31,000.00	17.33%
Total Maintenance & Repairs	67,501.88	15,514.76	58,213.56	397,500.00	339,286.44	14.64%
Utilities						
4268 Internet Office	0.00	0.00	0.00	300.00	300.00	0.00%
4269 Phone	98.66	14.40	81.96	350.00	268.04	23.42%
4270 Electric Office	10.07	32.31	32.31	1,000.00	967.69	3.23%

Summit County Service Area #3
Operational Budget Report
10 General Fund - 01/01/2025 to 02/28/2025
16.67% of the fiscal year has expired

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>% Earned/ Used</u>
Total Utilities	108.73	46.71	114.27	1,650.00	1,535.73	6.93%
Other General Administration						
4334 Other general administration	3.42	0.00	0.00	0.00	0.00	0.00%
4510 Insurance	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
4999 Other General Administrative Expe	0.00	0.00	0.00	1,400.00	1,400.00	0.00%
Total Other General Administration	3.42	0.00	0.00	6,400.00	6,400.00	0.00%
Transfers out						
4941 Transfers to Capital Projects	0.00	0.00	0.00	271,852.00	271,852.00	0.00%
Total Transfers out	0.00	0.00	0.00	271,852.00	271,852.00	0.00%
Total Expenditures	100,131.00	33,853.69	95,174.60	908,150.00	812,975.40	10.48%
Total Change In Net Position	(43,794.93)	5,910.47	(43,007.88)	0.00	43,007.88	0.00%

Summit County Service Area #3
Operational Budget Report
51 Water Fund - 01/01/2025 to 02/28/2025
16.67% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Budget Remaining	% Earned/Used
Income or Expense						
Income From Operations:						
Operating income						
5110 Water standby fees	(456.00)	0.00	(50.00)	11,900.00	11,950.00	-0.42%
5111 Well standby fees	0.00	0.00	0.00	11,600.00	11,600.00	0.00%
5140 Water service fees	12,879.77	19,068.21	47,875.25	360,000.00	312,124.75	13.30%
5142 Hydrant water fees	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
5240 Water rights assessments	300.00	0.00	575.00	35,000.00	34,425.00	1.64%
5310 Connection fees	6,200.00	0.00	0.00	20,000.00	20,000.00	0.00%
5315 Inspection Fees	0.00	150.00	225.00	0.00	(225.00)	0.00%
5410 Late penalties and fees	(2,674.31)	125.00	204.59	1,000.00	795.41	20.46%
5490 Other operating income	969.00	437.35	4,105.78	10,000.00	5,894.22	41.06%
5491 Parts & Equipment Sales	12,830.33	0.00	0.00	5,000.00	5,000.00	0.00%
5510 Water Transfer Fee	0.00	4,500.00	4,500.00	5,000.00	500.00	90.00%
Total Operating income	30,048.79	24,280.56	57,435.62	469,500.00	412,064.38	12.23%
Operating expense						
Payroll						
6400 General Manager	6,897.96	3,031.62	6,063.23	43,062.00	36,998.77	14.08%
6401 Operations Payroll	7,554.55	2,726.86	5,453.71	38,748.00	33,294.29	14.07%
6402 Staff Payroll	4,656.33	1,776.54	3,794.46	26,420.00	22,625.54	14.36%
6403 Payroll Fees	215.78	89.28	217.64	1,200.00	982.36	18.14%
6410 Benefits	2,477.37	4,379.70	9,008.92	32,858.00	23,849.08	27.42%
Total Payroll	21,801.99	12,004.00	24,537.96	142,288.00	117,750.04	17.25%
Professional Fees						
6332 Water operator services	5,270.00	3,250.00	6,500.00	37,500.00	31,000.00	17.33%
6333 Professional fees	765.00	0.00	0.00	1,700.00	1,700.00	0.00%
6333.1 Accounting Fees	2,257.65	1,400.00	2,859.50	20,000.00	17,140.50	14.30%
6335 Water Engineering Maintenance	0.00	818.50	818.50	8,000.00	7,181.50	10.23%
6800 Training	615.53	390.00	390.00	2,500.00	2,110.00	15.60%
Total Professional Fees	8,908.18	5,858.50	10,568.00	69,700.00	59,132.00	15.16%
Legal Fees						
6327 Water General Legal Fees	(1,239.00)	0.00	0.00	7,500.00	7,500.00	0.00%
6330 Well System Legal Fees	0.00	5,270.00	5,270.00	15,000.00	9,730.00	35.13%
6331 Water System Legal Fees	1,230.00	0.00	0.00	10,000.00	10,000.00	0.00%
Total Legal Fees	(9.00)	5,270.00	5,270.00	32,500.00	27,230.00	16.22%
Utilities						
6270 Utilities	843.61	0.00	262.55	0.00	(262.55)	0.00%
6271 Electric Office	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
6272 Electric Water System	1,577.10	1,491.07	1,491.07	20,000.00	18,508.93	7.46%
6275 Phone Office	0.00	14.40	81.95	100.00	18.05	81.95%
6276 Water System Monitoring	411.03	30.00	(1,488.52)	8,500.00	9,988.52	-17.51%
Total Utilities	2,831.74	1,535.47	347.05	29,600.00	29,252.95	1.17%
Office Expenses						
6211 Public notices	0.00	0.00	0.00	150.00	150.00	0.00%
6212 Association and subscriptions	390.00	0.00	0.00	3,200.00	3,200.00	0.00%
6215 Bank fees	359.75	0.00	0.00	5,500.00	5,500.00	0.00%
6237 Office Supplies	213.73	0.00	0.00	0.00	0.00	0.00%
6238 Computer/Technology Equipment	975.02	0.00	79.48	2,500.00	2,420.52	3.18%
6239 Software	1,912.62	765.00	2,509.22	2,500.00	(9.22)	100.37%
6240 Office supplies and expenses	588.92	0.00	87.78	1,000.00	912.22	8.78%
6241 Newsletter	46.09	0.00	0.00	0.00	0.00	0.00%
6242 Board meetings	0.00	0.00	0.00	450.00	450.00	0.00%
6243 Postage	19.43	0.00	0.00	250.00	250.00	0.00%
Total Office Expenses	4,505.56	765.00	2,676.48	15,550.00	12,873.52	17.21%
Repairs & Maintenance						
6250 Repairs and maintenance	4,596.88	899.80	899.80	125,000.00	124,100.20	0.72%
6253 Water tests	255.00	239.00	266.00	12,500.00	12,234.00	2.13%
6254 Water rights assessments	0.00	1,532.58	1,532.58	7,000.00	5,467.42	21.89%
6255 Parts & supplies purchases	(3,359.12)	0.00	10,990.54	5,000.00	(5,990.54)	219.81%
6380 Meter relocation and replacement	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
6729 Parts & Equipment repairs	2,232.89	0.00	729.82	0.00	(729.82)	0.00%
6732 Water System - Greenfield Well	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
6733 Water System - Infrastructure	0.00	0.00	0.00	7,000.00	7,000.00	0.00%
6734 Water System - SA3 Water Rights	0.00	0.00	0.00	3,500.00	3,500.00	0.00%

Summit County Service Area #3
Operational Budget Report
51 Water Fund - 01/01/2025 to 02/28/2025
16.67% of the fiscal year has expired

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>% Earned/Used</u>
Total Repairs & Maintenance	3,725.65	2,671.38	14,418.74	166,000.00	151,581.26	8.69%
Other General Administration						
6510 Insurance & bonds	0.00	0.00	0.00	15,000.00	15,000.00	0.00%
6520 Depreciation expense	11,038.32	5,519.16	11,038.32	250,000.00	238,961.68	4.42%
6600 Rent	1,500.00	750.00	3,000.00	9,000.00	6,000.00	33.33%
6730 Capital outlay	0.00	0.00	0.00	75,000.00	75,000.00	0.00%
6850 Water Rights - Capital Outlay	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
6998 Reserves	0.00	0.00	0.00	52,293.00	52,293.00	0.00%
6999 Other Water Administration	393.37	0.00	0.00	61,362.00	61,362.00	0.00%
Total Other General Administration	12,931.69	6,269.16	14,038.32	467,655.00	453,616.68	3.00%
Total Operating expense	54,695.81	34,373.51	71,856.55	923,293.00	851,436.45	7.78%
Total Income From Operations:	(24,647.02)	(10,092.95)	(14,420.93)	(453,793.00)	(439,372.07)	3.18%
Non-Operating Items:						
Non-operating income						
5610 Interest income	6,616.12	2,651.30	5,587.79	50,000.00	44,412.21	11.18%
Total Non-operating income	6,616.12	2,651.30	5,587.79	50,000.00	44,412.21	11.18%
Total Non-Operating Items:	6,616.12	2,651.30	5,587.79	50,000.00	44,412.21	11.18%
Total Income or Expense	(18,030.90)	(7,441.65)	(8,833.14)	(403,793.00)	(394,959.86)	2.19%

Summit County Service Area #3
Operational Budget Report
91 General Fixed Assets - 01/01/2025 to 02/28/2025
16.67% of the fiscal year has expired

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>% Earned/ Used</u>
Change In Net Position						
Expenditures						
Other General Administration						
4400 Depn Expense	12,717.56	6,358.78	12,717.56	0.00	(12,717.56)	0.00%
Total Other General Administration	<u>12,717.56</u>	<u>6,358.78</u>	<u>12,717.56</u>	<u>0.00</u>	<u>(12,717.56)</u>	<u>0.00%</u>
Total Expenditures	<u>12,717.56</u>	<u>6,358.78</u>	<u>12,717.56</u>	<u>0.00</u>	<u>(12,717.56)</u>	<u>0.00%</u>
Total Change In Net Position	<u>(12,717.56)</u>	<u>(6,358.78)</u>	<u>(12,717.56)</u>	<u>0.00</u>	<u>12,717.56</u>	<u>0.00%</u>

Summit County Service Area #3 Uniform Code
Administrative Rules and Regulations

DRAFT SCSA#3 CODE OUTLINE
9-19-2025

Table of Contents (leave blank for now)

Title 1: General Provisions (leave blank for now)

Title 2: Board of Trustees (include Sections 2 through 14 from the Rules of Order here)

Title 3: Meetings (include Section 1 from the Rules of Order here as Chapter 3.1 and the electronics meeting policy as Chapter 3.2)

Title 4: Personnel and Employees (include the personnel policy as Chapter 4.1 and the ethics policy as Chapter 4.2)

Title 5: Finance (Leave blank for now)

Title 6: Procurement (include the procurement policy here)

Title 7: Personnel (include the personnel policy here) ??Isn't personnel policy already in "personnel and employees"?

Title 8: Internet and Social Media Policy (copy and paste Section 12 from Magna ARRs here)

Title 9: Water Regulations (include the water regulation here)

Title 10: Roads and Rights of Way Regulations (include the roads regulation here)

Title 11: Appeals (leave blank for now)

Addendum A – Ethical Behavior Pledge Form (found in "Resolution 2023-05")

Addendum B – Annual Conflict of Interest Disclosure Form (use attached form here)

Addendum C – Declaration of Candidacy Conflict of Interest Form (use attached form here)

Addendum D – Credit Card Holder Acceptance Agreement (listed now as Appendix A in the purchasing policy)

Addendum E – Credit Card Missing Receipt Form (listed now as Appendix B in the purchasing policy)

(Page numbers are wrong to table of contents)

Summit County Service Area #3 Uniform Code
Administrative Rules and Regulations

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ADDENDUM A – ETHICAL BEHAVIOR PLEDGE FORM.....

ADDENDUM B – ANNUAL CONFLICT OF INTEREST DISCLOSURE FORM.....

ADDENDUM C – DECLARATION OF CANDIDACY CONFLICT OF INTEREST FORM

ADDENDUM D – CREDIT CARD HOLDER ACCEPTANCE AGREEMENT

ADDENDUM E – CREDIT CARD MISSING RECEIPT FORM.....



Jody Anagnos <aclerk@scsa3.org>

[REDACTED] 55 Division

1 message

Lara Tallman <lara@reardenracing.com>

Fri, Mar 6, 2026 at 10:15 AM

To: aclerk@summitcosa3ut.gov

Hi Jody,

Thank you again for taking the time to speak with me and for helping guide me through this situation. I really appreciate your patience and assistance. My apologies for the delay in sending everything, my son ended up in the ER and had emergency surgery, so I've been a little distracted that last few days.

I'm writing, as you suggested, to request consideration from the Board regarding the water permit related to the tenant improvements we completed in 2021 at our previous location [REDACTED] 55 Division Street.

At the time we completed the project and received our certificate of occupancy, we were unaware that this specific permit was required through Water District 3. As a result, it was unfortunately missed during the process. This was not an intentional oversight, and we certainly would have obtained the permit at the time had we understood that it was required.

We would like to resolve the matter properly and bring everything into compliance. Given that the work was completed in 2021, we respectfully request that the permit be issued at the fee that was in effect at that time, which we understand was approximately \$2,500, rather than the current fee.

Since that project, we have built and moved into a new building nearby that we now own, and we are committed to maintaining a good working relationship with Summit County as part of the local business community.

Thank you again for your help with this, and please let me know if there is any additional information the Board may need from us. I will send the plans in a separate email.

Best,

[REDACTED]

Rearden Auto Service / Rearden Racing



Lara Tallman | owner

907.349.6146 reardenracing.com

REQUEST FOR PROPOSAL

Summit County Service Area #3

Snow Removal Services



SUMMIT COUNTY SERVICE AREA #3

629 E. Parkway Drive, Suite 1

Park City, UT 84098

(435) 500-6226

www.scsa3.org

March 06, 2025

Summit County Service Area #3

Snow Removal RFP

I. PURPOSE

Summit County Service Area #3 ("Service Area") is accepting competitive sealed proposals for the snow removal from the Silver Creek Estates Roads (all county roads) from the Exhibit A (map of roads) for the following snow removal season: 2025-2026. A recommended pre-bid meeting will be held at the Service Area offices located at 629 E. Parkway Drive for all interested parties Wednesday May 21, 2025 11:00 am MST.

The purpose of this Request for Proposal (RFP) is:

1. to solicit proposals from various candidate vendors;
2. conduct a fair and extensive evaluation based upon criteria listed herein; and,
3. select a candidate who best meets the criteria and will provide a consistent quality service.

The Service Area has an agreement with the Summit County to manage the roads and right of ways within Silver Creek Estates and works within the specifications and requirements of Summit County to maintain the roads.

II. DESCRIPTION OF ORGANIZATION

The Board of Trustees of Summit County Service Area #3 (Service Area) was established on September 8, 1964 (Resolution No. 57) by the Summit County Commission. The Board, which is elected and consists of seven residents, governs the Service Area in accordance with the provisions of Title 17B, Utah Code, including the power to levy a property tax under 17B-1-1002(1)(i)(iii), 17B-2a-902, 17B-2a-903, 17B-2a-904, 17B-2a-905, 17B-2a-907, and 17b-1-306.5, subject, however, to certain exceptions set forth within the Service Area.

III. SPECIFIC SERVICES TO BE RENDERED – The Service Area has identified several key requirements that must be included in a cost of service:

A. The scope of this project is to provide snow removal, sanding rock, and all other snow removal related activities in Service Area #3 (All County Roads) from Exhibit A.

B. Operator shall remove snow from all or part of the agreed upon locations, including sufficient turnouts for safe and efficient use for product transportation and to protect the road.

C. All debris, except snow and ice that is removed from the road surface and ditches shall be deposited away from stream channels.

D. Banks shall not be undercut and no surfacing material will be bladed off the road.

E. Ditches and culverts shall be kept functional during operations and upon completion of operations.

F. Operator shall space, construct, and maintain drainage holes in the dike of snow or berm caused by snow removal operations as directed by the Service Area. Drain holes shall be placed to obtain surface drainage without discharging on erodible fills. These drainage holes will be marked.

G. Snow removal shall be controlled to identify the usable traveled way having roadbed support. This distance will be maintained to a 22-foot minimum. Over width plowing shall be reshaped as necessary to define the usable width.

Summit County Service Area #3

Snow Removal RFP

H. Minimum equipment requirements to be onsite during season are 2 qty-14' road graders, 2 qty- sander equipped vehicles and 1 qty- front Loader.

I. Operator may use any type of equipment to remove snow providing:

- The equipment is of the size and type commonly used to remove snow and will not cause damage to the road. All equipment used will be in compliance with the commercial road use rules.
- All equipment used to plow snow from roads having a bituminous surface course shall be of the rubber-tired type, and blades used on such equipment shall be fitted with shoes or runners to keep the blade a minimum of 2 inches above the road surface. When there is slush present on the roadway presenting a significant safety hazard, equipment without shoes or runners may be employed to remove the slush, providing the equipment has a floating blade and cause no damage to road surface. At no other time will blade without shoes or runners be employed on the Service Area to insure adequate protection of all road type surfaces.

J. Where the plowed route intersects adjacent trails, access to these routes shall be shaped (ramped) so as to provide safe passage for snow grooming equipment on the plowed route.

K. Operator shall allow equal access to said area for all winter recreation purposes.

L. Transportation and staging of roughly 1,000 yards of sanding grit to meet UDOT spec for highway travel.

M. Operator shall be responsible for all costs and expenses related to its employment of individuals to perform the work under this RFP including but not limited to taxes, wages, and state and federal income tax withholdings.

N. Operator shall invoice the Service Area weekly for costs incurred for snow removal work in the designated area during the snow season of November 1, 2025 through April 30, 2026 or the winter operating dates of the area, whichever is less in accordance with funds available.

O. Each invoice shall be itemized and include a detail of the work accomplished, the dates and time of day of snow removal, equipment used with start and end meter reading (hour reading or odometer) and hourly rate of each piece of equipment. All invoices are to be submitted to the Service Area within thirty (30) days after the end of the month in which the work is performed with the final invoice for each winter season presented no later than April 30.

P. Operator shall have in force public liability insurance covering (1) property damage in the amount of one hundred thousand dollars (\$100,000), and (2) damage to persons in the minimum amount of one million dollars (\$1,000,000) in the event of death or injury to one individual, and the minimum amount of three million dollars (\$3,000,000) in the event of death or injury to more than one individual.

Q. Operator shall include Summit County Service Area #3, its officers, agents, and employees, as additional insured on insurance policies issued for the work described in this RFP, or furnish an additional insured endorsement naming the same as additional insured to operator's existing public liability and property damage insurance.

Summit County Service Area #3

Snow Removal RFP

R. Alternate pricing- Please provide cost for UDOT road salt. This product can not be stored onsite within Summit County Service Area #3. Please take into account all necessary needs and cost related to this item as an alternate.

IV. GENERAL REQUIREMENTS - Firms submitting a proposal shall meet the following requirements:

The staff that the Operator intends to assign to this project should be of sufficient size and have the experience and background necessary to manage a project of this scope. The equipment of the Operator shall be of the scope described in "III H".

V. QUESTIONS

Questions regarding the requested services or the contents of this RFP must be submitted in writing by 12:00 noon on June 2, 2025 and directed to the individual listed in the "VII. CORRESPONDENCE" section. All questions will be answered and copies of both the question and answer will be disseminated to all RFP recipients.

VI. CORRESPONDENCE

All correspondence, including proposals, is to be submitted to:

Summit County Service Area #3
Snow Removal RFP
John O'Brien, General Manager
629 E. Parkway Drive, Suite 1
Park City, UT 84098
(435) 500-6226
Email: gm@scsa3.org

The email address may be used to submit questions only. PROPOSALS WILL NOT BE ACCEPTED BY EMAIL OR FACSIMILE.

VII. PROPOSAL TIMELINE

Release RFP: March 06, 2025
Pre-bid meeting: Wednesday May 21, 2025 11:00 am MST
Deadline for Submission of Questions: June 2, 2025, 12:00 pm MST
Deadline for Proposals: June 5, 2025, 5:00 pm.
Tentative Date for Notification of Award: June 30, 2025

VIII. FORMAT FOR PROPOSAL

Respondents are required to mail 3 (three) copies of their proposal to the address listed in section VII by the above deadline. Responses must be complete and presented in the format detailed below. Failure to meet any of these requirements may cause the response to be rejected. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation if it is considered by the Service Area to be immaterial or inconsequential.

A. Transmittal Letter: General introduction and brief statement that the proposer's understanding of the services to be performed; a positive commitment to perform the service within the time period specified;

Summit County Service Area #3

Snow Removal RFP

- B. Name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.
- C. Firm Qualifications and Staff Experience: Describe your firm's in-house capabilities to perform the requested work.
- D. Similar Engagements with Other Government Entities: Provide a list of not less than three client references for which services similar to those outlined in this RFP have recently been provided. For each reference listed, provide the name of the organization, address, and telephone number of the person responsible within the reference's organization.
- E. Rates by Partner, Supervisory and Staff: The cost proposal shall include detailed information regarding the staffing level and the hourly rate of each.
- F. Rates by Equipment: The cost proposal shall include detailed information regarding the cost of equipment by type on an hourly basis.
- G. Additional Services: If it should become necessary to request additional services, such additional services shall be performed at the hourly rates for key personnel listed in the response to this proposal. The proposal shall identify any subcontracting firms to be used to for this service.
- H. Insurance Requirements: During the entire term of its engagement, the Operator agrees to indemnify, defend and hold harmless the Service Area and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising from the Contractor's acts, errors or omissions and for any costs or expenses incurred by the Service Area on account of any claim therefore, except where such indemnification is prohibited by law. The Firm also shall secure and maintain throughout the Agreement the following types of insurance with limits as shown:
1. Workers' Compensation – A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of Utah.
 2. Comprehensive General and Automobile Liability Insurance – This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000) and \$3,000,000 in the aggregate.
- I. Proof of Coverage: The Operator shall furnish certificates of insurance to the Service Area evidencing the insurance coverage prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty- (30) day written notice to the Service Area. The Operator shall maintain such insurance from the time the Operator commences performance of services hereunder until the completion of such services.
- J. Budget: As part of the agreement SA#3, maximum costs incurred in one operating season will not exceed \$200,000.00. All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as 1) one time or non-recurring costs per month or 2) time and material recurring costs. Pricing should be listed for each individual piece of equipment, including operator
- K. Proprietary Information: All responses and materials submitted become property of the Service Area and are subject to the Utah Public Records Act, provided

Summit County Service Area #3

Snow Removal RFP

that proposers must mark any proprietary information contained in their proposals that are not to be disclosed to the public or used for purposes other than the evaluation of the proposals. A dedication must accompany the proposal stating the reasons the information should not be disclosed. Any proposal that is marked confidential in its entirety will be questioned. Pricing and service elements of the successful proposal will not be considered proprietary. All materials will also become the property of the Service Area and may only be returned at the Service Area's discretion.

IX. EVALUATION

A. Evaluation Criteria: An evaluation and selection committee will consider all responsive proposals and rank the proposals pursuant to the criteria listed below. The committee will notify responders whose proposals are eliminated during the process in writing. Proposals will be evaluated in accordance with the Utah Procurement Code and pursuant to the following:

B. Evaluation Process:

1. The evaluation committee will review all proposals that the Service Area timely receives and will eliminate all proposals that are not responsive or do not otherwise comply with the requirements of this RFP.

2. A 100 point scale is used to evaluate the three (3) main parts of the proposal response. Typically, the percentage allotment is:

- i. Technical 50% - 50 points
- ii. Experience 30% - 30 points
- iii. Cost 20% - 20 points

3. The evaluation committee will evaluate and score any proposals that it does not eliminate in accordance with the criteria listed above.

4. If necessary, the evaluation committee will conduct discussions with responders in person or by telephone and may adjust the scores awarded under phase 2, if justified. If the evaluation committee determines, in its sole discretion, that discussions are unnecessary, it may accept proposals without discussions.

5. The evaluation committee will select the highest scoring proposal, provided, however, that the Service Area reserves the right in accordance with the Utah Procurement Code to award the contract to a responder that scored lower than the highest scoring responder, if based on cost-benefit analysis required by the Utah Procurement Code, the highest scoring responder will not provide the best value to the Service Area.

C. Contract: Pending successful negotiations, the Service Area will award a contract to the responder whose proposal is the most advantageous to the Service Area in accordance with the Utah Procurement Code.

X. PROPOSAL CONDITIONS

Responses to this Request for Proposal must be submitted in a sealed envelope or container stating on the outside: Vendor Name, Address, Telephone Number and "RFP for Snow Removal Services." The Service Area realizes that conditions other than price are important and will, therefore, award this agreement based on the proposal that best meets the needs of the Service Area. The Service Area may reject any or all proposals, any portion of a proposal, and may waive any informality or immaterial irregularities in a

Summit County Service Area #3

Snow Removal RFP

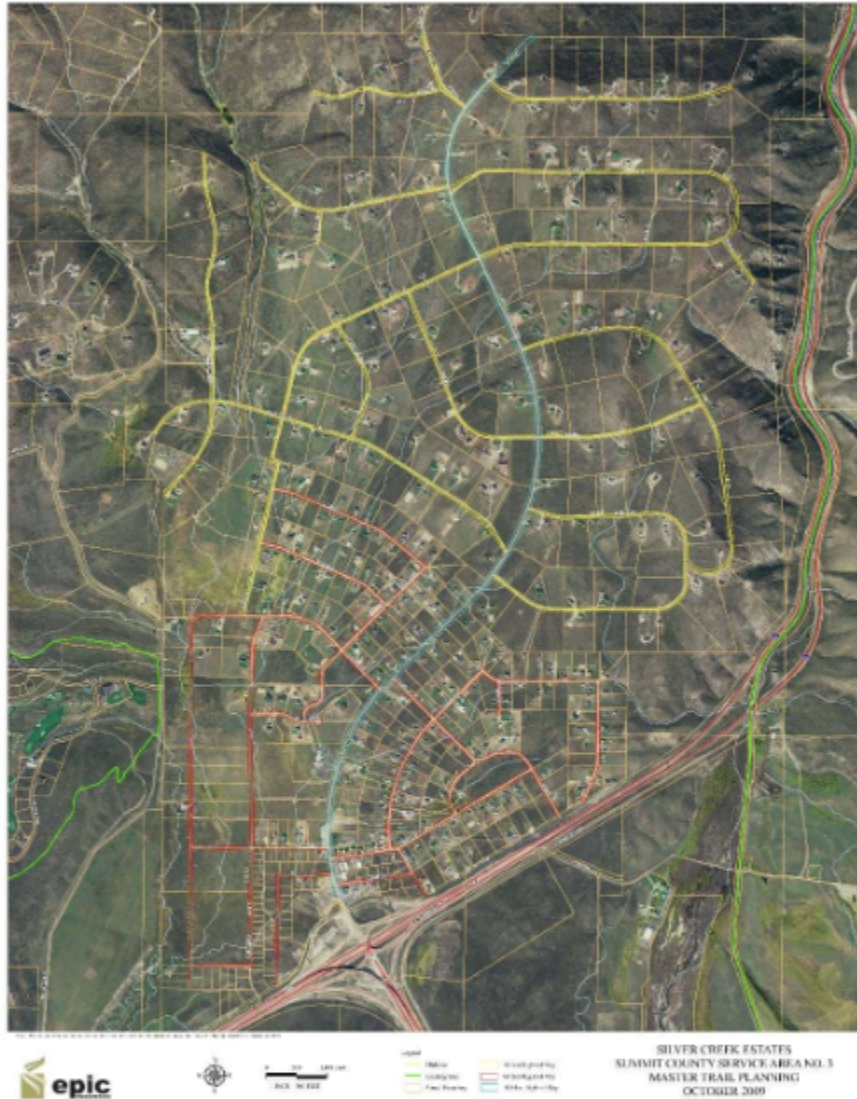
proposal. The final authority to award an agreement as a result of this RFP rests solely with the General Manager of the Summit County Service Area #3.

Summit County Service Area #3

Snow Removal RFP

EXHIBIT A

MAP OF SUMMIT COUNTY SERVICE AREA #3





Summit County Service Area #3

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

Weed Control Plan - Trails and ROW – Summit County Service Area #3

1. Purpose & Goals

- Maintain safe, accessible trails free from hazardous or invasive vegetation.
- Protect native plant communities and wildlife habitat.
- Prevent the spread of noxious weeds into surrounding areas.

2. Target Weed Species

- Identify priority species (e.g., Canada thistle, spotted knapweed, ETC).
- Map infestations along the trail corridor and ROW buffer zones (10–20 feet).

3. Control Methods

- Mechanical: Hand-pulling, mowing, or cutting before seed set.
- Chemical: Spot-spraying with approved herbicides.
- Cultural: Reseeding disturbed areas with native grasses/wildflowers to outcompete weeds.
- Preventive: Educate homeowners of responsibilities of weed control on their property.
Encourage weed free hay and feed. Other options?

4. Seasonal Schedule

- Spring: Survey trails, remove early growth, apply pre-emergent herbicides if needed.
- Summer: Target flowering weeds before seed production.
- Fall: Conduct follow-up treatments and reseedling.
- Winter: Review plan effectiveness and update maps.

5. Monitoring & Evaluation

- Record treatment dates, methods, and results.
- Adjust strategies based on weed regrowth and trail use patterns.

6. Roles & Responsibilities

- Road Manager: Oversees plan implementation and compliance.
- Volunteers/Staff: Assist with mechanical removal and monitoring. Trail repairs.
- Volunteer Days/ Lewis Park clean up: Schedule (April and May), Volunteer crew leaders, community support, Mail House revegetation landscaping options.

- Contractor: Apply herbicides when necessary.

7. Safety & Compliance

- Follow all pesticide safety protocols and local/state regulations.
- Neighborhood email notification/ schedule posting mail house
- Post signage when chemical treatments occur.

Common noxious weeds in the Summit County:

For more information Visit- <https://www.summitcounty.org › Weed-Division>

1. Musk Thistle (*Carduus nutans*)

- Tall, spiny stems with large purple flower heads.
- Spreads rapidly in disturbed soils and along trails.

2. Canada Thistle (*Cirsium arvense*)

- Perennial with creeping roots; pink to purple flowers.
- Very difficult to eradicate once established.

3. Spotted Knapweed (*Centaurea stoebe*)

- Bushy plant with pinkish-purple flowers.
- Releases chemicals that suppress native plant growth.

4. Diffuse Knapweed (*Centaurea diffusa*)

- White to pink flowers; highly competitive in dry soils.

5. Dyer's Woad (*Isatis tinctoria*)

- Bright yellow flowers in spring; bluish-green leaves.
- Produces thousands of seeds per plant.

6. Hoary Cress (Whitetop) (*Lepidium draba*)

- White, dense flower clusters, thrive in moist soils.

7. Perennial Pepperweed (*Lepidium latifolium*)

- Tall, woody stems with white flowers; invades wetlands and riparian zones.

8. Field Bindweed (*Convolvulus arvensis*)

- Twining vine with white to pink flowers; aggressive spreader.

9. Russian Knapweed (*Acroptilon repens*)

- Lavender flowers; toxic to horses.

10. Scotch Thistle (*Onopordum acanthium*)

- Very tall, spiny plants with purple flowers. forms dense stands.



Summit County Service Area #3

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

Summit County Service Area #3 Weed calendar

MARCH/APRIL

- March – April: Outreach & set volunteer days
- April 1: Post volunteer days and tentative spray dates (weather dependent)

APRIL/MAY

- All Thistle: Chemical treatment- rosettes
- Garlic Mustard: Hand weed/ Chemical treatment (May– August)
- Yellow Toadflax: Hand weed/ Chemical treatment (May– June)
- Dyers Woad- Hand Weed and bag
- Hoary Cress (Whitetop): Hand weed/Chemical treatment (May-June)

JUNE

- Hoary Cress (Whitetop): Hand weed/Chemical treatment (May-June)
- Leafy Spurge: Chem treatment (June-November)
- Dyers Woad- Hand Weed and bag
- Spotted/Diffuse Knapweed / Yellow Starthistle: Chemical treatment (June-October)

JULY

- All Thistle: Chemical treatment
- Monitoring- chemical treatments as needed- Spot treatments
- Russian Knapweed: Chem treat (July – August)

AUGUST

- All Thistle: Chemical treatment
- Phragmites: Chem treat (August – October)
- Monitoring- chemical treatments as needed- Spot treatments

SEPTEMBER

- Restoration seeding/plugs: September - October



SWIFT
COMPLY



BACKFLOW PROGRAM OVERVIEW

Prepared for
Summit County Service Area 3

Presented to
Jody Anaganos

Presented by
Aimee Grove

**MARCH
2026**

Support Summit County SA 3's Backflow Program with purpose built software

Summit County Service Area 3 plays a critical role in protecting drinking water quality and public health through its backflow prevention and cross-connection control efforts. Managing assemblies device testing, compliance tracking, and communication with stakeholders requires a system that is reliable, organized, and easy to use.

SwiftComply provides a platform designed specifically to support municipal backflow and cross-connection programs. It helps streamline administrative workflows by centralizing program records, automating reminders and notifications, and improving coordination between program staff, testers, and plumbing professionals.

With SwiftComply, backflow program teams can reduce manual processes, improve visibility into compliance status, and support consistent documentation across inspections, enforcement, and reporting—making it easier to manage day-to-day program operations and long-term program growth.



INTRODUCTION

SwiftComply develops compliance management software designed to support municipalities in protecting public health, reducing risk, and managing complex regulatory programs more efficiently. The platform replaces manual and fragmented processes with digital workflows built specifically for Backflow Prevention, FOG (Fats, Oils & Grease), Stormwater, and Industrial Pretreatment programs.

Founded by former utility professionals, SwiftComply was created with a practical understanding of the day-to-day challenges involved in administering cross-connection control programs. The system is designed to reduce administrative workload, improve data accuracy, and streamline coordination between program staff, field inspectors, certified testers, contractors, and other stakeholders.

In 2025, SwiftComply was recognized as Water Compliance Software of the Year by Utilities Tech Outlook. The platform continues to evolve based on collaboration and feedback from local government agencies across North America, with a focus on building tools that are both effective and practical for municipal operations.

SwiftComply supports communities seeking modern, purpose-built technology to manage compliance programs in a structured, transparent, and scalable way.



2016

SwiftComply Founded



500+

Municipalities Served



45+

States & Provinces In North America



50M+

Protected Citizens

PRODUCT OVERVIEW: SWIFTCOMPLY BACKFLOW

Built for Real-World Compliance

Most systems fall short for Backflow Programs—not because they lack basic tracking features, but because they lack the structure, automation, and regulatory focus needed to manage assemblies, testers, and compliance at scale. As regulations evolve and communities grow, manual processes and disconnected systems make it harder to stay ahead of risk.

Why Programs Struggle

Disconnected spreadsheets and legacy databases make it difficult to see what’s tested, overdue, or non-compliant. Staff spend hours processing paper test reports and correcting data entry errors. Limited visibility into tester credentials, test kit calibrations, and assembly histories increases compliance risk.

Compliance Built-In

SwiftComply is purpose-built for Backflow Prevention and Cross-Connection Control—not a generic system adapted for utilities. It connects assemblies, testers, test reports, and communications into one structured workflow.

360° View of Compliance – Access real-time assembly data, compliance status, and program metrics from a centralized dashboard.

Verified Test Report Processing – Automatically check submitted reports against pass/fail criteria to improve data accuracy.

Flexible Program Rules – Configure testing schedules, hazard classifications, and requirements to match your ordinance and policies.

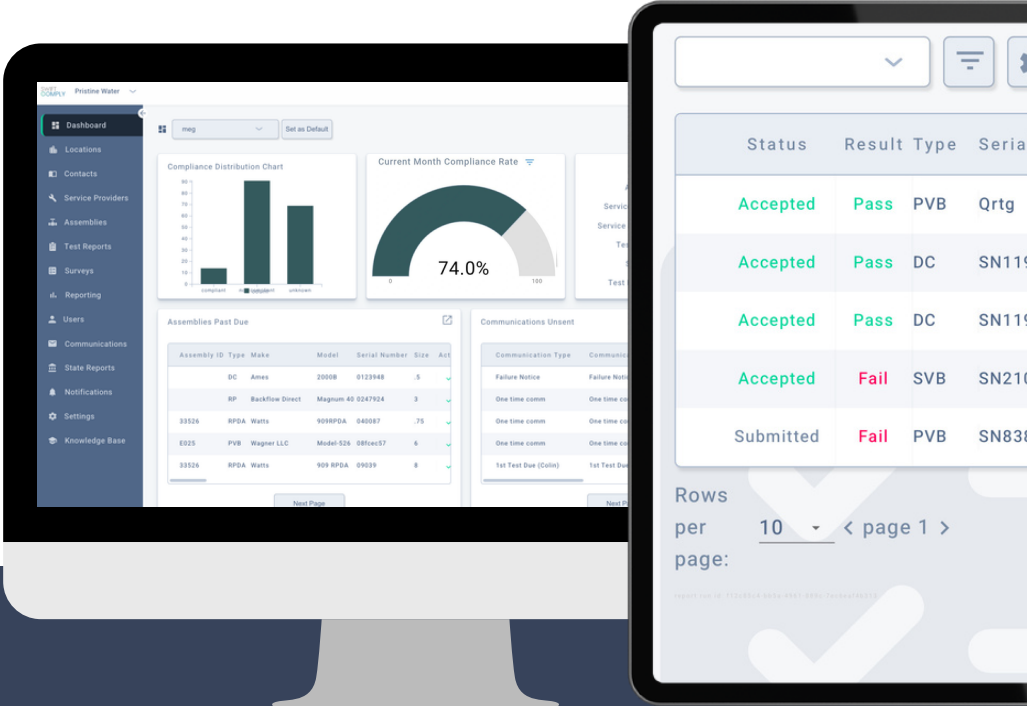
Automation & Safeguards

Automation reduces administrative burden while built-in checks protect data integrity and prevent missed steps.

- Auto-process online test report submissions.
- Bulk upload data when needed—no repetitive manual entry.
- Automatically remind testers about credential renewals and test kit calibrations.
- Generate and schedule compliance notices by mail, email, or postcard.
- Receive real-time alerts for overdue tests and missing documentation.

"SwiftComply is the most stable, effective, and cost-effective tracking software I have used. My team loves it"

Justin Broderway
Section Supervisor, DeKalb County



PRODUCT OVERVIEW: SWIFTCOMPLY BACKFLOW

Reporting & Visibility

- Turn compliance data into actionable insight in minutes—not days.
- Interactive dashboards provide real-time program visibility.
- Custom reports and filters allow teams to analyze assemblies by hazard type, location, or risk level.
- Custom fields adapt to your processes, including different requirements for residential and commercial assemblies.

Customer & Tester Communication

Make it easier for testers and water customers to stay on track.
Centralized communications center for tracking outreach.
Automated annual testing reminders and follow-up notices.
Mobile-friendly on-site surveys that upload directly to the city database.

Security & Reliability

SwiftComply is SOC 2 Type 2 certified, meeting one of the highest standards for SaaS cybersecurity and data protection.
Water professionals across North America—including Houston, Fort Worth, Dallas, Saint Louis County, Atlanta, and DeKalb County—use SwiftComply to support and enhance their backflow prevention programs.

“

“SwiftComply is a game changer for our backflow operations. The software automates our most time-consuming tasks and ensures we are working with accurate data.”



Ahmad Cade
Backflow Manager, City of Atlanta

”

Why Backflow Programs Choose SwiftComply

Compliance clarity, not complexity – manage your program proactively with accurate, real-time data.

Higher compliance rates – keep staff, testers, and customers aligned.

Reduced operational strain – automate labor-intensive administrative tasks.

Built by industry experts – designed specifically for cross-connection control professionals.



Real-time tracking

Get personalized and deeper insights with interactive dashboards to prioritize team activities.



Compliance notifications

Stay up to date with timely notifications about test reports, tester credentials and test kit calibrations.



On-site surveys

Utilize mobile friendly surveys to gather information on site and instantly upload it to the city database.

Cost Estimate

The figures provided on this page are intended as a high-level estimate based on our current understanding of Summit County Service Area 3's backflow program. A more detailed cost will be presented once we further understand your program, budget and procurement process. The best pricing for you is to do a half tester pay/half utility pay mode. Our goal is to provide a transparent and scalable pricing model tailored to your program

DESCRIPTION	PRICE ESTIMATE	TOTAL
ANNUAL SUBSCRIPTION UTILITY PORTION	\$2,500	\$2,500
ANNUAL SUBSCRIPTION TESTER PAY PORTION	\$12.50/passing test	Annual minimum must be hit
ONE TIME IMPLEMENTATION FEE	\$6,000 \$4,000	\$6,000 \$4,000
ESTIMATED YEAR 1 COST UTILITY		\$8,500 \$6,500

Summit County Service Area 3 commits to an annual contract minimum for the tester portion of subscription of \$2,000. If, at the end of each annual Subscription Term, actual tester pay revenue is less than the contract minimum, client shall be liable for the difference.



Summit County Service Area #3

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Public Comment

(Limited to 3 minutes per person)





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Closed Session



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Adjournment