

ECHO CANYON

PRELIMINARY MUNICIPALITY BOARD

Public Meeting Agenda

The Preliminary Municipality Board of Echo Canyon (“**Board**”) will meet in public session to hold its Board Meeting as follows:

Date and time: May 28, 2026, at 1:30 PM

Format: In person with invited electronic participation

Physical Location: 1813 Kane Springs Road (Onsite Construction Structure)
Echo Canyon, Grand County, Utah 84532

The public is welcome to attend the Board Meeting. Board members and invited participants may participate electronically. The Agenda includes the following items, any of which may be acted on, discussion only, or deferred to a later date:

- 1) Welcome and call meeting to order, Craig Weston, Board Chair.
- 2) Approval of Minutes:
 - a) October 13, 2025
 - b) February 12, 2026
- 3) Public Hearings
 - a) None.
- 4) Discussion/Action Items
 - a) Ratification of Representation of Litigation Counsel
 - b) Resolution: Renewal of Insurance (increased annual cost), including confirmation of fraud risk assessment
 - c) Consideration with the advice and consent of the Echo Canyon Board, removal of an Echo Canyon Preliminary Municipality Planning Commission Board Member
 - d) Resolution: Update to Electronic Meetings Policy
 - e) Resolution, FY 2027 Budget:
 - i) Review and adoption of tentative budget for FY ending June 30, 2027
 - ii) Establish hearing date and time for public hearing to receive comments for or against the estimates of revenue and expenditures in the tentative budget and to consider adoption of final budget
 - f) Resolution: Updated GRAMA policy
- 5) Board Member Reports (and others as invited by the Chair)
- 6) Potential closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation, the sale or purchase of real property, and/or other matters as permitted by Utah Code §§ 52-4-204 through 205 (if needed, motion and majority vote required to proceed).
- 7) Adjournment

ECHO CANYON PRELIMINARY MUNICIPALITY REGULAR BOARD MEETING MINUTES

October 13, 2025, at 4:00 PM

The Echo Canyon Preliminary Municipality Board held its Regular Meeting at 1813 Kane Springs Road (Onsite Construction Structure), Echo Canyon, Grand County, Utah 84532. A recording of the meeting is archived at: <https://www.utah.gov/pmn/>

Call to Order and Attendance

Board Member Craig Weston - participating electronically - called the meeting to order at 4:00 p.m.

Board Members participating electronically were: Trent Arnold, Thomas Gottlieb and Melodie McCandless. Board Member Jonathan Hoffman attended the meeting on-site. Also participating electronically was Jay Springer, Municipal legal counsel.

Approval of Minutes

Board Member Trent Arnold made a motion to approve the Board Meeting Minutes of August 15, 2025, as presented. Board Member Thomas Gottlieb seconded the motion. The motion carried 4-0 aye with Board Member McCandless abstaining.

Discussion/Action Items

a. Approval of revised Procurement and Purchasing Policy

A brief presentation summarizing the presented policy was made by Municipal Legal Counsel, Jay Springer.

Board Member Weston made a motion to approve the revised procurement and purchasing policy as presented. Board Member Arnold seconded the motion. The motion carried 5-0 aye.

b. Approval of Ordinance adopting building permit review process, including update to Municipal Engineer's scope of work to include final review of building permit applications

A brief presentation summarizing the ordinance was made by Municipal Legal Counsel, Jay Springer. Discussion followed amongst the board members.

Board Member Arnold made a motion to approve the Ordinance adopting building permit review process, including update to Municipal Engineer's scope of work to include final review of building permit applications as presented. Board Member Gottlieb seconded the motion. The motion carried 5-0 aye.

c. Approval of professional services agreement for Building Inspections and related services.

A brief presentation was made by Municipal Legal Counsel, Jay Springer and Springer recommended approving two agreements for these services from the two local providers, Shums Coda and Associates for \$125 per house and Bill Hulse for \$75 per hour. Discussion followed amongst the board members.

Board Member Weston made a motion to approve an agreement with Shums Coda and Associates for Building Inspections and related services as presented and an agreement with Bill Hulse for Building Inspections and related services as presented. Board Member Arnold seconded the motion. The motion carried 5-0 aye.

d. Adoption and ratification of actions taken to open bank account with Chase Bank and execution of agreements related thereto

A brief presentation summarizing the actions was made by Municipal Legal Counsel, Jay Springer. Discussion followed amongst the board members.

Board Member Weston made a motion to adopt and ratify the actions taken to open a bank account with Chase Bank and the execution of agreements related thereto. Board Member McCandless seconded the motion. The motion carried 5-0 aye.

e. Resolution authorizing Chair to finalize general insurance coverage and pay expenses related thereto

A brief presentation summarizing the Resolution was made by Municipal Legal Counsel, Jay Springer. Discussion followed amongst the board members.

Board Member McCandless made a motion to approve the Resolution authorizing Chair to finalize general insurance coverage and pay expenses related thereto as presented. Board Member Arnold seconded the motion. The motion carried 5-0 aye.

Closed session – Cancelled

Other business, as needed

Legal Counsel Springer stated that there may be a need for one or two meetings before the end of the year.

Adjourn

Board Member Weston made a motion to adjourn. Board Member Arnold seconded the motion. The motion passed 5-0 aye. The meeting was adjourned at 4:23 p.m.

ECHO CANYON PRELIMINARY MUNICIPALITY REGULAR BOARD MEETING MINUTES

February 12, 2026, at 3:30 PM

The Echo Canyon Preliminary Municipality Board held its Regular Meeting at 1813 Kane Springs Road (Onsite Construction Structure), Echo Canyon, Grand County, Utah 84532. A recording of the meeting is archived at: <https://www.utah.gov/pmn/>

Call to Order and Attendance

Board Member Craig Weston - participating electronically - called the meeting to order at 3:30 p.m.

Board Members participating electronically were: Trent Arnold, Thomas Gottlieb, and Melodie McCandless. Board Member Jonathan Hoffman attended the meeting on-site. Also participating electronically were Jay Springer, Municipal Legal Counsel, and Rachel Stenta.

Open and Public Meeting Act Training

Municipal Legal Counsel Jay Springer conducted the annual Open and Public Meetings Act training. Reference materials were provided to Board members, and key statutory requirements were reviewed. Completion of this training satisfies the Board's annual training requirement. No action was required.

Annual Conflict of Interest Disclosure Statement of Board Members

Municipal Legal Counsel Jay Springer reported that annual conflict of interest disclosure statements had been distributed to Board members. Board members were instructed to complete and return the forms for compliance tracking. Questions may be addressed individually with legal counsel.

Board Member Reports

No Board Member reports were presented.

Discussion/Action Items

a. Approval of Resolution #2026-R-01 appointing Municipal Clerk & Recorder and approving related contract.

A brief presentation was made regarding the need to appoint a Municipal Clerk and Recorder.

Board Member Gottlieb made a motion to approve Resolution 2026-R-01, a Resolution approving an independent contractor agreement for Municipal Clerk and Recorder services and appointing Rachel Stenta to the position. Board Member Arnold seconded the motion. The motion carried unanimously.

b. Approval of Resolution #2026-R-02 appointing Meridian Land Counsel as Municipal Attorney and approving related contract.

Municipal Legal Counsel Jay Springer provided a brief overview of Resolution #2026-R-02 Approving a Legal Representation Agreement with Meridian Land Counsel, Plc for Municipal Attorney Services.

Board Member Weston made a motion to approve **Resolution 2026-R-02**, a Resolution approving legal representation agreements with Meridian Land Counsel, PLLC, for municipal attorney services effective as of 12/31/2025. Board Member Arnold seconded the motion. The motion carried unanimously.

c. Adoption of Ordinance #2026-O-01 - Establishing Enforcement Framework for Public Offenses

Municipal Legal Counsel Jay Springer presented Ordinance #2026-O-01 - An Ordinance of the Echo Canyon Board Amending the Municipal Code to Establish a Dual Civil and Criminal Enforcement Framework for Public Offenses, Including Trespass, Vandalism, and Unlawful Aircraft Operation. establishing a dual civil and criminal enforcement framework for public offenses, including trespass, vandalism, and unlawful aircraft operation.

Board Member Weston made a motion to adopt the ordinance as presented. Board Member Hoffman seconded the motion. The motion carried unanimously.

d. Adoption of Ordinance #2026-O-02 Regarding Planning Commission Member Appointment and Removal

Municipal Legal Counsel Jay Springer presented Ordinance #2026-O-02 of the Echo Canyon Board Amending Title 1, Chapter 1, Sections 1.01.020 and 1.01.060 of the Echo Canyon Code Regarding the Appointment and Removal of Planning Commission Members.

Board Member Arnold made a motion to approve the ordinance as presented. Board Member Weston seconded the motion. The motion carried unanimously.

Closed session – Cancelled

Adjournment

Board Member Weston made a motion to adjourn. Board Member Arnold seconded the motion. The motion passed 5-0 aye. The meeting was adjourned at 4:00 p.m.

Echo Canyon Preliminary Municipality Board

RESOLUTION NO. 2026-_____

May 28, 2026

A RESOLUTION AUTHORIZING THE BOARD CHAIR AND PROFESSIONAL STAFF TO FINALIZE AND EXECUTE AGREEMENTS FOR GENERAL LIABILITY INSURANCE, SUBJECT TO CONDITIONS.

WHEREAS, the Echo Canyon Preliminary Municipality (“**Municipality**”) Board (“**Board**”) finds it necessary and prudent to maintain general liability insurance to protect the organization, its officers, employees, and agents from covered claims; and

WHEREAS, timely placement or renewal of insurance coverage may require efficient administrative action; and

WHEREAS, insurance rates have exceeded the previously authorized amounts for renewal of \$5,000.00; and

WHEREAS, the Board desires to delegate limited authority to execute insurance agreements within a defined monetary threshold and with appropriate legal safeguards.

NOW, THEREFORE, BE IT RESOLVED by the Echo Canyon Preliminary Municipality Board as follows:

1. Delegation of Authority. The Chair of the Board and the Municipality’s professional staff, including legal counsel, are authorized to negotiate, finalize, and execute agreements, binders, applications, endorsements, renewals, and other related documents for general liability insurance.
2. Monetary Limit. The total annual premium obligation for any policy period may not exceed Ten Thousand Dollars (\$10,000), inclusive of carrier/broker fees and applicable taxes/surcharges, but excluding contingent audit premiums, if any.
3. Legal Review. Execution authority granted herein is expressly conditioned on prior review and approval as to form by legal counsel.
4. Coverage Parameters. Authorized coverage shall be customary general liability insurance for the Municipality’s operations, with limits and terms substantially consistent with prior placements or as recommended by legal counsel and staff, provided the premium cap in Section 2 is observed.

5. Term; Renewals. This delegation applies to (a) the current placement and (b) subsequent annual renewals so long as the total annual premium remains within the limit set forth above and all other conditions of this resolution are satisfied, unless and until amended or rescinded by the Board.
6. Severability; Conflicts. If any provision of this Resolution is held invalid, the remainder shall continue in effect. This Resolution supersedes any prior resolutions to the extent of a conflict on the subject matter herein.
7. Effective Date. This Resolution is effective upon adoption and posting.

PASSED, APPROVED, and MADE EFFECTIVE this: May 28, 2026.

PRELIMINARY MUNICIPALITY OF ECHO
CANYON, UTAH

CHAIR

ATTEST:

CLERK/RECORDER

Echo Canyon Preliminary Municipality Board

RESOLUTION NO. 2026-____

May 28, 2026

A RESOLUTION ADOPTING AN UPDATED ELECTRONIC MEETINGS POLICY.

WHEREAS, the Preliminary Municipality of Echo Canyon, Utah (the "**Municipality**") is a political subdivision of the State of Utah, duly organized and existing under the laws of the State of Utah; and

WHEREAS, the Echo Canyon Preliminary Municipality Board (the "**Board**") is a public body subject to the Utah Open and Public Meetings Act; and

WHEREAS, Utah Code Section 52-4-207 authorizes a public body to convene and conduct electronic meetings in accordance with an adopted resolution, rule, or ordinance and applicable notice and participation requirements; and

WHEREAS, the Board desires to update the Municipality's electronic meetings policy to reflect current law, municipal operations, and the Board's needs for in-person meetings with invited electronic participation; and

WHEREAS, an updated Electronic Meetings Policy has been presented to the Board for review and adoption; and

WHEREAS, the Board finds that adoption of the updated Electronic Meetings Policy is in the best interests of the Municipality.

NOW, THEREFORE, BE IT RESOLVED by the Echo Canyon Preliminary Municipality Board as follows:

1. Adoption of Updated Policy. The Board hereby adopts the updated Electronic Meetings Policy attached hereto as Exhibit A.
2. Authorization for Corrections and Implementation. The Chair, Municipal Recorder/Clerk, Municipal Counsel, and other municipal representatives are authorized to make any non-substantive corrections and conforming changes to the Electronic Meetings Policy and to take all actions necessary to implement the policy.
3. Posting and Maintenance. The Municipality's officers and consultants are authorized to post, distribute, maintain, and apply the Electronic Meetings Policy as required or appropriate under applicable law.
4. Effective Date. This Resolution is effective upon adoption.

[signature page follows]

PASSED, APPROVED, and MADE EFFECTIVE this: May 28, 2026.

Echo Canyon, Utah

By: _____
Craig Weston, Chair

ATTEST

Acting Clerk/Recorder

VOTING:

Craig Weston, Chair of the Board voting _____

Thomas Gottlieb, Board Member voting _____

Trent Arnold, Board Member voting _____

Jonathan Hoffman, Board Member voting _____

Melodie McCandless, Grand County Board Member voting _____

EXHIBIT A

Updated Electronic Meetings Policy

[Attach/insert document here.]

ECHO CANYON
ELECTRONIC BOARD MEETING POLICY
(Last Revised May 2026)

- A. Electronic Meetings Policy:** This policy shall be known as Echo Canyon Preliminary Municipality (“Municipality”) Electronic Board Meeting Policy (“Policy”) for the Preliminary Municipality Board and Planning Commission (each a “Board”).
- B. General:** A Board meeting may be convened and conducted by means of telephonic or virtual conference by satisfying the requirements of Utah Code Ann. § 52-4-207. No Board meeting is required to be held by such means. Any Board Member may request that a meeting of the Board be an electronic meeting, provided that the Board Member makes the request at least 24 hours in advance of that meeting.
- C. Participation by Board:** The primary purpose for holding electronic meetings is to enable members of the Board to participate in the meeting electronically.
- D. Anchor Location; Public Participation:** An anchor location shall be established for each electronic meeting except as provided by Utah Code Ann. § 52-4-207. The anchor location is the physical location from which the electronic meeting originates or from which the participants are connected. No quorum nor any Board Member is required to be present at the anchor location, as long as all other requirements of this Policy and of Utah Code Ann. § 52-4-207 are satisfied for a meeting to be held as an electronic meeting. At least one representative of the Municipality shall be present at the anchor location. Space and facilities must be provided at the anchor location so that all interested persons may attend and monitor the open portions of the meeting. If the meeting includes a public hearing, space and facilities must be provided at the anchor location so that interested persons and the public may attend, monitor and participate in the hearing. The general public and other interested persons need not be provided an opportunity to participate in or present at, as opposed to attend and monitor, an electronic meeting except when invited by the Municipality or Board, or as required by Utah law, such as when a public hearing provides for public participation. The Board may, in its sole discretion unless otherwise required by law, provide for a member of the public to participate remotely by electronic means.
- E. Notice:** Not less than 24 hours’ advance public notice, including the agenda, date, time, and location will be given for each electronic meeting of the Board by posting in accordance with Utah law. In addition, the notice must be provided to all Board Members at least 24 hours before the meeting. These notice requirements are minimum requirements and are not to be construed as precluding such additional postings and notifications as may be directed by the Board.
- F. Determination for Future Meetings:** The Municipality may determine, in its discretion based on any factors permissible under Utah law, whether to hold an electronic meeting on an ongoing basis or for a specific meeting. The Municipality may also restrict the number of separate electronic connections that are allowed for an electronic meeting based on available equipment capacity. The request from a member of the Board to participate in a meeting electronically may be denied by the Chair, or presiding member, based on any considerations deemed sufficient by the Chair or presiding member.
- G. Conduct of Meeting; Quorum:** No action may be taken and no business may be conducted at a meeting of the Board unless a quorum, consisting of a simple majority of the members of the Board, is present. A Board Member who is not physically present may participate in the meeting through electronic means and be counted toward the required quorum in accordance with Utah Code Ann. § 52-4-207. Any Board Member participating via electronic means may make, second and vote on all motions and participate in the discussion as though present. The meeting may be conducted by any Board Member, present physically or electronically, though where a public hearing item is included on the agenda the Board recognizes a preference for a Board Member physically present to conduct the meeting. In any event, electronic meetings, and notice of electronic meetings, shall comply with the Open and Public Meetings Act of Utah.
- H. Electronic Votes:** Votes taken by the Board in an electronic meeting shall be taken by roll call, except unanimous votes of those voting may be verbally indicated as unanimous for the record.

Echo Canyon Preliminary Municipality Board

RESOLUTION NO. 2026-____

May 28, 2026

A RESOLUTION ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2027, AND SETTING JUNE 4, 2026 AS THE DATE FOR A PUBLIC BUDGET HEARING.

WHEREAS, the Preliminary Municipality of Echo Canyon, Utah (the "**Municipality**") is a political subdivision of the State of Utah, duly organized and existing under the laws of the State of Utah; and

WHEREAS, a proposed budget has been filed with the Echo Canyon Preliminary Municipality Board (the "**Board**") for the fiscal year ending June 30, 2027; and

WHEREAS, the Board has carefully reviewed and considered the proposed budget and has determined that it should be tentatively adopted; and

WHEREAS, the Board desires to set the date, time, and place for a public hearing to receive comments for or against the estimates of revenue and expenditures in the tentative budget and to consider adoption of a final budget for the fiscal year ending June 30, 2027; and

WHEREAS, Utah laws governing budget adoption and setting of tax rates and federal laws governing receipt and disbursement of federal funds have been or will be complied with; and

WHEREAS, it is the intent and desire of the Municipality to comply with all applicable state and local laws regarding adoption of budgets; and

WHEREAS, it is in the best interests of the Municipality to tentatively adopt the budget for fiscal year ending June 30, 2027 and to set a public budget hearing.

NOW, THEREFORE, BE IT RESOLVED by the Preliminary Municipality Board of Echo Canyon, Utah, as follows:

1. The budget attached hereto for fiscal year ending June 30, 2027 (the "Tentative Budget") in the amounts of \$25,000 in expenditures and \$25,000 in revenues is hereby tentatively adopted.
2. A public hearing to receive comments for or against the estimates of revenue and expenditures in the Tentative Budget, and to consider adoption of the final budget for fiscal year ending June 30, 2027, shall be held on June 4, 2026, at 1:00 PM, located at Onsite Construction Structure, 1813 Kane Springs Road, Echo Canyon, Utah 84532.
3. Notice of said hearing shall be published as required by the applicable laws of the State of Utah.
4. Citizens in attendance at the public hearing shall be permitted to provide written or oral comment for or against the Tentative Budget or any of its individual funds, and for or against the relationship of federal funds to the budget.
5. A copy of the Tentative Budget, together with any required summaries, shall be available for inspection by the general public upon request.

6. Further Action. The Municipality's officers and consultants are authorized to take all actions necessary to carry out the intent of this Resolution and to make all filings and postings required by applicable law.
7. Effective Date. This Resolution is effective upon adoption.

PASSED, APPROVED, and MADE EFFECTIVE this: May 28, 2026.

Echo Canyon, Utah

By: _____
Craig Weston, Chair

ATTEST

Acting Clerk/Recorder

VOTING:

Craig Weston, Chair of the Board voting _____
Thomas Gottlieb, Board Member voting _____
Trent Arnold, Board Member voting _____
Jonathan Hoffman, Board Member voting _____
Melodie McCandless, Grand County Board Member voting _____

EXHIBIT A

Tentative Budget for Fiscal Year Ending June 30, 2027

[Attach/insert document here.]

Echo Canyon Preliminary Municipality Board

RESOLUTION NO. 2026-_____

May 28, 2026

**A RESOLUTION ADOPTING AN UPDATED GOVERNMENT RECORDS ACCESS AND
MANAGEMENT ACT POLICY.**

WHEREAS, the Preliminary Municipality of Echo Canyon, Utah (the "**Municipality**") is a political subdivision of the State of Utah, duly organized and existing under the laws of the State of Utah; and

WHEREAS, the Board desires to adopt an updated Records and Communication Policy ("**Policy**") to guide the Municipality's handling of GRAMA records requests, records classifications, appeals, fees, retention, and related procedures; and

WHEREAS, an updated Policy has been presented to the Board for review and adoption; and

WHEREAS, the Board finds that adoption of the updated GRAMA Policy is in the best interests of the Municipality.

NOW, THEREFORE, BE IT RESOLVED by the Preliminary Municipality Board of Echo Canyon, Utah, as follows:

1. Adoption of Updated Policy. The Board hereby adopts, and repeals and replaces the existing Policy in substantially the form attached hereto as **Exhibit A**.
2. Authorization for Corrections and Implementation. The Chair, Municipal Recorder/Clerk, Records Officer, Municipal Counsel, and other municipal representatives are authorized to make any non-substantive corrections and conforming changes to the Policy and to take all actions necessary to implement the policy.
3. Posting and Maintenance. The Municipality's officers and consultants are authorized to maintain, post, distribute, and apply the Policy as required or appropriate under applicable law.
4. Effective Date. This Resolution is effective upon adoption.

[signature page follows]

PASSED, APPROVED, and MADE EFFECTIVE this 28th day of May 2026.

Echo Canyon, Utah

By: _____
Craig Weston, Chair

ATTEST

Clerk/Recorder

VOTING:

Craig Weston, Chair of the Board voting _____

Thomas Gottlieb, Board Member voting _____

Trent Arnold, Board Member voting _____

Jonathan Hoffman, Board Member voting _____

Melodie McCandless, Grand County Board Member voting _____

EXHIBIT A

Updated Records Policy

[Attach/insert document here.]

Echo Canyon Preliminary Municipality
RECORDS AND COMMUNICATION POLICY
Approved and Adopted Pursuant to Resolution No. 2025-R-01, June 12, 2025
Amended May 28, 2026

I. PURPOSE

The Government Records Access and Management Act and the Public Records Management Act impose obligations to retain and dispose records. Echo Canyon shall comply with all applicable State and federal laws, rules, and regulations governing public records.

II. TRAINING

All new staff hired will receive a brief records management training to ensure that clear expectations are set before commencing regularly assigned duties. The Recorder's Office shall provide all-staff training on GRAMA as required by State law.

III. RECORD STORAGE

All records, where able, should be created and maintained in an electronic format that can be easily convertible to keep with industry standards. The electronic record shall serve as the designated record copy unless otherwise indicated by the Recorder. If records need to be preserved in hardcopy form, they should also be converted and saved electronically, if possible, for easier reference. Hard copy inactive records removed from active file space shall be stored in the storage room designated by the Municipality until their retention period has been met or transferred to the Utah State Records Center. The inactive files will be stored in an appropriate drawer in type-labeled folders or a records box with the contents and retention schedule clearly identified on the exterior as well as an inventory of the contents on the inside of the box. Records with permanent retention periods may be transferred to the Utah State Archives once deemed unnecessary by the Recorder to be stored by the Municipality.

IV. GRAMA REQUESTS

GRAMA is the Act that governs the disclosure of certain records. The GRAMA Request form attached hereto is available to the public. If there is a request for information that does not involve a record or that is publicly available, it does not need to go through the GRAMA process. Likewise, if the record does not exist, the Municipality does not have to create one. The Municipality may charge fees for record requests if the request will take longer than 15 minutes to process and/or if the requestor would like copies of the record(s). The fee for time to search and compile is based on the lowest salary of the person able to do the work. If it is anticipated that the fee will be more than \$50, the Municipality can charge in advance of doing the work to ensure just compensation. Any time a record is requested, the process for the request will be in accordance with GRAMA as follows:

1. A request for records must be in writing (GRAMA Request Form) and contain a description of the record requested that identifies the record with reasonable specificity. If the GRAMA Request Form is missing information, it is not a valid request.

2. A request may be accepted by any staff member of the Municipality and shall be immediately given to the Recorder for processing.

3. The Municipality has 10 business days (regular request) or 5 business days (expedited request) to respond to the request. This time starts when the request is accepted by the Recorder or staff member, and subject to the fees provisions below.

4. The Recorder will track the request and send it to the relevant department for retrieval.

5. The Recorder will then classify the received record(s) as public, protected, private, or controlled and redact private information. If the record may not be redacted, then the request may be denied per State law.

6. If the request must be denied, the Recorder shall provide a notice of denial, including a description of the record or portion of record to which access is denied, citation to the Utah statute allowing the denial, and a description of the process to appeal the denial.

7. The Recorder's Office will respond to the requestor in accordance with GRAMA before the required deadline. Responses to requests may be approvals, approvals in part, or denials.

V. RECORDS RETENTION AND DESTRUCTION

All records will follow the General Retention Schedule (GRS) governed by the Utah Division of Archives and Records Service. Retention shall be based on the content of the record and its value to the Municipality, not on its format or storage medium. Each department shall also assist the Recorder with the destruction of records. Records whose retention period has been met shall be destroyed unless the record is necessary for litigation purposes. The records to be destroyed shall be logged with the Recorder before destruction occurs. The destruction log shall include a list of records destroyed including the type of record and relevant date, the retention schedule reference, the date of destruction, and the authorization of the Recorder. The destruction logs shall be retained by the Recorder.

VI. ECHO CANYON BUSINESS AND INTERNAL COMMUNICATIONS

All written communications concerning official municipality business shall be conducted using designated and specified email addresses assigned to appointed officials, staff, and relevant parties. These email addresses serve as the official channels for transmitting and receiving information related to municipal operations and actions.

This policy applies to all substantive communications, including but not limited to meeting notices and packets, supporting materials, draft and final minutes, correspondence related to policy

discussions, and other items necessary for the effective conduct of municipal business. Communications sent to or from any other address are presumed to not constitute official notice or record.

The list of designated email addresses may be updated from time to time by written notice submitted to the municipal recorder. It is the responsibility of each official or staff member to ensure their contact information is current and accurate in accordance with this policy.

VII. FEES FOR RECORDS REQUESTS

1. **Authorization and Calculation of Fees.** In accordance with Utah's Government Records Access and Management Act ("GRAMA"), Utah Code § 63G-2-203, the Municipality may charge a reasonable fee to cover its actual costs for providing a record.

- A. **Staff Time.** No charge will be assessed for the first 15 minutes of staff time required to search for, retrieve, and prepare a record for inspection or copying. For requests requiring staff time in excess of 15 minutes, the Municipality shall charge a fee based on the hourly salary of the lowest-paid employee who, in the reasonable discretion of the Municipality, possesses the necessary skill and training to fulfill the request.
- B. **Other Costs.** The fee may also include the actual cost of compiling a record in a new format, a charge for media or paper on which the record is provided, and any other direct costs associated with fulfilling the request.

2. **Cost Estimate and Deposit.** If the Municipality estimates that the total fees for processing a request will exceed one hundred dollars (\$100.00), it may require the requestor to pay a deposit before beginning to process the request. The deposit shall be a reasonable percentage of the estimated total fee. The cost estimate is a good-faith approximation, and the final fee may be adjusted based on the actual time and costs incurred.

3. **Agreement and Prepayment.** The Municipality will provide the requestor with a written estimate of the fees. Review, retrieval, and compilation of the requested records will not commence until:

- A. The requestor agrees in writing to pay the fees as estimated; and
- B. The Municipality has received payment for any deposit required under this section.

4. **D. Payment of Balance.** The requestor must pay any outstanding balance before the Municipality will release the requested records or copies. If the actual costs incurred are less than the amount paid by the requestor, the Municipality will refund any overpayment. The Municipality may require an additional payment or installment if the costs to fulfill the request exceed the initial estimate and deposit.