

Kane Springs Improvement District

Board of Trustees

Public Meeting Agenda

The Kane Springs Improvement District Board of Trustees (“**Board**”) will meet in public session to hold its Board Meeting as follows:

Date and time: May 28, 2026, at 2:30 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.
- 2) Approval of Minutes:
 - a) October 13, 2025
- 3) Public Hearings
 - a) None.
- 4) Discussion/Action Items
 - a) Resolution: Renewal of Insurance (increased annual cost), including confirmation of fraud risk assessment
 - b) Resolution: Update to Electronic Meetings Policy
 - c) Budget Resolution:
 - 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 for FY ending June 30, 2027 and amended budget for FY ending June 30, 2026
 - d) 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

**KANE SPRINGS IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**

October 13, 2025 at 3:30 p.m.

Call to Order

Meeting called to order: Monday, October 13, 2025 at 3:30 p.m.

Meeting type/location: Board Meeting of the Kane Springs Improvement District, held at 1813 Kane Springs Road, Echo Canyon, Grand County, Utah 84532, with invited electronic participation.

Present in the meeting were:

Craig Weston, Chair

Tom Gottlieb, Trustee

Trent Arnold, Trustee

Jay Springer, District Counsel / non-voting participant

Absent: None stated.

Quorum: A quorum was present, with all trustees present.

AGENDA

1. Welcome, Call to Order, and Confirmation of Quorum

Summary of item: The Chair opened the meeting, stated the date and time, and confirmed that Tom Gottlieb and Trent Arnold were in attendance and that a full quorum was present.

Action taken: Quorum confirmed. No vote was taken on this item.

2. Approval of Prior Meeting Minutes - August 15, 2025

Summary of item: The Board considered approval of the prior meeting minutes from August 15, 2025. The Chair stated that he had reviewed the minutes and had no changes or questions. Trustees Gottlieb and Arnold also stated that they had no changes or questions.

Motion by: Trustee Arnold moved to accept the minutes as presented.

Seconded by: Trustee Gottlieb.

Vote/result: Passed unanimously.

Action taken: The August 15, 2025 meeting minutes were approved as presented.

3.a. Approval of Procurement Policy

Summary of item: The Board reviewed and considered approval of a procurement policy for the District. District Counsel explained that the policy incorporated the main components of the state procurement code while being tailored for a district of KSID's size and staffing level.

Discussion: Discussion included emergency purchases, exemptions for certain professional services, and sole source procurement procedures. Trustees stated that they had reviewed the policy and agreed that it was appropriate for the District.

Motion by: Chair Craig Weston moved to approve the procurement policy as described in the agenda.

Seconded by: Trustee Arnold.

Vote/result: Passed unanimously.

Action taken: The procurement policy was approved.

3.b. Approval of Professional Services Agreement for District Accounting Services - DS Accounting

Summary of item: The Board considered approval of a professional services agreement for district accounting services with DS Accounting.

Discussion: Discussion included the District's need for accounting support, cleanup of prior compliance items, and assistance with State Auditor requirements. Trustees expressed support for retaining DS Accounting at the District's current stage of development.

Motion by: Trustee Arnold moved to accept the agreement or proposal as written.

Seconded by: Trustee Gottlieb.

Vote/result: Passed unanimously.

Action taken: The professional services agreement for district accounting services with DS Accounting was approved.

3.c. Approval of Professional Services Agreement for Engineering and Design Layouts, Construction Coordination, Inspection and Acceptance - Anderson Engineering, Inc.

Summary of item: The Board considered approval of a professional services agreement with Anderson Engineering, Inc. for engineering and design layouts, construction coordination, inspection, and acceptance services.

Discussion: District Counsel explained that Anderson Engineering works with the developer entities, but that certain work may need to be performed directly for the District. The Board discussed Anderson Engineering's experience in Moab and the Intermountain West and the importance of the District having its own engineering sign-off.

Motion by: Trustee Arnold moved to approve the professional services agreement for Anderson Engineering.

Seconded by: Trustee Gottlieb.

Vote/result: Passed unanimously.

Action taken: The professional services agreement with Anderson Engineering, Inc. was approved.

3.d. Approval of Sole Source Vendor Contract for Wastewater Treatment Equipment - Cloacina

Summary of item: The Board considered approval of a sole source vendor contract for wastewater treatment equipment with Cloacina.

Discussion: The Board discussed Cloacina's qualifications and the District's required wastewater treatment standards. Trustee Arnold stated that Cloacina was the only provider that could meet the high standards established for the required level of output.

Motion by: Trustee Gottlieb moved to approve the sole source vendor contract for wastewater treatment equipment with Cloacina.

Seconded by: Trustee Arnold.

Vote/result: Passed unanimously.

Action taken: The sole source vendor contract for wastewater treatment equipment with Cloacina was approved.

3.e. Approval and Ratification of Actions Taken to Open Bank Account and Execution of Agreements Related Thereto - Chase Bank

Summary of item: The Board considered approval and ratification of actions taken to open a District bank account and execution of related agreements with Chase Bank.

Discussion: District Counsel stated that the bank account process had been completed or was clear, and that the necessary contracts and approvals for authorized signers had been documented. The Board discussed Chase's municipal banking experience and the diligence required for opening the account.

Motion by: Chair Craig Weston moved to approve and ratify the actions taken to open the bank account and the execution of agreements related to the Chase account.

Seconded by: Trustee Arnold.

Vote/result: Passed unanimously.

Action taken: The actions taken to open the bank account and execute related agreements with Chase Bank were approved and ratified.

3.f. Resolution Authorizing Chair to Finalize General Insurance Coverage and Pay Expenses Related Thereto

Summary of item: The Board considered a resolution authorizing the Chair to finalize general insurance coverage and pay related expenses.

Discussion: District Counsel explained that the District had received verbal quotes and that the resolution was intended to authorize the Chair to finalize coverage, subject to a limit of \$5,000, with the expectation that annual premiums would be under \$4,000. The Board discussed the need for insurance as the District begins operations.

Motion by: Trustee Gottlieb moved to authorize the Chair to finalize general insurance coverage and pay expenses related thereto, pursuant to the terms in the resolution.

Seconded by: Trustee Arnold.

Vote/result: Passed unanimously.

Action taken: The resolution authorizing the Chair to finalize general insurance coverage and pay related expenses was approved.

4. Potential Closed Session

Summary of item: The agenda allowed for a potential closed session to discuss matters permitted by Utah Code §§ 52-4-204 through 205.

Action taken: No closed session was held.

Notable discussion: District Counsel stated that there were no discussions needed regarding the issues listed for closed session.

5. Other Business, as Needed

Summary of item: District Counsel stated that the District would likely have at least one more meeting before the end of the year, but that there was nothing urgent requiring action before the next meeting unless something arose.

Action taken: No vote was taken on this item.

6. Adjourn

Motion by: Chair Craig Weston moved to adjourn the meeting.

Seconded by: Trustee Arnold.

Vote/result: Passed unanimously.

Adjournment time: [Insert/confirm adjournment time; recording indicates approximately 3:50 p.m.]

Action taken: The meeting was adjourned.

Approval

Minutes approved on: [Insert approval date].

Approved by: [Insert Board/authorized signer, if applicable].

RESOLUTION NO. 2026-R-_____

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

WHEREAS, the Kane Springs Improvement District (“**District**”) Board of Trustees (“**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, 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 Board of Trustees of the Kane Springs Improvement District, as follows:

1. Delegation of Authority. The Chair of the Board and the District’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 shall not exceed Seven Thousand Five Hundred Dollars (\$7,500), 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 District’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 28th day of May 2026.

KANE SPRINGS IMPROVEMENT DISTRICT

CHAIR

ATTEST:

CLERK/SECRETARY

KANE SPRINGS IMPROVEMENT DISTRICT

BOARD OF TRUSTEES

RESOLUTION NO. _____

A RESOLUTION ADOPTING AN UPDATED ELECTRONIC MEETINGS POLICY.

WHEREAS, the Kane Springs Improvement District (the "**District**") is a local district and 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 policy and applicable notice and participation requirements; and

WHEREAS, the Board of Trustees desires to update the District's electronic meetings policy to reflect current law, District 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 District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Kane Springs Improvement District, as follows:

1. The Board hereby adopts the updated Electronic Meetings Policy attached hereto as Exhibit A.
2. The Chair, District Clerk/Secretary, District Counsel, and other District 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. The District's officers and consultants are authorized to post, distribute, maintain, and apply the Electronic Meetings Policy as required or appropriate under applicable law.
4. This Resolution shall become effective immediately upon passage.

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

KANE SPRINGS IMPROVEMENT DISTRICT

Chair

ATTEST:

Clerk/Secretary

EXHIBIT A

Updated Electronic Meetings Policy

[Attach/insert document here.]

KANE SPRINGS IMPROVEMENT DISTRICT
ELECTRONIC BOARD MEETING POLICY
(Last Revised May 2026)

- A. Electronic Meetings Policy:** This policy shall be known as Kane Springs Improvement District (“District”) Electronic Board Meeting Policy (“Policy”) for the District’s Board of Trustees (“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 Trustee may request that a meeting of the Board be an electronic meeting, provided that the Trustee 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 Trustee 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 District 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 District 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 Trustees 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 District 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 District 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 Trustee 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 Trustee 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 Trustee, present physically or electronically, though where a public hearing item is included on the agenda the Board recognizes a preference for a Trustee 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.

KANE SPRINGS IMPROVEMENT DISTRICT
BOARD OF TRUSTEES
RESOLUTION NO. _____

**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, a proposed budget has been filed with the Board of Trustees (the "**Board**") of the Kane Springs Improvement District (the "**District**") 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 an amended budget for the fiscal year ending June 30, 2026; 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 District to comply with all applicable state and local laws regarding adoption of budgets; and

WHEREAS, it is in the best interests of the District 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 Board of Trustees of the Kane Springs Improvement District, as follows:

1. The budget attached hereto for fiscal year ending June 30, 2027 (the "Tentative Budget") in the amounts of \$200,000.00 in expenditures and \$200,000.00 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 and amended budget for fiscal year ending June 30, 2026, shall be held on June 4, 2026, at 2:00 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 and any amended budget, including any individual funds and the relationship of federal funds to the budgets.
5. A copy of the Tentative Budget and Amended Budget (FY 2026), together with any required summaries, shall be available for inspection by the general public upon request.
6. The District'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. This Resolution shall become effective immediately upon passage.

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

KANE SPRINGS IMPROVEMENT DISTRICT

Chair

ATTEST:

Clerk/Secretary

EXHIBIT A

Tentative Budget for Fiscal Year Ending June 30, 2027

[Attach/insert tentative budget here.]

Tentative Budget				Name			Kane Springs Improvement District		
				Fiscal Year			July 1, 2025 - June 30, 2026		
General and Debt Service Fund									
		General Fund			Debt Service Fund				
		Actual Expenses			Actual Expenses				
		Prior Year	Current Year (July 1, 2024 to June 30, 2025)	Budget	Prior Year	Current Year	Budget		
(a)		(b)	(c)	(d)	(e)	(f)	(g)		
	Revenues								
1.1	Taxes: Property Tax	N/A	0		N/A	N/A	N/A		
1.2	Other:	N/A	0		N/A	N/A	N/A		
1.3	Fee in Lieu of Taxes	N/A	0		N/A	N/A	N/A		
1.4	Charges for Services	N/A	0		N/A	N/A	N/A		
1.5	Interest Income	N/A	0		N/A	N/A	N/A		
1.6	Intergovernmental revenue/grants	N/A	0		N/A	N/A	N/A		
1.7	Loan Proceeds	N/A	15000						
1.8									
	Other Financing Sources:								
1.9	Transfers from Other Funds	N/A	0	0	N/A	N/A	N/A		
1.10	Contribution from Fund Balance	N/A	0	15000	N/A	N/A	N/A		
1.11									
1.12									
	Total Revenues	0	15000	15000	0	0	0		
	Expenses								
2.1	Salaries and Benefits	N/A	0	0	N/A	N/A	N/A		
2.2	Other Operating Expenses (Legal/Engineering)	N/A	0	15000	N/A	N/A	N/A		
2.3	Depreciation	N/A	0	0	N/A	N/A	N/A		
2.4	Capital Outlay	N/A	0	0	N/A	N/A	N/A		
2.5	Debt Service	N/A	0	0	N/A	N/A	N/A		
2.6									
2.7									
2.8									
	Other Financing Uses:								
2.9	Transfers to Other Funds	N/A	0	0	N/A	N/A	N/A		
2.10	Contribution to Fund Balance	N/A	15000	0	N/A	N/A	N/A		
2.11									
2.12									
	Total Expenditures / Expenses	0	15000	15000	0	0	0		
	Net Income / (Loss)				0	0	0		

KANE SPRINGS IMPROVEMENT DISTRICT

BOARD OF TRUSTEES

RESOLUTION NO. _____

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

WHEREAS, the Kane Springs Improvement District (the "District") is a governmental entity subject to the Utah Government Records Access and Management Act, Utah Code Title 63G, Chapter 2 ("GRAMA"); and

WHEREAS, the District is required to maintain, classify, provide access to, and protect records in accordance with GRAMA and other applicable law; and

WHEREAS, the Board of Trustees desires to adopt an updated GRAMA policy to guide the District's handling of records requests, records classifications, appeals, fees, retention, and related procedures; and

WHEREAS, an updated GRAMA 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 District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Kane Springs Improvement District, as follows:

1. The Board hereby adopts the updated Government Records Access and Management Act Policy attached hereto as Exhibit A.
2. The Chair, District Clerk/Secretary, Records Officer, District Counsel, and other District representatives are authorized to make any non-substantive corrections and conforming changes to the GRAMA Policy and to take all actions necessary to implement the policy.
3. The District's officers and consultants are authorized to maintain, post, distribute, and apply the GRAMA Policy as required or appropriate under applicable law.
4. This Resolution shall become effective immediately upon passage.

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

KANE SPRINGS IMPROVEMENT DISTRICT

Chair

ATTEST:

Clerk/Secretary

EXHIBIT A

Updated Government Records Access and Management Act Policy

[Attach/insert document here.]

Kane Springs Improvement District
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. Kane Springs Improvement District 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 District Clerk or counsel 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 Clerk. 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 District 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 Clerk to be stored by the District.

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 Clerk does not have to create one. The Clerk 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 Clerk 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 Clerk and shall be immediately given to the Clerk for processing.

3. The Clerk 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 Clerk or staff member, and subject to the fees provisions below.

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

5. The Clerk 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 Clerk 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 Clerk 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 District, not on its format or storage medium. Each department shall also assist the Clerk 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 Clerk 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 Clerk. The destruction logs shall be retained by the Clerk.

VI. DISTRICT BUSINESS AND INTERNAL COMMUNICATIONS

All written communications concerning official Clerk 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 District Clerk. 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 Clerk 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 Clerk shall charge a fee based on the hourly salary of the lowest-paid employee who, in the reasonable discretion of the Clerk, 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 Clerk 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 Clerk 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 Clerk has received payment for any deposit required under this section.

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