

Glen Canyon Special Service District of Big Water

NOTICE OF PUBLIC HEARING

Notice is hereby given that on

Wednesday May 27, 2026 at 6:00pm (UT)

at Big Water Town Hall located at

60 N Aaron Burr, Big Water, Utah,

Glen Canyon Special Service District of Big Water

will hold a public hearing to:

Adopt the 2026-2027 Fiscal Year Budget

At the time and place set forth above, all interested persons may appear will be given an opportunity to be heard either in support or in opposition. Each person will be limited to a reasonable amount of time to comment.

TO SEE A COPY OF THE FISCAL YEAR BUDGET 2026-2027 GO THE UTAH
PUBLIC NOTICE WEBSITE <https://www.utah.gov/pmn/>

GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER

DRAFT MINUTES

Wednesday April 15, 2026

60 N Aaron Burr Big Water, UT 84741

Work Session 5:30 PM – Meeting 6:00 pm

WORK SESSION-

1. **Call to Order** –Jennie calls to order at 5:32pm

2. **Roll Call**-. Jim Lybarger, Jennie Lassen, Tara Chiasson, Graydon Meeks all here.

3. **Discussion**- Privacy policy should be ready soon.

Personnel policy has an amendment to clarify appointed officers and appeals. Board members expressed concern about the lack of full policy context when reviewing amendments. Board requests sections preceding and following proposed language. Need to compare prior vs. amended language to avoid misinterpretation. Stephanie clarified that the proposed language is new, not replacement. Amendment stems from prior personnel issues and attorney recommendations. Jim raised concerns about the need to cite and verify applicable Utah Code sections. Peggy explains that historically there has been inconsistency in how appointed employees were treated (often as regular employees). Lack of formal resolutions documenting pay/benefit changes over time. She also states that current Appointed Officers should have their resolutions updated to include any pay changes and . Will look into how it was voted that the District will pay 20% of the Treasurer pay and benefits. Tara asks what other employees may be “other officer formally appointed by the District?”

Discussion on preliminary budget for next year. Brown Brothers still using lots of water. Jennie mentions salaries and benefits are a little low and we could probably increase those in the budget.

4. **Close Work Session at 6:03pm**

MEETING

1. **Call to Order** – Jennie calls to order at 6:03pm

2. **Roll Call** – Lybarger, Lassen, Chiasson, Meeks here.

3. **Statement of Conflict** - None

4. **Citizen Comments** - None

5. **Approval of March Minutes** – Tara motions to approve the March 18th minutes. Jim seconds. All in favor.

6. **Approval of March Special Meeting Minutes**- Jim motions to approve the March 25th minutes. Meeks seconds. All in favor.

7. **Water Master Report** - Not using the South well. It is in and works great but are holding off until we get a report from Mountain Land and will send that report to the board once it is ready. A thorough test of the power going in and out of the well was conducted. Graydon explains the concern with what the power tests showed. There were some recommendations on equipment we should have on our well and he positively anticipates the proposal Garkane needs to increase a grounding rod and replace some wires that were chewed by rats. Noise coming in and coming out of our device. The motor is warrantied.

David has been painting meter covers and hydrants.

8. **Treasurer Report**- Peggy says nothing is out of the ordinary. A few percentages may be over. Can the well improvements come out of capital improvements?

Are grant options for the well building at the north well? David will inquire with the Kane Co Conservancy District? David will check into that.

9. OLD BUSINESS-

A.) **Discussion and Possible Action on Adopting a Privacy Policy**- Continue until next month under old business

B.) **Discussion and Possible Action on Adopting Resolution 2026-03 Amending the Personnel Policies and Procedures Manual to Clarify Appeals Procedures and to Adopt Section XXII Governing Appointed**

Officers- Continue until next month meeting to get more information and adjust the section numbers to match our Policy.

9. NEW BUSINESS

- A.) Discussion and Possible action on Preliminary 2026-2027 Fiscal Year Budget-** Jim motions to approve preliminary budget for 2026-27 FY budget. Graydon seconds. All in favor.
- B.) Discussion and Possible Action on IFB (Invitation For Bids) for Solid Waste Services-** This IFB is to include residential cans and the Town dumpster events. Timeline would be perhaps the day before May's meeting. Graydon mention that if we include the transfer station then we could have a better idea of how much that would cost. Jennie explains that this structure makes it cleaner for the residential can cost calculations and not having the transfer station revenue impact the residents' can cost. Graydon wants to include cost breakdowns and request the bids itemized and add a clause that gives us the option to accept parts of the bid but not all. Sections C, D, E, Graydon motions to approve IFB as written to with the addition to the preliminary document sent on March 31, 2026 added sections C and E and must provide the dumpsters 5 bins 6 cu yard bins. Jim seconds. All in favor.
- C.) Discussion and Possible Action Approving Financials and Check Register-** Jim motions to approve the financials and check register as presented. Meeks seconds. All in favor.
- D.) Discussion and Possible Action on Closed Session to Discuss One or More of the Following Pursuant to Utah State Code § 52-4-205; The Character, Professional Competence Or Physical Or Mental Health Of An Individual; Collective Bargaining And Contract Negotiations; Pending Or Reasonably Imminent Litigation, The Purchase, Exchange, Or Lease Of Real Property, Including Any Form Of Water Rights Or Water Shares; Investigative Proceedings Regarding Allegations Of Criminal Misconduct; Deployment Of Security Personnel, Devices, or Systems**

10. ADJOURNMENT – Jim motions to adjourn, Meeks seconds .6:35 pm

RESOLUTION NO. 2026-04

A RESOLUTION OF THE COUNCIL OF THE BOARD OF GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER, KANE COUNTY, UTAH, ESTABLISHING THE FINAL BUDGET FOR THE FISCAL YEAR 2026-2027

WHEREAS, The Uniform Fiscal Procedures Act directs special districts to “adopt a budget for the ensuing fiscal year”;

WHEREAS, on 27th May 2026, the Glen Canyon Special Service District board held a properly advertised public hearing to receive public comment on the proposed budget, which had been available for public inspection seven days prior;

WHEREAS, having determined that the attached Glen Canyon Special Service District Budget for Fiscal Year 2026-2027 is an accurate representation and estimation of actual revenues and expenditures for the ensuing year and having duly considered public comment received;

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

Section 1: That the attached document entitled Glen Canyon Special Service District of Big Water Budget for Fiscal Year 2026-2027 which is hereby explicitly incorporated herein as a part of the Resolution, is hereby adopted.

Section 2: That this Resolution shall take effect July 1, 2026.

PASSED and ADOPTED this 27th of May 2026, by the following votes:

Ayes _____
Nays _____
Abstentions _____
Absent _____

Glen Canyon Special Service District of
Big Water

By: _____
Jennie Lassen , Board Chair

Attest: _____
Stephanie Burkett, SSD Clerk

Glen Canyon SSD of Big Water
Budgeting Worksheet
51 Water Fund - 07/01/2026 to 06/30/2027
100.00% of the fiscal year has expired

	2024	2025	2026	2026	2027	Original	Revised	Worksheet
	Actual	Actual	Actual	Budget	Actual	Budget	Budget	Notes
Income or Expense								
Income From Operations:								
Operating income								
3100 Water service sales	216,429	324,011	249,311	286,200	0	305,000	0	
3101 Garbage income	86,930	92,219	78,102	90,000	0	80,000	0	
3121 Late fees	1,010	3,940	4,240	4,300	0	4,500	0	
3131 Water connection fees	6,554	75	1,405	100	0	1,000	0	
3147 Transfer Station Revenue	2,390	2,850	2,551	2,700	0	2,400	0	
3148 Backhoe Revenue	901	2,515	2,640	1,000	0	1,200	0	
3149 Other operating income	39,300	3,618	1,914	800	0	1,000	0	
3150 Water Grant revenues	4,658	21,160	0	0	0	0	0	
3152 Impact fees	21,684	22,025	15,368	16,000	0	15,000	0	
3220 Water assessments	59,694	74,407	76,157	74,000	0	76,000	0	
3221 Delinquent Water Assessments	12,869	14,228	12,002	9,000	0	11,000	0	
3900 Fund Balance Appropriated	0	0	0	0	0	10,000	0	
Total Operating Income	456,061	563,378	446,019	486,400	0	507,100	0	
Operating expense								
4010 Water salaries and wages	115,408	105,492	100,245	111,000	0	118,000	0	
4013 Water employee benefits	8,617	8,070	7,185	7,600	0	9,000	0	
4015 Water employee health insurance	38,178	39,311	26,968	37,000	0	41,000	0	
4016 Water employee retirement benefits	16,280	15,098	16,116	17,500	0	20,000	0	
4020 Water dues and subscriptions	2,978	1,505	1,542	1,400	0	1,600	0	
4021 Water public postings	0	1,531	0	1,500	0	500	0	
4022 Water travel, meals, lodging	4,076	5,088	3,301	6,800	0	6,500	0	
4023 Water education and training	2,635	2,672	1,788	4,000	0	4,000	0	
4030 Water office supplies & expenses	3,909	3,522	2,227	3,000	0	2,800	0	
4030 5 Attorney	2,470	892	519	2,000	0	3,000	0	
4031 Water postage and delivery	2,573	2,825	2,536	2,500	0	3,000	0	
4035 Water bank service charges	5,212	6,123	4,941	5,000	0	5,350	0	
4039 Water information technology (IT) services	0	0	0	0	0	4,000	0	
4040 Water professional services	6,417	8,612	5,820	7,900	0	8,100	0	
4041 Water accounting and auditing	2,215	2,275	3,000	2,500	0	3,250	0	
4042 Water engineering	44,071	16,047	1,068	10,000	0	4,000	0	
4045 Water testing	218	2,121	661	1,000	0	1,000	0	
4049 Water Tools	1,369	1,366	337	2,000	0	1,000	0	
4050 Water system maintenance and repairs	20,691	7,867	29,065	20,000	0	20,000	0	
4050.5 Impact Fee Expenditures	21,682	0	0	0	0	10,000	0	
4051 Water system equipment	20,100	6,661	17,331	15,000	0	20,000	0	
4052 Water contract labor	2,083	1,001	2,850	7,700	0	6,000	0	
4055 Water lease and ROW	3,115	2,515	2,515	2,600	0	2,600	0	
4060 Water building maintenance	1,357	2,694	73	500	0	300	0	
4064 Backhoe Maintenance	655	3,497	5,958	2,000	0	2,000	0	
4065 Water vehicle repairs	346	174	637	1,000	0	1,000	0	
4066 Water fuel expense	3,444	2,666	2,488	2,400	0	3,000	0	
4067 Water utilities	22,196	25,766	16,214	23,000	0	20,000	0	
4068 Garbage Collections	78,644	82,967	62,651	85,000	0	80,000	0	

Glen Canyon SSD of Big Water

 **DRAFT**

Budgeting Worksheet

51 Water Fund - 07/01/2026 to 06/30/2027
100.00% of the fiscal year has expired

	2024	2025	2026	2026	2027	Original	Revised	Worksheet
	Actual	Actual	Actual	Budget	Actual	Budget	Budget	Notes
4069 Transfer Station expense	4,090	2,090	2,522	2,500	0	3,000	0	
4069.5 Transfer Station Lease	0	600	1,600	1,600	0	1,600	0	
4070 Water property, liab. insurance	1,884	6,996	7,805	7,000	0	8,000	0	
4095 Water depreciation expense	69,529	71,255	47,503	71,250	0	71,200	0	
4098 Water interest expense	21,999	21,289	0	22,000	0	22,000	0	
4301 Miscellaneous Expenses	602	425	256	150	0	300	0	
Total Operating expense	529,041	461,001	377,724	486,400	0	507,100	0	
Total Income From Operations:	(72,980)	102,376	68,294	0	0	0	0	
Total Income or Expense	(72,980)	102,376	68,294	0	0	0	0	



NEW BUSINESS B.

Invitation For Bids

Solid Waste Collection, Transfer Station, Roll-Off, and Metal Recycling Services

The **Glen Canyon Special Service District of Big Water, Utah ("District" or "GCSSD")** invites sealed bids from qualified contractors to provide residential solid waste collection, transfer station container service, community cleanup roll-off service, and metal recycling container service in accordance with this Invitation for Bids ("IFB").

This IFB is issued pursuant to Utah Code 63G-6a-603 and the District's Purchasing Policy. The District intends to award a contract to the **lowest responsive and responsible bidder** whose bid meets the requirements and objective criteria stated in this IFB.

The District reserves the right to reject any or all bids, waive minor informalities to the extent permitted by law and policy, cancel this solicitation, and re-solicit if determined to be in the best interest of the District.

1. Issuing Entity

Glen Canyon Special Service District of Big Water
PO BOX 410037
60 N Aaron Burr
Big Water, UT 84741

Attn: Jennie Lassen Board Chair
Phone: 435-675-3760

Email: bigwaterdeputyclerk@gmail.com

2. Description of Procurement Item

The District seeks bids for furnishing all labor, supervision, trucks, equipment, residential cans, containers, transportation, disposal, and related services necessary to provide the following services within the Big Water, Utah service area.

A. Residential Solid Waste Collection

1. Contractor shall provide once-weekly residential solid waste collection service for all residential cans throughout Big Water.
2. Regular collection day shall be **Wednesday**, with all regular Wednesday route service completed by **end of day Wednesday**.
3. The number of residential may fluctuate due to resident move-ins, move-outs, vacancy changes, and community growth.

4. Contractor shall furnish the residential cans used for service and shall maintain, repair, and replace damaged cans at **no cost to the District or the customer**.
5. Contractor shall collect, transport, and lawfully dispose of all residential solid waste collected under the contract.
6. Contractor shall bill the District monthly for actual number of cans serviced each month

B. Missed Pickups

1. Any missed residential pickup occurring on Wednesday and reported to the contractor or the District shall be remedied within **24 hours after notice**.
2. Bidder shall describe its customer complaint and missed-pickup process.

C. Transfer Station Container Service

1. Contractor shall provide and service approximately **five (5) - (6) cubic yard bins** or equivalent appropriately sized bin(s) located at the District transfer station
2. Bins shall be emptied at an on-call basis.
3. Bidder shall state its response time for transfer station service requests.

D. Community Cleanup Roll-Off Service

1. The District anticipates approximately **two community cleanup events per year with dates at the request of the District**.
2. For each event, contractor shall provide **two (2) 30-yard roll-off dumpsters** at locations designated by the District.
3. During each event, each roll-off dumpster shall be hauled and dumped **two (2) times at the request of the District**.
4. The District estimates a total of **eight (8) roll-off haul/dump cycles annually**.
5. Bidder shall state its response time for roll-off delivery, exchange, haul, and pickup.

E. Metal Recycling Container Service

1. Contractor shall provide and service **one (1) 30-yard metal recycling bin** on an on-call basis at a location designated by the District.
2. Contractor shall haul or dump the metal recycling bin upon District request.
3. Contractor may retain the revenue from recyclable metal collected in the recycling bin.

3. Specifications and Performance Requirements

Specifications are intended to clearly describe the District's needs, emphasize functional and performance criteria, encourage competition, and avoid being unduly restrictive.

The successful bidder shall comply with the following requirements:

1. Contractor shall provide sufficient personnel, trucks, cans, containers, and backup equipment to perform the services reliably.
2. Contractor shall comply with all applicable federal, state, county, and local laws, regulations, permits, and licensing requirements.
3. Contractor shall provide a designated customer service contact for the District.
4. Contractor shall identify the disposal or transfer facility or facilities it intends to use.
5. Contractor shall submit invoices in a clear monthly format approved by the District.
6. Contractor shall provide any service reports reasonably requested by the District.

4. Contract Term

The resulting contract shall have an initial term of **five (5) years**.

Any annual fee increase after the first contract year shall not exceed **five percent (5%)**.

The contract shall state that **no fuel surcharge, environmental fee, mileage fee, energy fee, or other similar add-on charge shall be imposed in addition to the bid price.**

5. Pricing Requirements

Each bid shall include a defined itemized price for each service:

1. **Monthly Price** for each individual residential can serviced once per week
2. **Roll-Off Unit Price** for each 30-yard roll-off haul/dump event, including delivery, placement, hauling, dumping, disposal, and final pickup of 2 roll offs each dumped twice per event
3. **Metal Recycling Bin Service Price** for each on-call haul or dump of the 30-yard metal recycling bin.
4. **Transfer Station Price** to empty all five bins or equivalent at the transfer station for each on-call request

6. No Hidden Charges

The bid price shall include all labor, equipment, cans, maintenance, repair, replacement, hauling, disposal, transport, overhead, insurance, and all other costs necessary to fulfil the contract.

No hidden charges or extra fees shall be permitted.

Specifically, bids shall not include or rely upon later-added:

- fuel surcharges,
- environmental fees,
- energy surcharges,
- mileage fees,
- administrative handling fees, or
- similar charges not expressly included in the bid.

Any bid containing unclear, conditional, or undisclosed pricing may be deemed non-responsive. We also reserve the right to reject any unreasonable or unbalanced pricing.

7. Bidder Qualifications

Each bidder shall submit:

1. legal name of bidder and principal business address;
2. authorized representative contact information;
3. description of experience providing similar residential solid waste services;
4. at least three references for similar contracts;
5. proof of required licenses and permits;
6. proof of insurance;
7. description of equipment, staffing, and service capacity.

8. Instructions for Submitting Bids

Bids shall be submitted to the Big Water Town Hall office as **physical sealed bids only**.

Bid Deadline: Tuesday May 19, 2026 at 3:00pm Utah time

Delivery Address: 60 N Aaron Burr Big Water, UT 84741

The outside of the envelope shall be plainly marked:

SEALED BID – GCSSD SOLID WASTE SERVICES

Late bids shall not be accepted. Bidders submitting by physical delivery are solely responsible for meeting the deadline.

9. Public Opening

Bids will be publicly opened and recorded at the time and place designated below, in the presence of one or more witnesses.

Opening Date: May 20, 2026

Time: 5:30pm Utah time

Location: Big Water Town Hall 60 N Aaron Burr Big Water, UT 84741

10. Objective Criteria for Evaluation

The District will evaluate bids using the following objective criteria:

1. timely submission;
2. completeness of the bid;
3. compliance with all IFB requirements;
4. bidder responsibility, including experience, equipment, staffing, licensing, and insurance;
5. definite calculated pricing;
6. lowest total evaluated price for the contract as stated in the IFB.

The contract will be awarded to the **lowest responsive and responsible bidder**.

11. Addenda

The District may issue addenda before the bid deadline. Any addenda shall become part of the IFB.

12. Reservation of Rights

The District reserves the right to reject any or all bids, waive immaterial informalities where permitted, cancel the solicitation, and re-solicit when in the best interest of the District.

13. Award of Contract/ Partial Award

The District reserves the right to:

- *Award all services to one contractor
- *Award individual service categories separately
- *Award to multiple contractors
- *Award any combination of services

Allied Waste Transportation, Inc./Republic Services of Page Hauling would like to Propose to the Glen Canyon Special Service District of Big Water:

WEDNESDAY MAY 19,2026

Residential Carted Trash containers serviced 1x a week on Wednesday's

Containers provided by Republic Services

\$ 23.00 PER HOME per month with minimum of 240 residential services

* If RSG misses a customer and is notified by the customer and/or Big Water administration, prior to leaving the area, we will have driver go back to service. If the driver is already out of the area, we send an employee out to the address to swap out the full can with an empty one within a 24-hour period during normal business hours.

* Notice of replacement containers to be phoned/emailed to Customer Service Representative, Cindy Rodriguez, with 3 days' notice.

Transfer Station 5-6yard small containers for residential trash

\$ 25.00 per haul/per container with on call service

*On Call services will be completed by the next Business Day

30-yard Large Container for Metal

\$760.00 on call haul charge RSG to retain the revenue from recyclable metal collection

*On Call services will be completed by the next Business Day

2-30-yard LC for Clean-up days in April and November delivery, hauling, waste disposal and removal at **no charge** with a total of 8 hauls per year of the agreement. GCSSD of Big Water to schedule with Customer Service on date of delivery, placement instructions, hauling dates and removal dates, at least 10 days prior to the event.

New Amended agreement with 5 years to include Water Sewer Trash CPI each anniversary of agreement- year average from 3 to 5 percent. No other hidden charges or extra fees will be permitted on any invoicing.

Allied Waste Transportation, Inc./Republic Services of Page Hauling will pay fees associated with the SITLA land to the GCSSD of Big Water of \$1600 per year. If awarded all services per the IFB.

Community Engagement Fund Program of \$2000 each year for special events with Republic Services included in the marketing of the events. This will be paid by check to the district during each year of the agreement. If awarded all services of the IFB.

2. PRICING & SERVICE FORM

Pro Waste Services, LLC — Bid Pricing Form

city of Big Water

Bid Due: May 19, 2026

Service Item	Quantity	Unit Price	Extended Price
Residential Can Service (per month based on approximately 260 cans as, the current can count number that was provided to Pro Waste Services, from City Staff.) approx 3.0% price increase annually, but waive any additional fuel surcharges. Pro Waste Services is also extending the first month of residential services free provided Big Water City gives the funds it collects from its residents to the Big Water City Fire Department.	260 cans	21.60	\$5,616.00
Municipal Dumpsters at the transfer site [5] 6-yard dumpster of uncompacted trash on call as needed	\$64.99 per dump		
Eight (8) Annual 8 Cleanup Roll-offs - Basic Service	8	0.00	0.00
30-Yard Municipal Roll-Off after donated ones are used On Call as Needed	As Needed	\$850.00 per bin all inclusive price	Special Muni Rate includes haul rate and disposal

Metal Roll-Off Haul Fee - On Call as Needed	Per Haul	\$500.00	Haul rate retained by Pro Waste from the city and the revenue from the metal to be retained by the city from Pro Waste. If this does not offset the city's benefit we can just switch the service to Pro Waste hauling the metal rolloff for free and keep the money from the metal.
Municipal Free Cans Basic Service	3	\$0.00	Town Hall Fire Station Post Office
Cardboard Bins (two 6-yd) Basic Service	2	\$0.00	Placed at the school in Big Water or another central location determined by City
Food Bank Dumpster Basic Service	1	\$0.00	\$0.00

TOTAL BID AMOUNT: 5,616.00 (recurring services for basic services outlined above as Basic Service and will be billed on the first of the month as described) additional services (outlined in above schedule as on call as needed and will be billed as additional services on a separate invoice.)

Authorized Signature:  Date: 5-19-26
Skylar Dorius, President

Authorized Signature:  Date: 5-19-26
Kevin Barnes, Operations Manager

RESOLUTION NO. 2026-05

A RESOLUTION OF THE GLEN CANYON SPECIAL SERVICE DISTRICT OF BIG WATER ADOPTING A CROSS CONNECTION CONTROL AUTHORITY STATEMENT AND DESIGNATING RESPONSIBILITY FOR IMPLEMENTATION AND ENFORCEMENT OF THE CROSS CONNECTION CONTROL PROGRAM

WHEREAS, the Glen Canyon Special Service District of Big Water (the "District") operates a public drinking water system subject to regulation by the Utah Division of Drinking Water;

WHEREAS, pursuant to Utah Administrative Code R309-105-12, public water systems are required to establish and actively enforce a Cross Connection Control Program to protect the public water systems from contamination due to backflow conditions;

WHEREAS, Utah Administrative Code R309-305 establishes certification requirements for Cross Connection Control Program Administrators and backflow prevention personnel;

WHEREAS, Utah Code §19-4-104 and §19-4-112 authorize the State to regulate drinking water systems and require safeguards to protect potable water from contamination;

WHEREAS, the Board of the District finds it necessary to formally designate authority for implementation and enforcement of its Cross Connection Control Program to ensure compliance with state law and protection of public health;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Glen Canyon Special Service District of Big Water as follows:

Section 1. Adoption of Cross Connection Control Authority Statement

The District hereby adopts the following Cross Connection Control Authority Statement:

"The Glen Canyon Special Service District of Big Water hereby designates the Cross Connection Control Program Administrator as the authority responsible for implementing and enforcing the Cross Connection Control Program in accordance with Utah Administrative Code R309. This authority includes the power to require installation of backflow prevention assemblies, ensure proper testing and maintenance, deny or discontinue water service for noncompliance, and otherwise protect the public water system from contamination."

Section 2. Delegation of Authority

The Cross Connection Control Program Administrator is authorized to carry out all duties necessary to implement and enforce the Cross Connection Control Program.

Section 3. Effective Date

This Resolution shall take effect immediately upon adoption.

ADOPTED AND APPROVED this ____ day of _____, 2026.

Glen Canyon Special Service District of Big Water,

By: _____

Jennie Lassen, Board Chair

Attest: _____

Stephanie Burkett, Clerk

103)

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Index Utah Code**Title 19 Environmental Quality Code****Chapter 4 Safe Drinking Water Act****Section 104 Powers of board. (Effective 5/12/2020)*****Affected by 63I-1-219 on 7/1/2029******Effective 5/12/2020*****19-4-104. Powers of board.**

- (1) (a) The board may make rules in accordance with [Title 63G, Chapter 3, Utah Administrative Rulemaking Act](#):
- (i) establishing standards that prescribe the maximum contaminant levels in a public water system and provide for monitoring, record-keeping, and reporting of water quality related matters;
 - (ii) governing design, construction, operation, and maintenance of public water systems;
 - (iii) granting variances and exemptions to the requirements established under this chapter that are not less stringent than those allowed under federal law;
 - (iv) protecting watersheds and water sources used for public water systems;
 - (v) governing capacity development in compliance with Section 1420 of the federal Safe Drinking Water Act, 42 U.S.C. Sec. 300f et seq.; and
 - (vi) for a community water system failing to comply with the reporting requirements under Subsections [\(1\)\(c\)\(iv\)](#) and [\(v\)](#):
 - (A) establishing fines and penalties, including posting on the division's web page those community water systems that fail to comply with the reporting requirements; and
 - (B) allowing a community water system, in lieu of penalties established under Subsection [\(1\)\(a\)\(vi\)\(A\)](#), to enter into a corrective action agreement with the director that requires compliance and establishes a compliance schedule approved by the director.
- (b) The board may:

- (i) hold a hearing that is not an adjudicative proceeding relating to an aspect of, or matter in, the administration of this chapter;
- (ii) appoint a hearing officer to conduct a hearing that is not an adjudicative proceeding;
- (iii) recommend that the director:
 - (A) issue an order necessary to enforce this chapter;
 - (B) enforce an order by appropriate administrative and judicial proceedings;
 - (C) institute a judicial proceeding to secure compliance with this chapter;
or
 - (D) advise, consult, contract, and cooperate with another agency of the state, a local government, an industry, another state, an interstate or interlocal agency, the federal government, or an interested person; or
- (iv) request and accept financial assistance from other public agencies, private entities, and the federal government to carry out the purposes of this chapter.

(c) The board shall:

- (i) require the submission to the director of plans and specifications for construction of, substantial addition to, or alteration of public water systems for review and approval by the director before that action begins and require any modifications or impose any conditions that may be necessary to carry out the purposes of this chapter;
- (ii) advise, consult, cooperate with, provide technical assistance to, and enter into agreements, contracts, or cooperative arrangements with state, federal, or interstate agencies, municipalities, local health departments, educational institutions, and others necessary to carry out the purposes of this chapter and to support the laws, ordinances, rules, and regulations of local jurisdictions;
- (iii) develop and implement an emergency plan to protect the public when declining drinking water quality or quantity creates a serious health risk and issue emergency orders if a health risk is imminent;
- (iv) require a community water system serving a population of 500 or more to annually collect accurate water use data, described in Subsection (7), and annually report that data to the Division of Water Rights;
- (v) require a certified operator, or a professional engineer performing the duties of a certified water operator, to verify by certification or license number the accuracy of water use data reported by a public water system, including the data required from a community water system under Subsection (1)(c)(iv);
- (vi) meet the requirements of federal law related or pertaining to drinking water; and
- (vii) to ensure compliance with applicable statutes and rules:
 - (A) review a settlement negotiated by the director in accordance with Subsection 19-4-109(3) that requires a civil penalty equal to or greater than \$25,000; and

(B) approve or disapprove the settlement described in Subsection (1)(c)(vii)(A).

- (2) (a) The board may adopt standards and establish fees for certification of operators of a public water system.
(b) The board may not require certification of operators for a water system serving a population of 800 or less except:
 - (i) to the extent required for compliance with Section 1419 of the federal Safe Drinking Water Act, 42 U.S.C. Sec. 300f et seq.; and
 - (ii) for a system that is required to treat its drinking water.
(c) The certification program shall be funded from certification and renewal fees.
- (3) Routine extensions or repairs of existing public water systems that comply with the rules and do not alter the public water system's ability to provide an adequate supply of water are exempt from Subsection (1)(c)(i).
- (4) (a) The board may adopt standards and establish fees for certification of persons engaged in administering cross connection control programs or backflow prevention assembly training, repair, and maintenance testing.
(b) The certification program shall be funded from certification and renewal fees.
- (5) The board may not issue, amend, renew, modify, revoke, or terminate any of the following that are subject to the authority granted to the director under this chapter:
 - (a) a permit;
 - (b) a license;
 - (c) a registration;
 - (d) a certificate; or
 - (e) another administrative authorization made by the director.
- (6) A board member may not speak or act for the board unless the board member is authorized by a majority of a quorum of the board in a vote taken at a meeting of the board.
- (7) (a) The water use data required to be collected in Subsection (1)(c)(iv) shall include peak day source demand, average annual demand, the number of equivalent residential connections for retail service, and the quantity of non-revenue water.
(b) The division may, by rule, establish:
 - (i) other types of water use data required to be collected in addition to that listed in Subsection (7)(a); and
 - (ii) alternative methods for calculating the water use data listed in Subsection (7)(a).

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Title 19 Environmental Quality Code

Chapter 4 Safe Drinking Water Act

Section Limit on authority of department and board to control irrigation facilities -- Precautions relating to nonpotable water systems.

Affected by 63I-1-219 on 7/1/2029

19-4-112. Limit on authority of department and board to control irrigation facilities -- Precautions relating to nonpotable water systems.

- (1) Except as provided in this section and in Section 19-5-104, nothing contained in this chapter authorizes the department or board to:
 - (a) exercise administrative control over water used solely for irrigation purposes, whether conveyed in pipes, ditches, canals, or by other facilities; or
 - (b) adopt rules relating to the construction, operation, and maintenance of facilities for conveying irrigation water to the place of use.
- (2) Where nonpotable water is conveyed in pipelines under pressure in areas served by a potable water system, the following precautions shall be observed:
 - (a) a distinctive coloring or other marking on all exposed portions of the nonpotable system shall be used;
 - (b) potable and nonpotable water system service lines and extensions shall be completely separated and shall be installed in separate trenches;
 - (c) all hydrants and sprinkling system control valves shall be operated by a removable key so that it is not possible to turn on the hydrant or valve without a key;
 - (d) there shall be no cross connection between the potable and nonpotable water systems;
 - (e) the nonpotable system may not be extended into any building except greenhouses or other buildings for plant and animal production; and
 - (f) no connection in the nonpotable water system shall be made except by the persons responsible for its management.

R309. Environmental Quality, Drinking Water.

R309-105. Administration: General Responsibilities of Public Water Systems.

R309-105-1. Purpose.

The purpose of this rule is to set forth the general responsibilities of public water systems, water system owners and operators.

- R309-105-2 Authority.
- R309-105-3 Definitions.
- R309-105-4 General.
- R309-105-5 Exemptions from Monitoring Requirements.
- R309-105-6 Construction of Public Drinking Water Facilities.
- R309-105-7 Source Protection Plans.
- R309-105-8 Existing Water System Facilities.
- R309-105-9 Minimum Pressure.
- R309-105-10 Operation and Maintenance Procedures.
- R309-105-11 Operator Certification.
- R309-105-12 Cross Connection Control.
- R309-105-13 Finished Water Quality.
- R309-105-14 Operational Reports.
- R309-105-15 Annual Reports.
- R309-105-16 Reporting Test Results.
- R309-105-17 Record Maintenance.
- R309-105-18 Emergencies.

R309-105-2. Authority.

This rule is promulgated by the Drinking Water Board as authorized by Title 19, Environmental Quality Code, Chapter 4, Safe Drinking Water Act, Subsection 104 of the Utah Code and in accordance with 63G-3 of the same, known as the Administrative Rulemaking Act.

R309-105-3. Definitions.

Definitions for certain terms used in this rule are given in R309-110 but may be further clarified herein.

R309-105-4. General.

(1) Water suppliers are responsible for the quality of water delivered to their customers. In order to give the public reasonable assurance that the water which they are consuming is satisfactory, the Board has established rules for the design, construction, water quality, water treatment, contaminant monitoring, source protection, operation and maintenance of public water supplies.

R309-105-5. Exemptions from Monitoring Requirements.

(1) The applicable requirements specified in R309-205, R309-210 and R309-215 for monitoring shall apply to each public water system, unless the public water system meets all of the following conditions:

- (a) Consists only of distribution and storage facilities (and does not have any collection and treatment facilities);
- (b) Obtains all of its water from, but is not owned or operated by, a public water system to which such regulations apply;
- (c) Does not sell water to any person; and
- (d) Is not a carrier which conveys passengers in interstate commerce.

(2) When a public water system supplies water to one or more other public water systems, the Director may modify the monitoring requirements imposed by R309-205, R309-210 and R309-215 to the extent that the interconnection of the systems justifies treating them as a single system for monitoring purposes.

(3) In no event shall the Director authorize modifications in the monitoring requirements which are less stringent than requirements established by the Federal Safe Drinking Water Act.

R309-105-6. Construction of Public Drinking Water Facilities.

The following requirements pertain to the construction of public water systems.

(1) Approval of Engineering Plans and Specifications

(a) Complete plans and specifications for all public drinking water projects, as described in R309-500-5, shall be approved in writing (Plan Approval) by the Director prior to the commencement of construction. The Director may also authorize the Engineering Manager for the Division to issue Plan Approvals. A minimum 30-day review time should be assumed.

(b) Appropriate engineering reports, supporting information and master plans may also be required by the Director as needed to evaluate the proposed project. A certificate of convenience and necessity or an exemption therefrom, issued by the Public Service Commission, shall be filed with the Director prior to approval of any plans or specifications for projects described in R309-500-4(1) as new or previously un-reviewed water system.

(2) Acceptable Design and Construction Methods

(a) The design and construction methods of all public drinking water facilities shall conform to the applicable standards contained in R309-500 through R309-550 of these rules. The Division may require modifications to plans and specifications before approval is granted.

(b) There may be times in which the requirements of the applicable standards contained in R309-500 through R309-550 are not appropriate. Thus, the Director may grant an "exception" to portions of these standards if it can be shown that the granting of such an exception will not jeopardize the public health. The Director may also authorize the Engineering Manager for the Division to grant exceptions to the separation requirements under R309-550-7 if the requirements of this rule are met. In order for the Division to consider such a request, the public drinking water system shall submit a written request directly from the management of the public drinking water system, preferably on system letterhead, that includes the following:

- (i) citation of the specific rule for which the "exception" is being requested;
 - (ii) a detailed explanation, drawings may be included, of why the conditions of rule cannot be met;
 - (iii) what the system proposes, drawings may be included, in lieu of rule;
 - (iv) justification the proposed alternative will protect the public health to a similar or better degree than required by rule.
- Physical conditions as well as cost may be justification for requesting an "exception-to-rule."

(c) Alternative or new treatment techniques may be developed which are not specifically addressed by the applicable standards contained in R309-500 through R309-550. These treatment techniques may be accepted by the Director if it can be shown that:

- (i) They will result in a finished water meeting the requirements of R309-200 of these regulations.
- (ii) The technique will produce finished water which will protect public health to the same extent provided by comparable treatment processes outlined in the applicable standards contained in R309-500 through R309-550.
- (iii) The technique is as reliable as any comparable treatment process governed by the applicable standards contained in R309-500 through R309-550.

(3) Description of "Public Drinking Water Project"

Refer to R309-500-5 for the description of a public drinking water project and R309-500-6 for required items to be submitted for plan approval.

(4) Specifications for the drilling of a public water supply well may be prepared and submitted by a licensed well driller holding a current Utah Well Driller's Permit if authorized by the Director.

(5) Drawing Quality and Size

Drawings which are submitted shall be compatible with Division of Drinking Water Document storage. Drawings which are illegible or of unusual size will not be accepted for review. Drawing size shall not exceed 30" x 42" nor be less than 8-1/2" x 11".

(6) Requirements After Approval of Plans for Construction

After the approval of plans for construction, and prior to operation of any facilities dealing with drinking water, the items required by R309-500-9 shall be submitted and an operating permit received.

R309-105-7. Source Protection.

(1) Public Water Systems are responsible for protecting their sources of drinking water from contamination. R309-600 and R309-605 sets forth minimum requirements to establish a uniform, statewide program for implementation by PWSs to protect their sources of drinking water. PWSs are encouraged to enact more stringent programs to protect their sources of drinking water if they decide they are necessary.

(2) R309-600 applies to ground-water sources and to ground-water sources which are under the direct influence of surface water which are used by PWSs to supply their systems with drinking water.

(3) R309-605 applies to PWSs which obtain surface water prior to treatment and distribution and to PWSs obtaining water from ground-water sources which are under the direct influence of surface water. However, compliance with this rule is voluntary for public transient non-community water systems to the extent that they are using existing surface water sources of drinking water.

R309-105-8. Existing Water System Facilities.

(1) All public water systems shall deliver water meeting the applicable requirements of R309-200 of these rules.

(2) Existing facilities shall be brought into compliance with R309-500 through R309-550 or shall be reliably capable of delivering water meeting the requirements of R309-200.

(3) In situations where a water system is providing water of unsatisfactory quality, or when the quality of the water or the public health is threatened by poor physical facilities, the water system management shall solve the problem(s).

R309-105-9. Minimum Water Pressure.

(1) Unless otherwise specifically approved by the director, a water supplier may not allow any connection to the water system where the dynamic water pressure at the point of connection will fall below 20 psi during the normal operation of the water system. Each water system approved before January 1, 2007 is required to maintain the above minimum dynamic water pressure at each location within that water supplier's distribution system. An existing public drinking water system approved before January 1, 2007 which expands service into new areas or supplies new subdivisions shall meet the minimum dynamic water pressure requirements in Subsection R309-105-9(2) at any point of connection in the new service areas or new subdivisions.

(2) Unless otherwise specifically approved by the director, new public drinking water systems constructed after January 1, 2007 shall be designed and shall meet the following minimum water pressures at points of connection:

- (a) 20 psi during conditions of fire flow and fire demand experienced during peak day demand;
- (b) 30 psi during peak instantaneous demand; and
- (c) 40 psi during peak day demand.

R309-105-10. Operation and Maintenance Procedures.

All routine operation and maintenance of public water supplies shall be carried out with due regard for public health and safety. The following sections describe procedures which shall be used in carrying out some common operation and maintenance procedures.

(1) Chemical Addition

(a) Water system operators shall determine that all chemicals added to water intended for human consumption are suitable for potable water use and comply with ANSI/NSF Standard 60.

(b) No chemicals or other substances shall be added to public water supplies unless the chemical addition facilities and chemical type have been reviewed and approved by the Director.

(c) Chlorine, when used in the distribution system, shall be added in sufficient quantity to achieve either "breakpoint" and yield a detectable free chlorine residual or a detectable combined chlorine residual in the distribution system at points to be determined by the Director. Residual checks shall be taken a minimum of three times each week by the operator of any system using disinfectants. The Director may, however, reduce the frequency of residual checks if he determines that this would be an unwarranted hardship on the water system operator and, furthermore, the disinfection equipment has a verified record of reliable operation. Suppliers, when checking for residuals, shall use test kits and methods which meet the requirements of the U.S. EPA. The "DPD" test method is recommended for free chlorine residuals. Information on the suppliers of this equipment is available from the Division of Drinking Water.

(2) New and Repaired Mains

(a) All new water mains shall meet the requirements of R309-550-6 with regard to materials of construction. All products in contact with culinary water shall comply with ANSI/NSF Standard 61.

(b) All new and repaired water mains or appurtenances shall be disinfected in accordance with AWWA Standard C651-92. The chlorine solution shall be flushed from the water main with potable water prior to the main being placed in use.

(c) All products used to recoat the interiors of storage structures and which may come in contact with culinary water shall comply with ANSI/NSF Standard 61.

(3) Reservoir Maintenance and Disinfection

After a reservoir has been entered for maintenance or re-coating, it shall be disinfected prior to being placed into service. Procedures given in AWWA Standard C651-92 shall be followed in this regard.

(4) Spring Collection Area Maintenance

(a) Spring collection areas shall be periodically cleared of deep rooted vegetation to prevent root growth from clogging collection lines. Frequent hand or mechanical clearing of spring collection areas is strongly recommended. It is advantageous to encourage the growth of grasses and other shallow rooted vegetation for erosion control and to inhibit the growth of more detrimental flora.

(b) No pesticide (e.g., herbicide) may be applied on a spring collection area without the prior written approval of the Director. Such approval shall be given 1) only when acceptable pesticides are proposed; 2) when the pesticide product manufacturer certifies that no harmful substance will be imparted to the water; and 3) only when spring development meets the requirements of these rules (see R309-515-7).

(5) Security

All water system facilities such as spring junction boxes, well houses, reservoirs, and treatment facilities shall be secure.

(6) Seasonal Operation

Water systems operated seasonally shall be disinfected and flushed according to the techniques given in AWWA Standard C651-92 and C652-92 prior to each season's use. A satisfactory bacteriologic sample shall be achieved prior to use. During the non-use period, care shall be taken to close all openings into the system.

(7) Pump Lubricants

All oil lubricated pumps for culinary wells shall utilize mineral oils suitable for human consumption as determined by the Director. To assure proper performance, and to prevent the voiding of any warranties which may be in force, the water supplier should confirm with individual pump manufacturers that the oil which is selected will have the necessary properties to perform satisfactorily.

R309-105-11. Operator Certification.

All community and non-transient non-community water systems or any public system that employs treatment techniques for surface water or ground water under the direct influence of surface water shall have an appropriately certified operator in accordance with the requirements of these rules. Refer to R309-300, Certification Rules for Water Supply Operators, for specific requirements.

R309-105-12. Cross Connection Control.

(1) The water supplier shall not allow a connection to his system which may jeopardize its quality and integrity. Cross connections are not allowed unless controlled by an approved and properly operating backflow prevention assembly or device. The requirements of the International Plumbing Code and its amendments as adopted by the Department of Commerce shall be met with respect to cross connection control and backflow prevention.

(2) Each water system shall have a functioning cross connection control program. The program shall consist of five designated elements documented on an annual basis. The elements are:

(a) a legally adopted and functional local authority to enforce a cross connection control program (i.e., ordinance, bylaw or policy);

(b) providing public education or awareness material or presentations;

- (c) an individual with adequate training in the area of cross connection control or backflow prevention;
- (i) Community water systems serving a population of 500 or greater shall have a certified Cross Connection Control Program Administrator by December 31, 2020. Refer to R309-305 for specific requirements.
- (ii) Community water systems serving a population less than 500 shall have a certified Cross Connection Control Program Administrator by December 31, 2022. Refer to R309-305 for specific requirements.
- (iii) Non-transient non-community and transient non-community water systems may be required to have a certified Cross Connection Control Program Administrator at the Director's discretion.
- (d) written records of cross connection control activities, such as, backflow assembly inventory; and
- (e) test history and documentation of on-going enforcement (hazard assessments and enforcement actions) activities.
- (3) Suppliers shall maintain, as proper documentation, an inventory of each pressure atmospheric vacuum breaker, spill resistant pressure vacuum breaker, double check valve, reduced pressure zone principle assembly, and high hazard air gap used by their customers, and a service record for each such assembly.
- (4) Backflow prevention assemblies shall be in-line serviceable (repairable), in-line testable and have approval through third party approval agencies to be used within a public drinking water system. Third party approval shall consist of any combination of two approvals, laboratory or field, performed by a recognized testing organization which has demonstrated competency to perform such tests.
- (5) Backflow prevention assemblies shall be inspected and tested at least once a year, by an individual certified for such work as specified in R309-305. Suppliers shall maintain, as proper documentation, records of these inspections. This testing responsibility may be borne by the water system or the water system management may require that the customer having the backflow prevention assembly be responsible for having the assembly tested.
- (6) Suppliers serving areas also served by a pressurized irrigation system shall prevent cross connections between the two. Requirements for pressurized irrigation systems are outlined in Section 19-4-112 of the Utah Code.

R309-105-13. Finished Water Quality.

All public water systems are required to monitor their water according to the requirements of R309-205, R309-210 and R309-215 to determine if the water quality standards of R309-200 have been met. Water systems are also required to keep records and, under certain circumstances, give public notice as required in R309-220.

R309-105-14. Operational Reports.

- (1) Written Operational Reports.
 - (a) If, in the opinion of the Director, a water system is not properly operated, the Director may require a public water system to submit a written operational report covering the operation of the whole or a part of the water system's infrastructure.
 - (b) The Director may require revisions to the submitted operational report to ensure satisfactory operation, and may order the water system to follow the operational report.
 - (c) If the water system fails to implement the provisions of the operational report, as evidenced by unsatisfactory delivery of a safe and/or reliable supply of drinking water, the Director may order further remedies as deemed necessary.
- (2) Treatment techniques for acrylamide and epichlorohydrin.
 - (a) Each public water system shall certify annually in writing to the Director (using third party or manufacturer's certification) that when acrylamide and epichlorohydrin are used in drinking water systems, the combination (or product) of dose and monomer level does not exceed the levels specified in R309-215-8(2)(c).
 - (b) Certifications may rely on manufacturer's data.
- (3)(a) All water systems using chemical addition or specialized equipment for the treatment of drinking water shall regularly complete operational reports. This information shall be evaluated to confirm that the treatment process is being done properly, resulting in successful treatment.
- (b) The information to be provided, and the frequency at which it is to be gathered and reported, will be determined by the Director.

R309-105-15. Report Submittal.

- (1) A public water system shall submit water use data if required by a state agency and shall verify the accuracy of the data by including a certification by a certified operator or a professional engineer performing the duties of a certified operator.
- (2) A public water system shall comply with the report submittal requirements of the R309 rules.

R309-105-16. Reporting Test Results.

- (1) If analyses are made by certified laboratories other than the state laboratory, these results shall be forwarded to the Division as follows:
 - (a) The supplier shall report to the Division the analysis of water samples which fail to comply with the Primary Drinking Water Standards of R309-200. Except where a different reporting period is specified in R309-205, R309-210 or R309-215, this report shall be submitted within 48 hours after the supplier receives the report from his lab. The Division may be reached at (801)536-4200.
 - (b) Monthly summaries of bacteriologic results shall be submitted within ten days following the end of each month.
 - (c) All results of TTHM samples shall be reported to the Division within 10 days of receipt of analysis for systems monitoring pursuant to R309-210-9.
 - (d) For all samples other than samples showing unacceptable results, bacteriologic samples or TTHM samples, the time between the receipt of the analysis and the reporting of the results to the Division shall not exceed 40 days.

- (e) Arsenic sampling results shall be reported to the nearest 0.001 mg/L.
- (f) There are additional reporting requirements in other sections of the rules, see R309-215-16(5).
- (2) Disinfection byproducts, maximum residual disinfectant levels and disinfection byproduct precursors and enhanced coagulation or enhanced softening. This section applies to the reporting requirements of R309-210-8, R309-215-12 and R309-215-13. For the reporting requirements of R309-210-9, R309-210-10 and R309-215-15 are contained within R309-210-9, R309-210-10 and R309-215-15, respectively.
 - (a) Systems required to sample quarterly or more frequently shall report to the State within 10 days after the end of each quarter in which samples were collected. Systems required to sample less frequently than quarterly shall report to the State within 10 days after the end of each monitoring period in which samples were collected. The Director may choose to perform calculations and determine whether the MCL was exceeded, in lieu of having the system report that information.
 - (b) Disinfection byproducts. Systems shall report the information specified.
 - (i) Systems monitoring for TTHMs and HAA5 under the requirements of R309-210-8(2) on a quarterly or more frequent basis shall report:
 - (A) The number of samples taken during the last quarter.
 - (B) The location, date, and result of each sample taken during the last quarter.
 - (C) The arithmetic average of all samples taken in the last quarter.
 - (D) The annual arithmetic average of the quarterly arithmetic averages of this section for the last four quarters.
 - (E) Whether, based on R309-210-8(6)(b)(i), the MCL was violated.
 - (ii) Systems monitoring for TTHMs and HAA5 under the requirements of R309-210-8(2) less frequently than quarterly (but at least annually) shall report:
 - (A) The number of samples taken during the last year.
 - (B) The location, date, and result of each sample taken during the last monitoring period.
 - (C) The arithmetic average of all samples taken over the last year.
 - (D) Whether, based on R309-210-8(6)(b)(i), the MCL was violated.
 - (iii) Systems monitoring for TTHMs and HAA5 under the requirements of R309-210-8(2) less frequently than annually shall report:
 - (A) The location, date, and result of the last sample taken.
 - (B) Whether, based on R309-210-8(6)(b)(i), the MCL was violated.
 - (iv) Systems monitoring for chlorite under the requirements of R309-210-8(2) shall report:
 - (A) The number of entry point samples taken each month for the last 3 months.
 - (B) The location, date, and result of each sample (both entry point and distribution system) taken during the last quarter.
 - (C) For each month in the reporting period, the arithmetic average of all samples taken in each three sample set taken in the distribution system.
 - (D) Whether, based on R309-210-8(6)(b)(ii), the MCL was violated.
 - (v) System monitoring for bromate under the requirements of R309-210-8(2) shall report:
 - (A) The number of samples taken during the last quarter.
 - (B) The location, date, and result of each sample taken during the last quarter.
 - (C) The arithmetic average of the monthly arithmetic averages of all samples taken in the last year.
 - (D) Whether, based on R309-210-8(6)(b)(iii), the MCL was violated.
 - (c) Disinfectants. Systems shall report the information specified to the Director within ten days after the end of each month the system serves water to the public, except as otherwise noted:
 - (i) Systems monitoring for chlorine or chloramines under the requirements of R309-210-8(3)(a) shall report and certify, by signing the report form provided by the Director, that all the information provided is accurate and correct and that any chemical introduced into the drinking water complies with ANSI/NSF Standard 60:
 - (A) The number of samples taken during each month of the last quarter.
 - (B) The monthly arithmetic average of all samples taken in each month for the last 12 months.
 - (C) The arithmetic average of all monthly averages for the last 12 months.
 - (D) The additional data required in R309-210-8(3)(a)(ii).
 - (E) Whether, based on R309-210-8(6)(c)(i), the MRDL was violated.
 - (ii) Systems monitoring for chlorine dioxide under the requirements of R309-210-8(3) shall report:
 - (A) The dates, results, and locations of samples taken during the last quarter.
 - (B) Whether, based on R309-210-8(6)(c)(ii), the MRDL was violated.
 - (C) Whether the MRDL was exceeded in any two consecutive daily samples and whether the resulting violation was acute or nonacute.
 - (d) Disinfection byproduct precursors and enhanced coagulation or enhanced softening. Systems shall report the information specified.
 - (i) Systems monitoring monthly or quarterly for TOC under the requirements of R309-215-12 and required to meet the enhanced coagulation or enhanced softening requirements in R309-215-13(2)(b) or (c) shall report:
 - (A) The number of paired (source water and treated water) samples taken during the last quarter.
 - (B) The location, date, and results of each paired sample and associated alkalinity taken during the last quarter.
 - (C) For each month in the reporting period that paired samples were taken, the arithmetic average of the percent reduction of TOC for each paired sample and the required TOC percent removal.

(D) Calculations for determining compliance with the TOC percent removal requirements, as provided in R309-215-13(3)(a).

(E) Whether the system is in compliance with the enhanced coagulation or enhanced softening percent removal requirements in R309-215-13(2) for the last four quarters.

(ii) Systems monitoring monthly or quarterly for TOC under the requirements of R309-215-12 and meeting one or more of the alternative compliance criteria in R309-215-13(1)(b) or (c) shall report:

(A) The alternative compliance criterion that the system is using.

(B) The number of paired samples taken during the last quarter.

(C) The location, date, and result of each paired sample and associated alkalinity taken during the last quarter.

(D) The running annual arithmetic average based on monthly averages (or quarterly samples) of source water TOC for systems meeting a criterion in R309-215-13(1)(b)(i) or (iii) or of treated water TOC for systems meeting the criterion in R309-215-13(1)(b)(ii).

(E) The running annual arithmetic average based on monthly averages (or quarterly samples) of source water SUVA for systems meeting the criterion in R309-215-13(1)(b)(v) or of treated water SUVA for systems meeting the criterion in R309-215-13(1)(b)(vi).

(F) The running annual average of source water alkalinity for systems meeting the criterion in R309-215-13(1)(b)(iii) and of treated water alkalinity for systems meeting the criterion in R309-215-13(1)(c)(i).

(G) The running annual average for both TTHM and HAA5 for systems meeting the criterion in R309-215-13(1)(b)(iii) or (iv).

(H) The running annual average of the amount of magnesium hardness removal (as CaCO_3 , in mg/L) for systems meeting the criterion in R309-215-13(1)(c)(ii).

(I) Whether the system is in compliance with the particular alternative compliance criterion in R309-215-13(1)(b) or (c).

(3) The public water system, within 10 days of completing the public notification requirements under R309-220 for the initial public notice and any repeat notices, shall submit to the Division a certification that it has fully complied with the public notification regulations. The public water system shall include with this certification a representative copy of each type of notice distributed, published, posted, and made available to the persons served by the system and to the media.

(4) All samples taken in accordance with R309-215-6 shall be submitted within 10 days following the end of the operational period specified for that particular treatment. Finished water samples results for the contaminant of concern that exceed the Primary Drinking Water Standards of R309-200, shall be reported to the Division within 48 hours after the supplier receives the report. The Division may be reached at (801) 536-4000.

(5) Documentation of operation and maintenance for point-of-use or point-of-entry treatment units shall be provided to the Division annually. The Division shall receive the documentation by January 31 annually.

R309-105-17. Record Maintenance.

All public water systems shall retain on their premises or at convenient location near their premises the following records:

(1) Records of microbiological analyses and turbidity analyses made pursuant to this Section shall be kept for not less than five years. Records of chemical analyses made pursuant to this Section shall be kept for not less than ten years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided that the following information is included:

(a) The date, place and time of sampling, and the name of the person who collected the sample;

(b) Identification of the sample as to whether it was a routine distribution system sample, check sample, raw or process water sample or other special purpose sample.

(c) Date of analysis;

(d) Laboratory and person responsible for performing analysis;

(e) The analytical technique/method used; and

(f) The results of the analysis.

(2) Lead and copper recordkeeping requirements.

(a) Any water system subject to the requirements of R309-210-6 shall retain on its premises original records of all sampling data and analyses, reports, surveys, letters, evaluations, schedules, Director determinations, and any other information required by R309-210-6.

(b) Each water system shall retain the records required by this section for no fewer than 12 years.

(3) Records of action taken by the system to correct violations of primary drinking water regulations shall be kept for a period not less than three years after the last action taken with respect to the particular violation involved.

(4) Copies of any written reports, summaries or communications relating to sanitary surveys of the system conducted by the system itself, by a private consultant, or by any local, State or Federal agency, shall be kept for a period not less than ten years after completion of the sanitary survey involved.

(5) Records concerning a variance or exemption granted to the system shall be kept for a period ending not less than five years following the expiration of such variance or exemption.

(6) Records that concern the tests of a backflow prevention assembly and location shall be kept by the system for a minimum of not less than five years from the date of the test.

(7) Copies of public notices issued pursuant to R309-220 and certifications made to the Director pursuant to R309-105-16 shall be kept for three years after issuance.

(8) Copies of monitoring plans developed pursuant to these rules shall be kept for the same period of time as the records of analyses taken under the plan are required to be kept under R309-105-17(1), except as otherwise specified. In all cases the monitoring plans shall be kept as long as the any associated report.

(9) A water system must retain a complete copy of your IDSE report submitted under this section for 10 years after the date that you submitted your IDSE report. If the Director modifies the R309-210-10 monitoring requirements that you recommended in your IDSE report or if the Director approves alternative monitoring locations, you must keep a copy of the Director's notification on file for 10 years after the date of the Director's notification. You must make the IDSE report and any Director notification available for review by the Director or the public.

(10) A water system must retain a complete copy of its 40/30 certification submitted under this R309-210-9 for 10 years after the date that you submitted your certification. You must make the certification, all data upon which the certification is based, and any Director notification available for review by the Director or the public.

(11) A water subject to the disinfection profiling requirements of R309-215-14 shall keep must keep results of profile (raw data and analysis) indefinitely.

(12) A water system subject to the disinfection benchmarking requirements of R309-215-14 shall keep must keep results of profile (raw data and analysis) indefinitely.

R309-105-18. Emergencies.

(1) The Director or the local health department shall be informed by telephone by a water supplier of any "emergency situation". The term "emergency situation" includes the following:

(a) The malfunction of any disinfection facility such that a detectable residual cannot be maintained at all points in the distribution system.

(b) The malfunction of any "complete" treatment plant such that a clearwell effluent turbidity greater than 5 NTU is maintained longer than fifteen minutes.

(c) Muddy or discolored water (which cannot be explained by air entrainment or re-suspension of sediments normally deposited within the distribution system) is experienced by a significant number of individuals on a system.

(d) An accident has occurred which has, or could have, permitted the entry of untreated surface water and/or other contamination into the system (e.g. break in an unpressurized transmission line, flooded spring area, chemical spill, etc.)

(e) A threat of sabotage has been received by the water supplier or there is evidence of vandalism or sabotage to any public drinking water supply facility which may affect the quality of the delivered water.

(f) Any instance where a consumer reports becoming sick by drinking from a public water supply and the illness is substantiated by a doctor's diagnosis (unsubstantiated claims should also be reported to the Division of Drinking Water, but this is not required).

(2) If an emergency situation exists, the water supplier shall then contact the Division in Salt Lake City within eight hours. Division personnel may be reached at all times through 801-536-4123.

(3) All suppliers are advised to develop contingency plans to cope with possible emergency situations. In many areas of the state the possibility of earthquake damage shall be realistically considered.

KEY: drinking water, watershed management

Date of Last Change: March 2, 2026

Notice of Continuation: February 10, 2025

Authorizing, and Implemented or Interpreted Law: 19-4-104

R309. Environmental Quality, Drinking Water.

R309-305. Cross-Connection Control and Backflow Prevention Certification.

R309-305-1. Purpose.

(1) Under Section R309-105-12, the Drinking Water Board has adopted certain cross-connection control and backflow prevention requirements for public water systems. That rule includes certain training, examination, and certification requirements for persons involved in cross-connection control and backflow prevention programs.

(2) The purpose of this rule is to:

(a) establish standards and procedures for the training, examination, and certification of persons engaged in the following:

- (i) administration of cross-connection control programs for public water systems;
- (ii) testing of backflow prevention assemblies; and
- (iii) instruction, examination monitoring, and proctoring for backflow prevention assembly tester certification;
- (b) establish certification fee requirements; and
- (c) establish the Cross-Connection Control Advisory Committee and their responsibilities.

R309-305-2. Authority.

This rule is promulgated by the Drinking Water Board as authorized by Title 19, Chapter 4, Safe Drinking Water Act, Subsection 19-4-104(4)(a), in accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act.

R309-305-3. Definitions.

(1) Definitions for certain terms used in this rule are given in Rule R309-110.

(2) In addition to terms defined in Rule R309-110:

(a) "Accredited agency" means a third-party organization that provides written and performance examinations for backflow prevention assembly tester certification.

(b) "Backflow prevention assembly tester" means a person certified under this rule to perform testing of backflow prevention assemblies.

(c) "Backflow proctor" means a person certified to act as a proctor or exam monitor for backflow prevention assembly tester written and performance certification examinations.

(d) "Cross-connection control program administrator" means a person certified under this rule to administer a cross-connection control program for a public drinking water system.

(e) "Performance examination" means a closed-book, hands-on demonstration of an applicant's ability to conduct an accurate field test of backflow assemblies.

(f) "Written examination" means a closed-book examination for record to determine the competency and ability of an applicant to understand the requirements.

R309-305-4. Field Test Procedures; Test Gauges; Adoption of New or Revised Standards.

(1) The field test procedures published by the Manual of Cross-Connection Control, Tenth Edition, published by the University of Southern California's Foundation for Cross-Connection Control and Hydraulic Research, are approved and adopted.

(2) Test gauges shall comply with ASSE 1064.

R309-305-5. Cross-Connection Control and Backflow Prevention Certifications, Approvals, Accreditation, and Procedures.

(1) This rule authorizes the director to issue two types of certifications to qualified persons engaged in cross-connection control or backflow prevention for public water systems:

- (a) cross-connection control program administrator; and
- (b) backflow prevention assembly tester.

(2) This rule authorizes the director to approve persons to provide training courses for cross-connection control program administrators and backflow prevention assembly testers.

(3) This rule authorizes the director to approve third-party organizations as accredited agencies to perform examinations for backflow prevention assembly tester certification and cross-connection control program administrators.

(4) Program accreditation and certification are available to any qualified individuals and organizations. Accreditation is available regardless of the number of certifications to be issued by an applicant. Accreditation is not conditioned on the number of certifications issued, agency size, or membership in any association. However, accreditation is contingent upon meeting qualifications and adherence to standards applicable to Utah.

(5) To obtain certification, approval, or accreditation under this rule, whether for initial certification, accreditation, or other approval or renewal or recertification, a person must submit a complete application to the director and must include all information required by the director. The director may require additional information be submitted prior to making a decision on an application.

(6) In the director's sole discretion, upon application and for good cause, the director may waive examination of applicants holding a valid certificate or license issued in compliance with other state certification plans having equivalent standards. Reciprocity determinations shall be in writing and shall have the same effective dates as any other accreditation decision described in this rule.

(7) To verify compliance with accreditation, the director, or persons authorized by the director may, with or without notifying a certifier, conduct onsite or in-class audits, and reviews of the training and testing programs.

(8) The director's decision to issue or deny an application for certification, approval, or accreditation under this rule shall be deemed a permit order under Section 19-1-301.5. The director may seek public comment on proposed actions under this rule by posting notice on the division's website. The procedures for judicial review of the director's actions under this rule shall be under Section 19-1-301.5.

R309-305-6. Cross-Connection Control Program Administrator Certification Requirements; Renewal.

(1) Only persons holding a valid cross-connection control program administrator certificate from the director are authorized to perform cross-connection control program administrator functions within the scope of Section R309-105-12.

(2) A person holding a valid cross-connection control program administrator certificate has authority and responsibility to perform program administrator functions within the scope of Section R309-105-12 and the public water system's programs.

(3) A cross-connection control program administrator certificate does not authorize a person to perform the following functions relating to backflow prevention assemblies:

(a) test, maintain, or repair the backflow prevention assembly to legally document the operational status of the assembly; or

(b) perform a test for record demonstrating compliance of the backflow prevention assembly with required standards.

(4) To obtain a cross-connection control program administrator certificate, a person shall demonstrate that the applicant has:

(a) submit a complete application;

(b) complete a certification course approved by the director;

(c) pass an examination approved by the division; and

(d) pay the required fee.

(5) A cross-connection control program administrator certificate issued by the director is valid for the period established by the director. To maintain certification, the certificate holder must submit a complete renewal application in accordance with the established renewal timeframe.

(a) A person who has been issued a program administrator certificate may renew the certificate by filing an application with the division demonstrating that the applicant has:

(i) completed a minimum of 0.6 Continuing Education Units per year in the field of cross-connection control and approved by the division; and

(ii) paid the required fee.

(b) A person who has filed a timely renewal application, and has paid the applicable fee, may continue to perform the functions of a cross-connection control program administrator until the time the director takes action on the renewal application.

(c) A person whose cross-connection control program administrator certificate has lapsed may no longer perform the functions of a program administrator, without approval by the director.

(6) There is no limit to the number of times a person who previously received a program administrator certificate may apply for renewal of that certificate, except that if a person's certificate has lapsed for a period of more than one year, the person shall complete an approved training course and examination, unless otherwise determined by the director.

R309-305-7. Backflow Prevention Assembly Tester Certification, Recertification, and Duties.

(1) Only persons holding a valid backflow prevention assembly tester certificate from the director are authorized to perform backflow prevention assembly testing.

(2) To obtain a backflow prevention assembly tester certificate, a person shall:

(a) submit a complete application;

(b) complete a certification course approved by the director;

(c) pass written and performance examinations provided by the division or an accredited agency, as described in Subsection R309-305-8(2), and has met all other applicable requirements; and

(d) pay the required fee.

(3) A backflow prevention assembly tester certificate issued by the director is valid for the period of three years from the date of issuance, whereupon the certificate lapses. A person whose backflow prevention assembly tester certificate has lapsed may no longer perform the functions of a backflow prevention assembly tester, including testing, or maintaining a backflow prevention assembly to legally document the operational status of the assembly.

(4) A person who has been issued a backflow prevention assembly tester certificate may recertify by demonstrating that:

(a) the person has submitted a complete application;

(b) the person has passed written and performance examinations provided by the division or an accredited agency and has met all other applicable requirements; and

(c) the person has paid the required fee.

(5) A certification shall be valid for three years from the date of issuance, or until the expiration date set by the accredited agency, whichever comes first.

(6) There is no limit to the number of times a person who previously received a backflow prevention assembly tester certificate may apply for recertification.

- (7) A person with a valid backflow prevention assembly tester certificate may not change the design, material, or operational characteristics of the assembly during any repair or maintenance.
- (8) A person with a valid backflow prevention assembly tester certificate shall:
- (a) ensure that only acceptable and approved procedures are used for testing;
 - (b) notify the division, local health department, and the appropriate public water system of any backflow incident as soon as possible, but in no event longer than eight hours after discovery;
 - (c) notify the appropriate public water system of any defective or failing backflow prevention assembly within five days after discovery;
 - (d) report backflow prevention assembly test results to the owner of assembly, appropriate public water system within 30 days, and keep a copy for record;
 - (e) include, on the test report form, any materials or replacement parts used to repair or to perform maintenance on a backflow prevention assembly;
 - (f) ensure that the quality of a replacement part is equal to or greater than the quality of the part originally supplied within the backflow prevention assembly and is supplied only by the assembly manufacturer or the manufacturer's agent;
 - (g) perform each test and be responsible for the competency and accuracy of testing and reporting;
 - (h) ensure that backflow prevention assembly tester certification is current;
 - (i) have reasonable access to, and be trained and competent in the use of every tool, gauge, and other device necessary to properly test a backflow prevention assembly; and
 - (j) be responsible for any additional training, certification, or licensure as may be required to perform the functions of a backflow tester certification.

R309-305-8. Training Programs, Accredited Agencies, and Proctors for Backflow Prevention Assembly Tester Examinations.

- (1) Training programs, accredited agencies, and test proctors shall have adequate expertise and qualifications, as determined by the director, in relation to:
- (a) Title 15A, Chapter 3, Part 3, Statewide Amendments to International Plumbing Code; and
 - (b) field test procedures and other standards adopted by the Board.
- (2) To qualify as a certified backflow prevention assembly tester, the applicant shall pass all written examinations and successfully demonstrate competence and ability in a performance examination administered by an accredited agency, as compared to all applicable standards, for:
- (a) a pressure vacuum breaker assembly;
 - (b) a spill resistant pressure vacuum breaker assembly;
 - (c) a double check valve assembly; and
 - (d) a reduced pressure principal backflow prevention assembly.
- (3) Any person may apply to the director for approval to provide training under this rule.
- (a) The director's approval of a person to provide training under this rule shall be effective until terminated by the director.
 - (b) The director may consult with the cross-connection control advisory committee regarding any application for approval to provide training.
 - (c) The director may take into account the efficacy of the existing training programs and the need and desirability for having multiple persons providing training under this rule.
- (4) Any organization may apply to the director for approval as an accredited agency for certification testing.
- (a) The director's acceptance of an organization to serve as an accredited agency shall be effective until terminated by the director.
 - (b) The director may take into account the efficacy of the existing testing program and the need and desirability for having multiple accredited agencies providing testing under this rule.
 - (c) In evaluating an application for approval as an accredited agency, the director shall consult with the cross-connection control advisory committee.
 - (d) The director may solicit public comments on an application for approval as an accredited agency.
- (5) A proctor for backflow prevention assembly tester certification shall maintain a current proctor certificate issued by the affiliated accredited agency.
- (6) To avoid potential conflicts of interest, or the appearance of a conflict of interest, a person providing training to an applicant under this rule may not also serve as a proctor for backflow prevention assembly tester certification for the same applicant.

R309-305-9. Certification Suspension and Revocation.

- (1) The director may revoke, suspend, or decline to renew a cross-connection control program administrator certificate, a backflow prevention assembly tester, approved training providers, or accredited agencies for good cause as may be warranted to protect the public health if the person fails to implement timely corrective actions when requested. Examples of valid reasons for certification revocation, suspension, or renewal denial include:
- (a) acting in disregard for public health or safety;
 - (b) engaging in activities beyond the scope of certification;

- (c) misinterpreting or falsifying figures or reports concerning backflow prevention assembly or test results;
 - (d) failing to provide timely and adequate notice as may be required;
 - (e) installing or repairing a backflow prevention assembly that is not certified; or
 - (f) implementing a change in the design, material, or operational characteristics of a certified backflow prevention assembly thereby invalidating the backflow prevention assembly certification.
- (2) The director may authorize division staff to investigate unprofessional or unacceptable conduct under Title R309.
 - (3) Before taking action, the director may consult with the cross-connection control advisory committee.
 - (4) The director shall take appropriate actions in response to the findings of any investigation.

R309-305-10. Cross-Connection Control Advisory Committee

(1) The director may establish a cross-connection control advisory committee consisting of persons from various backgrounds with professional, academic, and vocational experience in the fields of backflow prevention, cross-connection control, backflow prevention assembly testing, training, and certification to assist in the management of the division's backflow prevention and cross-connection control program.

- (2) The advisory committee may:
- (a) advise the director concerning the training, examination, and certification of persons engaged in cross-connection control and backflow prevention for public water systems;
 - (b) review, audit, and provide recommendations relating to certification training courses;
 - (c) review and provide comments on any applications submitted to the director under this rule; and
 - (d) provide the director with recommendations regarding industry standards relating to the division's backflow prevention and cross-connection control program.

(3) As requested by the director, the advisory committee may conduct public meetings and solicit and evaluate public comments regarding the division's backflow prevention and cross-connection control program.

R309-305-11. Program Fees.

(1) The division's backflow prevention and cross-connection control program shall be funded by fees. All fees collected under this rule shall be used in connection with the division's program.

(2) Applicants for certification as cross-connection control program administrators and backflow prevention assembly testers, or certification renewal and recertification shall pay application fees as a condition for division review and approval of the applications.

(3) The division's program fees shall be as set forth in the department's approved fee schedule.

KEY: drinking water, cross-connection control, backflow prevention assembly tester

Date of Last Change: November 19, 2025

Notice of Continuation: February 10, 2025

Authorizing, and Implemented or Interpreted Law: 19-4-104(4)(a); 63G-3



- Well Drilling
- Pump Sales & Service
- Windmills & Solar

L&R Pump & Drilling, Inc.**LUKE ANZALONE**

876 S. 4475 W. • CEDAR CITY, UT 84720

435-691-0529 • FAX: 435-865-2875

LRPD@INFOWEST.COM

PROPOSAL AND ACCEPTANCE**000854**

PROPOSAL SUBMITTED TO <i>Town of Big Water</i>		PHONE	DATE <i>4-20-26</i>
STREET		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Well By Tank

<i>Passive Harmonic Filter</i>	<i>11589 20</i>
<i>Du/Dut Filter</i>	<i>3197 60</i>
<i>Well By Hwy</i>	
<i>Passive Harmonic Filter</i>	<i>8531 60</i>
<i>Du/Dut Filter</i>	<i>2538 20</i>
<i>Plus Permit</i>	<i>25856 60</i>

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:dollars (\$ *25,856 60*)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within *30* days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____

Signature _____

MEMORANDUM OF UNDERSTANDING

Between:

Glen Canyon Special Service District of Big Water (GCSSD)
60 N Aaron Burr
Big Water, UT 84741

And

Big Water Municipal Corporation (Big Water Town)
60 N Aaron Burr
Big Water, UT 84741

Effective Date: _____

1. Purpose

This Memorandum of Understanding ("MOU") establishes the terms and conditions under which the Glen Canyon Special Service District of Big Water ("GCSSD") and Big Water Municipal Corporation ("Town") agree to share and reimburse certain office-related operational expenses associated with their co-location at 60 N Aaron Burr, Big Water, Utah.

Pursuant to Utah Code 17D-1-103, the parties acknowledge the following statutory requirements:

(4)(a) Each special service district that uses an officer, employee, property, equipment, office, or facility of the county or municipality that created the special service district shall reimburse the county or municipality a reasonable amount for what the special service district uses.

(4)(b) The amount invoiced for what the special service district uses under Subsection (4)(a) may not exceed the actual documented cost incurred, without markup, by the county or municipality.

This MOU is intended to ensure compliance with state law while providing a clear and transparent framework for cost-sharing between the parties.

2. Background

GCSSD and the Town currently occupy shared office space located at 60 N Aaron Burr, Big Water, Utah, which incurs various operational expenses. The parties desire to share these expenses in a manner that reasonably reflects their respective use of the space and associated resources.

3. Terms of Agreement

a. Shared Expenses

Facility and Operational Expenses:

- Electricity
- Water
- Building maintenance
- Bathroom and cleaning supplies
- Telephone services
- Office supplies and office equipment costs
- Town Hall meeting room supplies and equipment
- Contract labor for mutually benefited services
- Other mutually agreed-upon operational expenses directly related to the shared facility

Personnel and Administrative Costs:

- The Town Treasurer shall also serve as the Treasurer of the GCSSD for the purposes of separation of duties including but not limited to dual verification of payments, payroll, deposits, HR duties, etc.
- Additionally, the Town shall reimburse the GCSSD for mileage used for Mayor duties in the GCSSD utility truck. The Mayor/ Water Operator shall keep a log of mileage used for Mayor meetings and purposes.

All shared expenses shall reflect actual documented costs incurred, without markup.

b. Cost Allocation

GCSSD agrees to reimburse the Town thirty percent (30%) of the total monthly shared office and building expenses, unless otherwise amended in writing by both parties.

GCSSD agrees to reimburse the Town fifty percent (50%) of all training and education expenses related to the Treasurer position.

GCSSD agrees to reimburse the Town for twenty percent (20%) of the Treasurer's wages, benefits, and retirement contributions.

Reimbursable expenses from the GCSSD to the Town shall be posted to the clearing account in the Town accounting software under General Ledger account 1581 for operational expenses and General Ledger account 1582 for Treasurer payroll expenses. Payments from the GCSSD for said expenses shall be receipted to the same clearing account.

Health insurance costs for District employees shall be fully reimbursed to the Town.

c. Billing and Payment

- The Town shall provide GCSSD with a monthly itemized ledger detailing all shared expenses charged to the GCSSD with documentation to support all costs.
- GCSSD shall remit payment to the Town for the expenses owed on a monthly basis.
- Any discrepancies shall be addressed in good faith and resolved through mutual agreement.

d. Term and Termination

- This MOU shall become effective on the date listed above and ratify all usage and agreements
- This MOU shall remain in effect until terminated by either party upon 60 days' written notice.
- This MOU may also be terminated at any time by mutual written agreement of both parties.

e. Amendments

This MOU may be amended only by a written document signed by authorized representatives of both GCSSD and the Town.

4. General Provisions

a. Governing Law

This MOU shall be governed by the laws of the State of Utah.

b. Nature of Agreement

This MOU creates enforceable obligations for reimbursement of shared expenses as outlined herein.

c. No Partnership

Nothing in this MOU shall be construed to create a partnership, joint venture, or agency relationship between the parties.

d. Approvals

This MOU shall become effective only after approval by the governing bodies of both GCSSD and the Town.

5. Signatures

Glen Canyon Special Service District of Big Water (GCSSD)

By: _____
Name: _____
Title: _____
Date: _____

Big Water Municipal Corporation (Town)

By: _____
Name: _____
Title: _____
Date: _____

Glen Canyon SSD of Big Water
Operational Budget Report
51 Water Fund - 07/01/2025 to 04/30/2026
83.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
3100 Water service sales	260,195.06	28,789.41	249,311.18	286,200.00	87.11%
3101 Garbage income	76,443.64	7,915.72	78,101.83	90,000.00	86.78%
3121 Late fees	3,690.00	340.00	4,240.00	4,300.00	98.60%
3131 Water connection fees	60.00	50.00	1,405.05	100.00	1,405.05%
3147 Transfer Station Revenue	2,610.00	250.00	2,550.50	2,700.00	94.46%
3148 Backhoe Revenue	2,465.00	250.00	1,840.00	1,000.00	184.00%
3149 Other operating income	2,958.32	0.00	1,913.82	800.00	239.23%
3150 Water Grant revenues	21,160.14	0.00	0.00	0.00	0.00%
3152 Impact fees	0.00	0.00	2,329.00	2,300.00	101.26%
3160 Water Interest earnings	18,018.28	1,996.61	19,444.44	16,000.00	121.53%
3220 Water assessments	74,407.45	0.00	76,156.90	74,000.00	102.91%
3221 Delinquent Water Assessments	12,149.93	6,010.52	12,002.29	9,000.00	133.36%
Total Operating income	474,157.82	45,602.26	449,295.01	486,400.00	92.37%
Operating expense					
4010 Water salaries and wages	88,367.20	7,664.94	93,327.76	111,000.00	84.08%
4013 Water employee benefits	6,759.88	573.70	7,184.57	7,600.00	94.53%
4015 Water employee health insurance	29,374.07	0.00	26,968.30	37,000.00	72.89%
4016 Water employee retirement benefits	13,465.28	1,045.03	16,116.44	17,500.00	92.09%
4020 Water dues and subscriptions	1,404.89	25.00	1,542.26	1,400.00	110.16%
4021 Water public postings	151.00	0.00	0.00	1,500.00	0.00%
4022 Water travel, meals, lodging	4,600.23	0.00	3,300.77	6,800.00	48.54%
4023 Water education and training	2,634.96	0.00	1,787.50	4,000.00	44.69%
4030 Water office supplies & expenses	2,534.81	113.31	2,226.79	3,000.00	74.23%
4030.5 Attorney	892.00	309.00	519.00	2,000.00	25.95%
4031 Water postage and delivery	2,419.36	384.81	2,536.40	2,500.00	101.46%
4035 Water bank service charges	4,666.85	543.33	4,941.25	5,000.00	98.83%
4040 Water professional services	6,875.28	770.74	5,820.22	7,900.00	73.67%
4041 Water accounting and auditing	2,275.00	0.00	3,000.00	2,500.00	120.00%
4042 Water engineering	14,440.72	0.00	1,067.50	10,000.00	10.68%
4045 Water testing	2,056.00	128.00	661.49	1,000.00	66.15%
4049 Water Tools	1,263.15	4.20	337.36	2,000.00	16.87%
4050 Water system maintenance and repairs	8,037.08	(208.60)	17,864.80	20,000.00	89.32%
4051 Water system equipment	6,660.90	0.00	17,331.14	15,000.00	115.54%
4052 Water contract labor	1,000.83	0.00	2,850.00	7,700.00	37.01%
4055 Water lease and ROW	2,515.49	0.00	2,515.49	2,600.00	96.75%
4060 Water building maintenance	0.00	0.00	73.12	500.00	14.62%
4064 Backhoe Maintenance	3,497.15	217.50	5,958.04	2,000.00	297.90%
4065 Water vehicle repairs	0.00	270.22	637.35	1,000.00	63.74%
4066 Water fuel expense	2,083.07	323.30	2,179.06	2,400.00	90.79%
4067 Water utilities	17,373.42	2,532.14	16,214.05	23,000.00	70.50%
4068 Garbage Collections	68,738.52	0.00	69,568.88	85,000.00	81.85%
4069 Transfer Station expense	2,089.50	46.08	2,047.08	2,500.00	81.88%
4069.5 Transfer Station Lease	600.00	0.00	1,600.00	1,600.00	100.00%
4070 Water property, liab. insurance	6,996.47	0.00	7,804.80	7,000.00	111.50%
4095 Water depreciation expense	59,379.00	0.00	47,503.20	71,250.00	66.67%
4098 Water interest expense	0.00	0.00	0.00	22,000.00	0.00%
4301 Miscellaneous Expenses	125.00	0.00	255.90	150.00	170.60%
Total Operating expense	363,277.11	14,742.70	365,740.52	486,400.00	75.19%
Total Income From Operations:	110,880.71	30,859.56	83,554.49	0.00	0.00%
Total Income or Expense	110,880.71	30,859.56	83,554.49	0.00	0.00%

Glen Canyon SSD of Big Water
Check Register
Checking - Zions GCSSD - 04/01/2026 to 04/30/2026

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
AMERICAN EXPRESS		04.06.2026	04/06/2026	04/06/2026	6.62	March Amex fees	514035 - Water bank service charges	
					\$6.62			
B&L AUTOMOTIVE	2137	Repair Order# 51	04/16/2026	04/16/2026	270.22	Oil change, cabin air filter, tire rotation, wiper blade	514065 - Water vehicle repairs	
					\$270.22			
Badger Meter	2132	80230796	04/01/2026	04/01/2026	370.37	March Meter Read Services	514040 - Water professional services	
Badger Meter	2140	80234073	04/30/2026	04/30/2026	370.37	April meter read services 407	514040 - Water professional services	
					\$740.74			
BIG WATER MUNICIPAL CORPORA	2136	March 2026 PAY	03/31/2026	04/09/2026	79.23	Treasurer- SS/ Med	514013 - Water employee benefits	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 PAY	03/31/2026	04/09/2026	146.96	Treasurer-Retirement	514016 - Water employee retirement	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 PAY	03/31/2026	04/09/2026	1,035.64	Treasurer- Gross Pay	514010 - Water salaries and wages	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	39.96	Verizon- Water Operator Cell- Feb	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	48.15	Xerox- Contract Feb usage	514030 - Water office supplies & expe	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	63.34	Century Link TH Phone Feb	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	75.00	Total Tech- SSD Computer and R&D	514030 - Water office supplies & expe	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	87.37	XEROX Feb (split)	514030.5 - Attorney	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	87.37	Xerox-Lease- March	514067 - Water utilities	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	98.68	Garkane- TH Power- Feb	514015 - Water employee health insu	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	120.00	Justin Wayment- Sale of Surplus Property	514015 - Water employee health insu	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	143.33	TH Water- (50%)	514015 - Water employee health insu	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	420.64	PEHP- Treasurer-Health/ Dental March	514015 - Water employee health insu	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	746.36	PEHP- Clerk-Health/ Dental March	514015 - Water employee health insu	
BIG WATER MUNICIPAL CORPORA	2136	March 2026 SSD	03/31/2026	04/09/2026	2,103.18	PEHP- Water Op- Health/ Dental March	514015 - Water employee health insu	
					\$5,296.21			
BUREAU OF LAND MGMT.	2134	Refund: 289	04/08/2026	04/08/2026	644.46	Refund: 289 - BUREAU OF LAND MGMT.	511311 - Accounts receivable	
					\$644.46			
Chemtech-Ford, LLC		26D1831	04/29/2026	04/29/2026	32.00	April GCSSD testing	514045 - Water testing	
Chemtech-Ford, LLC		26D1833	04/29/2026	04/29/2026	96.00	Fann Env April testing	514045 - Water testing	
					\$128.00			
EFTPS	9999	PR041226-3160	04/13/2026	04/13/2026	128.56	Medicare Tax	512221 - FICA, Med, FWT payable	
EFTPS	9999	PR041226-3160	04/13/2026	04/13/2026	234.27	Federal Income Tax	512221 - FICA, Med, FWT payable	
EFTPS	9999	PR041226-3160	04/13/2026	04/13/2026	549.72	Social Security Tax	512221 - FICA, Med, FWT payable	
EFTPS	99999	PR042626-3160	04/27/2026	04/27/2026	129.06	Medicare Tax	512221 - FICA, Med, FWT payable	
EFTPS	99999	PR042626-3160	04/27/2026	04/27/2026	241.79	Federal Income Tax	512221 - FICA, Med, FWT payable	
EFTPS	99999	PR042626-3160	04/27/2026	04/27/2026	551.92	Social Security Tax	512221 - FICA, Med, FWT payable	
					\$1,835.32			
GARKANE	EFT	Acct 900600- Mar	04/13/2026	04/13/2026	1,622.57	NORTH WELL POWER	514067 - Water utilities	
GARKANE	EFT	Acct 901100-Marc	04/13/2026	04/13/2026	909.57	South Well Power	514067 - Water utilities	
					\$2,532.14			
Justin W. Wayment	2139	108588--jww790	04/29/2026	04/29/2026	309.00	Procurement Policy review, IFB preparation, email	514030.5 - Attorney	
					\$309.00			
LAKE POWELL BOAT STORAGE	EFT	pkg ID # 2090143	04/14/2026	04/14/2026	228.81	April Water Sample Shipping	514031 - Water postage and delivery	
					\$228.81			
Little's Diesel Service	2141	359286	04/30/2026	04/30/2026	217.50	Loose wire on relay	514064 - Backhoe Maintenance	
					\$217.50			
Office Equipment Machine Shop/ J.H	DEBIT CRD	Order # 34618	04/28/2026	04/28/2026	113.31	Replacement parts for paper folding machine	514030 - Water office supplies & expe	
					\$113.31			
PAYMENTECH FEE	EFT	4.06.2026	04/03/2026	04/03/2026	125.02	March Processing fees	514035 - Water bank service charges	
					\$125.02			
REDD'S ACE HARDWARE	2142	260059	04/30/2026	04/30/2026	4.20	Fasteners	514049 - Water Tools	
					\$4.20			
SCHOLZEN PRODUCTS	2133	6974282-00	04/07/2026	04/07/2026	375.58	1" Mushroom vent cap, Green lid, 24" x 20" Bell A	514050 - Water system maintenance	
					\$375.58			

Glen Canyon SSD of Big Water
Check Register
Checking - Zions GCSSD - 04/01/2026 to 04/30/2026

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
SmartSign	DEBIT CRD	Order # SMT-955	04/16/2026	04/16/2026	46.08 \$46.08	Driop Bx Facility required signage	514069 - Transfer Station expense	
State of Utah	Debit Car	2026-2027 Entity	04/16/2026	04/16/2026	25.00 \$25.00	2026-2027 LG Entity Registration	514020 - Water dues and subscriptio	
USPS	2138	2 Rolls Stamps- A	04/16/2026	04/16/2026	156.00 \$156.00	2 Rolls of Stamps- April	514031 - Water postage and delivery	
Utah Association of Counties	2135	8128	04/07/2026	04/08/2026	30.00 \$30.00	URRP Collection Service	514040 - Water professional services	
Utah Retirement Systems	9999	03022026	03/02/2026	04/14/2026	1.94	Interest	514016 - Water employee retirement	
Utah Retirement Systems	9999	PR030126-3150	03/02/2026	04/14/2026	22.54	Roth IRA	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR030126-3150	03/02/2026	04/14/2026	189.57	Retirement	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR030126-3150	03/02/2026	04/14/2026	452.44	401K	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR031526-3150	03/16/2026	04/14/2026	20.22	Roth IRA	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR031526-3150	03/16/2026	04/14/2026	179.83	Retirement	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR031526-3150	03/16/2026	04/14/2026	429.18	401K	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR032926-3150	03/31/2026	04/14/2026	22.40	Roth IRA	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR032926-3150	03/31/2026	04/14/2026	188.96	Retirement	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR032926-3150	03/31/2026	04/14/2026	450.98	401K	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR041226-3150	04/13/2026	04/14/2026	20.73	Roth IRA	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR041226-3150	04/13/2026	04/14/2026	181.98	Retirement	512223 - Retirement and 401k payabl	
Utah Retirement Systems	9999	PR041226-3150	04/13/2026	04/14/2026	434.32	401K	512223 - Retirement and 401k payabl	
Utah Retirement Systems	100000	PR042626-3150	04/27/2026	04/27/2026	21.36	Roth IRA	512223 - Retirement and 401k payabl	
Utah Retirement Systems	100000	PR042626-3150	04/27/2026	04/27/2026	184.61	Retirement	512223 - Retirement and 401k payabl	
Utah Retirement Systems	100000	PR042626-3150	04/27/2026	04/27/2026	440.59 \$3,241.65	401K	512223 - Retirement and 401k payabl	
WEX FLEET	EFT	111580303	04/01/2026	04/01/2026	161.65	March Water Master Fuel	514066 - Water fuel expense	
WEX FLEET	EFT	111580303 B	04/02/2026	04/02/2026	161.65 \$323.30	Duplicate payment for March Fuel	514066 - Water fuel expense	
XPRESS BILL PAY	EFT	4 06 2026	04/06/2026	04/06/2026	6.62	March Amex Fees	514035 - Water bank service charges	
XPRESS BILL PAY	EFT	4 06 2026	04/06/2026	04/06/2026	327.35 \$333.97	March 2026 Xpress Fees	514035 - Water bank service charges	
ZIONS BANK	EFT	03242026A	04/04/2026	04/04/2026	-585.63	fraudulant charge that is being disputed through Zi	511560 - Suspense	
ZIONS BANK	EFT	3 31 2026	04/16/2026	04/16/2026	74.72	Bank Fees for March	514035 - Water bank service charges	
ZIONS BANK	EFT	04302026	04/30/2026	04/30/2026	3.00 (\$507.91)	paper fee	514035 - Water bank service charges	
					\$16,475.22			

Glen Canyon SSD of Big Water
General Ledger - 4/1/2026 to 4/30/2026
Wages/ Benefits/ Retirement

Account		Description	Debit	Credit	Balance
Date	Code				
51 4010 - Water salaries and wages					\$85,662.82
4/1/2026	NBPT	Receipt 41780: BIG WATER MUNICIPAL CORPORATION - Clerk training reimbursement		406.39	85,256.43
4/12/2026	PR	Gross Pay	4,433.21		89,689.64
4/14/2026	NBPT	Receipt 41885: BIG WATER MUNICIPAL CORPORATION - Clerk training reimbursement gross wages		406.39	89,283.25
4/26/2026	PR	Gross Pay	4,450.90		93,734.15
4/29/2026	NBPT	Receipt 42065: BIG WATER MUNICIPAL CORPORATION - Clerk training reimbursement gross wages		406.39	93,327.76
			\$8,884.11	(\$1,219.17)	\$93,327.76
			Budgeted Amount:		\$111,000.00
			Budget Balance:		\$17,672.24
51 4013 - Water employee benefits					\$6,610.87
4/1/2026	NBPT	Receipt 41780: BIG WATER MUNICIPAL CORPORATION - Clerk training reimbursement		35.31	6,575.56
4/12/2026	PR	Social Security Tax	274.86		6,850.42
4/12/2026	PR	Medicare Tax	64.28		6,914.70
4/14/2026	NBPT	Receipt 41885: BIG WATER MUNICIPAL CORPORATION - Clerk training reimbursement SS/ MED Taxes		35.31	6,879.39
4/26/2026	PR	Social Security Tax	275.96		7,155.35
4/26/2026	PR	Medicare Tax	64.53		7,219.88
4/29/2026	NBPT	Receipt 42065: BIG WATER MUNICIPAL CORPORATION - Clerk training reimbursement SS/Med		35.31	7,184.57
			\$679.63	(\$105.93)	\$7,184.57
			Budgeted Amount:		\$7,600.00
			Budget Balance:		\$415.43
51 4015 - Water employee health insurance					\$23,698.12
4/1/2026	AP	INV: March 2026 SSD Clearing BIG WATER MUNICIPAL CORPORATION - PEHP- Water Op- Health/ Dental March	2,103.18		25,801.30
4/1/2026	AP	INV: March 2026 SSD Clearing BIG WATER MUNICIPAL CORPORATION - PEHP- Clerk-Health/ Dental March	746.36		26,547.66
4/1/2026	AP	INV: March 2026 SSD Clearing BIG WATER MUNICIPAL CORPORATION - PEHP- Treasurer-Health/ Dental March	420.64		26,968.30
			\$3,270.18		\$26,968.30
			Budgeted Amount:		\$37,000.00
			Budget Balance:		\$10,031.70
51 4016 - Water employee retirement benefits					\$15,071.41
4/1/2026	NBPT	Receipt 41780: BIG WATER MUNICIPAL CORPORATION - Clerk training reimbursement		65.49	15,005.92
4/12/2026	PR	Retirement	181.98		15,187.90
4/12/2026	PR	401K	434.32		15,622.22
4/14/2026	NBPT	Receipt 41885: BIG WATER MUNICIPAL CORPORATION - Clerk training reimbursement Retirement		65.49	15,556.73
4/26/2026	PR	Retirement	184.61		15,741.34
4/26/2026	PR	401K	440.59		16,181.93
4/29/2026	NBPT	Receipt 42065: BIG WATER MUNICIPAL CORPORATION - Clerk training reimbursement Retirement		65.49	16,116.44
			\$1,241.50	(\$196.47)	\$16,116.44
			Budgeted Amount:		\$17,500.00
			Budget Balance:		\$1,383.56
Report Total:			\$14,075.42	(\$1,521.57)	\$143,597.07

**Glen Canyon SSD of Big Water
Cash Summary
All Bank Accounts as of 05/18/2026**

Description	Amount
Checking - Zions GCSSD	\$11,699.38
PTIF 0670 Loan	\$66,810.08
PTIF 1417 Impact Fees	\$17,808.52
PTIF 1733 Bond Fund	\$68,537.09
PTIF 8981 Capitol Improvments	\$259,264.77
PTIF 9046 General	\$220,691.55
Xpress Bill Pay Clearing	\$225.10
UNDEPOSITED PAYMENTS	\$34,102.02
General Ledger Cash Total:	\$679,138.51